



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes - Final Community Development Committee

Wednesday, April 23, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Jones called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

Others present:

Aldersperson Sheri Hartzheim, District #13

4. Approval of minutes from previous meeting

[25-0373](#)

CDC Minutes from 3-12-25

Attachments: [CDC Minutes 3-12-25.pdf](#)

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

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

5. Public Hearing/Apearances

[25-0374](#)

Draft 2025-2029 Consolidated Plan for the Community Development Block Grant (CDBG) Program (Associated with Information Item #25-0376)

Attachments: [Public Hearing Notice for 2025-2029 Consolidated Plan.pdf](#)
[Public Comment Period Notice Publication for 2025-2029 Consolidated Plan.pdf](#)

This public hearing was held and no one spoke.

This public hearing was held, and no one spoke on the item.

6. Action Items

[25-0211](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Section 4-161, as identified in the attached document, and the various permit fee schedules be updated to increase the erosion control permit fee to \$50

Attachments: [Erosion Control Fee Increase and Chapter 4 Amendments_For3-12-25.pdf](#)
[Erosion Control Fee Increase and Chapter 4 Amendments_For4-23-25.pdf](#)

Meltzer moved, seconded by Fenton, that the proposed Municipal Code text amendments be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

[25-0380](#)

Request to renew lease with Maple Lawn Dairy for crop farming of undeveloped land in Southpoint Commerce Park

Attachments: [Farm Lease Renewal Memo Maple Lawn Dairy_Southpoint_For4-23-25.pdf](#)
[Maple Lawn Dairy \(Mader\) 2025-2030 Lease - Clean 04-17-2025.pdf](#)

Meltzer moved, seconded by Fenton, that the lease renewal be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

[25-0377](#)

Elect Vice Chair

Fenton was elected Vice Chair.

Meltzer nominated Fenton for Vice Chair. Heffernan seconded the nomination. No other nominations were received. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

[25-0378](#)

Set Meeting Date and Time

The members agreed to keep the meeting date and time as it currently stands at 4:30 p.m. on the 2nd & 4th Wednesdays of the month. There is an understanding that Heffernan may be a few minutes late arriving and will be in communication; therefore, some meetings may start a little late.

Heffernan moved, seconded by Fenton, that the meeting day and time remain at 4:30 p.m. on Wednesdays following Council be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

[25-0379](#)

Designate Contact Person

Director Kara Homan was designated as the contact person.

7. Information Items

[25-0376](#)

Draft 2025-2029 Consolidated Plan for the Community Development Block Grant (CDBG) Program

Attachments: [CDBG 2025-2029 Consolidated Plan Information Memo to CDC For 4-23-25.pdf](#)
[Con_Plan_for_CommDevCommittee_4.17.2025.pdf](#)

This item was presented and discussed.

[25-0381](#)

Inspection Division Permit Summary Report Ending 3-31-25

Attachments: [Inspections Permit Report March 2025.pdf](#)

This item was presented and discussed.

[25-0383](#)

Proposed Administrative Reorganization / Position Reclassification - Community Development Department

Attachments: [ComDev_AdministrativeReorganization_Memo.pdf](#)
[ComDev_TO_AdminReorg.pdf](#)
[AdministrativeAccountingServicesSpecialist_Job_Description_Final.pdf](#)

This item was presented.

8. Adjournment

Fenton moved, seconded by Meltzer, that the meeting be adjourned at 4:59 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer