



Meeting Agenda - Final
Community & Economic Development Committee

Wednesday, January 24, 2024

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[24-0050](#) CEDC Minutes from 12-13-23

Attachments: [CEDC Minutes 12-13-23.pdf](#)

5. Public Hearing/Appearances

[24-0051](#) Community Development Block Grant (CDBG) Notice of Funding Available and Community Needs for the 2024 Program Year (4/1/24 - 3/31/25) and Reallocating a Portion of 2023 Funding that was Relinquished by a Sub-Recipient (Associated with Action Items #24-0052 and #24-0053)

Attachments: [Funding Available Community Needs - Public Hearing Notice For 1-24-24 CEDC](#)

6. Action Items

[24-0052](#) Request to approve the Preliminary 2024-2025PY (Program Year) Community Development Block Grant (CDBG) Community Partner Allocations (Non-Public Services) as specified in the attached staff memo

Attachments: [Staff Memo CDBG Advisory Board Recommendations 2024 Allocations.pdf](#)
[Award Allocation Recommendations From CDBG Advisory Board 1-15-2024.pdf](#)
[PY2024 CDBG Application Information.pdf](#)
[Approved CDBG Policy 11-17-2021.pdf](#)
[CDBG Funding History.pdf](#)

[24-0053](#)

Request to approve the reallocation of 2023-2024PY (Program Year) Community Development Block Grant (CDBG) funding in the amount of \$28,981.24 among the 2024-2025PY Public Services applicants as specified in the attached staff memo

Attachments: [Staff Memo_CDBG Advisory Board Recommendations_2023 PS Reallocation.p](#)
[Award Allocation Recommendations From CDBG Advisory Board 1-15-2024.pdf](#)
[PY2024 CDBG Application Information.pdf](#)
[Approved CDBG Policy 11-17-2021.pdf](#)
[CDBG Funding History.pdf](#)

7. Information Items

[24-0054](#)

Annual Updates to the Housing Affordability Report and the Housing Fee Report

Attachments: [StaffMemo_HousingAffordability&FeeReports2022_For01-24-24.pdf](#)
[AppletonHousingAffordabilityReport 2022 - FINAL 1-24-24.pdf](#)
[AppletonHousingFeeReport 2022 - FINAL 1-24-24.pdf](#)

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Any questions about items on this meeting are to be directed to Kara Homan, Director, Community and Economic Development Department at 920-832-6468.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

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

Meeting Minutes - Final Community & Economic Development Committee

Wednesday, December 13, 2023

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Fenton called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 3 - Fenton, Del Toro and Wolff

Excused: 2 - Jones and Thyssen

Others present:

Cole Alsbach, Fox Commons Properties LLC

Sam Schmidt, Fox Commons Properties LLC

Danny Atable, Fox Common Properties/Boldt

4. Approval of minutes from previous meeting

[23-1423](#)

CEDC Minutes from 10-25-23

Attachments: [CEDC Minutes 10-25-23.pdf](#)

Wolff moved, seconded by Del Toro, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 3 - Fenton, Del Toro and Wolff

Excused: 2 - Jones and Thyssen

5. Public Hearing/Appearances

6. Action Items

[23-1424](#)

Request to approve a variance to Section 13 of the Southpoint Commerce Park Plats No. 1, 2 & 3 Deed Restrictions and Covenants to allow a 12 month extension to the City's right to repurchase Lot 1, CSM #3549 (Tax Id #31-9-5712-40) from Oshkosh AAP, LLC

Attachments: [Oshkosh AAP Powerline Trail Variance Request Memo 12-13-23.pdf](#)
[SPCP Deed Restrictions.pdf](#)
[Oshkosh AAP, LLC Accepted OTP 11-9-23.pdf](#)

Del Toro moved, seconded by Wolff, that the variance to Section 13 of Southpoint Commerce Park Plats No. 1, 2 & 3 Deed Restrictions and Covenants be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Fenton, Del Toro and Wolff

Excused: 2 - Jones and Thyssen

[23-1425](#)

Request to approve an extension of the purchase date from September 29, 2023 to July 31, 2024 under the Development Agreement (Phase II) with Merge LLC for a mixed-use development located on the southeast corner of W. Washington Street and N. Appleton Street (Tax Id #31-2-0272-00) in Tax Increment Financing District No. 11

Attachments: [Merge Ph II DA Extend Purchase Date Memo to CEDC 12-13-23.pdf](#)
[Request from Merge Purchase Date Extension Development Agreement.pdf](#)
[1st Amendment to Dev Agrm Merge Ph II 2-3-23.pdf](#)
[Merge Ph II Blue Ramp Recorded Dev Agrm 2-16-22.pdf](#)

Del Toro moved, seconded by Wolff, that the extension of the purchase date from September 29, 2023 to July 31, 2024 under the Development Agreement (Phase II) with Merge LLC be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Fenton, Del Toro and Wolff

Excused: 2 - Jones and Thyssen

[23-1426](#)

Request to approve a "no build" easement on and over a certain portion of the parcel located on the southeast corner of W. Washington Street and N. Appleton Street (Tax Id #31-2-0272-00) to be signed by the City upon receipt of \$40,000.00 from Fox Commons Properties, LLC

Attachments: [Fox Commons Easement Request Memo 12-13-23.pdf](#)
[Ltr Signed by Fox Commons and Merge Re Terms of No Build Easement.pdf](#)
[Sketch of Proposed Easement Area on Former Blue Ramp Site.pdf](#)
[Redline - No Build Easement \(11.13.23\)-36056159-v3 and No Build Easement \(11.13.23\)-36056159-v4 - 36104438.1.pdf](#)

Wolff moved, seconded by Del Toro, that the "no build" easement on and over a certain portion of the parcel located on the southeast corner of W. Washington street and N. Appleton Street be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Fenton, Del Toro and Wolff

Excused: 2 - Jones and Thyssen

[23-1427](#)

Request to approve the allocation of approximately \$86,550 in City Program Funding for 2024 Program Year Community Development Block Grant (CDBG) Funding for a joint Appleton Health/Police Departments Community Resource Navigator position (not to exceed 15% public service cap of final CDBG 2024PY allocation amount)

Attachments: [CRN Position CDBG Funding Request CEDC Memo 12-13-23.pdf](#)
[Community Resource Navigator CDBG 2024 Health-PD Full Application.pdf](#)
[2023CommunityResourceNavigator.pdf](#)
[Community Resource Navigator Job Description.pdf](#)
[Dec BoH TO Draft.pdf](#)

Three (3) additional attachments were added to this item that were provided on the 12-13-23 HR & IT Committee and Board of Health Agendas.

Wolff moved, seconded by Del Toro, that the allocation of approximately \$86,550 in City program funding for CDBG 2024 Program Year for a Community Resource Navigator position (not to exceed 15% public service cap of final CDBG 2024PY allocation amount) be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Fenton, Del Toro and Wolff

Excused: 2 - Jones and Thyssen

[23-1434](#)

Resolution #2023-05 Support and Authorize the Submittal of a Community Development Investment (CDI) Grant to the Wisconsin Economic Development Corporation (WEDC) by Fox Commons Properties, LLC

Attachments: [Memo_CDI Grant_FoxDen_CEDC_12-13-23.pdf](#)
[Resolution#2023-05_CityofAppletonSupport_CDIGrant_FoxCommons.pdf](#)
[CDI Executive Summary Fox Commons Properties LLC.pdf](#)
[Fox Den Food Hall draftv1.pdf](#)
[WEDC Community Development Investment Grant Overview.pdf](#)

Del Toro moved, seconded by Wolff, that Resolution #2023-05 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Fenton, Del Toro and Wolff

Excused: 2 - Jones and Thyssen

7. Information Items

[23-1462](#)

Request to Over Hire Real Estate Property Lister (appears on the Human Resources & Information Technology Committee agenda as an action item)

Attachments: [Memo_CED_OverhireRequest_PropertyLister.pdf](#)

This item was presented.

8. Adjournment

Wolff moved, seconded by Del Toro, that the meeting be adjourned at 6:57 p.m. Roll Call. Motion carried by the following vote:

Aye: 3 - Fenton, Del Toro and Wolff

Excused: 2 - Jones and Thyssen

**CITY OF APPLETON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
NOTICE OF FUNDING AVAILABLE AND COMMUNITY NEEDS PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a public hearing will be held at a regularly scheduled Community and Economic Development Committee meeting on Wednesday, January 24, 2024, beginning at 6:30 p.m., or as soon thereafter as can be heard, in Council Chambers on the 6th Floor of Appleton City Hall, 100 N. Appleton Street, Appleton, WI 54911. The primary function of this hearing is to obtain citizen views on priority community needs and the use of the City's CDBG funds for the 2024 program year. The Committee will also consider reallocating a portion of 2023 funding that was relinquished by a sub-recipient. All persons interested are invited to attend this meeting and will be given an opportunity to be heard.

The federal CDBG Program aims to develop viable urban communities through provision of decent housing, suitable living environments and economic opportunities, namely for low- and moderate-income persons. For more information on Appleton's CDBG Program, please visit the web site at <https://www.appleton.org/government/community-and-economic-development/grants-administration>, or for questions about project/program eligibility, contact Olivia Galyon, Community Development Specialist, in the Community and Economic Development Department at 920-832-6469 or by email at olivia.galyon@appleton.org.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

RUN: January 16, 2024



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee (CEDC)
FROM: Olivia Galyon, Community Development Specialist
DATE: January 24, 2024
RE: Approval of CDBG Advisory Board Recommendations for External Applicants
2024 Community Development Block Grant (CDBG) Funding

Per City of Appleton CDBG Policy, the CDBG Advisory Board creates funding recommendations for external CDBG applicants. The 2024PY CDBG allocation process began in September 2023 with an initial phase of City allocations and a period for City Departments to apply. The application process continued for external applicants, with eight (8) external organizations requesting CDBG funding for 2024.

An award estimate of \$576,900 was budgeted for the 2024PY, based on allocation amounts in recent years. \$576,900 is only an estimate and is subject to change upon adoption of the Federal budget. The Advisory Board met in an open public meeting on January 15, 2024 to recommend preliminary allocations of the 2024 funding. Final award amounts may need to be adjusted and approved through a final approval process once the official CDBG allocation is received.

CEDC is responsible for voting on City Department allocations, and for voting on the recommendations created by the CDBG Advisory Board regarding external applications. Prior to the convening of the Advisory Board, CEDC approved allocations to four city programs, for a total amount allocated to City programs of \$276,550. The Advisory Board recommended the allocation of the remaining \$300,350 among the external applicants. It should be noted that funding for public services activities is capped at 15% of the municipality’s annual CDBG allocation amount, estimated at \$86,550 for PY2024, which was allocated to a joint project between the Appleton Health Department and Police Department. CEDC shall now discuss and vote on the recommendations for external funding made by the Advisory Board.

Community and Economic Development staff reviewed the applications for eligibility and compliance with CDBG regulations and Advisory Board members reviewed and scored each external application and provided a funding recommendation. Based on input received from Advisory Board members and the internal review of applications, staff identified projects recommended for further consideration by the Advisory Board. During the Advisory Board meeting, the Board discussed the funding recommendations provided by staff and made adjustments as they saw fit. The Advisory Board’s preliminary funding recommendations are as follows:

2024 CDBG Award Allocations

NON-PUBLIC SERVICES

Applicant	Requested Amount	Advisory Board Preliminary Recommendations
Habitat for Humanity	\$231,000	\$132,000
Rebuilding Together	\$100,000	\$67,000
Pillars	\$56,000	\$56,000
WWBIC	\$100,000	\$14,725
Salvation Army	\$30,625	\$30,625
NON-PUBLIC SERVICE TOTAL:	\$517,625.00	\$300,350.00

If you have any questions, please contact me at 832-6469 or olivia.galyon@appleton.org. Thank you!

Community and Economic Development Department, 100 North Appleton Street, Appleton, WI 54911 (920) 832-6468

**2024 CDBG Award Allocations
(Aggregated Recommendations)**

NON-PUBLIC SERVICES			
Applicant	Requested Amount	City Staff Funding Recommendation	Advisory Board Meeting Recommendations
Habitat for Humanity	\$ 231,000	\$ 152,000.00	\$ 132,000
Rebuilding Together	\$ 100,000	\$ 67,000.00	\$ 67,000
Pillars	\$ 56,000	\$ 56,000.00	\$ 56,000
WWBIC	\$ 100,000	\$ 25,350.00	\$ 14,725
Salvation Army	\$ 30,625	\$ -	\$ 30,625
NON-PUBLIC SERVICE TOTAL:	\$ 517,625.00	\$ 300,350.00	\$ 300,350.00
PUBLIC SERVICES			
Applicant	Requested Amount	City Staff Funding Recommendation	Advisory Board Meeting Recommendations
LEAVEN	\$ 15,000	\$ 15,000.00	\$ 15,000.00
Building for Kids	\$ 45,000	\$ 13,981.24	\$ 13,981.24
B.A.B.E.S	\$ 38,679	\$ -	\$ -
PUBLIC SERVICES TOTAL:	\$ 98,679	\$ 28,981.24	\$ 28,981.24

← **CANNOT EXCEED \$300,350**

← **CANNOT EXCEED \$28,981.24**



City of Appleton COMMUNITY DEVELOPMENT BLOCK GRANT



Community Development Block Grant (CDBG) Policy

Adopted 9/8/2008

Amended 5/24/2010, 10/3/2012, 12/19/2012, 7/15/2015, 10/21/2020, 11/17/2021

I. PURPOSE

To outline the following aspects of the local Community Development Block Grant (CDBG) Program: a) elements to which the City of Appleton must adhere in order to comply with federal regulations; b) locally-established guidelines; and c) priorities for subrecipient and City Program activity.

II. POLICY

The federal CDBG program was established with the passage of the Housing and Community Development Act of 1974. CDBG funds are distributed to eligible governmental units in two forms:

- (1). Entitlement grants directly to cities and counties, and;
- (2). State grants, which involve annual competitions for non-entitlement communities.

Since 1975, the City of Appleton has received CDBG funds as an entitlement community. The amount of CDBG funds received each year varies based on the appropriation approved by the U.S. Congress and the number of governmental units eligible to participate. While the federal fiscal year operates from October 1 to September 30, the City selected April 1 to March 31 as its CDBG fiscal year. This selection was made as the federal government generally does not release the aforementioned funds until springtime. Federal oversight lies within the U.S. Department of Housing & Urban Development (HUD).

III. FEDERAL REGULATIONS

The citation reference from Title 24 Part 570 – Community Development Block Grants can be found in parentheses next to each heading below. Please view that section for more information on the respective item. This Policy will be revised periodically as required to fulfill related Federal, State, and/or local funding requirements.

