



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Community Development Committee

Wednesday, June 12, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[24-0686](#) CDC Minutes from 5-1-24

Attachments: [CDC Minutes 5-1-24.pdf](#)

5. Public Hearing/Apearances

[24-0687](#) 2023 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program (Associated with Action Item #24-0688)

Attachments: [CAPER 2023 - Public Hearing Notice.pdf](#)

[Public Comment Period Notice Publication for 2023 CAPER.pdf](#)

6. Action Items

[24-0688](#) Request to approve the 2023 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program

Attachments: [CAPER Memo to CDC 6-12-24.pdf](#)

[Appleton_2023PY_CDBG_CAPER_Draft For Public Comment_05-17-24.pdf](#)

[24-0689](#) Request to approve the REVISED 2024-2025PY (Program Year) Community Development Block Grant (CDBG) allocations as specified in the attached documents

Attachments: [CDBG 2024PY Final Allocation Memo to CDC 6-12-24.pdf](#)

[Exhibit1_CDBG 2024PY Final Allocations Project Descriptions.pdf](#)

- [24-0770](#) Request to approve a waiver to the Declaration of Covenants and Restrictions, Item 4.B for Southpoint Commerce Park allowing maximum lot coverage over 70% located at 3351 S. Eisenhower Drive (Tax Id #31-9-5714-01) subject to the conditions in the attached memo

Attachments: [Waiver Request Encapsys Memo to CDC 6-12-24.pdf](#)
[Waiver Request Email From Boldt Encapsys 5-28-24.pdf](#)
[Subject Area Map Encapsys Southpoint Commerce Park.pdf](#)
[SPCP Covenants.pdf](#)

- [24-0516](#) Elect Vice Chair

Legislative History

5/1/24 Community Development held
Committee
Held until the next CDC meeting.

7. Information Items

- [24-0692](#) Inspection Division Permit Summary Reports - Ending 4-30-24 and Ending 5-31-24

Attachments: [Inspections Permit Report April 2024.pdf](#)
[Inspections Permit Report May 2024.pdf](#)

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Any questions about items on this meeting are to be directed to Kara Homan, Director, Community Development Department at 920-832-6468.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes - Final Community Development Committee

Wednesday, May 1, 2024

6:45 PM

Council Chambers, 6th Floor

Special Meeting

1. Call meeting to order

Chair Hartzheim called the meeting to order at 6:45 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Hartzheim, Alfheim, Jones and Siebers

Excused: 1 - Smith

4. Approval of minutes from previous meeting

[24-0515](#)

CEDC Minutes from 4-10-24

Attachments: [CEDC Minutes 4-10-24.pdf](#)

**Siebers moved, seconded by Alfheim, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Hartzheim, Alfheim, Jones and Siebers

Excused: 1 - Smith

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0516](#)

Elect Vice Chair

Held until the next CDC meeting.

**Siebers moved, seconded by Alfheim, that the election of Vice Chair be held
until the next CDC meeting. Roll Call. Motion carried by the following vote:**

Aye: 4 - Hartzheim, Alfheim, Jones and Siebers

Excused: 1 - Smith

[24-0517](#)

Set Meeting Date and Time

The meeting day and time for the Community Development Committee was changed to 4:30 p.m. on the 2nd & 4th Wednesdays of the month.

Siebers moved, seconded by Jones, that the meeting day and time be changed to 4:30 p.m. on Wednesdays following Council be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Alfheim, Jones and Siebers

Excused: 1 - Smith

[24-0518](#)

Designate Contact Person

Director Kara Homan was designated as the contact person.

7. Information Items

8. Adjournment

Siebers moved, seconded by Alfheim, that the meeting be adjourned at 6:48 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Alfheim, Jones and Siebers

Excused: 1 - Smith

NOTICE OF PUBLIC HEARING
City of Appleton
Community Development Block Grant (CDBG) Program
2023 Consolidated Annual Performance & Evaluation Report (CAPER)

NOTICE IS HEREBY GIVEN of a Public Hearing to be held before the City of Appleton Community Development Committee on Wednesday, June 12, 2024, at 4:30 p.m., or as soon thereafter as can be heard, in Common Council Chambers on the 6th floor of Appleton City Hall, 100 N. Appleton Street, Appleton, WI 54911, for the purpose of considering the 2023 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD).

The CAPER discusses Community Development Block Grant (CDBG) activities undertaken by the City of Appleton during the 2023 Program Year (April 1, 2023 – March 31, 2024). The primary function of this hearing is to obtain citizen comments on the submission. All persons interested are invited to attend this meeting and will be given an opportunity to be heard.

A copy of the CAPER may be found on the City of Appleton's website at: <https://www.appleton.org/government/community-and-economic-development/grants-administration/community-development-block-grant-cdbg/cdbg-documents> or a copy is available for viewing at the 1st floor Customer Service area at City Hall.

The federal CDBG Program aims to develop viable urban communities through provision of decent housing, suitable living environments, and economic opportunities, namely for low- and moderate-income persons. For more information on Appleton's CDBG Program, please visit the website: <https://www.appleton.org/government/community-and-economic-development/grants-administration/community-development-block-grant-cdbg> or contact Olivia Galyon, Community Development Specialist, at 920-832-6469 or email to olivia.galyon@appleton.org.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

RUN: June 5, 2024

NOTICE OF PUBLIC COMMENT PERIOD
City of Appleton
Community Development Block Grant (CDBG) Program
2023 Consolidated Annual Performance & Evaluation Report (CAPER)

NOTICE IS HEREBY GIVEN that the City of Appleton has prepared its 2023 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD). The CAPER discusses Community Development Block Grant (CDBG) activities undertaken by the City of Appleton during the 2023 Program Year (April 1, 2023 - March 31, 2024).

The CAPER **will be available starting May 17, 2024**, and the general public has until **June 3, 2024**, to offer comments on the proposed submission. Written comments may be submitted via email to olivia.galyon@appleton.org or via U.S. Mail to: City of Appleton, Community Development Department, Att: Olivia Galyon, Community Development Specialist, 100 North Appleton Street, Appleton, WI 54911. Questions can be directed to Olivia Galyon at 920-832-6469.

In addition, public comments on the CAPER can be offered during a public hearing that will be held at a regularly scheduled Community Development Committee meeting on Wednesday, June 12, 2024, at 4:30 p.m., or as soon thereafter as can be heard, in Common Council Chambers on the 6th floor of Appleton City Hall, 100 N. Appleton Street, Appleton, WI.

The City shall consider all public input received before preparing its final submission, in addition to providing HUD with a summary of such comments as they relate to the 2023 CAPER. Interested parties can view the CAPER at the following locations: City of Appleton Customer Service area on the 1st Floor of City Hall, 100 N. Appleton Street, Appleton, WI 54911; or on the website at: <https://www.appleton.org/government/community-and-economic-development/grants-administration/community-development-block-grant-cdbg/cdbg-documents>, starting May 17, 2024.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

RUN: May 17, 2024



CITY OF APPLETON

MEMORANDUM

Date: June 12, 2024
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: 2023 Consolidated Annual Performance and Evaluation Report (CAPER)

The City of Appleton has prepared its 2023 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD). The CAPER discusses Community Development Block Grant (CDBG) activities undertaken by the City of Appleton during the 2023 Program Year (April 1, 2023 - March 31, 2024).

The CAPER was available May 17 to June 3, 2024 for public comment. No comments were received.

Comments on the CAPER will also be accepted during a public hearing that will be held during the June 12, 2024 CDC meeting. The primary function of this hearing is to obtain citizen comments on the submission.

The City considers all public input received before preparing its final submission, in addition to providing HUD with a summary of such comments as they relate to the 2023 CAPER. The CAPER is due to HUD by June 29, 2024.

A copy of the CAPER may be found online at <https://www.appleton.org/government/community-and-economic-development/grants-administration/community-development-block-grant-cdbg/cdbg-documents> or a copy is available for viewing at the first floor Customer Service area at City Hall.

Staff requests that CEDC approve the 2023 CAPER.

If you have any questions, please contact me at (920) 832-6469 or email at: olivia.galyon@appleton.org. Thank you!

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The primary goal of the City of Appleton's Community Development Block Grant (CDBG) program is *to develop a viable urban community through the provision of decent housing, suitable living environments, and economic opportunities*, namely for low- and moderate-income persons. The City received a 1% increase in its CDBG funding from the previous year, with a total allocation of \$573,200. The City kicked off the allocation process with its allocations to ongoing City projects and programs, and City Departments. During the competitive external application process for non-profit subrecipients, the City received three applications for non-public service programs and six applications for public service programs. Each of these applications represented priority areas from Appleton's 2020-2024 Consolidated Plan, including providing public services for youth, small business development, fair housing services, affordable housing options, supportive services for homelessness, and housing rehabilitation. In total, Appleton was able to provide \$358,391 in non-public services assistance and \$85,980 in public-services assistance, in addition to the \$128,829 spent on City-projects and initiatives. Nearly 87% of the total award benefitted low-and moderate-income individuals and families in the City of Appleton.

