



CITY OF APPLETON

MEMORANDUM

Date: April 11, 2024

To: Appleton Common Council

From: Kara Homan, AICP, Director of Community & Economic Development

Subject: Request to Change Department Name to "Community Development" & related items

I am writing to request consideration for changing the name of the Department of Community & Economic Development to "Community Development" and associated changes. This request was prepared in consultation with Atty Behrens.

Rationale for Change:

This proposed change aims to streamline and better represent the scope of services offered by the department, particularly with the addition of the Inspections and City Assessor divisions since the department name was last revised. The proposed change to "Community Development" better captures the comprehensive nature of the department's activities (which include Planning; GIS; Community & Economic Development; Grants Administration; Inspections & Code Enforcement; City Assessing & Property Listing).

Requested Changes:

1. Department Name:

From: "Community & Economic Development Department"

To: "Community Development Department"

2. Department Leadership Titles: Alongside the name change, related titles such as the Director and Deputy Director will be updated to align with the new department name ("Director of Community Development," "Deputy Director of Community Development").

3. Code Amendments: Direct the City Attorney's office to prepare amendments to relevant sections of the city code of ordinances to reflect the new department name and updated titles. These updates will occur in concert with proposed amendments to relevant code sections (primarily the zoning code); any updates not accomplished through this method will be finalized by a "code cleanup" within 2 years' time.

4. Committee Changes

a. I request the Common Council change the committee of jurisdiction name as follows:

From: "Community & Economic Development Committee"

To: "Community Development Committee"

b. I request the jurisdiction for “Inspections” be changed as follows:

From: Municipal Services Committee

To: Community Development Committee (or CEDC if the name does not change)

Thank you for your consideration of this request. I am happy to answer any questions you may prior to or at the meeting.