A. Federal Eligibility (24 CFR 570.201)

CDBG funds may be used for the following basic eligible activities:

- | | |
|-------------------------------------|--|
| (1). Acquisition | (11). Housing Services |
| (2). Disposition | (12). Privately-Owned Utilities |
| (3). Public Facilities/Improvements | (13). Homeownership Assistance |
| (4). Clearance/Remediation | (14). Economic Development Assistance |
| (5). Public Services | (15). Technical Assistance |
| (6). Interim Assistance | (16). Institutions of Higher Education |
| (7). Payment of Non-Federal Share | (17). Rehabilitation/Preservation (24 CFR 570.202) |
| (8). Urban Renewal Completion | (18). Planning (24 CFR 570.205) |
| (9). Relocation | (19). Administration (24 CFR 570.206) |
| (10). Loss of Rental Income | |

B. Ineligible Activities (24 CFR 570.207)

The following activities may not be assisted with CDBG funds:

- (1). Buildings (or portions thereof) for the General Conduct of Government
- (2). General Government Expenses
- (3). Political Activities



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The following activities are not eligible for CDBG funding, but may be allowed under certain circumstances:

- | | |
|-------------------------------------|-------------------------------|
| (1). Purchase of Equipment | (3). New Housing Construction |
| (2). Operating/Maintenance Expenses | (4). Income Payments |

C. Special Economic Development Projects (24 CFR 570.203)

CDBG funds may be used for special economic development activities in addition to other activities. Special economic development activities include:

- (1). Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements
- (2). Assistance to a private for-profit business, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any activity where the assistance is appropriate to carry out an economic development project
- (3). Economic development services, including, but not limited to, outreach efforts; screening of applicants; reviewing/underwriting applications; preparation of all necessary agreements; management of activities; and the screening, referral, and placement of applicants for employment

D. National Objectives (24 CFR 570.208)

In order to qualify for funding, activities must meet one of three CDBG national objectives:

- (1). Low & Moderate Income (LMI) Benefit
 - a. Area Benefit: activities available for the benefit of all the residents in a particular area, where at least 51 percent of those residents are LMI persons.
 - b. Limited Clientele: activities benefiting a specific group (i.e. abused children, elderly persons, battered spouses), at least 51 percent of whom are LMI persons.
 - c. Housing: activities carried out for the purpose of providing or improving permanent residential structures that, upon completion, will be occupied by LMI households.
 - d. Job Creation/Retention: activities designed to create or retain permanent jobs where at least 51 percent of the jobs involve the employment of LMI persons.
- (2). Slum & Blight Removal
 - a. Area Basis: activities undertaken to eliminate specific conditions of blight, physical decay, or environmental contamination that are located in a designated area of distress, including acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, or rehabilitation. Rehabilitation must eliminate conditions that are detrimental to public health/safety; acquisition and relocation must be precursors to other activities that eliminate blight.
 - b. Spot Basis: activities undertaken to eliminate specific conditions of blight, physical decay, or environmental contamination at specific sites not located in designated blighted areas, including acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, or rehabilitation. Rehabilitation must eliminate conditions that are detrimental to public health/safety; acquisition and relocation must be precursors to other activities that eliminate blight.
- (3). Urgent Need
 - a. Activities designed to alleviate existing conditions of recent origin (18 months) that pose serious threats to the health and welfare of the community; this objective may only be used if the community cannot finance necessary activities with other sources.



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E. Categorical Limits

- (1). At least 70 percent of CDBG funds utilized during three consecutive program years, as specified by the grantee, must be expended for LMI benefit; the costs of planning and program administration are excluded from this calculation. (24 CFR 570.200(a)(3))
- (2). The amount of CDBG funds obligated for public service activities in each program year may not exceed 15 percent of the total entitlement grant for that program year, plus 15 percent of the program income received during the preceding program year. (24 CFR 570.201(e)(1))
- (3). The amount of CDBG funds obligated for planning and administration activities in each program year may not exceed 20 percent of the total entitlement grant for that program year plus the program income received during that program year. (24 CFR 570.200(g))

F. Program Income (24 CFR 570.426)

The City may reuse any revenue generated from projects undertaken with CDBG funding towards other eligible activities within the entitlement community. Furthermore, any program income earned by a subrecipient or City Program may be retained by the subrecipient or City Program provided the income is treated as additional CDBG funds and thus subject to all applicable federal and local requirements.

As defined in 24CFR Part 570.500, program income includes, but is not limited to, the following:

- Proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds;
- Proceeds from the disposition of equipment purchased with CDBG funds;
- Gross income from the use or rental of real or personal property acquired by subrecipients with CDBG funds, less costs incidental to generation of the income;
- Gross income from the use or rental of real property, owned by subrecipients that was constructed or improved with CDBG funds, less costs incidental to generation of the income;
- Payments of principal and interest on loans made using CDBG funds, except as provided in 24CFR 570.500(a)(3); and
- Interest earned on program income pending its disposition.

Program income must be tracked in a chart of accounts, using a segregated account for managing sources and uses. By the 15th day of the month following the end of the quarter, the City's Finance Department will review each transaction that generated program income and the subsequent transaction for which program income was applied. The program income will then be entered into the City's Chart of Accounts so that it is reflected in the general ledger, as well as receipting the program income in IDIS so that draws can be made against the balance accordingly. The City maintains the discretion to enter program income more frequently as deemed necessary.

CDBG regulations require that, at the end of each program year (March 31), the City of Appleton must determine whether there is excess program income on hand, and return any excess to the line of credit.

G. Fair Housing (24 CFR 570.601)

The Secretary of HUD requires that:

- (1). Grantees must administer all activities related to housing and community development in a manner to affirmatively further the policies of the Fair Housing Act. (Public Law 90-284)
- (2). Entitlement communities shall conduct an Analysis of Impediments to Fair Housing Choice every five years, take action to overcome the effects of the identified impediments and maintain records



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reflecting the analysis and related actions taken.

H. Environmental Review Procedures (24 CFR 570.604)

The environmental review procedures outlined in 24 CFR part 58 must be completed for each CDBG subrecipient and City Program activity, as applicable.

I. Faith-Based Activities (24 CFR 570.200)

Religious or faith-based organizations are eligible to participate in the CDBG program. Local government representatives and CDBG program administrators shall not discriminate against an organization on the basis of its religious affiliation.

J. Submission Requirements (24 CFR 570.302)

CDBG entitlement communities must submit the following documents:

- (1). Action Plan → annually
- (2). Consolidated Annual Performance and Evaluation Report (CAPER) → annually
- (3). Consolidated Plan → every three to five years, as chosen by the entitlement community

Creation of these documents must follow HUD requirements for content and citizen participation (see the City of Appleton CDBG Citizen Participation Plan).

K. Location of Activities (24 CFR 570.309)

CDBG funds may be awarded to an activity outside the jurisdiction of the entitlement community only if it can be determined that the activity directly benefits the entitlement community's residents. Documentation of these benefits must be provided before CDBG funds are awarded for the activity.

L. Conflict of Interest (24 CFR 570.611)

No persons affiliated with the entitlement community (including subrecipients and City Programs) who exercise or have exercised any responsibilities with respect to CDBG programming, or who are in a position to participate in a decision-making process, may obtain a financial interest or benefit from a CDBG-assisted activity (including subcontracts), either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

IV. LOCAL PROGRAM GUIDELINES

A. Program Oversight

The Community and Economic Development Committee (CEDC) – composed of five aldermen appointed by the Mayor – serves as the jurisdiction for Common Council oversight of the CDBG Program. Local financial oversight lies with the City of Appleton Finance Department. Local administrative/programmatic oversight lies with the City of Appleton Community and Economic Development Department (CEDD).

B. Consolidated Plan Submission

The City of Appleton has elected to submit a Consolidated Plan to HUD every five years. The Citizen Participation Plan provides for and encourages citizens to participate in the development of the Consolidated Plan, which will begin approximately one year before the required submittal date.

C. Definitions

- Subrecipient – an entity charged with implementation of one or more activities funded with Appleton CDBG dollars



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- community partner subrecipient – local agencies awarded CDBG-funding to implement an eligible activity via a competitive application process
- public services subrecipient – local agencies awarded CDBG-funding to implement an eligible public service activity via a competitive application process
- Adjusted award – the amount of CDBG funds available to City Programs and subrecipients after administration, fair housing, and audit allocations are deducted

D. Local Categorical Limits

The following limits expand upon federal categorical limits associated with the CDBG program:

- (1). At least 70 percent of CDBG funds utilized over three program years must be expended for LMI benefit; this excludes planning/CDBG administration activities.
- (2). The amount of CDBG funds obligated for public service activities in each program year may not exceed 15 percent of the adjusted award for that year unless otherwise specified under the pertinent Federal regulation or applicable waivers to prevent the spread of infectious disease and mitigate economic impacts caused by infectious disease.
- (3). The amount of CDBG funds obligated for planning/CDBG administration activities in each program year may not exceed 20 percent of the total entitlement grant for that year.
- (4). Any single award will not be less than \$10,000.

E. Audit Requirements

Section 2 Part 200 of the Code of Federal Regulations and the State Single Audit Guidelines require major state programs and federal programs to complete a single audit. The necessary amount for fulfilling these requirements will be identified by the Finance Department and the City's independent auditors. This amount will be deducted from the estimated amount available for the program year and not included in the estimates of the adjusted award.

F. Fair Housing Services

In keeping with the spirit of federal fair housing requirements, an annual allocation for fair housing services will be approved. This activity will be reported as an administrative expense, which claims no benefit. The City of Appleton will utilize the award to contract with an independent entity qualified to provide residents with a variety of fair housing services. This amount will be deducted from the estimated amount available for the program year and not included in the estimates of the adjusted award.

G. Program Administration

HUD requires entitlement communities to provide for efficient and adequate administration of CDBG programming. Administration costs may only include: salary/fringe, necessary training/travel, supplies and telephone/postage, in addition to fair housing services and audit costs. The necessary amount for fulfilling this requirement will be identified by the Community and Economic Development and Finance Departments. This amount will be deducted from the estimated amount available for the program year and not included in the estimates of the adjusted award.

H. Annual Allocation of CDBG Funding

The City of Appleton's Program Year begins April 1 and concludes March 31 of the following year. Each program year, administration, audit and fair housing costs, along with adequate funding for the Homeowner Rehabilitation Loan Program, the Neighborhood Program and Appleton Housing Authority will be subtracted from the annual entitlement award amount to determine the adjusted award. The adjusted award will first be available to City of Appleton Departments/Programs/component units that wish to undertake



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projects. After the City allocation process is complete, any remaining funds may be allocated to community partner applicants.

I. City Allocation Process

Each year adequate funding will be allocated through the City Budget process to the following: Homeowner Rehabilitation Loan Program, Neighborhood Program, Administration Costs and Appleton Housing Authority. Then, other City of Appleton Departments will have the opportunity to submit an application for CDBG funding. The application will include information relating to goals, outputs, budget/financing, detailed activity descriptions, capacity and performance. CEDD staff, per HUD rules and regulations, will perform an administrative review of each plan to ensure that:

1. Proposed activities are included within the listing of eligible activities (24 CFR 570.201)
2. Proposed activities do not fall within a category of explicitly ineligible activities (24 CFR 570.207)
3. Proposed activities will meet one of the national objectives of the program (24 CFR 570.200)
4. Proposed activities will address priority needs as identified in the Consolidated Plan

Upon completion of the administrative review, the plans will be presented to the CEDC. CEDC will also review the submitted plans to ensure the proposed activities meet the four standards listed above and allocate adequate funds for each plan. CEDC's recommendation will then be presented to the Common Council for approval.

J. Community Partner Subrecipient Allocation Process

The community partner application process will begin after allocations for City applications have been approved, and end with recommended allocations being announced after Council approval. Applications will be made available for approximately one month and should be submitted to the CEDD. All applications must be received by the announced deadline; no exceptions will be made. CEDD staff will perform an administrative review of each proposal, per HUD rules and regulations, to ensure the four standards listed under letter E. above, will be met if proposed activities are funded.

Upon completion of the administrative review, the proposals will be presented to the CDBG Advisory Board which will review and make funding recommendations for each proposal. This Board will consist of the following members:

1. Mayor
2. Common Council President
3. Chairperson of the Community and Economic Development Committee or committee designee
4. Chairperson of the Appleton Redevelopment Authority or committee designee
5. Representative from an Experienced Outside Funding Agency – on a rotating basis (i.e. United Way, Community Foundation, JJ Keller Foundation, U.S. Oil Basic Needs Partnership)
6. Citizen member from the City Plan Commission

CEDD staff will supply the Board with applications and all appropriate guidelines along with a summary of each proposal, and an explanation of the proposal score sheet. Board members are asked to allocate funding among the applicants and return their allocations to CEDD staff who will compile all results and present allocation recommendations at a Board meeting during which allocation amounts will be finalized. In completing their funding recommendation, the Board will utilize an estimated CDBG entitlement award dollar amount, which will be calculated based on past awards and any available information on HUD's



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future funding strategies. Funding recommendations from this Board will be presented as an Action Item to the CEDC. CEDC's recommendation will then be presented to the Common Council for final approval.

During efforts to prevent the spread of infectious disease and mitigate economic impacts caused by infectious disease, the community partner subrecipient allocation process will be waived. Final approval of allocations and projects will be presented to Common Council, subsequent to the completion of the required public comment period.

K. Estimated vs. Actual Entitlement Award

If there is a differential between the estimated award and the actual award, the CDBG Advisory Board will be consulted and their recommendations will be presented to CEDC and Council for approval.

L. Subrecipient Agreement/Letter of Understanding/Training Session

Community partner subrecipients of CDBG funds must enter into a subrecipient agreement with the City of Appleton. This subrecipient agreement serves as a formal contract addressing the various policies outlined in this document, in addition to contract amount/term, reimbursement requests, accomplishment reporting, monitoring, financial management guidelines, conflict of interest, and additional federal standards, including lead-based paint regulations and the Davis Bacon Act. Furthermore, each City Program receiving CDBG funds must sign a Letter of Understanding (LOU) indicating an understanding of the items above. To ensure all parties understand the requirements of their agreement or LOU, a mandatory training session will be held with new subrecipients before funds are released. Technical assistance from staff will be available to all subrecipients throughout the program year.

M. Statement of Work

All subrecipients and City Programs shall submit a concise Statement of Work that illustrates an implementation plan for their CDBG activity. This Statement, which will be attached to the subrecipient agreement/LOU includes: national objective claimed, activity descriptions, intended beneficiaries (number and type), detailed budget and location(s) of program-related activity.

N. Report Submissions

All subrecipients and City Programs are required to submit a report of their accomplishments with each payment request during the program year when applicable, as well as an Annual Report by April 15th, which is a comprehensive report covering the agreed upon objectives, activities and expenditures for the entire contract period. If said reports are not attached to payment requests when required, payments will be withheld until the report is submitted.

O. Change of Use

If a subrecipient or City Program wishes to utilize funds for an activity not identified on their original application, they are required to submit a detailed letter to the CEDD explaining the reasoning for and amount of the proposed change and a public comment period may be held per the Citizen Participation Plan.

P. Displacement/Relocation

Due to the potential liability for long-term assistance and burdens placed on affected tenants, the City of Appleton will avoid funding CDBG projects that involve permanent residential displacement or business relocation unless displacement/relocation prove to be the only means available to correct a public health/safety hazard or other critical condition.



City of Appleton COMMUNITY DEVELOPMENT BLOCK GRANT



Q. Procurement

The City of Appleton Procurement Policy applies to all CDBG activities, including both City Programs and subrecipients that involve the purchase of equipment, materials, supplies and/or services. A copy of this policy will be distributed to all subrecipients.

R. Audits

All subrecipients are required to submit one copy of their audited financial statement immediately following the end of their fiscal year during which CDBG funds are received, unless an alternate arrangement has been made with the City of Appleton Finance Department. CDBG applications may include audit costs as a reimbursable expense.