City of Appleton's Homeowner Rehabilitation Loan Program (HRLP): This funding enabled Appleton's Housing Coordinator to assist with rehabilitation of 16 housing units, with one duplex, for 15 total households. These households are all low- to moderate-income homeowners and the rehabilitation efforts help keep the housing decent, safe, and sanitary, and up to code compliance and lead safety standards.

Appleton Housing Authority: CDBG funding provided for Homebuyer Assistance during PY2021 and 2022 was expended during PY2023. This program provides income-qualified, first-time homebuyers in Appleton with downpayment and rehabilitation assistance, as well as homeowner counseling. The Housing Authority expended \$41,170 during the 2023PY, fulfilling their 2022 allocation.

Boys and Girls Club of the Fox Valley: funding to provide street outreach services to homeless youth. Boys and Girls Club experienced staff turn-over that led to them terminating the project in August of 2023, and remitting the remaining funding to the City of Appleton. Boys and Girls Club was able to serve 11 clients during the time the program was active.

Habitat for Humanity of the Greater Fox Cities Area: funding to acquire and renovate three properties for three low- and moderate-income households to buy under their affordable homeownership program. Thus far, Habitat has acquired three properties, completed renovations on one property, and have selected families for two of the houses.

LEAVEN: funding to assist with emergency payments to stabilize households and avoid homelessness. LEAVEN provided short-term rental assistance to 37 households in Appleton, with an average assistance payment of \$335.

Metropolitan Milwaukee Fair Housing Council (MMFHC): MMFHC's satellite office, the Fair Housing Center of Northeast Wisconsin (FHCNW), is a yearly recipient of CDBG dollars to conduct required Fair Housing services on behalf of the City of Appleton. MMFHC received \$25,000 to provide fair housing services.

Pillars: funding to provide homelessness prevention and diversion services which assisted 13 households consisting of 42 total people through a case management program that offers both financial assistance and life-skills building.

Rebuilding Together Fox Valley: funding to provide households in Appleton with home modifications and repairs at no-cost to the low income households, who otherwise do not qualify for loans and cannot afford the repairs on their own. RTFV was able to provide repairs and modifications to 16 households, with a total of 146 different modifications and repairs completed.

Salvation Army of the Fox Cities: funding to provide short-term rental assistance and case management services, to help households retain their current housing and improve other, non-housing outcomes through, such as employment status improvements. SAFC was able to provide assistance to five households, consisting of 15 total people.

Wisconsin Women's Business Initiative Corporation (WWBIC): funding to provide economic development services to small businesses in the City of Appleton. During the 2023PY, WWBIC served 23 clients, with 15 of those clients low- and moderate-income. Additionally, through their business development efforts, WWBIC was able to assist in the creation of 3 (2 LMI) full time equivalent (FTE) jobs, and retain 32 (26 LMI) FTE jobs, and 32 (21 LMI) part time jobs, representing 67 total jobs created or retained.

CDBG-CV: In addition, **Pillars** is still expending their remaining CDBG-CV funding for their Winter Shelter Overflow Program, which provides motel rooms to households experiencing homelessness when their shelter is full during the months of October through April, as well as their Seven Days of Service Program, which allows them to keep their Adult Shelter open through the weekends. Pillars was able to serve 379 clients between these two projects. Pillars expended \$143,900.15 in CDBG-CV dollars this program year.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Acquisition for new housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	5	5	100.00%			
Administration	Administration	CDBG: \$	Other	Other	5	5	100.00%			
Economic Development	Non-Housing Community Development	CDBG: \$19259 / CDBG-CV1: \$	Businesses assisted	Businesses Assisted	4	4	100.00%			
Economic Development	Non-Housing Community Development	CDBG: \$19259 / CDBG-CV1: \$	Other	Other	0	0		18	23	127.78%
Homebuyer assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
Homebuyer assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	25	9	36.00%			
Improve & maintain housing stock	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	180	97	53.89%	33	40	121.21%

Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	0	0.00%			
Public facilities improvement	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1300	78	6.00%			
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	435	217.50%	0	0	
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		106	484	456.60%
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	1591	1023	64.30%			
Rental rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	360
Black or African American	110
Asian	25
American Indian or American Native	18
Native Hawaiian or Other Pacific Islander	10
Total	523
Hispanic	56
Not Hispanic	525

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Note that an additional 58 clients who identified as multi-racial or another race were served through various CDBG programs, but could not be included due to the preset categories of this chart.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	990,546	784,810
Other	public - federal	188,892	143,900

Table 3 - Resources Made Available

Narrative

All of the 2023 program year subrecipients utilized several other funding sources for successful implementation of their programs and activities. The City of Appleton gives preference to CDBG applicants who can demonstrate well-established budgets utilizing various funding sources.

The resources directly reflected in this report include: CDBG grant awards and program income generated from the Appleton Housing Authority and the City's Housing Rehabilitation Loan Program.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The vast majority of the activities funded during the CDBG 2023 program year were City-wide, serving any qualifying low- and moderate-income resident who resided in the City of Appleton. There were not specific geographic areas targeted for investment during the 2023 program year.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

While the City of Appleton does not implement a match requirement associated with CDBG funding, no activity or program operated solely with CDBG funding. Many of the 2022 CDBG subrecipients and CDBG-CV subrecipients utilized several other funding resources for the successful implementation of their programs.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	33	40
Number of Special-Needs households to be provided affordable housing units	0	0
Total	33	40

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	30	31
Number of households supported through Acquisition of Existing Units	3	9
Total	33	40

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City exceeded its goal to provide assistance to 33 households during the 2023 program year, and served 40 households. This included 2 households assisted by Habitat for Humanity (3 housing units acquired, one awaiting family selection), 15 households assisted through the City's HRLP, 16 households assisted by RTFV, and 6 households assisted in acquisition by the AHA.

Discuss how these outcomes will impact future annual action plans.

Appleton continues to recognize housing affordability as a major challenge to residents in our community, with the City prioritizing programs that respond to housing needs, for both rehabilitation efforts and homelessness services and prevention efforts. We are meeting our goals for the number of households to assist for both rehabilitation and homeless services and plan to continue investments into these vital services for Appleton's residents.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	331	0
Low-income	78	0
Moderate-income	27	0
Total	436	0

Table 7 – Number of Households Served

Narrative Information

All of the City of Appleton's CDBG-funded activities for the 2023 program year, with the exception of the administrative activities, benefited low- to moderate-income persons and households.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

City of Appleton employs a Coordinated Entry Specialist who has regular interactions with persons experiencing homelessness and works to get clients onto the prioritization list that agencies pull clients from. This staff person has regular communication with service providers in Appleton and is funded through a variety of funding sources including CDBG. This staff position has been immensely helpful to increase the City's capacity to assist homelessness service organizations and provide residents with connections to necessary resources.

Pillars, Inc. employs a Street Outreach Team that connects with individuals who are unsheltered or staying in a place not meant for human habitation. The Street Outreach workers, while not financially supported through CDBG funding, connect with people and build rapport to ultimately offer mainstream resources. City of Appleton also provides CDBG-CV funding for winter Motel Vouchers to ensure that individuals and families experiencing homelessness had a safe, temporary place to stay, until a more permanent housing solution was identified. Pillars is responsible for the administration of the Motel Voucher program.

LEAVEN, Inc. utilizes an intake process that identifies people experiencing homelessness and assesses their situation to determine the best course of action. Depending on their ability to maintain housing, they are referred to a local/regional shelter or are assisted with securing permanent, affordable housing. Occasionally, and under extenuating circumstances, LEAVEN will assist with a short-term motel stay to get the household off the streets.

Additionally, **Salvation Army, Pillars, LEAVEN, City of Appleton**, and many other organizations in the area participate in Coordinated Entry to identify residents in need of housing services and are members of the Fox Cities Housing Coalition, which provides an opportunity for service providers to strengthen their connections and service provision.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Appleton continued as the fiscal administrator for the Fox Cities Continuum of Care Rapid Re-Housing programs and the State of Wisconsin Emergency Homeless and Housing programs, serving as the lead agency and administering funds to Pillars Inc, Salvation Army of the Fox Cities, Harbor House, and ADVOCAP. Pillars and Salvation Army both received 2023 CDBG Entitlement funding and Pillars received CDBG-CV funding, in an effort to maintain housing units and programs addressing the needs of individuals and families experiencing homelessness in the Appleton community.

LEAVEN collaborated closely with staff from local shelters and transitional programs to address the needs of people experiencing homelessness. COTS and Christine Ann Domestic Abuse Services offer part-time, onsite services in the LEAVEN Community Resource Center, and proposals to expand and offer a satellite office near-downtown Appleton are being considered. In addition to efforts to connect clients to programs and services externally, LEAVEN receives referrals and coordinates efforts to secure housing or provide financial assistance for a motel stay to households experiencing homelessness.

Pillars Inc operated two emergency shelters and a resource center, providing temporary shelter to both households with and without children. The Adult and Family Shelter served as a 24-hour shelter for households with and without children who were experiencing literal homelessness. The Adult Shelter served as a nighttime shelter only for households without children. Both shelters provided case management, access to supportive housing, and referrals to mainstream and specialized resources based on client need. Additionally, Pillars offered supportive housing programming to households experiencing homelessness, including households with children, household without children, survivors of domestic violence, veterans, and chronic homelessness.

Salvation Army of the Fox Cities' Housing Retention Program, previously funded by CDBG funding, offered up to 18 months of financial support and case management for families who were at-risk of becoming homeless. The assistance and case management allowed households to maintain their current housing while stabilizing their situation and preventing homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

While all 2023PY CBDG subrecipients focused their programs and efforts on serving low- and moderate-income families and individuals, several community agencies focused on preventing families and individuals from experiencing homelessness.

LEAVEN's financial assistance helped maintain and secure housing, thereby preventing homelessness in most instances. LEAVEN's resource coordination connected clients to programs and services that addressed both short and long-term barriers to housing and economic stability.

Salvation Army of the Fox Cities' Housing Retention Program, previously funded by CDBG funding, offered up to 18 months of financial support and case management to families who are at-risk of becoming homeless. This assistance and case management allowed households to maintain their current housing while stabilizing their situation and preventing homelessness.

The Prevention and Diversion Program at **Pillars, Inc.**, previously funded by CDBG funding, is a case

management program that offered security deposits and rental assistance on a short-term basis for households imminently at risk of becoming homeless throughout the 2023 program year. The program provided coaching, advocacy, support, and connection with clients as a means to further their journey toward healthy interdependence. By following a strengths-based, client-centered approach, Pillars was able to prevent these households from becoming homeless and entering a shelter.

Rebuilding Together Fox Valley played an important role in preventing homelessness by assisting low-income homeowners in addressing critical home modifications and repairs that impacted the health and safety of occupancy. To qualify to receive services from Rebuilding Together, homeowners must have a household income that is below 80 percent of the county median income, and do not qualify for other community assistance programs. When forced to make decisions between providing necessities to the household, such as food, healthcare, etc- and repairing their home, homeowners defer the necessary home maintenance just to survive another month. The condition of the home continues to deteriorate month after month, until the home becomes a health and/or safety hazard.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Appleton collaborated with several CDBG subrecipient organizations through the Fox Cities Housing Coalition, ensuring that a continuum of care strategy was implemented and executed appropriately in the community. Reports and local data indicate that individuals and families experiencing chronic homelessness in the Appleton community continued to be a concern. As a result, the City of Appleton worked closely with partners, including Pillars, Salvation Army, Habitat for Humanity, Rebuilding Together Fox Valley, LEAVEN, and ADVOCAP, to incorporate additional permanent supportive housing options into the community, which included successfully retaining additional federal funding to this cause.

LEAVEN's High-Risk Prevention Program addressed the needs of individuals imminently at-risk of homelessness because of the magnitude of their crisis or their chronic inability to meet their own basic needs. Case plans were written, goals were established, and expectations were set to promote self-sufficiency and prevent future episodes of homelessness. LEAVEN often partnered with other agencies, such as Fox Valley Veterans Council, Pillars, St. Vincent de Paul, Neenah-Menasha Emergency Society, Appleton Alliance Church, and other local churches to assist at higher levels to reduce a household's length of homelessness if not entirely.

Pillars, Inc. With the return of funding from the ADVOCAP contact, Pillars was able to continue with both their Winter Overflow Shelter Program and their 7 Days of Service Program, which allowed Pillars to increase shelter capacity from October to April, utilizing motel rooms as well as increasing their Adult

Shelter housing to be open 24/7 during the winter months.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

While the City of Appleton worked closely with the Appleton Housing Authority to address issues related to affordable housing, no portion of the 2023 CDBG funds were directly used to create or address needs of their public housing stock.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The **Appleton Housing Authority's** Homebuyer Program markets to other AHA programs, including the Family Self-Sufficiency and Public Housing Family programs. The Homebuyer Program Manager worked with the Family Self-Sufficiency Program Support Specialist to provide pre-purchase goal planning for program participants.

Actions taken to provide assistance to troubled PHAs

The Appleton Housing Authority was not designated as a trouble housing authority.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The **City of Appleton** worked closely with developers and homeowners that encountered barrier to affordable housing and guided them through any administrative channels they could utilize to overcome those barriers. Additionally, the Mayor's office set up a **Housing Development Task Force** to assess potential City-policy updates that could be made to improve the housing development approval process and how the City can be proactive in achieving its development and housing availability goals in the coming years.

The **Housing Rehab Loan Program** helped property owners to maintain their homes so they could continue to live in the home most affordable to them. Many of the assisted homeowners had satisfied their mortgage, or had a low mortgage payment. With increased rent and an extremely competitive rental market, for most, homeownership is a better option for long-term affordability and stability. The City was able to assist 15 households this program year through the Housing Rehab Loan Program.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Pillars maintains more than 140 affordable housing units in their housing portfolio, and oftentimes include significant supportive services as a condition of the rental lease agreement. This includes units to serve young adults suffering from mental health issues, units to serve chronically homeless households, and several SRO properties primarily serving clients who are currently homeless. Additionally, Pillars will accommodate any reasonable request for accommodations as necessary.

Rebuilding Together Fox Valley is the only agency in the area that provides home repairs at no cost to the homeowner. Many homeowners do not have the financial capacity or credit worthiness to afford loans to pay for expensive and extensive home repairs. RTFV makes it possible for low-income homeowners, primarily elderly, disabled, and veterans, to live in a safe and healthy home. RTFV helped preserve the stock of affordable housing available to low-income homeowners and homebuyers before the homes became a health and safety hazard.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In all instances of affordable housing rehabilitation projects, including the **Appleton Housing Authority**, **Rebuilding Together Fox Valley**, **Habitat for Humanity**, and the **City of Appleton's Housing Rehabilitation Loan Program**, the units were inspected under multiple assessments, including lead risk. If lead hazards did exist, the organization was required to address the hazards as part of the rehabilitation, and at project completion, conduct clearance tests to ensure the unit was lead safe.

The **Appleton Housing Authority** Homebuyer Program Manager holds a certificate for Housing Quality Standards (HQS) inspection. Prior to purchase, all homes received an HQS inspection. Additionally, the AHA contracts with licensed lead clearing companies to test for lead presence in the homes. If lead hazards were identified, remediation was included in the rehabilitation component of the program. 80% of the households that were assisted with AHA Homeowner Rehabilitation during the 2023PY required remediation of lead hazards.

Pillars ensures that all units meet HQS requirements and provides necessary lead remediation services prior to tenant move-in.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The **Appleton Housing Authority** and **Habitat for Humanity** each provided mechanisms for breaking the cycle of poverty through their affordable homeownership programs. Obtaining a mortgage and affordable home for many low- to moderate-income families provides some stability with a lower cost of living and community investment. Additionally, Habitat offered supportive services to all families including job coaching, budget counseling, and provided access to education.

LEAVEN's Community Resource Center was specifically created to help clients transition from crisis management to self-sufficiency, and reduce the number of poverty-level families in the Appleton community. The Center incorporates an innovative service delivery model, ensuring the ability to address client challenges in a more comprehensive and systemic way. LEAVEN's community partners share the belief that together, a greater social change can be created than would be possible by an individual organization working alone. The Center's integrated support system provided a more holistic approach, inspiring people to improve their lives, realize their potential, and envision a better future for themselves and their families.

The safe, decent and affordable housing provided by **Pillars** helped households in poverty create a more stable life, and gain access to resources such as education, budgeting, employment and health and wellness. Clients were encouraged to collaborate with program case managers to generate goals and work plans toward achieving self sufficiency.

Rebuilding Together Fox Valley alleviated the expenses of home repairs for 16 households by providing services at no cost to the homeowner. This allowed the household to redirect their money to other essential needs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Public institutions, non-profit organizations, and private companies comprise the institutional structure that supports the City of Appleton's community development activities, specifically as they relate to CDBG. The City of Appleton, as the major public sector component, served as the lead fiscal and administrative agent for all community development grant programs, including the Community

Development Block Grant (CDBG) program, Continuum of Care/Permanent Supportive Housing program (COC PSH), and the Emergency Housing and Homeless program (EHH). The Community and Economic Development and Finance Departments worked together to administer these grants.

