



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

## Meeting Minutes - Final-revised Board of Building Inspection

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Wednesday, July 16, 2025

10:00 AM

Council Chambers, 6th Floor

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1. Call meeting to order

Mayor Woodford called the meeting to order at 10:03 a.m.

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Woodford, Henson, Homan and Behrens

**Excused:** 1 - Hayden

*Others present:*  
*Richard Hollnagel, 3029 N. Ballard Road*

4. Approval of minutes from previous meeting

[25-0814](#)

Board of Building Inspection Minutes from 10-9-24

**Attachments:** [BBI Minutes from 10-9-24.pdf](#)

Behrens moved, seconded by Homan, that the Minutes be approved. Roll Call.  
Motion carried by the following vote:

**Aye:** 4 - Woodford, Henson, Homan and Behrens

**Excused:** 1 - Hayden

5. Public Hearing/Appearances

6. Action Items

[25-0815](#)

**3029 N. Ballard Road (Tax Id #31-1-6705-00)** Applicant was issued a Notice of Noncompliance for violation of Section 4-141(a) of the Municipal Code, which requires accessory buildings over 100 sq. ft. to be placed on a concrete slab. The applicant does not accept Inspections Supervisor Kurt Craanen's description (interpretation) of the ordinance.

**Attachments:**

[StaffMemo 3029 N. Ballard](#)

[Road BoardofBldgInspection For07-16-25.pdf](#)

[3029 N. Ballard Road Documents.pdf](#)

[2025-7-16 Shed Variance Position Statement Fire Department.pdf](#)

[Photos Submitted by Richard Hollnagel at the 7-16-25 BBI Mtg.pdf](#)

*A memo from Derek Henson, Division Chief of Fire Prevention and Public Education, was shared with the Board and is attached. Photographs from the applicant, Richard Hollnagel of 3029 N. Ballard Road, were submitted to the Board and are attached.*

**Homan moved, seconded by Henson, that the variance request for 3029 N. Ballard Road be denied. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Woodford, Henson, Homan and Behrens

**Excused:** 1 - Hayden

**7. Information Items**

**8. Adjournment**

**Homan moved, seconded by Henson, that the meeting be adjourned at 10:29 a.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Woodford, Henson, Homan and Behrens

**Excused:** 1 - Hayden