



City of Appleton

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

Meeting Minutes - Final Community Development Committee

Wednesday, July 9, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

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

2. Pledge of Allegiance

3. Roll call of membership

Present: 3 - Lambrecht, Fenton and Meltzer

Excused: 2 - Jones and Heffernan

Others present:

Aldersperson Sheri Hartzheim, District #13

Justin Stanelle

4. Approval of minutes from previous meeting

[25-0769](#)

CDC Minutes from 6-25-25

Attachments: [CDC Minutes 6-25-25.pdf](#)

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

Aye: 3 - Lambrecht, Fenton and Meltzer

Excused: 2 - Jones and Heffernan

5. Public Hearing/Appearances

[25-0770](#)

Substantial Amendment to the Community Development Block Grant (CDBG) 2021 Annual Action Plan (AAP) adjusting the proposed activity of Appleton Housing Authority's remaining allocation of \$37,000 to be used for rental rehabilitation rather than the current activity of homeownership assistance and homeowner rehabilitation (Associated with Action Item #25-0771)

Attachments: [Public Hearing Notice for 2021 AAP Substantial Amendment.pdf](#)
[2021 AAP Substantial Amendment_AHA Project_Public Comment Period Notice.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

[25-0771](#)

Request to approve a substantial amendment to the Community Development Block Grant (CDBG) 2021 Annual Action Plan (AAP) adjusting the proposed activity of Appleton Housing Authority's remaining allocation of \$37,000 to be used for rental rehabilitation rather than the current activity of homeownership assistance and homeowner rehabilitation

Attachments: [CDBG AAP 2021 Substantial Amendment AHA Memo to CDC 7.9.25.pdf](#)
[CDBG AAP 2021 Amendment.pdf](#)

Meltzer moved, seconded by Lambrecht, that the substantial amendment to the 2021 Annual Action Plan be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Lambrecht, Fenton and Meltzer

Excused: 2 - Jones and Heffernan

[25-0714](#)

Request to approve a variance to Item 5 of the Declaration of Covenants and Restrictions for the Northeast Business Park to allow for a minimum setback of 8 feet to parking for a proposed medical facility and medical office building located at the northeast corner of E. Goodland Drive and N. Conkey Street subject to the conditions in the attached staff memo

Attachments: [Variance Request Medical Office E Goodland Dr Memo to CDC 7-9-25.pdf](#)
[JSD Correspondence Goodland Dr & Conkey St Medical Office.pdf](#)
[DeclarationofCovenants+Restrictions_CSM3490Lot4_NEBusinessPark.pdf](#)
[Lot 4 Goodland Drive Site Plan.pdf](#)

Meltzer moved, seconded by Lambrecht, that the variance to Item 5 of the Declaration of Covenants and Restrictions for the Northeast Business Park be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Lambrecht, Fenton and Meltzer

Excused: 2 - Jones and Heffernan

7. Information Items

[25-0773](#)

Inspection Division Permit Summary Report Ending 6-30-25

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

This item was presented.

8. Adjournment

Meltzer moved, seconded by Lambrecht, that the meeting be adjourned at 4:46 p.m. Roll Call. Motion carried by the following vote:

Aye: 3 - Lambrecht, Fenton and Meltzer

Excused: 2 - Jones and Heffernan