Through an active membership of the Fox Cities Housing Coalition- which is comprised of nonprofit and supportive service agencies in the community- the City of Appleton continued to encourage open lines of communication and discussion regarding community development needs in the area. Nearly all subrecipients funded during the 2023PY are active members of the Fox Cities Housing Coalition, which helps to coordinate and maintain the institutional structure of the community's continuum of care.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Fox Cities Housing Coalition continued to coordinate efforts between public and private housing providers and social service agencies. Each member agency in the Coalition worked to ensure that all individuals- whether homeless, imminently at-risk of homelessness, or in need of affordable housing, or services- were provided the shelter and support necessary. This network ensures efficiency and effectiveness among the programs offered in the community, and makes every effort to eliminate duplication or redundancy.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The following impediments to fair housing were identified through the Metropolitan Milwaukee Fair Housing Council's research and interviews in 2019. City of Appleton is working to update the analysis of impediments plan during the year of 2024.

The City of Appleton contracted with the Metropolitan Milwaukee Fair Housing Council's satellite office, the Fair Housing Center of Northeast Wisconsin (FHCNW) to conduct various fair housing program activities during the 2022-2023 contract year. These activities included:

Fair housing complaint intake, case management, and investigative services. FHCNW conducted intake of fair housing complaints from a total of five (5) individuals in the City of Appleton. All complainants were provided with technical assistance as to their rights under federal, state, and local fair housing laws. FHCNW provides investigative services on a case-by-case basis in response to complaints, as well as additional case management services to complainants and formal referrals to administrative enforcement agencies when warranted.

Information and referral services. FHCNW provided informational and referral services to 30 individuals with non-fair housing inquiries, including but not limited to topics such as tenant rights, subsidized housing, lease-related questions, repair concerns and evictions. Referrals were made to organizations such as the Tenant Resource Center, the State of Wisconsin Department of Agriculture, Trade and

Consumer Protection, and Legal Action of Wisconsin.

Technical assistance. MMFCH provided five (5) individuals with technical assistance during the 2023 program year. This technical assistance focused on protections and obligations under federal, state, and local fair housing laws.

Fair housing presentations. FHCNW conducted three (3) fair housing presentations to 83 individuals in the City of Appleton, covering topics such as the protected classes and prohibited practices under federal, state, and local fair housing laws, contemporary forms of housing discrimination, and remedies to individuals who may have experienced illegal discrimination.

Fair housing training. A fair housing training seminar for owners and managers of rental property in the City of Appleton was hosted on March 21, 2024. Two (2) individuals attended this training

Interagency meetings. FHCNW consistently participated in the local Fox Cities Housing Coalition, as well as the Appleton-based Multicultural Communications Committee. FHCNW attended six (6) FCHC meetings, and seven (7) Multicultural Communications Committee meetings. During these meetings, staff takes the opportunity to recruit volunteers, disseminate fair housing information, learn about housing trends and concerns observed by other professionals in the area, and build relationships with other organizations.

Distribution of fair housing materials. Throughout the grant year, FHCNW distributed fair housing education materials that describe the protected classes and prohibited practices. A total of 2,833 fair housing information materials were disbursed between 13 organizations and agencies.

Impediment 1: Private market housing discrimination	Housing discrimination complaint data verifies that discrimination is occurring based on many different protected classes
Impediment 2: Affordable housing location	The location of affordable housing can contribute to segregation or integration, as well as the access a person has to opportunities such as education or employment
Impediment 3: Lack of affordable, accessible housing	
Impediment 4: Private market refusal to permit accommodations/modifications	
Impediment 5: Lending discrimination and disparities	Persons of color received a disproportionately low share of loan originations
Impediment 6: Critical shortage of affordable rental housing and limited housing assistance	

Table 8 - 2019 Appleton Analysis of Impediments to Fair Housing Results

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Ensuring that CDBG funds are utilized efficiently and effectively is continuous throughout each program year. The procedures associated with monitoring activities and assuring that the activities are meeting objectives and goals set forth in the 2020-2024 Consolidated Plan are initiated during the annual application process.

During Fall 2022, applications were received and reviewed for eligibility by staff in the City of Appleton's Community and Economic Development Department. An Advisory Board, comprised of City Council members, City Committee members, and community agency members with experience in grant awarding were responsible for identifying which eligible activities proposed met the greatest need in the community. Recommendations by the Advisory Board were then approved by the City of Appleton's Community and Economic Development Committee, and then the City Council.

Meeting high priority needs and objectives, as identified in the 2020-2024 Consolidated Plan, was emphasized to both applicants and reviewers, magnifying the importance the City of Appleton places on community-identified needs and priorities.

Throughout the 2023 CDBG program year, awarded subrecipients submitted accomplishment reports and payment requests documenting the progress made by their activities. These reports and requests were used by City of Appleton staff to track activity accomplishments, expenditure accuracy, and record keeping. Sufficient documentation, reasonable expenses, and qualifying activities were evaluated. Failure to submit, or identified discrepancies in any of these areas, also triggered additional technical assistance and/or monitoring

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Citizens were provided with two separate opportunities for public comment: a 15-day public comment period and a public hearing at a regularly-scheduled meeting of the City of Appleton's Community and

Economic Development Committee. The public comment period was open May 17, 2024 to June 3, 2024, and the public hearing was held during the June 12, 2024, Community and Economic Development Committee meeting. Comments and views of citizens were taken into account and included within the CAPER, as appropriate.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There are no planned changes to Appleton's program objectives at this time.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There are no planned changes to Appleton's program objectives at this time.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 9 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 10 – Qualitative Efforts - Number of Activities by Program

Narrative



CITY OF APPLETON

MEMORANDUM

Date: June 12, 2024
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: CDBG 2024PY Final Allocation Recommendations

The City of Appleton's Community Development Block Grant (CDBG) award for the 2024 program year was announced by the U.S. Department of Housing and Urban Development (HUD). The City of Appleton was awarded \$590,504 for the 2024 program year, which is \$13,604 higher than the anticipated FY2024 allocation of \$576,900.

The 2024 preliminary awards were approved in November and December 2023 (City awards) and February 2024 (External awards). The CDBG Advisory Board was responsible for the preliminary recommendations regarding external applications. Their recommendations were carried forward to Community Development Committee and Common Council for approval.

As a result of the higher total award than anticipated, staff recommends increasing the final award allocation for four of the CDBG projects to split the remaining \$13,604 available for allocation. The following staff recommendations are based on the decisions made by the CDBG Advisory Board.

Staff recommends the following increases in allocations:

1. Increase the Public Service Allocation by \$2,025 to a total award of \$88,575 for the Community Resource Navigator position.

The Public Services category cannot exceed 15% of the total allocation. This increase to \$88,575 will keep the total public service allocation below the 15% cap while providing for the position's needs. This entire increase will go to the only public service project for the 2024PY, the City's Community Resource Navigator position.

2. Raise the final award allocations to three external partners that were not fully funded by a total increase of \$11,579.

After the public service increase, \$11,579 remains available for reallocation. Staff proposes that this funding be split between Habitat for Humanity, Rebuilding Together, and Wisconsin Women's Business Initiative Corporation (WWBIC), who each received a partial award during the preliminary award approval process. An increase of 5.4% per applicant was applied to each project. The results are noted below:

\$7,150 increase to Habitat for Humanity

\$3,630 increase to Rebuilding Together Fox Valley

\$799 increase to WWBIC

The final award recommendations are as follows:

Project	Original Request	Preliminary Award	Proposed Final Award	% Increase	\$ Increase
<i>City Projects</i>					
Fair Housing Services	\$25,000	\$25,000	\$25,000	--	--
The Neighborhood Grant Program	\$40,000	\$40,000	\$40,000	--	--
CDBG Program Admin	\$75,000	\$75,000	\$75,000	--	--
Appleton Housing Authority	\$50,000	\$50,000	\$50,000	--	--
Homeowner Rehab Loan Program	\$0	\$0	\$0	--	--
<i>Public Service Projects</i>					
Community Resource Navigator – PD/Health	\$86,550	\$86,550	\$88,575	2.3%	\$2,025
<i>City Project Total:</i>		\$276,550	\$278,575	0.73%	\$2,025
<i>External Projects</i>					
Greater Fox Cities Area Habitat for Humanity	\$231,000	\$132,000	\$139,150	5.4%	\$7,150
Rebuilding Together Fox Valley	\$100,000	\$67,000	\$70,630	5.4%	\$3,630
Pillars	\$56,000	\$56,000	\$56,000	--	--
Salvation Army Fox Cities	\$30,625	\$30,625	\$30,625	--	--
WWBIC	100,000	\$14,725	\$15,524	5.4%	\$799
<i>External Project Total:</i>		\$300,350	\$311,929	3.85%	\$11,579
Full Allocation Total:			\$590,504		