S. Disputes

Any dispute concerning a question of fact arising under a subrecipient program or City Program shall be resolved by CEDD staff, who shall relay his/her decision in writing to the subrecipient or City Program, in addition to furnishing a copy to the Mayor and the CEDC. The decision of CEDD staff shall be final and conclusive unless the subrecipient or City Program furnishes a written appeal to the CEDC within ten days of the date of receipt of such copy. The decision of the CEDC in such appeals shall be final and conclusive unless appealed to a court of competent jurisdiction within 30 days of receipt of the CEDC's decision.

T. Unspent Grant Funds

Any uncommitted CDBG funds remaining at the end of the program year will be reprogrammed for use in the subsequent program year. The subrecipient shall submit a carryover request, including both documentation of plans for expending funds and a timeline for the expenditure, to CEDD staff by April 15. If any unspent grant funds remain after September 30, CEDD staff will meet with the subrecipient to determine if further action needs to be taken to expedite the expenditure of funds.

U. Termination

If the subrecipient or City Program fails to fulfill, in timely and proper manner, its obligations under the Statement of Work, or if they violate any stipulations contained within the subrecipient agreement/LOU, the City has the right to terminate funding of their program. Written notice will be delivered at least 30 days before the termination.

V. Examination of Records/Monitoring

The policy of the City of Appleton is to monitor its subrecipients in a manner consistent with the requirements of 24 CFR 570.2, 2 CFR 200.328, and 2 CFR 200.331(d). The subrecipient and City Program shall maintain records (including books, documentation and other evidence) pertaining to the costs of carrying out their activity to the extent of detail that will adequately reflect net costs, direct and indirect labor, materials, equipment, supplies/services, and other expenses. Authorized representatives of the City or HUD shall have access to subrecipient and City Program records at reasonable times of the business day for inspection, audit or reproduction. Subrecipients and City Programs must make these records available throughout the program year and four years after it expires. Furthermore, CEDD staff may schedule monitoring visits with the subrecipient to evaluate the progress/performance of the program and provide technical assistance. The City of Appleton's Grant Administration Procedures manual should be referenced for further guidance on subrecipient tracking and monitoring requirements.



City of Appleton
COMMUNITY DEVELOPMENT BLOCK GRANT



W. Financial Management Systems

Subrecipients and City Programs must employ financial management systems that are capable of generating regular financial status reports indicating the dollar amount allocated (including budget revisions), amount obligated, and amount expended for each activity. The system must permit the comparison of actual expenditures and revenues against budgeted amounts. The City must be able to isolate/trace every CDBG dollar received.

X. Payment Requests

Community partner subrecipients and City Programs will submit requests for payment with attached supporting documentation to the CEDD. Payment requests shall be allowed on a reimbursement basis (i.e. only after expenditures have been incurred) and shall be reviewed to ensure the expenditures are in conformity with the use of funds as described in the Statement of Work. If source documentation is deemed inadequate by Staff, all payments will be withheld until all required documents have been submitted. Payment requests received and approved will be processed and a check issued in accordance with the City of Appleton Finance Department weekly pay cycle. All payment requests must contain an original signature.

Y. Program Income

Any program income (as defined under applicable federal regulations) gained from any activity of the subrecipient may be retained by the subrecipient or City Program provided the income is treated as additional CDBG funds subject to all applicable requirements governing the use of CDBG funds. Anticipated program income must be documented and described in the subrecipient or City Program proposal/application. Furthermore, any and all program income received must be reported to the City of Appleton's Community and Economic Development and Finance Departments, unless otherwise specified in this contract.

Z. CDBG Activity Promotion

All subrecipients and City Programs are required to participate in promotion of the City of Appleton CDBG Program. Expectations will be outlined by staff at the beginning of the program year and may include, but are not limited to:

- Inclusion of the Appleton/CDBG logo in materials/at project sites
- Mentorship of a subrecipient new to the CDBG Program
- Participation in a CDBG Open House to showcase grant activities

V. APPLICATION/PROPOSAL EVALUATION CRITERIA

A. General

In order to receive CDBG funding, subrecipient and City Programs must meet a priority need, as identified in the Five-Year Consolidated Plan. Additional preference, however, will be given to CDBG applicant activities that meet one or more of the following criteria:

- (1). Seek a one-time use of CDBG funding
- (2). Benefit residents of LMI census tracts (population at least 46.7 percent LMI)
- (3). Will result in additional housing units being placed on the tax roll
- (4). Demonstrate secured complementary sources of funding (i.e. leverage) and/or strong efforts to solicit and secure complementary funding.
- (5). Serve special needs populations, including, but not limited to:
 - a. Elderly/frail elderly
 - b. Persons with disabilities (developmental and physical)



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- c. Persons with HIV/AIDS and their families
- d. Persons seeking solutions to alcohol and drug addiction

B. Public Services (subject to 15 percent cap)

Preference will be given to Public Service CDBG applicants whose activities meet one or more of the following criteria:

- (1). Program service costs – one time use
- (2). Administrative expenses – one time use
- (3). Program service costs – continual use
- (4). Administrative expenses – continual use



**City of Appleton
CDBG FUNDING HISTORY
2006 - 2022**

GRANTEE	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
Appleton Housing Authority	\$ -	\$ 41,170.00	\$ 37,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 60,000.00	\$ 60,000	\$ 60,000	\$ 67,306.66	\$ 60,000	\$ 60,000	\$ 56,900	\$ 65,294	\$ 65,003	\$ 65,000	\$ 38,500	\$ 31,000
Appleton Police Department (Summer of Service)	\$ -	\$ -	\$ 72,051.06	Declined	\$ 63,995.48	\$ 51,847.71												
B.A.B.E.S.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Boys & Girls Club	\$ 48,622.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG Administration	\$ 58,829.00	\$ 58,479.00	\$ 57,433.00	\$ 80,504.00	\$ 25,172.00	\$ 49,432.05	\$ 46,229.00	\$ 20,375	\$ 20,000	\$ 25,000.00	\$ 25,000	\$ 50,000	\$ 46,033	\$ 6,330	\$ -	\$ 55,963	\$ 52,800	\$ 31,000
City of Appleton Affordable Housing Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of Appleton Home Rehabilitation Program	\$ 45,000.00	\$ 120,000.00	\$ 29,892.00	\$ 77,694.00	\$ 75,851.00	\$ 115,000.00	\$ 81,222.00	\$ 158,651	\$ 175,000	\$ 175,000.00	\$ 225,000	\$ 225,000	\$ 200,000	\$ 127,109	\$ 155,499	\$ 77,867	\$ 161,900	\$ 115,418
City of Appleton Neighborhood Revitalization	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000	\$ 40,000	\$ 40,000.00	\$ 40,000	\$ 40,000	\$ 20,000	\$ 146,161	\$ 120,710	\$ 139,000	\$ 144,100	\$ 110,000
City of Appleton Rental Rehabilitation Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of Appleton Eighth Street Pocket Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
City of Appleton Parks & Recreation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,100.00								
Fair Housing Services	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 65,471.24	\$ 25,000.00	\$ 25,000	\$ 22,000	\$ 22,000.00	\$ 22,000	\$ 35,000	\$ 22,000	\$ 33,349	\$ 22,948	\$ 24,656	\$ 14,200	\$ 15,000
Family Services of Northeast Wisconsin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,698	\$ -	\$ -	\$ 10,000
Financial Information & Service Center (FISC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,987	\$ 8,700	\$ 11,860	\$ 10,987	\$ 12,000	\$ -	\$ 5,000
Fox Cities Community Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Fox Valley Literacy Coalition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 9,000
Fox Valley Warming Shelter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 15,000	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Habitat for Humanity	\$ 213,759.00	\$ 120,000.00	\$ 147,000.00	\$ 125,000.00	\$ 58,577.20	\$ -	\$ -	\$ 96,000	\$ 77,242	\$ 40,906.67	\$ 48,000	\$ -	\$ 69,800	\$ 72,581	\$ 71,292	\$ 108,000	\$ 30,000	\$ 30,000
Harbor House	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 14,152.32	\$ 19,421.47	\$ 15,000.00	\$ 22,383.50	\$ 24,000	\$ 19,800.00	\$ 25,000	\$ 12,500	\$ 17,400	\$ 17,850	\$ 13,343	\$ 14,000	\$ 18,500	\$ 15,000
Harmony Café	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 20,300	\$ 15,000
Pillars (Homeless Connections)	\$ 12,453.00	\$ -	\$ 27,185.00	\$ 75,000.00	\$ -	\$ -	\$ 14,200.00	\$ 16,758.50	\$ 15,000	\$ 15,000.00	\$ 25,000	\$ 10,000	\$ 15,700	\$ 36,468	\$ 30,003	\$ 33,000	\$ 36,900	\$ 35,000
Pillars (Housing Partnership of the Fox Cities)	\$ -	\$ -	\$ -	\$ 28,260.08	\$ 100,000.00	\$ 25,000.00	\$ -	\$ 55,000	\$ 31,000	\$ 23,606.67	\$ 26,000	\$ 10,000	\$ 20,700	\$ 46,886	\$ 37,757	\$ 53,910	\$ 60,125	\$ 83,000
LEAVEN	\$ 12,453.00	\$ 30,000.00	\$ 16,632.94	\$ 45,019.83	\$ 10,000.00	\$ 17,823.77	\$ 15,000.00	\$ 16,758.50	\$ -	\$ -	\$ 16,781	\$ 17,200	\$ 15,636	\$ 14,604	\$ 17,500	\$ 11,100	\$ 13,000	
NAHBRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,200	\$ 23,073	\$ 17,619	\$ 12,746	\$ -	\$ -
NAMI	\$ -	\$ -	\$ -	\$ 62,334.00	\$ 49,904.00	\$ -	\$ 10,000.00	Declined	\$ -	\$ 19,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pioneer Village	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,166	\$ 10,162	\$ -	\$ -	\$ 15,000
Rebuilding Together	\$ 125,373.00	\$ 80,000.00	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 19,156.76	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 10,000	\$ 13,000	\$ 15,335	\$ 16,530	\$ 22,000	\$ 12,200	\$ 10,000
Richmond Street Inn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
St. Mary Parish/Old Third Ward Association	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700	\$ -	\$ -	\$ -	\$ -	\$ -
Salvation Army/Project Home	\$ 12,453.00	\$ -	\$ -	\$ 28,260.09	\$ -	\$ -	\$ 22,173.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700	\$ -	\$ -	\$ 39,158	\$ -	\$ 25,000
STEP Industries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 24,398.50	\$ 24,571	\$ 13,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sustainable Fox Valley, Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,133	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
The Mooring Programs, Inc	\$ -	\$ 66,231.00	\$ 39,343.00	\$ 70,000.00	\$ -	\$ 85,800.00	\$ 36,213.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Thompson Community Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,535	\$ 17,694	\$ 52,447	\$ -	\$ -
Valley Packaging - Employment & Literacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 6,500	\$ 8,000
Valley Packaging - Family Support Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,801	\$ -	\$ 5,000	\$ 5,500	\$ 5,000
Wahl Organ Builders (Temple Zion)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WWBIC	\$ 19,259.00	\$ -	\$ 68,030.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CDBG FUNDS DISTRIBUTED		\$565,880.00	\$ 619,567.00	\$ 792,072.00	\$ 587,652.00	\$ 593,953.00	\$ 550,037.00	\$ 535,325	\$ 523,813	\$ 525,200.00	\$ 523,133	\$ 489,281	\$ 565,033	\$ 680,434	\$ 616,849	\$ 758,247	\$ 624,125	\$ 615,418
TOTAL CDBG ENTITLEMENT AWARD		\$565,880.00	\$ 619,567.00	\$ 592,072.00	\$ 587,652.00	\$ 593,953.00	\$ 550,037.00	\$ 535,325	\$ 523,813	\$ 525,200	\$ 523,133	\$ 486,281	\$ 565,033	\$ 676,262	\$ 618,916	\$ 596,347	\$ 614,125	\$ 615,418
*TOTAL REPROGRAMMED/OTHER FUNDS		\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,183	\$ 4,172	\$ (2,067)	\$ 161,900	\$ 10,000	\$ -
AWARD CHANGE FROM PRIOR YEAR		-8.67%	4.43%	0.01%	-1.06%	0.07%	0.03%	0.02%	-0.03%	0.04%	-8.58%	-13.94%	-16.45%	9.27%	3.78%	-2.89%	0.00%	#REF!

***REPROGRAMMED/OTHER FUNDS:**

- 2007 = \$10,000 from 2005 reprogrammed to the Housing Partnership in 2007
- 2008 = \$161,900 from 2007 program reprogrammed via an increase to each subrecipient in 2008
- 2010 = (\$2,067) unallocated in 2009 due to increase in final award amount upon contract receipt
- 2010 = \$2,067 unallocated in 2009 and \$2,105 from 2009 reprogrammed via an increase to each subrecipient in 2010



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee
FROM: Olivia Galyon, Community Development Specialist
DATE: January 24, 2024
RE: Approval of the Reallocation of 2023 Community Development Block Grant (CDBG) Funding for Public Service Activities

The City of Appleton has routinely granted a portion of our annual CDBG funding to external subrecipients to complete independent projects that comply with federal CDBG regulations. One subrecipient organization that received funding for CDBG PY2023 is ending their project due to staffing issues and remitting the remaining project funding back to the City. The available balance from this project is \$28,981.24. This funding was originally allocated as public services category and should be reallocated to a project within the public services activity category. The Advisory Board recommended reallocation of the remaining 2023PY funding during their meeting on January 15, 2024.

CDBG programs have restrictions on the amount of funding that can go to public services each program year. Spending on public services has a 15% cap, meaning that no more than 15% of the yearly allocation can go to public services. The estimated 2024PY CDBG allocation is \$576,900 with a public service cap amount of \$86,550, all of which has been allocated to a joint program between the Appleton Health Department and Police Department to fund a community resource navigator position. While the 2024 allocation for public service has maxed out, the Advisory Board was tasked with reallocating the remaining \$28,981.24 from the 2023 CDBG program year. All three public service activity projects that submitted applications for the 2024PY are eligible to receive this reallocation of funding.

Advisory Board members have reviewed and scored the 2024 CDBG Public Service requests. City staff has reviewed each CDBG application thoroughly and determined that each project is an eligible CDBG activity. City Staff identified two applications recommended for further consideration by the Advisory Board, based on organizational capacity, alignment with City goals, and potential for project success. Additionally, CDBG policy states that awards must be in the amount of \$10,000 or more, meaning that at most two projects could be funded with the remaining 2023 CDBG allocation. These recommendations are in line with the scores received from the Advisory Board members. Following discussion of the applications and the available funding, the Advisory Board agreed with the staff's assessment and recommended funding for LEAVEN and Building for Kids. The Advisory Board's preliminary recommendations for funding are as follows:

2023 CDBG Public Service Reallocation PUBLIC SERVICES

Applicant	Requested Amount	Advisory Board Preliminary Recommendations
LEAVEN	\$15,000	\$15,000.00
Building for Kids	\$45,000	\$13,981.24
B.A.B.E.S	\$38,679	\$-
PUBLIC SERVICES TOTAL:	\$98,679	\$28,981.24

If you have any questions, please contact me at 832-6469 or olivia.galyon@appleton.org. Thank you!

