



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Community & Economic Development Committee

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Wednesday, July 22, 2020

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 4:45 p.m.**

2. Roll call of membership

*All members were present; however, those joining via Teams (Firkus and Thao) were unable to participate due to technical difficulties. Therefore, they were unable to vote on the items.*

**Present:** 5 - Coenen, Reed, Firkus, Otis and Thao

*Others present:  
Jason Luther, Luther Group LLC*

3. Approval of minutes from previous meeting

[20-0919](#)

CEDC Minutes from 6-24-20

**Attachments:** [CEDC Minutes 6-24-20.pdf](#)

**Otis moved, seconded by Reed, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Coenen, Reed and Otis

**Excused:** 2 - Firkus and Thao

4. Public Hearings/Appearances

5. Action Items

[20-0920](#)

Request to approve the Coordinated Entry System Policies and Procedures Manual

**Attachments:** [Memo to CEDC Seeking Coord Entry Policies Approval 7-22-20.pdf](#)  
[Coordinated Entry System Policies and Procedures Draft.pdf](#)

**Reed moved, seconded by Otis, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Coenen, Reed and Otis

**Excused:** 2 - Firkus and Thao

[20-0921](#)

Request to approve the Motel Voucher Program Policies and Procedures

**Attachments:** [Memo to CEDC Seeking Motel Voucher Policies Approval 7-22-20.pdf](#)  
[Motel Voucher Program Policies and Procedures Draft.pdf](#)

**Reed moved, seconded by Otis, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Coenen, Reed and Otis

**Excused:** 2 - Firkus and Thao

[20-0784](#)

Request to waive the City's repurchase rights for Tax Id #31-1-6510-51, Lot 1 of CSM 7369, in the Northeast Business Park, allowing the transfer from Fox Valley Investment Properties, LLC to Luther Group, LLC and/or assigns; this waiver is not transferable, survivable, or assignable and the City's repurchase rights remain on the property. An additional variance request to the Declaration of Covenants and Restrictions be granted allowing access to Evergreen Drive as described in section 12 of the attached site plan review letter dated July 15, 2020.

**Attachments:** [NEBP Lot 1 of CSM 7369 Waiver Memo 7-22-20.pdf](#)  
[Variance Request Letter Luther Group 07152020.pdf](#)  
[Purchase and Sale Agreement SE Evergreen & Lightning Parcel.pdf](#)  
[Site Plan #16-20\\_1st Review Letter 7-15-20.pdf](#)  
[CSM7369.pdf](#)  
[NEBP #2 Covenants.pdf](#)  
[FV MOB Exterior Rendering 2020\\_0630.pdf](#)  
[FV MOB Site Plan 2020\\_0630.pdf](#)

**Reed moved, seconded by Otis, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Coenen, Reed and Otis

**Excused:** 2 - Firkus and Thao

[20-0945](#)

**\*\*CRITICAL TIMING\*\*** Request to approve the Offer to Purchase from Security-Luebke Roofing, Inc., and/or its assigns, to purchase the easternmost 30 feet of Lot 6, Southpoint Commerce Park Plat No. 1, comprised of approximately 12,598 square feet, at a purchase price of \$13,731.82 (\$40,000 per acre)

**Attachments:**    [OTP Security Luebke Roofing Memo 7-22-20.pdf](#)  
[Offer to Purchase Security Luebke Roofing Part of Lot 6 Southpoint 7-16-20.pdf](#)  
[Southpoint Available Parcels11-15-19.pdf](#)  
[SPCP Deed Restrictions.pdf](#)

**Otis moved, seconded by Reed, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Coenen, Reed and Otis

**Excused:** 2 - Firkus and Thao

[20-0946](#)

The Community and Economic 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 portion of Lot 6 in Southpoint Commerce Park Plat No. 1 and then reconvene into open session

**The Committee did not go into closed session.**

## 6. Information Items

## 7. Adjournment

**Reed moved, seconded by Otis, that the meeting be adjourned at 4:57 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Coenen, Reed and Otis

**Excused:** 2 - Firkus and Thao