Project Name	Organization	Description	Funding Recommendation
Fair Housing Services	Metropolitan Milwaukee Fair Housing Council (MMFHC)	MMFHC's satellite office, Fair Housing Center of Northeast Wisconsin (FHCNW) will provide complaint intake, referrals, fair housing trainings and seminars, and educational materials. Fair housing is a required component of CBDG funding.	\$25,000
The Neighborhood Grant Program	City of Appleton – Community Development Dept.	Provides CBDG funding to City of Appleton registered neighborhoods pursuing eligible CBDG-projects for neighborhood improvements	\$40,000
CDBG Program Administration	City of Appleton – Community Development Dept.	Funds for staff involved in program administration, planning, reporting, and project activities	\$75,000
Homebuyer Assistance Program	Appleton Housing Authority	AHA will assist 6 households with downpayment assistance and will conduct rehabilitation to meet housing quality standards as needed	\$50,000
Homeowner Rehabilitation Loan Program	City of Appleton – Community Development Dept.	HRLP provides zero-interest loans to low-and moderate-income homeowners for rehabilitation, including bringing homes up to code, lead remediation, and housing quality standards	\$0
Community Resource Navigator	City of Appleton – Police and Health Depts.	Community Resource Navigator will respond to calls related to homelessness and mental health crises, and provide assistance as needed	\$88,575
Habitat Acquisition and Renovation	Habitat for Humanity of the Greater Fox Cities	Acquisition and necessary renovation of three properties to bring them up to code and quality standards and sell to low-and moderate-income households in Appleton	\$139,150
Safe and Healthy Housing	Rebuilding Together Fox Valley	No-cost renovations to improve the physical conditions, quality of life, and health and safety of vulnerable residents who do not otherwise qualify for loans or assistance	\$70,630
PAFS Fire Suppression System	Pillars	Replace dry fire suppression system at Pillars Adult and Family Shelter, which served 396 households in past 12 months	\$56,000
Parking/Alley Repaving	Salvation Army Fox Cities	Repave the alley and two small parking lots for 11 tenants and housing services staff.	\$30,325
Micro-entrepreneur Development	Wisconsin Women's Business Initiative Corporation (WWBIC)	Provide business training and counseling to small businesses, create 5 Full Time Equivalent (FTE) jobs, retaining 5 FTE jobs	\$15,524



CITY OF APPLETON

MEMORANDUM

Date: June 12, 2024
To: Community Development Committee
From: Lily Paul, Economic Development Specialist, Community Development
Subject: Waiver to the Declaration of Covenants and Restrictions for Southpoint Commerce Park – Encapsys LLC – 3351 S. Eisenhower Drive

GENERAL INFORMATION

Owner: F Street Appleton 1, LLC

Applicant: Roger Schregardus, Boldt

Address/Parcel Number: 3351 S. Eisenhower Drive (Tax Id #31-9-5714-01)

Petitioner's Request: Applicant is requesting a waiver to the Declaration of Covenants and Restrictions for Southpoint Commerce Park to allow for lot coverage over 70% per Section 4. B of the Deed Restrictions and Covenants.

Community Development Committee Meeting Date: June 12, 2024

Common Council Meeting Date: June 19, 2024

PROJECT DETAILS

Project Summary: F Street Development has purchased over ~77 acres of Southpoint Commerce Park and built three manufacturing/industrial/warehousing buildings ranging between 220,000 sf and 250,000 sf. Phase One of their development is the site in question. The 220,000 sf building was built to suit for a tenant that no longer occupies the building. The new tenant, Encapsys LLC can utilize most of the updates but is requesting an indoor dock containment on the northwest corner of the existing building. This would be a building addition of 3,312 sf. With the addition, the lot coverage for the site will be over the allowed 70% maximum as specified in Section 4. B of the Declaration of Covenants and Restrictions for Southpoint Commerce Park. Maximum lot coverage for M-1 Industrial Park District is 90% and would be a new requirement for lot coverage for this site.

RECOMMENDATION

A waiver allowing maximum lot coverage over 70% per the terms of the Declaration of Covenants and Restriction, Item 4. B, **BE APPROVED** subject to the following conditions:

1. M-1 Industrial Park District maximum lot coverage restrictions are being met.
2. Prior to construction, applicant must obtain proper Building and Stormwater permits.

2525 N Roemer Rd
Appleton, WI 54911

From: Roger Schregardus
Sent: Tuesday, May 28, 2024 10:36 AM
To: Kara J. Homan <Kara.Homan@AppletonWI.gov>
Subject: RE: Encapsys space on F-Street Appleton building on Milis/Eisenhower

Kara,

I understand that I need to submit a request to you for this additional pavement information.

1. We are looking at adding a 3,312 sqft building addition onto the NW corner of the existing building. In addition, we will have about 4,600 sqft of new asphalt from the existing to the west overhead door side.
2. From the existing building site that we have. We understand that:
 - a. Original total parcel area is 636,346 sqft. It was reduced to 539,926 sqft when the property line was moved in 3-1-2022
 - b. Existing building footprint is 218,360 sqft
 - c. Original paved/gravel is 205,805 sqft. It was reduced to 171,553 sqft when the property line was moved in 3-1-2022
 - d. Original landscape area is 212,181 sqft. It was reduced to 150,013 sqft when the property line was moved in 3-1-2022
3. See attached for proposed site.
4. Almost half of the new impervious area is from the roof, which is cleaner water. The new asphalt area is less than 3% additional of the current area. From what I can tell, the site ratio of new impervious vs pervious is at 72.2%. $(218360+171,533) / 539926 = 0.72216$. Adding this building addition and new asphalt will put it at 73.7% ratio.

Please let me know if you have any questions, or if you want to discuss this project further.