Community and Economic Development Department, 100 North Appleton Street, Appleton, WI 54911 (920) 832-6468

**2024 CDBG Award Allocations
(Aggregated Recommendations)**

NON-PUBLIC SERVICES			
Applicant	Requested Amount	City Staff Funding Recommendation	Advisory Board Meeting Recommendations
Habitat for Humanity	\$ 231,000	\$ 152,000.00	\$ 132,000
Rebuilding Together	\$ 100,000	\$ 67,000.00	\$ 67,000
Pillars	\$ 56,000	\$ 56,000.00	\$ 56,000
WWBIC	\$ 100,000	\$ 25,350.00	\$ 14,725
Salvation Army	\$ 30,625	\$ -	\$ 30,625
NON-PUBLIC SERVICE TOTAL:	\$ 517,625.00	\$ 300,350.00	\$ 300,350.00
PUBLIC SERVICES			
Applicant	Requested Amount	City Staff Funding Recommendation	Advisory Board Meeting Recommendations
LEAVEN	\$ 15,000	\$ 15,000.00	\$ 15,000.00
Building for Kids	\$ 45,000	\$ 13,981.24	\$ 13,981.24
B.A.B.E.S	\$ 38,679	\$ -	\$ -
PUBLIC SERVICES TOTAL:	\$ 98,679	\$ 28,981.24	\$ 28,981.24

← **CANNOT EXCEED \$300,350**

← **CANNOT EXCEED \$28,981.24**



City of Appleton COMMUNITY DEVELOPMENT BLOCK GRANT



Community Development Block Grant (CDBG) Policy

Adopted 9/8/2008

Amended 5/24/2010, 10/3/2012, 12/19/2012, 7/15/2015, 10/21/2020, 11/17/2021

I. PURPOSE

To outline the following aspects of the local Community Development Block Grant (CDBG) Program: a) elements to which the City of Appleton must adhere in order to comply with federal regulations; b) locally-established guidelines; and c) priorities for subrecipient and City Program activity.

II. POLICY

The federal CDBG program was established with the passage of the Housing and Community Development Act of 1974. CDBG funds are distributed to eligible governmental units in two forms:

- (1). Entitlement grants directly to cities and counties, and;
- (2). State grants, which involve annual competitions for non-entitlement communities.

Since 1975, the City of Appleton has received CDBG funds as an entitlement community. The amount of CDBG funds received each year varies based on the appropriation approved by the U.S. Congress and the number of governmental units eligible to participate. While the federal fiscal year operates from October 1 to September 30, the City selected April 1 to March 31 as its CDBG fiscal year. This selection was made as the federal government generally does not release the aforementioned funds until springtime. Federal oversight lies within the U.S. Department of Housing & Urban Development (HUD).

III. FEDERAL REGULATIONS

The citation reference from Title 24 Part 570 – Community Development Block Grants can be found in parentheses next to each heading below. Please view that section for more information on the respective item. This Policy will be revised periodically as required to fulfill related Federal, State, and/or local funding requirements.

A. Federal Eligibility (24 CFR 570.201)

CDBG funds may be used for the following basic eligible activities:

- | | |
|-------------------------------------|--|
| (1). Acquisition | (11). Housing Services |
| (2). Disposition | (12). Privately-Owned Utilities |
| (3). Public Facilities/Improvements | (13). Homeownership Assistance |
| (4). Clearance/Remediation | (14). Economic Development Assistance |
| (5). Public Services | (15). Technical Assistance |
| (6). Interim Assistance | (16). Institutions of Higher Education |
| (7). Payment of Non-Federal Share | (17). Rehabilitation/Preservation (24 CFR 570.202) |
| (8). Urban Renewal Completion | (18). Planning (24 CFR 570.205) |
| (9). Relocation | (19). Administration (24 CFR 570.206) |
| (10). Loss of Rental Income | |

B. Ineligible Activities (24 CFR 570.207)

The following activities may not be assisted with CDBG funds:

- (1). Buildings (or portions thereof) for the General Conduct of Government
- (2). General Government Expenses
- (3). Political Activities



City of Appleton
COMMUNITY DEVELOPMENT BLOCK GRANT



The following activities are not eligible for CDBG funding, but may be allowed under certain circumstances:

- | | |
|-------------------------------------|-------------------------------|
| (1). Purchase of Equipment | (3). New Housing Construction |
| (2). Operating/Maintenance Expenses | (4). Income Payments |

C. Special Economic Development Projects (24 CFR 570.203)

CDBG funds may be used for special economic development activities in addition to other activities. Special economic development activities include:

- (1). Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements
- (2). Assistance to a private for-profit business, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any activity where the assistance is appropriate to carry out an economic development project
- (3). Economic development services, including, but not limited to, outreach efforts; screening of applicants; reviewing/underwriting applications; preparation of all necessary agreements; management of activities; and the screening, referral, and placement of applicants for employment

D. National Objectives (24 CFR 570.208)

In order to qualify for funding, activities must meet one of three CDBG national objectives:

- (1). Low & Moderate Income (LMI) Benefit
 - a. Area Benefit: activities available for the benefit of all the residents in a particular area, where at least 51 percent of those residents are LMI persons.
 - b. Limited Clientele: activities benefiting a specific group (i.e. abused children, elderly persons, battered spouses), at least 51 percent of whom are LMI persons.
 - c. Housing: activities carried out for the purpose of providing or improving permanent residential structures that, upon completion, will be occupied by LMI households.
 - d. Job Creation/Retention: activities designed to create or retain permanent jobs where at least 51 percent of the jobs involve the employment of LMI persons.
- (2). Slum & Blight Removal
 - a. Area Basis: activities undertaken to eliminate specific conditions of blight, physical decay, or environmental contamination that are located in a designated area of distress, including acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, or rehabilitation. Rehabilitation must eliminate conditions that are detrimental to public health/safety; acquisition and relocation must be precursors to other activities that eliminate blight.
 - b. Spot Basis: activities undertaken to eliminate specific conditions of blight, physical decay, or environmental contamination at specific sites not located in designated blighted areas, including acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, or rehabilitation. Rehabilitation must eliminate conditions that are detrimental to public health/safety; acquisition and relocation must be precursors to other activities that eliminate blight.
- (3). Urgent Need
 - a. Activities designed to alleviate existing conditions of recent origin (18 months) that pose serious threats to the health and welfare of the community; this objective may only be used if the community cannot finance necessary activities with other sources.



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E. Categorical Limits

- (1). At least 70 percent of CDBG funds utilized during three consecutive program years, as specified by the grantee, must be expended for LMI benefit; the costs of planning and program administration are excluded from this calculation. (24 CFR 570.200(a)(3))
- (2). The amount of CDBG funds obligated for public service activities in each program year may not exceed 15 percent of the total entitlement grant for that program year, plus 15 percent of the program income received during the preceding program year. (24 CFR 570.201(e)(1))
- (3). The amount of CDBG funds obligated for planning and administration activities in each program year may not exceed 20 percent of the total entitlement grant for that program year plus the program income received during that program year. (24 CFR 570.200(g))

F. Program Income (24 CFR 570.426)

The City may reuse any revenue generated from projects undertaken with CDBG funding towards other eligible activities within the entitlement community. Furthermore, any program income earned by a subrecipient or City Program may be retained by the subrecipient or City Program provided the income is treated as additional CDBG funds and thus subject to all applicable federal and local requirements.

As defined in 24CFR Part 570.500, program income includes, but is not limited to, the following:

- Proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds;
- Proceeds from the disposition of equipment purchased with CDBG funds;
- Gross income from the use or rental of real or personal property acquired by subrecipients with CDBG funds, less costs incidental to generation of the income;
- Gross income from the use or rental of real property, owned by subrecipients that was constructed or improved with CDBG funds, less costs incidental to generation of the income;
- Payments of principal and interest on loans made using CDBG funds, except as provided in 24CFR 570.500(a)(3); and
- Interest earned on program income pending its disposition.

Program income must be tracked in a chart of accounts, using a segregated account for managing sources and uses. By the 15th day of the month following the end of the quarter, the City's Finance Department will review each transaction that generated program income and the subsequent transaction for which program income was applied. The program income will then be entered into the City's Chart of Accounts so that it is reflected in the general ledger, as well as receipting the program income in IDIS so that draws can be made against the balance accordingly. The City maintains the discretion to enter program income more frequently as deemed necessary.

CDBG regulations require that, at the end of each program year (March 31), the City of Appleton must determine whether there is excess program income on hand, and return any excess to the line of credit.

G. Fair Housing (24 CFR 570.601)

The Secretary of HUD requires that:

- (1). Grantees must administer all activities related to housing and community development in a manner to affirmatively further the policies of the Fair Housing Act. (Public Law 90-284)
- (2). Entitlement communities shall conduct an Analysis of Impediments to Fair Housing Choice every five years, take action to overcome the effects of the identified impediments and maintain records



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reflecting the analysis and related actions taken.

H. Environmental Review Procedures (24 CFR 570.604)

The environmental review procedures outlined in 24 CFR part 58 must be completed for each CDBG subrecipient and City Program activity, as applicable.

I. Faith-Based Activities (24 CFR 570.200)

Religious or faith-based organizations are eligible to participate in the CDBG program. Local government representatives and CDBG program administrators shall not discriminate against an organization on the basis of its religious affiliation.

J. Submission Requirements (24 CFR 570.302)

CDBG entitlement communities must submit the following documents:

- (1). Action Plan → annually
- (2). Consolidated Annual Performance and Evaluation Report (CAPER) → annually
- (3). Consolidated Plan → every three to five years, as chosen by the entitlement community

Creation of these documents must follow HUD requirements for content and citizen participation (see the City of Appleton CDBG Citizen Participation Plan).

K. Location of Activities (24 CFR 570.309)

CDBG funds may be awarded to an activity outside the jurisdiction of the entitlement community only if it can be determined that the activity directly benefits the entitlement community's residents. Documentation of these benefits must be provided before CDBG funds are awarded for the activity.

L. Conflict of Interest (24 CFR 570.611)

No persons affiliated with the entitlement community (including subrecipients and City Programs) who exercise or have exercised any responsibilities with respect to CDBG programming, or who are in a position to participate in a decision-making process, may obtain a financial interest or benefit from a CDBG-assisted activity (including subcontracts), either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

IV. LOCAL PROGRAM GUIDELINES

A. Program Oversight

The Community and Economic Development Committee (CEDC) – composed of five aldermen appointed by the Mayor – serves as the jurisdiction for Common Council oversight of the CDBG Program. Local financial oversight lies with the City of Appleton Finance Department. Local administrative/programmatic oversight lies with the City of Appleton Community and Economic Development Department (CEDD).

B. Consolidated Plan Submission

The City of Appleton has elected to submit a Consolidated Plan to HUD every five years. The Citizen Participation Plan provides for and encourages citizens to participate in the development of the Consolidated Plan, which will begin approximately one year before the required submittal date.

C. Definitions

- Subrecipient – an entity charged with implementation of one or more activities funded with Appleton CDBG dollars



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- community partner subrecipient – local agencies awarded CDBG-funding to implement an eligible activity via a competitive application process
- public services subrecipient – local agencies awarded CDBG-funding to implement an eligible public service activity via a competitive application process
- Adjusted award – the amount of CDBG funds available to City Programs and subrecipients after administration, fair housing, and audit allocations are deducted

D. Local Categorical Limits

The following limits expand upon federal categorical limits associated with the CDBG program:

- (1). At least 70 percent of CDBG funds utilized over three program years must be expended for LMI benefit; this excludes planning/CDBG administration activities.
- (2). The amount of CDBG funds obligated for public service activities in each program year may not exceed 15 percent of the adjusted award for that year unless otherwise specified under the pertinent Federal regulation or applicable waivers to prevent the spread of infectious disease and mitigate economic impacts caused by infectious disease.
- (3). The amount of CDBG funds obligated for planning/CDBG administration activities in each program year may not exceed 20 percent of the total entitlement grant for that year.
- (4). Any single award will not be less than \$10,000.

E. Audit Requirements

Section 2 Part 200 of the Code of Federal Regulations and the State Single Audit Guidelines require major state programs and federal programs to complete a single audit. The necessary amount for fulfilling these requirements will be identified by the Finance Department and the City's independent auditors. This amount will be deducted from the estimated amount available for the program year and not included in the estimates of the adjusted award.

F. Fair Housing Services

In keeping with the spirit of federal fair housing requirements, an annual allocation for fair housing services will be approved. This activity will be reported as an administrative expense, which claims no benefit. The City of Appleton will utilize the award to contract with an independent entity qualified to provide residents with a variety of fair housing services. This amount will be deducted from the estimated amount available for the program year and not included in the estimates of the adjusted award.

G. Program Administration

HUD requires entitlement communities to provide for efficient and adequate administration of CDBG programming. Administration costs may only include: salary/fringe, necessary training/travel, supplies and telephone/postage, in addition to fair housing services and audit costs. The necessary amount for fulfilling this requirement will be identified by the Community and Economic Development and Finance Departments. This amount will be deducted from the estimated amount available for the program year and not included in the estimates of the adjusted award.

H. Annual Allocation of CDBG Funding

The City of Appleton's Program Year begins April 1 and concludes March 31 of the following year. Each program year, administration, audit and fair housing costs, along with adequate funding for the Homeowner Rehabilitation Loan Program, the Neighborhood Program and Appleton Housing Authority will be subtracted from the annual entitlement award amount to determine the adjusted award. The adjusted award will first be available to City of Appleton Departments/Programs/component units that wish to undertake



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projects. After the City allocation process is complete, any remaining funds may be allocated to community partner applicants.

I. City Allocation Process

Each year adequate funding will be allocated through the City Budget process to the following: Homeowner Rehabilitation Loan Program, Neighborhood Program, Administration Costs and Appleton Housing Authority. Then, other City of Appleton Departments will have the opportunity to submit an application for CDBG funding. The application will include information relating to goals, outputs, budget/financing, detailed activity descriptions, capacity and performance. CEDD staff, per HUD rules and regulations, will perform an administrative review of each plan to ensure that:

1. Proposed activities are included within the listing of eligible activities (24 CFR 570.201)
2. Proposed activities do not fall within a category of explicitly ineligible activities (24 CFR 570.207)
3. Proposed activities will meet one of the national objectives of the program (24 CFR 570.200)
4. Proposed activities will address priority needs as identified in the Consolidated Plan

Upon completion of the administrative review, the plans will be presented to the CEDC. CEDC will also review the submitted plans to ensure the proposed activities meet the four standards listed above and allocate adequate funds for each plan. CEDC's recommendation will then be presented to the Common Council for approval.

J. Community Partner Subrecipient Allocation Process

The community partner application process will begin after allocations for City applications have been approved, and end with recommended allocations being announced after Council approval. Applications will be made available for approximately one month and should be submitted to the CEDD. All applications must be received by the announced deadline; no exceptions will be made. CEDD staff will perform an administrative review of each proposal, per HUD rules and regulations, to ensure the four standards listed under letter E. above, will be met if proposed activities are funded.

Upon completion of the administrative review, the proposals will be presented to the CDBG Advisory Board which will review and make funding recommendations for each proposal. This Board will consist of the following members:

1. Mayor
2. Common Council President
3. Chairperson of the Community and Economic Development Committee or committee designee
4. Chairperson of the Appleton Redevelopment Authority or committee designee
5. Representative from an Experienced Outside Funding Agency – on a rotating basis (i.e. United Way, Community Foundation, JJ Keller Foundation, U.S. Oil Basic Needs Partnership)
6. Citizen member from the City Plan Commission

CEDD staff will supply the Board with applications and all appropriate guidelines along with a summary of each proposal, and an explanation of the proposal score sheet. Board members are asked to allocate funding among the applicants and return their allocations to CEDD staff who will compile all results and present allocation recommendations at a Board meeting during which allocation amounts will be finalized. In completing their funding recommendation, the Board will utilize an estimated CDBG entitlement award dollar amount, which will be calculated based on past awards and any available information on HUD's



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future funding strategies. Funding recommendations from this Board will be presented as an Action Item to the CEDC. CEDC's recommendation will then be presented to the Common Council for final approval.

During efforts to prevent the spread of infectious disease and mitigate economic impacts caused by infectious disease, the community partner subrecipient allocation process will be waived. Final approval of allocations and projects will be presented to Common Council, subsequent to the completion of the required public comment period.

K. Estimated vs. Actual Entitlement Award

If there is a differential between the estimated award and the actual award, the CDBG Advisory Board will be consulted and their recommendations will be presented to CEDC and Council for approval.

L. Subrecipient Agreement/Letter of Understanding/Training Session

Community partner subrecipients of CDBG funds must enter into a subrecipient agreement with the City of Appleton. This subrecipient agreement serves as a formal contract addressing the various policies outlined in this document, in addition to contract amount/term, reimbursement requests, accomplishment reporting, monitoring, financial management guidelines, conflict of interest, and additional federal standards, including lead-based paint regulations and the Davis Bacon Act. Furthermore, each City Program receiving CDBG funds must sign a Letter of Understanding (LOU) indicating an understanding of the items above. To ensure all parties understand the requirements of their agreement or LOU, a mandatory training session will be held with new subrecipients before funds are released. Technical assistance from staff will be available to all subrecipients throughout the program year.

M. Statement of Work

All subrecipients and City Programs shall submit a concise Statement of Work that illustrates an implementation plan for their CDBG activity. This Statement, which will be attached to the subrecipient agreement/LOU includes: national objective claimed, activity descriptions, intended beneficiaries (number and type), detailed budget and location(s) of program-related activity.

N. Report Submissions

All subrecipients and City Programs are required to submit a report of their accomplishments with each payment request during the program year when applicable, as well as an Annual Report by April 15th, which is a comprehensive report covering the agreed upon objectives, activities and expenditures for the entire contract period. If said reports are not attached to payment requests when required, payments will be withheld until the report is submitted.

O. Change of Use

If a subrecipient or City Program wishes to utilize funds for an activity not identified on their original application, they are required to submit a detailed letter to the CEDD explaining the reasoning for and amount of the proposed change and a public comment period may be held per the Citizen Participation Plan.

P. Displacement/Relocation

Due to the potential liability for long-term assistance and burdens placed on affected tenants, the City of Appleton will avoid funding CDBG projects that involve permanent residential displacement or business relocation unless displacement/relocation prove to be the only means available to correct a public health/safety hazard or other critical condition.



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Q. Procurement

The City of Appleton Procurement Policy applies to all CDBG activities, including both City Programs and subrecipients that involve the purchase of equipment, materials, supplies and/or services. A copy of this policy will be distributed to all subrecipients.

R. Audits

All subrecipients are required to submit one copy of their audited financial statement immediately following the end of their fiscal year during which CDBG funds are received, unless an alternate arrangement has been made with the City of Appleton Finance Department. CDBG applications may include audit costs as a reimbursable expense.

S. Disputes

Any dispute concerning a question of fact arising under a subrecipient program or City Program shall be resolved by CEDD staff, who shall relay his/her decision in writing to the subrecipient or City Program, in addition to furnishing a copy to the Mayor and the CEDC. The decision of CEDD staff shall be final and conclusive unless the subrecipient or City Program furnishes a written appeal to the CEDC within ten days of the date of receipt of such copy. The decision of the CEDC in such appeals shall be final and conclusive unless appealed to a court of competent jurisdiction within 30 days of receipt of the CEDC's decision.

T. Unspent Grant Funds

Any uncommitted CDBG funds remaining at the end of the program year will be reprogrammed for use in the subsequent program year. The subrecipient shall submit a carryover request, including both documentation of plans for expending funds and a timeline for the expenditure, to CEDD staff by April 15. If any unspent grant funds remain after September 30, CEDD staff will meet with the subrecipient to determine if further action needs to be taken to expedite the expenditure of funds.

U. Termination

If the subrecipient or City Program fails to fulfill, in timely and proper manner, its obligations under the Statement of Work, or if they violate any stipulations contained within the subrecipient agreement/LOU, the City has the right to terminate funding of their program. Written notice will be delivered at least 30 days before the termination.

V. Examination of Records/Monitoring

The policy of the City of Appleton is to monitor its subrecipients in a manner consistent with the requirements of 24 CFR 570.2, 2 CFR 200.328, and 2 CFR 200.331(d). The subrecipient and City Program shall maintain records (including books, documentation and other evidence) pertaining to the costs of carrying out their activity to the extent of detail that will adequately reflect net costs, direct and indirect labor, materials, equipment, supplies/services, and other expenses. Authorized representatives of the City or HUD shall have access to subrecipient and City Program records at reasonable times of the business day for inspection, audit or reproduction. Subrecipients and City Programs must make these records available throughout the program year and four years after it expires. Furthermore, CEDD staff may schedule monitoring visits with the subrecipient to evaluate the progress/performance of the program and provide technical assistance. The City of Appleton's Grant Administration Procedures manual should be referenced for further guidance on subrecipient tracking and monitoring requirements.



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W. Financial Management Systems

Subrecipients and City Programs must employ financial management systems that are capable of generating regular financial status reports indicating the dollar amount allocated (including budget revisions), amount obligated, and amount expended for each activity. The system must permit the comparison of actual expenditures and revenues against budgeted amounts. The City must be able to isolate/trace every CDBG dollar received.

X. Payment Requests

Community partner subrecipients and City Programs will submit requests for payment with attached supporting documentation to the CEDD. Payment requests shall be allowed on a reimbursement basis (i.e. only after expenditures have been incurred) and shall be reviewed to ensure the expenditures are in conformity with the use of funds as described in the Statement of Work. If source documentation is deemed inadequate by Staff, all payments will be withheld until all required documents have been submitted. Payment requests received and approved will be processed and a check issued in accordance with the City of Appleton Finance Department weekly pay cycle. All payment requests must contain an original signature.

Y. Program Income

Any program income (as defined under applicable federal regulations) gained from any activity of the subrecipient may be retained by the subrecipient or City Program provided the income is treated as additional CDBG funds subject to all applicable requirements governing the use of CDBG funds. Anticipated program income must be documented and described in the subrecipient or City Program proposal/application. Furthermore, any and all program income received must be reported to the City of Appleton's Community and Economic Development and Finance Departments, unless otherwise specified in this contract.

Z. CDBG Activity Promotion

All subrecipients and City Programs are required to participate in promotion of the City of Appleton CDBG Program. Expectations will be outlined by staff at the beginning of the program year and may include, but are not limited to:

- Inclusion of the Appleton/CDBG logo in materials/at project sites
- Mentorship of a subrecipient new to the CDBG Program
- Participation in a CDBG Open House to showcase grant activities

V. APPLICATION/PROPOSAL EVALUATION CRITERIA

A. General

In order to receive CDBG funding, subrecipient and City Programs must meet a priority need, as identified in the Five-Year Consolidated Plan. Additional preference, however, will be given to CDBG applicant activities that meet one or more of the following criteria:

- (1). Seek a one-time use of CDBG funding
- (2). Benefit residents of LMI census tracts (population at least 46.7 percent LMI)
- (3). Will result in additional housing units being placed on the tax roll
- (4). Demonstrate secured complementary sources of funding (i.e. leverage) and/or strong efforts to solicit and secure complementary funding.
- (5). Serve special needs populations, including, but not limited to:
 - a. Elderly/frail elderly
 - b. Persons with disabilities (developmental and physical)



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- c. Persons with HIV/AIDS and their families
- d. Persons seeking solutions to alcohol and drug addiction

B. Public Services (subject to 15 percent cap)

Preference will be given to Public Service CDBG applicants whose activities meet one or more of the following criteria:

- (1). Program service costs – one time use
- (2). Administrative expenses – one time use
- (3). Program service costs – continual use
- (4). Administrative expenses – continual use



**City of Appleton
CDBG FUNDING HISTORY
2006 - 2022**

GRANTEE	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
Appleton Housing Authority	\$ -	\$ 41,170.00	\$ 37,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 60,000.00	\$ 60,000	\$ 60,000	\$ 67,306.66	\$ 60,000	\$ 60,000	\$ 56,900	\$ 65,294	\$ 65,003	\$ 65,000	\$ 38,500	\$ 31,000
Appleton Police Department (Summer of Service)	\$ -	\$ -	\$ 72,051.06	Declined	\$ 63,995.48	\$ 51,847.71												
B.A.B.E.S.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Boys & Girls Club	\$ 48,622.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG Administration	\$ 58,829.00	\$ 58,479.00	\$ 57,433.00	\$ 80,504.00	\$ 25,172.00	\$ 49,432.05	\$ 46,229.00	\$ 20,375	\$ 20,000	\$ 25,000.00	\$ 25,000	\$ 50,000	\$ 46,033	\$ 6,330	\$ -	\$ 55,963	\$ 52,800	\$ 31,000
City of Appleton Affordable Housing Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of Appleton Home Rehabilitation Program	\$ 45,000.00	\$ 120,000.00	\$ 29,892.00	\$ 77,694.00	\$ 75,851.00	\$ 115,000.00	\$ 81,222.00	\$ 158,651	\$ 175,000	\$ 175,000.00	\$ 225,000	\$ 225,000	\$ 200,000	\$ 127,109	\$ 155,499	\$ 77,867	\$ 161,900	\$ 115,418
City of Appleton Neighborhood Revitalization	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000	\$ 40,000	\$ 40,000.00	\$ 40,000	\$ 40,000	\$ 20,000	\$ 146,161	\$ 120,710	\$ 139,000	\$ 144,100	\$ 110,000
City of Appleton Rental Rehabilitation Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of Appleton Eighth Street Pocket Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
City of Appleton Parks & Recreation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,100.00								
Fair Housing Services	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 65,471.24	\$ 25,000.00	\$ 25,000	\$ 22,000	\$ 22,000.00	\$ 22,000	\$ 35,000	\$ 22,000	\$ 33,349	\$ 22,948	\$ 24,656	\$ 14,200	\$ 15,000
Family Services of Northeast Wisconsin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,698	\$ -	\$ -	\$ 10,000
Financial Information & Service Center (FISC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,987	\$ 8,700	\$ 11,860	\$ 10,987	\$ 12,000	\$ -	\$ 5,000
Fox Cities Community Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Fox Valley Literacy Coalition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 9,000
Fox Valley Warming Shelter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 15,000	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Habitat for Humanity	\$ 213,759.00	\$ 120,000.00	\$ 147,000.00	\$ 125,000.00	\$ 58,577.20	\$ -	\$ -	\$ 96,000	\$ 77,242	\$ 40,906.67	\$ 48,000	\$ -	\$ 69,800	\$ 72,581	\$ 71,292	\$ 108,000	\$ 30,000	\$ 30,000
Harbor House	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 14,152.32	\$ 19,421.47	\$ 15,000.00	\$ 22,383.50	\$ 24,000	\$ 19,800.00	\$ 25,000	\$ 12,500	\$ 17,400	\$ 17,850	\$ 13,343	\$ 14,000	\$ 18,500	\$ 15,000
Harmony Café	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 20,300	\$ 15,000
Pillars (Homeless Connections)	\$ 12,453.00	\$ -	\$ 27,185.00	\$ 75,000.00	\$ -	\$ -	\$ 14,200.00	\$ 16,758.50	\$ 15,000	\$ 15,000.00	\$ 25,000	\$ 10,000	\$ 15,700	\$ 36,468	\$ 30,003	\$ 33,000	\$ 36,900	\$ 35,000
Pillars (Housing Partnership of the Fox Cities)	\$ -	\$ -	\$ -	\$ 28,260.08	\$ 100,000.00	\$ 25,000.00	\$ -	\$ 55,000	\$ 31,000	\$ 23,606.67	\$ 26,000	\$ 10,000	\$ 20,700	\$ 46,886	\$ 37,757	\$ 53,910	\$ 60,125	\$ 83,000
LEAVEN	\$ 12,453.00	\$ 30,000.00	\$ 16,632.94	\$ 45,019.83	\$ 10,000.00	\$ 17,823.77	\$ 15,000.00	\$ 16,758.50	\$ -	\$ -	\$ 16,781	\$ 17,200	\$ 15,636	\$ 14,604	\$ 17,500	\$ 11,100	\$ 13,000	
NAHBRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,200	\$ 23,073	\$ 17,619	\$ 12,746	\$ -	\$ -
NAMI	\$ -	\$ -	\$ -	\$ 62,334.00	\$ 49,904.00	\$ -	\$ 10,000.00	Declined	\$ -	\$ 19,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pioneer Village	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,166	\$ 10,162	\$ -	\$ -	\$ 15,000
Rebuilding Together	\$ 125,373.00	\$ 80,000.00	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 19,156.76	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 10,000	\$ 13,000	\$ 15,335	\$ 16,530	\$ 22,000	\$ 12,200	\$ 10,000
Richmond Street Inn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
St. Mary Parish/Old Third Ward Association	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700	\$ -	\$ -	\$ -	\$ -	\$ -
Salvation Army/Project Home	\$ 12,453.00	\$ -	\$ -	\$ 28,260.09	\$ -	\$ -	\$ 22,173.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700	\$ -	\$ -	\$ 39,158	\$ -	\$ 25,000
STEP Industries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 24,398.50	\$ 24,571	\$ 13,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sustainable Fox Valley, Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,133	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
The Mooring Programs, Inc	\$ -	\$ 66,231.00	\$ 39,343.00	\$ 70,000.00	\$ -	\$ 85,800.00	\$ 36,213.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Thompson Community Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,535	\$ 17,694	\$ 52,447	\$ -	\$ -
Valley Packaging - Employment & Literacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 6,500	\$ 8,000
Valley Packaging - Family Support Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,801	\$ -	\$ 5,000	\$ 5,500	\$ 5,000
Wahl Organ Builders (Temple Zion)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WWBIC	\$ 19,259.00	\$ -	\$ 68,030.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CDBG FUNDS DISTRIBUTED		\$565,880.00	\$ 619,567.00	\$ 792,072.00	\$ 587,652.00	\$ 593,953.00	\$ 550,037.00	\$ 535,325	\$ 523,813	\$ 525,200.00	\$ 523,133	\$ 489,281	\$ 565,033	\$ 680,434	\$ 616,849	\$ 758,247	\$ 624,125	\$ 615,418
TOTAL CDBG ENTITLEMENT AWARD		\$565,880.00	\$ 619,567.00	\$ 592,072.00	\$ 587,652.00	\$ 593,953.00	\$ 550,037.00	\$ 535,325	\$ 523,813	\$ 525,200	\$ 523,133	\$ 486,281	\$ 565,033	\$ 676,262	\$ 618,916	\$ 596,347	\$ 614,125	\$ 615,418
*TOTAL REPROGRAMMED/OTHER FUNDS		\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,183	\$ 4,172	\$ (2,067)	\$ 161,900	\$ 10,000	\$ -
AWARD CHANGE FROM PRIOR YEAR		-8.67%	4.43%	0.01%	-1.06%	0.07%	0.03%	0.02%	-0.03%	0.04%	-8.58%	-13.94%	-16.45%	9.27%	3.78%	-2.89%	0.00%	#REF!

