



City of Appleton

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

Meeting Minutes - Final Community Development Committee

Wednesday, September 10, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Jones called the meeting to order at 4:32 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Heffernan arrived at 4:52 p.m.

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

Others present:

Aldersperson Sheri Hartzheim, District #13

4. Approval of minutes from previous meeting

[25-1047](#)

CDC Minutes from 8-13-25

Attachments: [CDC Minutes 8-13-25.pdf](#)

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

Aye: 4 - Jones, Lambrecht, Fenton and Meltzer

Excused: 1 - Heffernan

5. Public Hearing/Appearances

[25-1048](#)

Community Development Block Grant (CDBG) Notice of Funding Available and Community Needs for the 2026 Program Year (4/1/26 - 3/31/27) (Associated with Information Item #25-1051)

Attachments: [Funding Available Community Needs Public Hearing Notice For 9-10-25 CDC.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

[25-1049](#)

Request to approve updates to the Art in Public Places Policy as described in the attached document

Attachments: [CDCMemo_ArtinPublicPlacesPolicy_APACRecommendation.pdf](#)

For clarification, these recommended changes to the Art in Public Places Policy includes the recommendation from the Appleton Public Arts Committee to retain the notification language on Page 6. This includes Item #3 under Review Steps and the paragraph entitled Notification which are to remain in the policy. This language is highlighted in yellow in the attached document.

Fenton moved, seconded by Lambrecht, that the updates to the Art in Public Places Policy be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Jones, Lambrecht, Fenton and Meltzer

Excused: 1 - Heffernan

[25-1050](#)

Request to approve from Appleton Northside Business Association for light pole banners and seasonal decor installations located on Richmond Street (from Northland to College) and Wisconsin Avenue (from Badger to Ballard) based upon the guidelines outlined in the Art in Public Places Policy and as described in the attached documents

Attachments: [CDCMemo_ANBA_LightPoleDecorations_APACRecommendation.pdf](#)

Fenton moved, seconded by Meltzer, that the ANBA request for light pole installations of banners and seasonal decorations be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Jones, Lambrecht, Fenton and Meltzer

Excused: 1 - Heffernan

[25-1055](#)

Request to approve the Offer to Purchase from Fox Cities PAC, LLC and/or assigns for a parcel located on Division Street, between West Franklin Street and West Washington Street, (Tax Id #31-5-1056-00) at a purchase price of \$1.00 subject to Common Council approval of the land disposition (Associated with File #25-0957-CDC and File #25-0915-CPC)

Attachments: [Fox Cities PAC LLC_OTP Memo to CDC_For 9-10-25.pdf](#)
[0022-PAC Lot-Offer To Purchase-FULLY EXECUTED.pdf](#)
[Map_Parcel 31-5-1056-00.pdf](#)

Fenton moved, seconded by Meltzer, that the Offer to Purchase from Fox Cities PAC, LLC and/or assigns be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Jones, Lambrecht, Fenton and Meltzer

Excused: 1 - Heffernan

[25-1056](#)

The Community Development Committee may go into closed session pursuant to State Statute §19.85(1)(e) for the purpose of discussing real estate negotiations regarding the potential sale of a parcel located on Division Street, between West Franklin Street and West Washington Street, (Tax Id #31-5-1056-00) and then reconvene into open session

The Committee did not go into closed session.

[25-0957](#)

Request adoption of Resolution #2025-11 for the U.S. Environmental Protection Agency (USEPA) Brownfields Coalition Assessment Grant via Calumet County's Regional Award, USEPA Brownfields Cleanup Grant, Wisconsin Economic Development Corporation (WEDC) Brownfield Site Assessment Grant, and/or WEDC Brownfield Grant for a parcel located on Division Street between West Franklin Street and West Washington Street (Tax Id #31-5-1056-00) (Associated with File #25-1055)

Attachments: [USEPA and WEDC Grant Resolution Memo to CDC For 9-10-25.pdf](#)
[Resolution 2025-11 USEPA and WEDC Grants.pdf](#)
[Map Parcel 31-5-1056-00.pdf](#)

Lambrecht moved, seconded by Meltzer, that Resolution #2025-11 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Jones, Lambrecht, Fenton and Meltzer

Excused: 1 - Heffernan

7. Information Items

[25-1051](#)

Community Development Block Grant (CDBG) Notice of Funding Available and Community Needs for the 2026 Program Year (4/1/26 - 3/31/27)

Attachments: [CDBG PY2026 Funding Information Memo to CDC For 9-10-25.pdf](#)

This item was presented and discussed.

[25-1065](#)

Inspection Division Permit Summary Report Ending 8-31-25

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

This item was presented and discussed.

8. Adjournment

Fenton moved, seconded by Meltzer, that the meeting be adjourned at 5:00 p.m. Roll Call. Motion carried by the following vote:

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