Thank you for your time,

Roger Schregardus
Technical Services

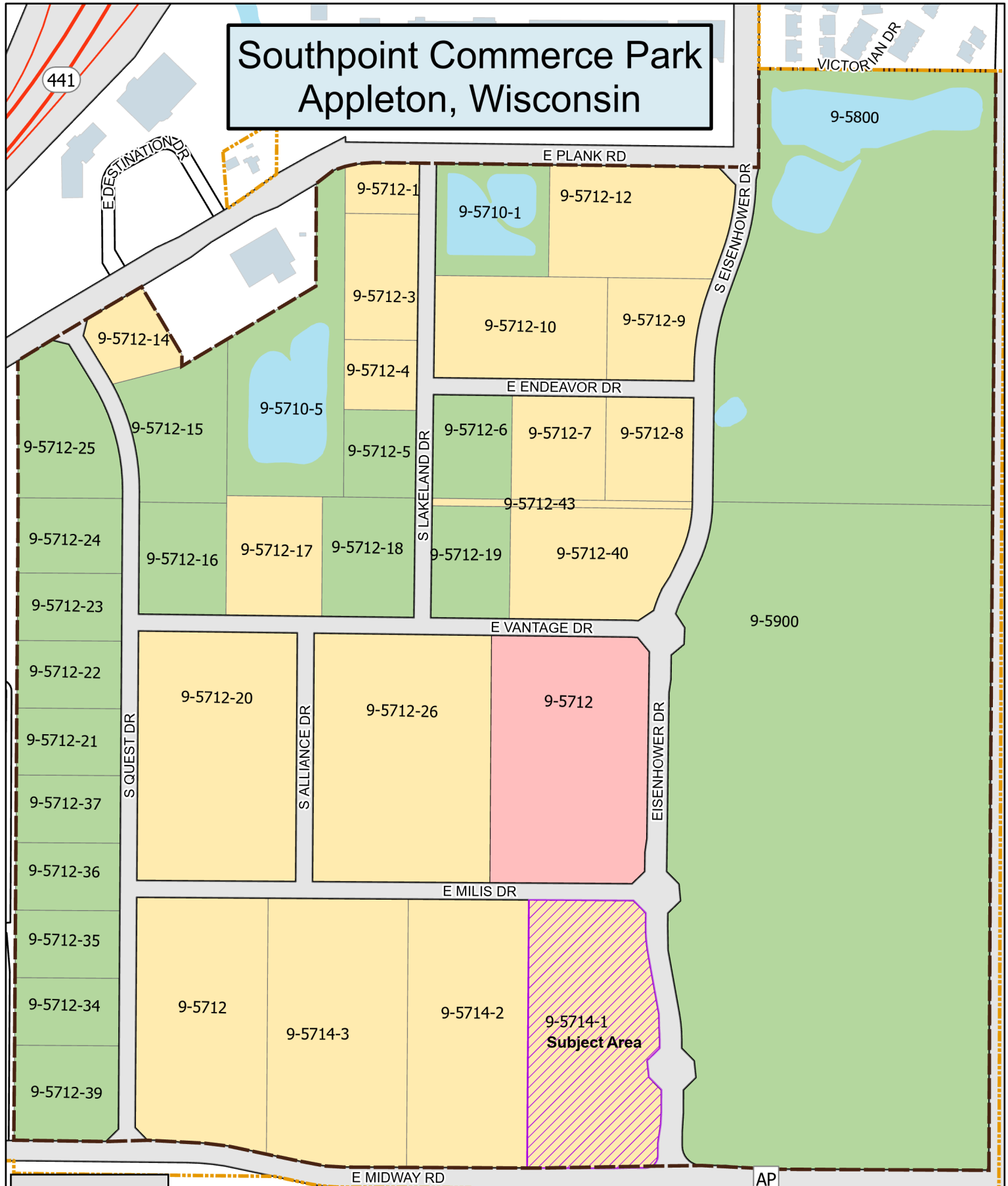
BOLDT.
BUILD BOLDLY

920.948.7975 | **Cell/Text**
roger.schregardus@boldt.com

2525 N Roemer Rd
Appleton, WI 54911

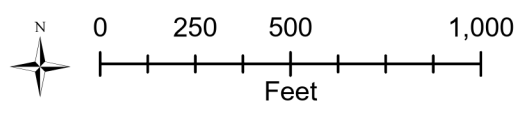
From: Jessica L. Titel <Jessica.Titel@Appleton.org>
Sent: Tuesday, April 23, 2024 3:44 PM
To: Roger Schregardus <Roger.Schregardus@boldt.com>
Cc: Mike VanDyke <Mike.VanDyke@Milliken.com>; Kevin Lex <Kevin.Lex@boldt.com>; Kara J. Homan

Southpoint Commerce Park Appleton, Wisconsin



Legend

- City Limits
- Park Boundary
- For Sale (City Owned)
- Privately Owned Parcels
- Under Contract
- Subject Area



Prepared by City of Appleton
Comm. & Econ. Dev. Dept. 6/2024

N COOP RD

S O U T H  P O I N T
C O M M E R C E P A R K
Appleton's Newest Business Opportunity

DECLARATION OF COVENANTS AND RESTRICTIONS

APPLICABLE TO ALL PROPERTIES SOLD IN
SOUTHPOINT COMMERCE PARK PLATS NO. 1, 2 & 3

This conveyance is made subject to the following conditions, covenants, and understandings, which shall be binding upon the vendee and his/her heirs, successors, and assigns:

1. ***Setbacks:***

- A. *Front Yard:* No building shall be constructed on the site nearer than forty (40) feet of the right-of-way of any public street. In the case of corner lots, both forty (40) foot setbacks will apply.
- B. *Side and Rear Yards:* Minimum side and rear yards shall be twenty-five (25) feet.

2. ***Land Use:***

Restrictions on Use. The Restricted Parcel shall be developed and used solely for the following purpose and for no other purpose:

- 1. Manufacturing;
- 2. Research, development and testing laboratories;
- 3. Wholesaling, warehousing and distribution;
- 4. Office operations only if they are an integral part of and a necessary adjunct to a permitted use;
- 5. Retail sales of products manufactured on site and clearly an accessory use to the primary use of the site and provided on premises sales are limited in floor area to no more than (10) percent of the total gross floor area occupied by the permitted or special use;
- 6. Other land uses may be considered for approval by the Community Development Committee if a determination is made that the project fits the development objectives of the City.

3. ***Nuisance Factors and Hazards***

- A. In order to protect the interests of all Tenants, no operation shall be conducted which emits offensive or objectionable noise, vibration, smoke, odors, dust, or gases. Precautions should be taken in all research and other approved operations for radiation, radioactivity, fire, and explosion hazards.
- B. No fuel or chemical in-ground or outdoor storage shall be allowed in the Park.

4. ***Building Standards***

- A. Any building erected shall be at least 7,500 square feet in area and have a gross floor area equal to at least 10 percent of the land area.
- B. The maximum ratio of building area (footprint) to total parcel size shall in no event exceed forty (40) percent, exclusive of parking and loading areas. The building footprint, all parking, driveways, and loading areas, when combined, may not exceed seventy (70) percent of the total Parcel size.
- C. Buildings shall be designed by an Architect or Engineer. Complete architectural design must be given to all façades of all buildings with all sides and rear elevations being given architectural treatment compatible with the front elevation of the building.
- D. This Industrial Park encourages a variety of architectural styles. However, it is intended that a basic harmony of architecture prevail among the buildings so that no one structure detract from the attractiveness of the overall development.
- E. The front elevation of the building, any elevation facing a street, and externally visible opaque surfaces shall be a minimum of 75% of materials 1-5 (provided, however, that such list shall not be deemed to exclude the use of other accent or exterior trim materials, glass and glazing, and earth berms). The side and rear building elevations that do not face any street shall be a minimum of 25% of materials (1-5). Exception to this requirement would be limited to (1) expandable building side with prior approval from the Site Plan Review Committee.
 - 1. Brick;
 - 2. Architectural precast concrete panels (surface finish to be painted, stained, or exposed aggregate). When using concrete panels as an exterior surface the architect should be careful to avoid a monolithic or monotonous appearance and the use of various textures, colors and accents will be encouraged.
 - 3. Decorative face concrete block. When using decorative face concrete block as an exterior surface the architect should be careful to avoid a monolithic or monotonous appearance and the use of different types and textures (split face, fluted, scored or striated) to provide variety and relief will be encouraged.

4. Cut stone;
5. Exterior insulation and finish systems (EFIS);
6. Metal panels may be used only in combination with one of the approved materials. Any metal siding proposed for use shall be entirely coated with a color fast, abrasion and corrosion resistant, long life (minimum of 20 years) finish that is resistant to chemicals, withstands temperature extremes, and has a low permeability. Any material utilized to attach the metal siding to the building shall be concealed or the utilization of shadow panels or semi-concealed fastener panels with fasteners painted to match the panels shall be required.
7. Other building materials being developed and to be developed by the construction industry. The use of such materials will be reviewed by the Site Plan Review Committee on a case-by-case basis.

- F. Building materials will be selected for their ability to present a visual statement of a building or structure's strength, attractiveness, and permanence. The building materials used shall be harmonious with the natural environment and with the general character of other buildings and structures in the Park.
- G. Metal trim materials may be used when in keeping with the architectural and aesthetic character of the building or structure.
- H. The Community Development Committee will approve ancillary structures. Approval may be granted only if such structures are necessary to the principal use of the building site, are in architectural and aesthetic conformance with other buildings or structures on the site, are properly screened, meet all requirements of these covenants and are otherwise satisfactory to the Community Development Committee at its sole discretion.

5. ***Landscaping:***

- A. ***Landscape Plan:*** The landscaping upon any building site or lot shall be carried out in accordance with a detailed landscaping plan, which has been reviewed and approved in writing by the City's Site Plan Review Committee. The landscape plan shall include, but not be limited to, plant location, common and botanical names of plant material, planting size, root condition, and quantity of all plant material. The plan shall show all ground cover and mulch areas, landscape and construction materials, and construction details.
- B. ***Landscaping Methods:*** Landscaping may include grading, earth berms, seeding, sodding, raised planters, architectural decorative walls or fencing, trees and shrubs, ground cover and other landscape materials including permanent sprinkler systems, fountains, storm run-off retention ponds, reflective ponds, and landscape lighting.

- C. *Plant Material*: Selected plant material should provide for a variety of shade trees, evergreen trees, and shrubs, ornamental trees and shrubs and ground covers. Plant material selection shall take into consideration the following:
1. Disease and insect resistance;
 2. Hardiness to the area;
 3. The ability to provide seasonal interest;
 4. Future maintenance considerations;
 5. Ability of plant material to accomplish its intended purpose in each placement.
- D. *Time for Completion*: All landscaping shall be completed within ninety (90) days following occupancy, or as soon thereafter as weather will allow if such period occurs within winter months.
- E. *Maintenance*: The owner shall be responsible for maintaining all landscaping as approved on the original plan for his site. Any variation or changes to the landscape plan must be reviewed and approved in writing by the Community Development Department. Landscaped areas, materials, fixtures, and improvements shall be maintained by the owner of the building site, or by such owner's long-term lessee(s) in good condition at all times. Such maintenance shall include watering, mowing, trimming, pruning, spraying, fertilizing, repairing, replacement of dead plantings, planting, transplanting, dusting, treating, and other common landscape maintenance activities necessary to keep the building site landscaping in a healthy state of growth and visually attractive in appearance.

If the owner or the owner's assigns fail to maintain the landscaping and site per the approved landscaping plan in this section, the City of Appleton or its Agent may seek an inspection warrant to enter the site and conduct such maintenance and to seek full reimbursement.

6. ***Utility Controls***

All utilities lines shall be located underground where feasible except for high voltage lines. In the event high voltage lines are required, rear locations nearest and parallel with rear lot lines shall be encouraged.

7. ***Parking, Loading***

Off-street parking and loading areas shall be provided on each building site and shall be of sufficient size to accommodate all planned or anticipated parking and loading needs of all site occupants and visitors and comply with the City's Zoning Ordinance regarding parking standards.

1. All truck maneuvering must be confined within the boundaries of the property.
2. All parking, driveways, and loading areas shall be paved.
3. Parking shall be permitted within the minimum front yard setback area; however, it shall be located no closer than fifteen (15) feet to the public right-of-way line. Parking shall be setback a minimum of 6' from the side property line.

Truck loading and receiving areas shall occur in the rear of any buildings or structures on any Lot. Truck loading and receiving areas shall be permitted on the side of such building if sufficient visual screening is installed to screen the dock area from the street.

Truck loading and receiving is normally not permitted in the front of such building unless dictated by the site conditions and only if fully screened from the street. In that event, the Community Development Committee shall review and approve the location of the loading dock. The Community Development Committee may assign this review of plans to the Community Development Department.

8. ***Outdoor Storage:***

No outside storage of any kind shall be permitted unless such stored materials are visually screened from all streets and adjoining properties with a suitable fence, vegetation, berm, or combination thereof approved by the Site Plan Review Committee. Screening shall be attractive in appearance and in keeping with the architectural quality of the main structure. Said storage shall be limited to behind the front line of the building on the property, and within the building setback lines. All refuse containers must be enclosed by a fence of solid material such as will provide a suitable visual screen. No waste material or refuse may be dumped or permitted to remain on any part of the property outside of the buildings. All storage areas shall be paved.

9. ***Roof Mounted Equipment:***

Roof mounted equipment shall be so located and/or screened, and painted to minimize visibility from the street and adjacent owners.

10. ***Signs:***

Identification signs shall be permitted to promote only the name and/or trademark of the owner or tenant of the parcel on which the sign is placed. The signs shall not advertise business services. Signs, lighting, etc., are to be indicated on the final site plan submitted to the Site Plan Review Committee for review.

1. Ground signs must be set back a minimum of 10 feet from the right-of-way line and must be of a low profile design subject to approval by the Committee.
2. Signs may not be of unusual size or shape when compared to the improvements situated on the site on which the sign is located.

3. Signs may not be installed above the roofline of a building.
4. Pole signs are prohibited.
5. Signs may not contain or utilize any flashing, blinking, intermittent or moving light as source of illumination.
6. No signs shall be located in or painted on any window.
7. Building signs must comply with the City Sign Code.

11. ***Maintenance Responsibilities:***

- A. Each owner shall keep its property, all contiguous street right-of-way to the edge of the pavement, and all drainage and easement areas in a well -maintained, safe, clean, and attractive condition at all times. Such maintenance includes, but is not limited to the following:
 1. The removal of all litter, trash, refuse, and wastes;
 2. Compliance with the City's noxious weed control ordinance, including the mowing of all grass areas to a height not over 4";
 3. The maintenance of exterior lighting, signs, and mechanical facilities;
 4. The keeping of all exterior building surfaces in a cleaned, well-maintained condition;
 5. The maintenance of all drainage ways including the removal of all debris, weeds, and silt.
- B. The owner of any undeveloped lands shall maintain said lands free of rubbish, noxious weeds, and mosquito breeding pond conditions.

12. ***Site Plan Review:***

Before commencing the construction or alterations of any buildings, additions, enclosures, fences, loading docks, parking facilities, storage yards, or any other structures or permanent improvements on or to the real estate conveyed hereby, the owner shall first submit its building plans, specifications, site and landscape plans, elevations of all sides of the building, samples of materials proposed for all external surfaces including colors and textures, and an artist's rendering of the project or a scale model to the Site Plan Review Committee in accordance with Section 23-171 of the City Zoning Code. Renderings should show adjacent buildings, landscaping, screening, signs etc.

13. ***Repurchase Rights:***

Failure to Build: In the event the owner of land purchased from the City of Appleton does not commence construction of a building within one (1) year after the date of purchase, the City has the option to repurchase said property. The City shall pay the following repurchase price: the sum of the original purchase price and all special assessments which may have been paid by the buyer or levied against the property after the date of purchase minus the sum of any unpaid property taxes, pro-ration of the current years property taxes to date of closing, title insurance policy premium, real estate commission paid at time of original closing, and any liens and encumbrances on the property of a definite or ascertainable amount. Further, repurchase price shall be adjusted by the amount equal to the amount of an option fee for that year had the property been under option between the City and the Buyer. Conveyance shall be by warranty deed.

Resale of Vacant Land: In the event the owner of land purchased from the City of Appleton elects to sell any portion thereof, which is vacant, the property shall first be offered, in writing, to the City of Appleton. The City of Appleton shall have sixty (60) days from date of receipt of such offer to accept or reject repurchase of the property unless an extension of time may be mutually agreed upon and set forth in writing. The purchase price shall be computed as in the paragraph above (Failure to Build). Conveyance shall be by warranty deed. The seller shall furnish a title insurance policy at the seller's expense. In the event the City does not elect to repurchase the property, the owner may sell the land, but these Declarations of Covenants and Restrictions shall run with the land and be binding on the subsequent owner.

14. ***Subdivision of Lots:***

After a lot has been purchased, such lot shall not be further subdivided without the written consent of the Community Development Committee. No owner may sell, lease or rent less than all of the lot without the prior written consent of the Community Development Committee. The Community Development Committee may delegate this approval authority to the Community Development Department. The foregoing prohibition shall not apply to occupancy leases of space in a building made in the ordinary course of business.

15. ***Waiver of Notice:***

All land sold before major assessable improvements are completed in the business park site shall be subject to the purchaser's waiving notice of assessments and hearings, and such waiver shall be part of the negotiations.

16. ***Variances:***

Notwithstanding anything contained herein to the contrary, the City of Appleton expressly reserves the right at any time to authorize in writing variances from the strict applications of these covenants and restrictions, or any one or more of them, where the circumstances, in its sole and exclusive judgment, justifies the granting of same.

17. ***Enforcement:***

The Community Development Committee has the responsibility to ensure compliance with the covenants and restrictions through any and all lawful means. In the event that the owner fails to perform in accordance with these covenants and restrictions, the Common Council, upon recommendation of the Community Development Committee, may take whatever corrective measures it deems appropriate and assess the cost thereof against the property in the same manner as a special charge. The Common Council shall give at least thirty (30) days notice to the vendee of any violation and the steps required to correct it prior to taking any action to cure such violation.

18. ***Invalidation:***

The invalidation of any one of the covenants or restrictions herein set forth or the failure to enforce any of said covenants and restrictions at the time of its violation shall in no way affect any of the other covenants or restrictions nor be deemed a waiver of the right to enforce the same thereafter.

19. ***Term:***

Each lot shall be conveyed subject to the covenants and restrictions set forth herein, all of which are to run with the land and shall be binding on all parties and all persons claiming them for a period of thirty (30) years from the date of this Declaration of Covenants and Restrictions is recorded, after which time said covenants and restrictions as are then in force and effect shall be automatically renewed for successive periods of ten (10) years each, unless an instrument terminating such covenants and restrictions is recorded with the Outagamie County Register of Deeds by the Common Council as evidenced by a resolution duly adopted by a majority of all members of the Common Council.

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/24 Thru 04/30/24

Report Date: 5/2/2024



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2023	265	50,043,025	217,090.45
	2024	291	46,295,438	200,278.43
		9.81 %	-7.49 %	-7.74 %
DISPLAY SIGN	2023	74	906,284	3,120.00
	2024	57	409,842	5,700.00
		-22.97 %	-54.78 %	82.69 %
ELECTRICAL	2023	344	3,890,265	37,835.89
	2024	350	7,853,485	55,634.27
		1.74 %	101.88 %	47.04 %
EROSION CNTL	2023	8		1,100.00
	2024	10		1,600.00
		25.00 %	%	45.45 %
HEATING	2023	255	4,807,592	28,504.68
	2024	241	11,789,510	29,175.20
		-5.49 %	145.23 %	2.35 %
PLAN REVIEW	2023	42		14,990.00
	2024	25		8,905.00
		-40.48 %	%	-40.59 %
PLUMBING	2023	329	2,864,369	14,841.00
	2024	386	5,302,250	20,711.00
		17.33 %	85.11 %	39.55 %
SEWER	2023	210	885,145	9,690.00
	2024	191	1,001,420	10,711.00
		-9.05 %	13.14 %	10.54 %
WELL	2024	2		80.00
		%	%	%