***REPROGRAMMED/OTHER FUNDS:**

- 2007 = \$10,000 from 2005 reprogrammed to the Housing Partnership in 2007
- 2008 = \$161,900 from 2007 program reprogrammed via an increase to each subrecipient in 2008
- 2010 = (\$2,067) unallocated in 2009 due to increase in final award amount upon contract receipt
- 2010 = \$2,067 unallocated in 2009 and \$2,105 from 2009 reprogrammed via an increase to each subrecipient in 2010



MEMORANDUM

TO: Community & Economic Development Committee

FROM: Jessica Titel, Principal Planner

DATE: January 24, 2024

RE: Annual Update of Housing Affordability Report and Housing Fee Report

In 2018, the Wisconsin State Legislature approved new legislation that requires villages and cities of 10,000 population or more to provide two separate annual reports related to housing affordability and housing fees. In 2019, the City of Appleton, along with 11 other communities in the region, contracted with East Central Wisconsin Regional Planning Commission (ECWRPC) to prepare these reports. On December 18, 2019, Common Council approved the initial version of these reports – with data from 2018.

State Statutes require the reports be updated annually, not later than January 31st. The attached reports represent the annual update – with data from 2022. These updates were completed by City staff with collaboration from multiple departments. The primary emphasis was updating the necessary data found in tables, maps, and related narrative. For comparison purposes, below are some highlights from the previous reports.

	2018	2019	2020	2021	2022
Plats and CSMs Approved	24	19	28	25	31
Residential Building Permits	60	58	86	113	124
New Dwelling Units Approved	173	111	180	229	199
Applicable Fees Collected	\$86,170.58	\$108,393.00	\$110,406.60	\$249,848.96	\$124,684.48
Vacant Parcels	656	626	766	756	761

The numbers above represent a snapshot in time for each calendar year. However, development projects often extend beyond one calendar year. As such, the project's permits, fees, and resulting dwelling units may be counted in separate years. This disconnect can lead to fluctuation in the annual reporting data.

The attached documents were prepared to meet the requirements of Wis. Stats. 66.10013 and 66.10014.

Housing Affordability Report, 2022

City of Appleton

January 24, 2024



Prepared by the
City of Appleton
Community and Economic Development Department

ABSTRACT

TITLE: City of Appleton Housing Affordability Report, 2022

CONTACT: Jessica Titel, Principal Planner

AUTHORS: Jessica Titel, Principal Planner
Jessica Schneider, GIS Specialist

SUBJECT: Housing Affordability

DATE: January 24, 2024

SOURCE OF COPIES: City of Appleton
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In 2018, the Wisconsin State Legislature approved new legislation which requires communities of 10,000 population or more to provide an annual report related to housing in an effort to shed light and foster potential change on affordable housing issues across the state. Specifically, reference Wis. Stats. 66.10013 (Housing affordability report).

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HOUSING AFFORDABILITY REPORT

HOUSING AFFORDABILITY REPORT

EXECUTIVE SUMMARY

In 2018, the Wisconsin State Legislature approved new legislation which requires villages and cities of 10,000 population or more to provide two separate annual reports related to housing affordability and housing fees in an effort to shed light and foster potential change on affordable housing issues across the state. The City of Appleton, along with 11 other communities in the region, elected to contract with the East Central Wisconsin Regional Planning Commission to prepare the initial version of these reports. As such, a Housing Report Advisory Team was created so that input and feedback from all communities could be considered as the initial reports were prepared. Subsequent updates were completed by City staff. Specifically, this document meets the requirements for Wis. Stats. 66.10013 (Housing Affordability Report).

HOUSING AFFORDABILITY REPORT REQUIREMENTS

Requirements of this report include the following elements (note: the sections and subsections in this report refer to specific sections and subsections in Wis Stats. 66.10013):

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's implementation of the housing element of the municipality's comprehensive plan under s. 66.1001. The municipality shall update the report annually, not later than January 31. The report shall contain all of the following:
 - a. The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.
 - b. The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.
 - c. A list and map of undeveloped parcels in the municipality that are zoned for residential development.
 - d. A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.

- e. An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:
 - (1) Meet existing and forecasted housing demand, and;
 - (2) Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

HOUSING AFFORDABILITY DATA AND RESPONSES

Part 2A: The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year (2022) for the City of Appleton is illustrated in Table 1. It should be noted that the City of Appleton does not approve condominium plats. The City receives copies of the plat and condominium declarations after they are recorded. The City’s Assessors Office reviews them to be sure they have been recorded properly, but does not approve the condominium plats. Calculations for additional residential units and/or lots are more accurately accounted for using subdivision plats and building permit data. Only one residential condominium declaration was recorded in 2022, which did not result in additional residential units. Also, the number of building permits listed represent new projects only, not remodeling permits.

Table 1: City of Appleton Approved Plats, CSMs, and Building Permits, 2022

Subdivision Plats	Certified Survey Maps	Condominium Plats (Recorded)	Single Family Building Permits	2-Family Building Permits	Multi-family Building Permits	Mobile Home Building Permits
2	29	1	103	20	1	0

Building permit data associated with new dwelling units, including the property address, can be found in Appendix C.

Part 2B: The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year (2022) for the City of Appleton is illustrated in Table 2. It is difficult to determine the proposed number of dwelling units for a certified survey map (CSM). Unlike some plats, it is not a simple 1:1 ratio between lots and units. Many of the CSMs approved also include land that is not zoned for residential development. There were a total of 10 vacant residential lots included within the CSMs approved in 2022. However, some CSMs involving developed parcels may eventually yield new dwelling units through redevelopment. Also, lots in some CSMs are zoned for two-family, multi-family or mixed use, so the exact number of new dwelling units is unknown until a site plan or building permit is submitted.

Table 2: City of Appleton New Residential Dwelling Units Proposed and Approved within Plats and CSMs, 2022

Proposed			Approved			
Residential Dwelling Units (Subdivision Plats)	Residential Dwelling Units (Certified Survey Map)	Residential Dwelling Units (Condominium Plats)	Single Family Building Units	2-Family Building Units	Multi-family Building Units	Mobile Home Building Units
86	10	0	103	40	56	0

Parts 2C/2D: A list and map of undeveloped parcels in the municipality that are zoned for residential development. A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.

Maps and tables for the City of Appleton were developed using a variety of GIS data sources and are contained in Appendix A. From a process standpoint, these maps were developed using the following methodologies:

Map 1 – Undeveloped Parcels Zoned for Residential Development and Available Public Facilities/Services

1. Map 1 was created by using current tax parcel data (circa December 2023). A subset of vacant parcels was created by selecting all parcels identified as “vacant” in the Assessor’s Office property code system.
2. Current zoning districts for the City were overlaid on this subset of vacant parcels and additional parcels were removed as necessary (i.e. City-owned land like stormwater ponds and parks, institutional land like schools and places of worship, etc.).
3. Map 1 illustrates vacant parcels that contain “residential” zoning and those that are “non-residential” (i.e. commercial, industrial, institutional, etc.) in nature. It also illustrates parcels with available public facilities/services.
4. Municipal sewer and water line data was obtained, typically with service lines being located in the road rights-of-way.
5. A 100-foot ‘buffer’ was applied to either side of these service lines.
6. Any of the vacant residential/non-residential zoned parcels which fell partly within this 100-foot buffer were selected to produce a map showing which undeveloped parcels have services available.

7. Table 3 provides a listing of parcels along with additional property characteristics.

Part 2E: An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to: 1) Meet existing and forecasted housing demand, and; 2) Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

Plans and Regulations

The City of Appleton has a number of plans, policies, regulations and fee/permit requirements which guide land use and matters pertaining to residential housing development.

The City of Appleton’s comprehensive plan, adopted in 2010 and updated in 2017 includes a future land use map, dated August, 2023 (Appendix B). The future land use map illustrates the preferred land use and sets forth the broad policy decisions regarding the location and types of housing that are envisioned in the future. This document is of primary importance in that it sets the tone for addressing affordable housing opportunities and guiding development decisions (Map 1). This plan addresses many aspects of housing, including affordable housing and key aspects of the plan are shown in Table 4 below which were derived from a survey sent by East Central WI RPC to the City.

Table 4: City of Appleton Comprehensive Plan Summary, 2022

Question / Topic Regarding Comprehensive Plan	Response / Details
What year was your comprehensive plan adopted?	<i>Originally adopted in 2010 with a substantial 5-year update adopted in 2017.</i>
Since its adoption, have amendments been made to the plan to accommodate residential development?	Yes
If you answered Yes to above, please provide details for each amendment (date, location, action summary).	<i>Twelve Future Land Use Map Amendments have been approved and one has been denied between 2017 and 2022. Three of the approved amendments were made to accommodate residential development, and the one denial (consistent with staff recommendation) maintained an existing residential opportunity. Also, the 2017 Comprehensive Plan update included 86 Future Land Use Map Amendments across the City. 21 of these 86 amendments were changes to the One and Two-Family Residential or Multi-Family Residential designations.</i>

Question / Topic Regarding Comprehensive Plan	Response / Details
What year is next scheduled/planned 10-year update for the Comprehensive Plan?	2027
Were specific concerns about affordable housing brought up by your plan commission, business community or residents during the plan development process for your current comprehensive plan?	Yes
If yes, was affordable housing a community issue at that time, or was it alluded to as a future issue?	Yes
Were there any housing-related organizations or individuals involved in the development of the current comprehensive plan (or its housing element)?	Yes
Is there a dedicated municipal Committee responsible for implementing and monitoring all/portions of the housing element of the current comprehensive plan?	Yes (<i>Plan Commission</i>)
Does the housing element of the current comprehensive plan get referenced/reviewed formally during new housing development proposals (re-zonings, platting, etc.)?	Yes
Is there dedicated municipal staff which lead, or assist, in the implementation and monitoring of the current comprehensive plan's housing element?	Yes - <i>Three Principal Planners; Housing Coordinator; Various other Community & Economic Development Department staff.</i>
Are there existing non-profit organizations involved in the implementation of the current comprehensive plan's housing element?	Yes - <i>Numerous non-profit organizations are directly and indirectly involved in implementation. Recent sub-recipients awarded Community Development Block Grant (CDBG) funding through the City include: Greater Fox Cities Habitat for Humanity, Rebuilding Together Fox Valley, Pillars, Salvation Army and Appleton Housing Authority.</i>
Were existing zoning ordinances, subdivision regulations or other codes/ordinances significantly modified after the plan's adoption to better align with the housing element?	Yes - <i>In 2018, Common Council adopted a Zoning Ordinance text amendment to add multi-family dwellings to the list of principal permitted uses in the CBD Central Business District. This change allows for standalone and ground floor residential development in some areas of downtown. Also, a recent zoning map amendment (rezoning) utilized the CBD Central Business District in another area of the City to promote denser infill and housing development. In 2019, Zoning Ordinance text amendments were approved for historic preservation</i>

Question / Topic Regarding Comprehensive Plan	Response / Details
	<p>regulations and procedures. In 2020, numerous Zoning Ordinance text amendments were approved, including changes to allow zero lot line duplexes in the R-2 Two-Family District and R-3 Multi-Family District and allow standalone residential development in the C-1 Neighborhood Mixed Use District. In 2021, Zoning Ordinance text amendments were approved to allow for accessory dwelling units and junior accessory dwelling units in residential zoning districts. These amendments also increased the maximum density allowed in the R-3 multi-family district.</p>
<p>Please list specific goal/objective/strategy/recommendation/action items within the housing element that have been implemented or addressed to any degree (including planned/pending implementation).</p>	<p>Page #62 – Policy 5.2.2: Support existing programs to provide funding for home improvements for lower-income households. (Implemented by ongoing Homeowner Rehab Loan Program.)</p> <p>Page #63 – Policy 5.2.7: Continue to use federal funds directly and via partners to offer housing rehabilitation and replacement for low- and moderate-income family housing options. (Implemented by annual CDBG awards.)</p> <p>Page #63 – Policy 5.3.1: Evaluate conditions under which it may be appropriate to allow accessory units in some parts of the City. (Implemented by Zoning Ordinance text amendments to allow accessory dwelling units.)</p> <p>Page #63 – Policy 5.3.2: Identify preferred locations and encourage urban infill and redevelopment to meet the needs of retirees and Generation X and Millennial buyers or renters, such as redevelopment sites on the north side of downtown, along Wisconsin Avenue, and along the Fox River corridor. (Implemented by recent/ongoing development projects, such as Zuelke Building, 320 E. College Av., and Park Central Apartments.)</p> <p>Page #63 – Policy 5.3.3: Plan for a supply of developable land suitable for residential development. (Implemented by approval of several subdivision plats and CSMs for residential development, including North Edgewood Estates, Apple Ridge, Broadway Hills Estates, Trail View Estates South, and Apple Fields.)</p> <p>Page #64 – Policy 5.4.3: Continue to offer funding through the Neighborhood Grant Program to help carry out neighborhood improvement projects and encourage neighbors to connect. (Implemented by awards to Historic Central Neighborhood and Lawrence-City Park Neighborhood for “porchfest” and block party events.)</p> <p>Page #65 – Policy 5.5.3: Amend the Central Business District zoning regulations to allow for ground floor residential development in some areas of downtown. (Implemented by Zoning Ordinance text amendment to add multi-family dwellings to the list of principal permitted uses in the CBD District.)</p>

Question / Topic Regarding Comprehensive Plan	Response / Details
Are you a CDBG-Entitlement Community that has prepared an Impediments to Fair Housing study?	Yes
Have you completed other housing market or assessment studies?	Yes
What limiting factors are present which prevent your community from moving forward on further implementation of the current comprehensive plan's housing element? Please describe.	<p><i>The cost of infrastructure and the challenges with wetlands, navigable streams, and contaminated soils. Land dedication fees are minimal and do not provide sufficient capital to cover costs of parkland and/or development. The City of Appleton is seeing significant investment in housing development at this time. Low-cost housing is an area that may be a challenge due to the return on investment for local investors. Levy limits imposed by State. Incorporation of neighboring communities limiting growth area. Declining net new construction. Limited land availability and environmental limitations of available land. Privately-applied covenants for new home construction. Neighborhood opposition to "other" (not single-family) housing types. Rising interest rates, labor shortage and cost of construction is also limiting housing growth.</i></p>

Additional plans, policies and regulations have been adopted by the City to address residential housing including:

- City of Appleton Zoning Ordinance (Chapter 23) outlines basic land use requirements, lot sizes and property setbacks.
- City of Appleton Subdivision Ordinance (Chapter 17) which specifies site improvement requirements and land dedication requirements, if any.
- Plan Review and Building Permit procedures have been adopted by the City of Appleton and are reviewed periodically.
- Development Standards and Specifications for residential subdivisions are in place and are typically implemented through a Development Agreement. In most cases, the developer is responsible for a majority of the initial cost of infrastructure including, but not limited to: grade and gravel of roads, stormwater, sewer and water mains. Once the infrastructure meets the standards, the community will take ownership and be responsible for additional infrastructure such as temporary asphalt paving and concrete paving, and future maintenance (unless otherwise noted in the Development Agreement). In some cases, cost-sharing, or deferred assessments will be provided. While the construction of infrastructure is a major consideration in the overall cost of housing, this report has made no attempt to calculate these costs as they can vary greatly depending on size and density of the subdivision, as well as other geographic

factors. It should be noted that in general, higher density developments reduce infrastructure costs relative to low density ones. The development community has not fully utilized the ability to create such developments which therefore impacts the cost of housing.