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

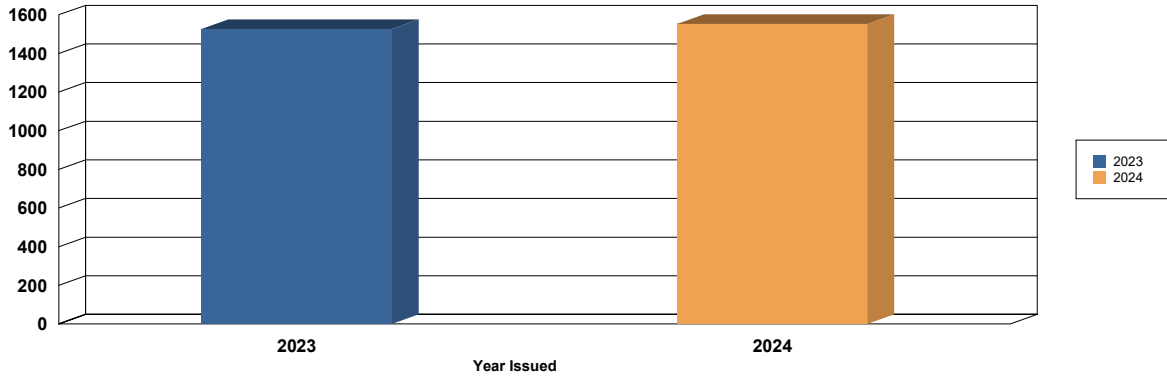
01/01/24 Thru 04/30/24

Report Date: 5/2/2024

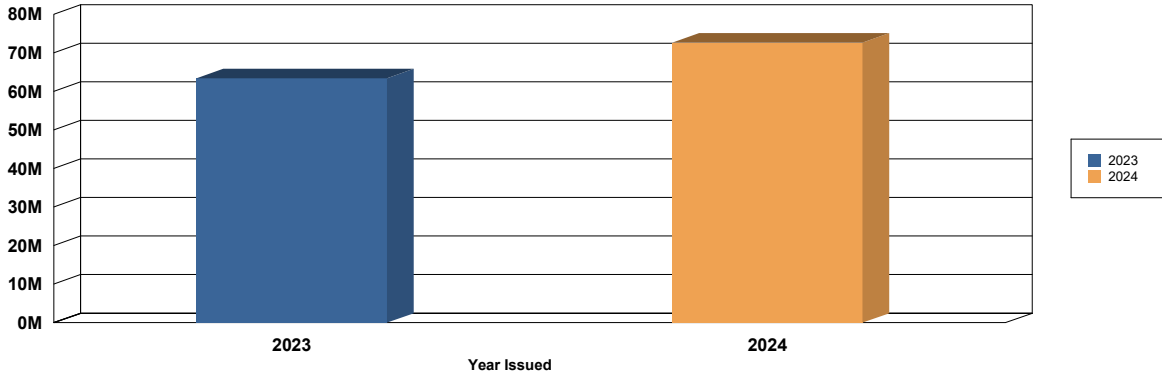


	2023	2024
Permits	1527	1553
Estimated Cost	63,396,680.00	72,651,945.00
Receipt Amount	327,172.02	332,794.90

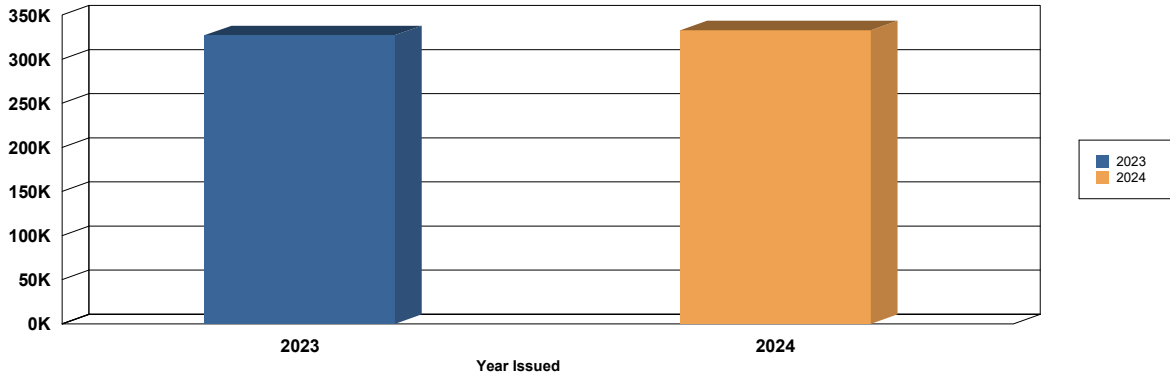
Number of Permits



Estimated Cost



Receipt Amount



Department of Community Development Inspection Division

Permit Summary Count YTD Comparison

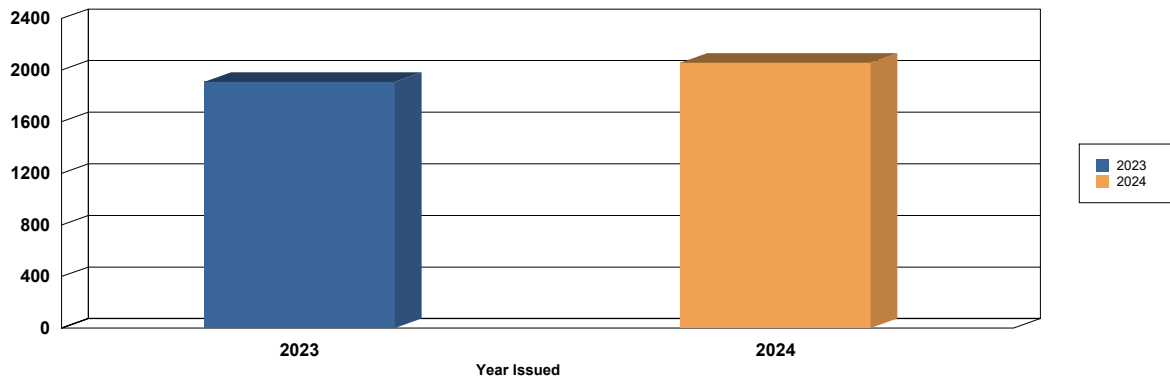
01/01/24 Thru 05/31/24

Report Date: 6/6/2024

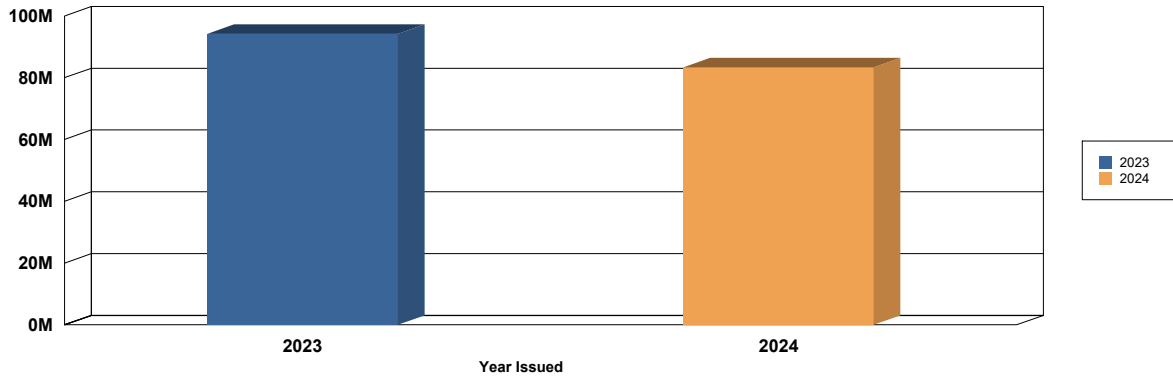
Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2023	405	67,165,748	275,627.14
	2024	408	53,843,292	232,890.78
		0.74 %	-19.84 %	-15.51 %
DISPLAY SIGN	2023	80	930,139	3,360.00
	2024	68	480,990	6,740.00
		-15.00 %	-48.29 %	100.60 %
ELECTRICAL	2023	404	5,231,271	50,667.42
	2024	451	8,285,661	61,751.38
		11.63 %	58.39 %	21.88 %
EROSION CNTL	2023	9		1,250.00
	2024	13		2,100.00
		44.44 %	%	68.00 %
HEATING	2023	348	6,094,154	36,867.02
	2024	331	13,467,758	39,999.73
		-4.89 %	120.99 %	8.50 %
PLAN REVIEW	2023	50		18,270.00
	2024	35		11,270.00
		-30.00 %	%	-38.31 %
PLUMBING	2023	380	3,771,314	18,794.00
	2024	486	5,966,076	24,644.00
		27.89 %	58.20 %	31.13 %
SEWER	2023	230	10,976,447	12,445.00
	2024	261	1,280,555	15,518.00
		13.48 %	-88.33 %	24.69 %
WELL	2023	3		120.00
	2024	4		160.00
		33.33 %	%	33.33 %

	2023	2024
Permits	1909	2057
Estimated Cost	94,169,073.00	83,324,332.00
Receipt Amount	417,400.58	395,073.89

Number of Permits



Estimated Cost



Receipt Amount