- Fees have been adopted for various activities related to housing development. These fees are outlined in detail in the accompanying *Housing Fee Report*. The City of Appleton currently has several types of fee schedules published on its website which may apply to new housing development: A listing of the fee schedules are found in Appendix A of the *City of Appleton Housing Fee Report, 2022*.
- An *Analysis of Impediments to Fair Housing* (2019) report was prepared for use as a planning tool to ensure equal housing opportunities for all persons in the City of Appleton. The report has three main components: an analysis of demographic and economic characteristics in relation to their impact on fair housing; a description of fair housing impediments; and recommendations designed to dismantle impediments.
- Tax Increment Finance Districts. TIF Districts #3, #11 and #12 cover portions of downtown Appleton, along College Avenue primarily, but including various adjacent blocks. TIF Districts #11 and #12 offer the most opportunity for the construction of new housing as part of the ongoing redevelopment and enhancement of the downtown. However, construction of new housing can also occur in TIF's #8, #9 and #10.

Financial Impact of Plans and Regulations

The financial impacts of local regulations are outlined in the *City of Appleton Housing Fee Report (2022)*. Regulations enforced by federal and state government also contributed to the increase in costs for development, yet municipalities have no control over these regulations or the associated costs to enforce. Wisconsin has adopted a state-wide uniform building code, which establishes standards for residential dwelling units. In addition, the requirements of NR216 have substantially increased the cost of stormwater management. Under NR216, municipalities are required to reduce stormwater runoff by implementing stormwater management programs. These programs include construction site pollutant control, post-construction stormwater management, etc. Furthermore, restrictive covenants imposed by developers may also add cost to development by setting architectural guidelines, types of exterior building materials, structural design or dictating the size of a dwelling unit.

MODIFICATION OF CONSTRUCTION AND DEVELOPMENT REGULATIONS

This analysis identifies ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees in order to do each of the following: (1) Meet existing and forecasted housing demand, and; (2) Reduce the time and

cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

Housing Demand

Housing demand for the City of Appleton has been calculated using accepted methodologies developed by the East Central Wisconsin Regional Planning Commission. In this case, two components were evaluated: a) forecasted housing and land use demands by unit type, and; b) existing housing cost burden.

Based on Wisconsin Department of Administration and U.S. Census data, Tables 5 and 6 illustrate the forecast household growth for the City and the corresponding demands by housing unit type using existing land use density information. It should be noted that projected housing units in Table 6 are based on the percentage of existing single family, two family and multi-family units according to the U.S. Census, 2013-2017 American Community Survey 5-Year Estimates. In recent years, the City has been seeing more multi-family units being built in relation to single family/two family units. This may be altering the historical split between single family/two family and multi-family. Therefore, it is very likely that in actuality, the City may experience a larger share of multi-family units than what is indicated below. Development densities in Table 6 are based on an average density for each residential unit type. This includes smaller lots in established neighborhoods as well as larger lots in newer subdivisions. Since the City is seeing larger lots in newer areas of the City, actual development densities may be lower than what is projected.

Table 5: City of Appleton Year 2040 Household Projections

Municipality	2010	2015	2020	2025	2030	2035	2040	Diff. 2010-2040
City of Appleton	28,874	29,874	31,623	32,983	34,200	34,853	34,938	6,064

Source: WDOA, Wisconsin Demographic Services Center, Vintage 2013 Population Projections

Table 6: City of Appleton Year 2040 Projected Housing & Land Use Demands

Municipality	Adjusted Remaining Units Needed (2019-2040)			Development Density (units per acre)			Acres Needed		
	Single Family	Two Family	Multi-Family	Single Family	Two Family	Multi-Family	Single Family	Two Family	Multi-Family
City of Appleton	3,981	442	158	4.67	9.33	12.89	853	47	12

Source: ECWRPC, 2019

Housing Cost Burden

Table 7 illustrates the current “Housing Cost Burden” for City of Appleton households. For any particular household income category, the corresponding number which spent 30% or more of their income on housing costs is shown. In general, those with lower incomes are more

burdened. However, it is interesting to note that the City of Appleton’s numbers do not vary much from the urbanized area averages as a whole.

Table 7: City of Appleton and Regional Housing Burden (2013-2017)

Household Income & percent spent on housing costs	Urbanized Area Regional Total (Fox Cities, Oshkosh & Fond du Lac)		C. Appleton	
	Totals	% of Total (30% or more)	Estimate	% of Total (30% or more)
Total Owner-occupied housing units:	70,105	18%	18,980	19%
Less than \$20,000:	4,419		1,238	
30 percent or more	3,905	88%	1,067	86%
\$20,000 to \$34,999:	8,097		2,161	
30 percent or more	3,746	46%	1,055	49%
\$35,000 to \$49,999:	8,674		2,478	
30 percent or more	2,473	29%	683	28%
\$50,000 to \$74,999:	15,091		4,150	
30 percent or more	1,898	13%	585	14%
\$75,000 or more:	33,444		8,867	
30 percent or more	807	2%	216	2%
Zero or negative income	380	n/a	86	n/a
Total Renter-occupied housing units:	39,869	42%	9,912	40%
Less than \$20,000:	10,699		2,514	
Less than 20 percent	176	2%	24	1%
20 to 29 percent	809	8%	155	6%
30 percent or more	9,714	91%	2,335	93%
\$20,000 to \$34,999:	9,811		2,304	
Less than 20 percent	640	7%	181	8%
20 to 29 percent	3,706	38%	889	39%
30 percent or more	5,465	56%	1,234	54%
\$35,000 to \$49,999:	6,751		1,739	
Less than 20 percent	2,187	32%	568	33%
20 to 29 percent	3,462	51%	852	49%
30 percent or more	1,102	16%	319	18%
\$50,000 to \$74,999:	6,534		1,718	
Less than 20 percent	4,842	74%	1,284	75%
20 to 29 percent	1,439	22%	354	21%
30 percent or more	253	4%	80	5%
\$75,000 or more:	4,868		1,229	
Less than 20 percent	4,600	94%	1,109	90%
20 to 29 percent	238	5%	104	8%
30 percent or more	30	1%	16	1%
Zero or negative income	447	n/a	92	n/a
No cash rent	759	n/a	316	n/a

Source: 2013-2017 ACS 5-Year Estimates, B25106

Based on this information more affordable homes and rentals are needed within the City, particularly for those with lower incomes. However, providing affordable housing involves more

than reducing costs imposed by municipalities or revising local policies. Policies imposed by others and limited funding also affect housing affordability. The U.S. Department of Housing and Urban Development provides housing choice vouchers for very low-income families to reduce the cost of housing. Yet, this program has not been expanded in years and does not supply a sufficient supply of vouchers to address housing affordability for renters. Other programs correspondingly provide assistance for low-income renters and homeowners but these programs likewise fall short of the needs. Banks and other financial institutions must also accept some of the responsibility since they must approve financing for affordable housing.

Reductions in Time and Cost

In order to reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent, a number of things need to be taken into consideration:

- 1) Where exactly this burden should be placed? Should this burden be placed on the public sector entirely? Or should the private sector (homebuilders, realty professionals, etc.) share some of this burden? Housing style, design, size and materials choice make up a large portion of the cost of housing. When the development community places restrictive covenants on subdivisions, this inherently increases the costs for housing.
- 2) The cost of infrastructure and maintenance was not part of the State's requirement to analyze and include in this report yet is a critical factor for the costs associated with new housing development. Furthermore, state imposed levy limits further impact the municipalities' ability to maintain or construct new infrastructure.
- 3) Lastly, as noted in the Housing Fee Report, a number of additional costs are imposed by county, state or local entities (sanitary districts) for things such as plumbing plan reviews, utility assessments and the like. These items are not even considered in the statutory requirements for this report and not in the purview of the municipality to control.

The City of Appleton could, of course, simply slash the costs of its various permits and fees by 20%, thereby reducing the amount of revenue generated (see Housing Fee Report). However, this revenue is used by the City to fund the necessary services and safety inspections that are required by state law and/or are simply good practice. By cutting fees 20%, it is likely that the plan review, approval and permit issuance processes will take longer due to reduced staffing and capacity.

The City could also reduce minimum lot sizes, but would this actually encourage smaller more affordable houses? Reducing parking requirements and street width could potentially reduce the cost to build and maintain infrastructure, making housing more affordable. The added benefit is that this would not only reduce infrastructure costs but would also reduce stormwater runoff from impervious surfaces. While the City could make a number of changes, ultimately it is whether or not the development community takes advantage of changes in order to create more

affordable homes. Taking this a step further, new models of housing development such as Cottage-Style developments or Accessory Dwelling Units (ADUs), or new public-private financing partnerships could be looked at as a way to further reduce housing costs. Partnerships with non-profit organizations such as Habitat for Humanity have also proven successful.

Reductions in time could reduce costs; however, developers and the state also play a role in the process (cost) to approve a new residential subdivision. For example, an incomplete application will necessitate additional time by the developer to submit further information. Plats must be approved following state statute 236, which clearly sets out procedures which must be followed by an entity approving a plat. If the proposed development is outside of a municipality, it must first be annexed into the community. Again the process to annex properties is also laid out in the state statutes (66.0217, 66.0219, 66.0221 and 66.0223), and municipalities must follow these procedures. Municipalities may be able to incorporate additional efficiencies in the subdivision review process which may impact the time necessary to approve a plat. For example, the City was able to reduce the annexation process by two weeks, thereby reducing cost. In addition, the City runs applications and permits together, and has been able to reduce the time needed.



APPENDIX A
PARCEL ANALYSIS MAPS & TABLES

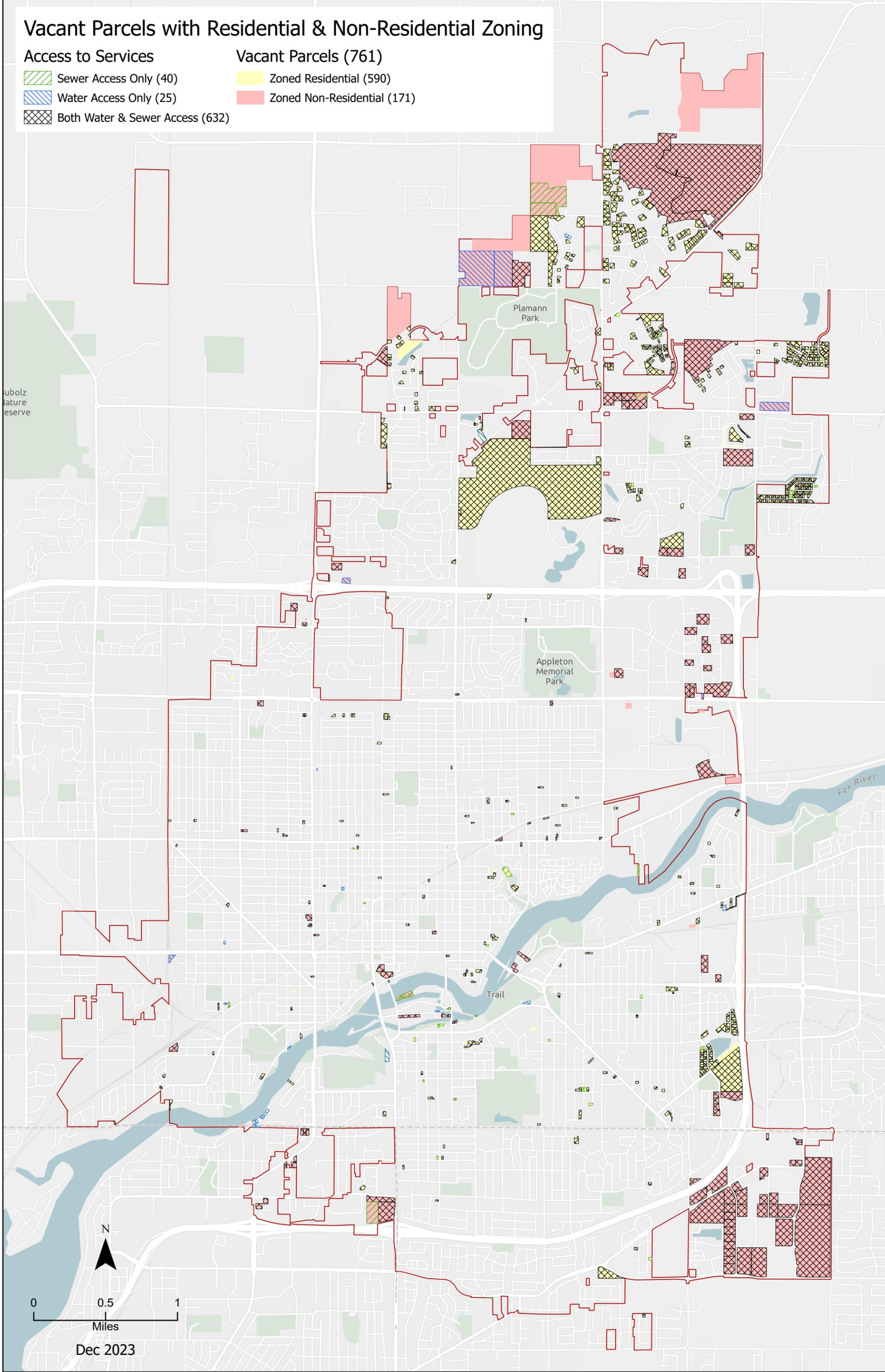
Vacant Parcels with Residential & Non-Residential Zoning

Access to Services

-  Sewer Access Only (40)
-  Water Access Only (25)
-  Both Water & Sewer Access (632)

Vacant Parcels (761)

-  Zoned Residential (590)
-  Zoned Non-Residential (171)



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Dec 2023

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
319418500	5.18	AG		Agricultural	Yes	Yes
319418000	24.71	AG		Agricultural	Yes	Yes
311931006	10.00	AG		Agricultural		Yes
311931017	20.10	AG		Agricultural		
311931016	14.93	AG		Agricultural		
311931013	19.57	AG		Agricultural	Yes	
311931014	36.77	AG		Agricultural	Yes	
311931024	12.02	AG		Agricultural	Yes	Yes
316600000	3.40	AG		Agricultural	Yes	Yes
311920200	170.82	AG		Agricultural	Yes	Yes
311922000	100.13	AG		Agricultural		
316620000	30.62	AG		Agricultural		
316620000	0.11	AG		Agricultural		
311646200	10.37	AG		Agricultural	Yes	Yes
311760000	33.26	AG		Agricultural	Yes	Yes
311931018	21.69	AG		Agricultural		Yes
311931005	20.75	AG		Agricultural		
311931004	43.34	AG		Agricultural		
577.76		AG Total				
315123200	1.00	C1		Neighborhood Mixed Use	Yes	Yes
1.00		C1 Total				
318156000	0.84	C2		General Commercial	Yes	Yes
314616202	1.06	C2		General Commercial	Yes	Yes
314616207	5.10	C2		General Commercial	Yes	Yes
314616203	1.20	C2		General Commercial	Yes	Yes
314616206	1.01	C2		General Commercial	Yes	Yes
318220100	0.57	C2		General Commercial	Yes	Yes
313010000	0.25	C2		General Commercial	Yes	Yes
311398701	0.16	C2		General Commercial	Yes	Yes
315266201	0.27	C2		General Commercial	Yes	Yes
311656316	0.46	C2		General Commercial	Yes	Yes
315241001	0.04	C2		General Commercial		
316214501	0.10	C2		General Commercial	Yes	Yes
315948312	0.14	C2		General Commercial		
315948400	1.60	C2		General Commercial	Yes	Yes
311651037	2.44	C2		General Commercial	Yes	Yes
311132200	0.19	C2		General Commercial	Yes	Yes
311921010	0.89	C2		General Commercial	Yes	Yes
318220300	0.57	C2		General Commercial	Yes	Yes
311195000	0.11	C2		General Commercial	Yes	Yes
318200600	0.49	C2		General Commercial	Yes	Yes
318211500	0.94	C2		General Commercial	Yes	Yes
313078800	0.12	C2		General Commercial	Yes	Yes
315069600	0.20	C2		General Commercial	Yes	Yes
318210100	0.44	C2		General Commercial	Yes	Yes
311760101	7.62	C2		General Commercial	Yes	
314572900	0.09	C2		General Commercial		
311650802	3.01	C2		General Commercial	Yes	Yes
311830105	3.09	C2		General Commercial	Yes	Yes
314076102	0.17	C2		General Commercial		Yes
311830100	3.98	C2		General Commercial	Yes	Yes
311830104	1.76	C2		General Commercial	Yes	Yes
314076101	0.15	C2		General Commercial		
311830106	2.02	C2		General Commercial		Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
313148101	0.04	C2		General Commercial		
319418501	1.16	C2		General Commercial	Yes	Yes
318156300	1.09	C2		General Commercial	Yes	Yes
315952924	0.98	C2		General Commercial	Yes	Yes
315431000	0.16	C2		General Commercial	Yes	Yes
311194400	0.17	C2		General Commercial	Yes	Yes
315431100	0.16	C2		General Commercial	Yes	Yes
311653008	0.19	C2		General Commercial	Yes	Yes
311665131	1.09	C2		General Commercial		
311830103	1.92	C2		General Commercial	Yes	Yes
311655122	0.40	C2		General Commercial	Yes	Yes
319419501	7.73	C2		General Commercial	Yes	Yes
318160000	9.62	C2		General Commercial	Yes	Yes
311830101	5.13	C2		General Commercial	Yes	Yes
314051800	0.06	C2		General Commercial		
315145303	0.09	C2		General Commercial	Yes	Yes
311672800	1.92	C2		General Commercial	Yes	Yes
314556800	3.59	C2		General Commercial	Yes	Yes
311664002	0.91	C2		General Commercial		
314556807	1.24	C2		General Commercial	Yes	Yes
318160200	4.13	C2		General Commercial	Yes	Yes
318160100	7.88	C2		General Commercial		Yes
316450003	1.35	C2		General Commercial	Yes	
316450001	2.16	C2		General Commercial	Yes	Yes
318220200	0.57	C2		General Commercial	Yes	Yes
315948317	0.49	C2		General Commercial	Yes	Yes
314616205	1.00	C2		General Commercial	Yes	Yes
96.28		C-2 Total				
315114400	0.25	CBD		Central Business District	Yes	Yes
312021402	0.06	CBD		Central Business District	Yes	Yes
312079300	0.24	CBD		Central Business District		Yes
314029601	0.36	CBD		Central Business District	Yes	Yes
312015600	2.01	CBD		Central Business District	Yes	Yes
312014400	1.36	CBD		Central Business District	Yes	Yes
4.30		CBD Total				
311650133	0.66	CO		Commerical Office	Yes	Yes
311650132	0.62	CO		Commerical Office	Yes	Yes
311650120	1.57	CO		Commerical Office	Yes	Yes
311640801	4.12	CO		Commerical Office	Yes	Yes
311640800	1.99	CO		Commerical Office	Yes	Yes
8.97		CO Total				
319571214	2.17	M1		Industrial Park	Yes	Yes
311672312	2.69	M1		Industrial Park	Yes	Yes
311672310	3.92	M1		Industrial Park	Yes	Yes
311651018	2.07	M1		Industrial Park	Yes	Yes
311535200	9.66	M1		Industrial Park	Yes	Yes
311535800	3.23	M1		Industrial Park	Yes	Yes
311534300	1.38	M1		Industrial Park	Yes	Yes
311533500	1.44	M1		Industrial Park	Yes	Yes
311535201	0.21	M1		Industrial Park	Yes	
311431507	0.27	M1		Industrial Park		
311431504	0.28	M1		Industrial Park		
311431801	7.93	M1		Industrial Park	Yes	Yes
311672900	2.07	M1		Industrial Park	Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311536100	1.45	M1		Industrial Park	Yes	Yes
311536700	2.17	M1		Industrial Park	Yes	Yes
319571400	13.68	M1		Industrial Park	Yes	Yes
319571400	11.90	M1		Industrial Park	Yes	Yes
311532000	2.31	M1		Industrial Park	Yes	Yes
319571201	2.48	M1		Industrial Park	Yes	Yes
319571223	2.59	M1		Industrial Park	Yes	Yes
319571224	2.88	M1		Industrial Park	Yes	Yes
319571225	4.88	M1		Industrial Park	Yes	Yes
319571215	4.82	M1		Industrial Park	Yes	Yes
319571216	3.69	M1		Industrial Park	Yes	Yes
319571235	2.59	M1		Industrial Park	Yes	Yes
319571236	2.59	M1		Industrial Park	Yes	Yes
319571237	2.59	M1		Industrial Park	Yes	Yes
319571222	2.59	M1		Industrial Park	Yes	Yes
319571221	2.59	M1		Industrial Park	Yes	Yes
319571239	3.64	M1		Industrial Park	Yes	Yes
319571234	2.59	M1		Industrial Park	Yes	Yes
319590000	76.10	M1		Industrial Park	Yes	Yes
319571205	2.32	M1		Industrial Park	Yes	Yes
319571218	4.07	M1		Industrial Park	Yes	Yes
319580000	41.28	M1		Industrial Park	Yes	Yes
319571219	3.46	M1		Industrial Park	Yes	Yes
319571206	3.01	M1		Industrial Park	Yes	Yes
319571200	14.23	M1		Industrial Park	Yes	Yes
319571240	7.22	M2		General Industrial	Yes	Yes
261.02		M1 Total				
314077300	0.07	M2		General Industrial		Yes
313008102	0.28	M2		General Industrial		Yes
313008400	0.13	M2		General Industrial	Yes	
313131701	0.80	M2		General Industrial	Yes	
311024500	0.11	M2		General Industrial	Yes	Yes
311000900	0.07	M2		General Industrial		
314029501	1.71	M2		General Industrial	Yes	Yes
311432500	2.90	M2		General Industrial		
313017402	1.61	M2		General Industrial	Yes	Yes
314028205	0.15	M2		General Industrial	Yes	
314027801	0.23	M2		General Industrial		Yes
314027500	1.02	M2		General Industrial		Yes
314027601	0.53	M2		General Industrial		Yes
314027600	0.03	M2		General Industrial		
314027400	0.65	M2		General Industrial		Yes
317004303	0.11	M2		General Industrial		
314558400	0.79	M2		General Industrial	Yes	Yes
314559200	0.70	M2		General Industrial		
11.88		M2 Total				
311920396	0.07	NC		Nature Conservancy	Yes	Yes
311921001	104.82	NC		Nature Conservancy	Yes	Yes
104.89		NC Total				
319571002	0.45	PDC2		Planned Development Overlay	Yes	Yes
319571505	1.03	PDC2		Planned Development Overlay	Yes	Yes
319571504	1.18	PDC2		Planned Development Overlay	Yes	Yes
314067800	0.09	PDC2		Planned Development Overlay		Yes
315954235	0.40	PDC2		Planned Development Overlay	Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
314082804	1.08	PDC2		Planned Development Overlay	Yes	Yes
314028203	0.74	PDC2		Planned Development Overlay	Yes	Yes
313135501	0.11	PDC2		Planned Development Overlay	Yes	
314082800	1.37	PDC2		Planned Development Overlay	Yes	Yes
316560105	0.18	PDC2		Planned Development Overlay	Yes	Yes
319571506	0.55	PDC2		Planned Development Overlay	Yes	Yes
311730102	2.60	PDC2		Planned Development Overlay	Yes	Yes
319571508	0.44	PDC2		Planned Development Overlay	Yes	Yes
10.23 PDC2 Total						
311730003	0.42	PDR1A	Planned Development Overlay		Yes	Yes
311730002	0.44	PDR1A	Planned Development Overlay		Yes	Yes
311730005	0.36	PDR1A	Planned Development Overlay		Yes	Yes
1.22 PDR1A Total						
311820009	0.13	PDR1B	Planned Development Overlay		Yes	Yes
311820014	0.17	PDR1B	Planned Development Overlay		Yes	Yes
0.29 PDR1B Total						
314122201	0.20	PDR3	Planned Development Overlay		Yes	
314122204	0.27	PDR3	Planned Development Overlay		Yes	
314122208	0.26	PDR3	Planned Development Overlay		Yes	
314122205	0.30	PDR3	Planned Development Overlay		Yes	
1.03 PDR3 Total						
311054500	0.17	PI		Public Institutional	Yes	Yes
311051101	0.08	PI		Public Institutional		
311049900	0.18	PI		Public Institutional	Yes	Yes
311032200	0.36	PI		Public Institutional	Yes	Yes
311760502	0.14	PI		Public Institutional		
311740000	15.37	PI		Public Institutional	Yes	Yes
311760501	0.07	PI		Public Institutional		
311830110	1.77	PI		Public Institutional	Yes	Yes
311055000	0.09	PI		Public Institutional	Yes	Yes
311760503	0.07	PI		Public Institutional		
18.30 PI Total						
319490046	0.33	R1A	Single-Family		Yes	Yes
319456001	0.08	R1A	Single-Family			
319416249	0.31	R1A	Single-Family		Yes	Yes
319479900	0.04	R1A	Single-Family			Yes
319416209	0.29	R1A	Single-Family			Yes
319456001	0.04	R1A	Single-Family			
319328500	0.28	R1A	Single-Family		Yes	Yes
314543500	0.23	R1A	Single-Family		Yes	Yes
314616609	0.26	R1A	Single-Family		Yes	Yes
314616624	0.26	R1A	Single-Family		Yes	Yes
314616632	0.29	R1A	Single-Family		Yes	Yes
314588600	0.61	R1A	Single-Family		Yes	Yes
318005400	0.09	R1A	Single-Family			
314616612	0.26	R1A	Single-Family		Yes	Yes
314616623	0.26	R1A	Single-Family		Yes	Yes
314616614	0.26	R1A	Single-Family		Yes	Yes
314616600	1.87	R1A	Single-Family			
314616611	0.26	R1A	Single-Family		Yes	Yes
314616621	0.26	R1A	Single-Family		Yes	Yes
314616620	0.25	R1A	Single-Family		Yes	Yes
314616613	0.26	R1A	Single-Family		Yes	Yes
314616607	0.29	R1A	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
314616616	0.42	R1A	Single-Family		Yes	Yes
314556404	0.53	R1A	Single-Family		Yes	Yes
314616615	0.31	R1A	Single-Family		Yes	Yes
314616618	0.32	R1A	Single-Family		Yes	Yes
314616619	0.28	R1A	Single-Family		Yes	Yes
314616600	1.76	R1A	Single-Family		Yes	Yes
314616626	0.24	R1A	Single-Family		Yes	Yes
314616610	0.26	R1A	Single-Family		Yes	Yes
314616634	0.29	R1A	Single-Family		Yes	Yes
314616622	0.26	R1A	Single-Family		Yes	Yes
314616633	0.29	R1A	Single-Family		Yes	Yes
314616617	0.33	R1A	Single-Family		Yes	Yes
314616631	0.30	R1A	Single-Family		Yes	Yes
314616627	0.45	R1A	Single-Family			Yes
314616604	0.30	R1A	Single-Family		Yes	Yes
314616629	0.31	R1A	Single-Family		Yes	Yes
314616608	0.26	R1A	Single-Family		Yes	Yes
314616628	0.31	R1A	Single-Family		Yes	Yes
314616625	0.25	R1A	Single-Family		Yes	Yes
314616500	26.53	R1A	Single-Family		Yes	Yes
316620077	0.31	R1A	Single-Family		Yes	Yes
311551800	0.46	R1A	Single-Family		Yes	Yes
311562100	0.10	R1A	Single-Family		Yes	Yes
315949109	0.25	R1A	Single-Family			
316570189	0.14	R1A	Single-Family		Yes	Yes
316620034	0.30	R1A	Single-Family		Yes	Yes
316620067	0.28	R1A	Single-Family		Yes	Yes
316620210	0.25	R1A	Single-Family		Yes	Yes
316610300	0.85	R1A	Single-Family		Yes	Yes
314616600	0.90	R1A	Single-Family		Yes	Yes
319416102	5.23	R1A	Single-Family		Yes	Yes
314616600	1.73	R1A	Single-Family		Yes	Yes
316581102	0.01	R1A	Single-Family			
316581101	0.01	R1A	Single-Family			
316404000	0.40	R1A	Single-Family		Yes	Yes
314616602	0.25	R1A	Single-Family		Yes	Yes
316530435	0.48	R1A	Single-Family		Yes	Yes
314616603	0.28	R1A	Single-Family		Yes	Yes
316620019	0.33	R1A	Single-Family		Yes	Yes
316570188	0.08	R1A	Single-Family			
311822101	1.60	R1A	Single-Family		Yes	
316530300	0.35	R1A	Single-Family		Yes	Yes
314557301	0.58	R1A	Single-Family		Yes	Yes
311830401	1.00	R1A	Single-Family		Yes	Yes
314616630	0.31	R1A	Single-Family		Yes	Yes
314616900	1.53	R1A	Single-Family			
314616601	0.29	R1A	Single-Family		Yes	Yes
314521700	0.24	R1A	Single-Family		Yes	Yes
314616606	0.33	R1A	Single-Family		Yes	Yes
314616605	0.34	R1A	Single-Family		Yes	Yes
60.32		R1A Total				
319053203	0.17	R1B	Single-Family		Yes	Yes
319054500	0.16	R1B	Single-Family		Yes	Yes
314090507	0.28	R1B	Single-Family			Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
314093602	0.07	R1B	Single-Family			
314062800	0.06	R1B	Single-Family			Yes
313172600	0.50	R1B	Single-Family		Yes	Yes
314090508	0.27	R1B	Single-Family		Yes	Yes
314182900	0.25	R1B	Single-Family		Yes	Yes
314062900	0.00	R1B	Single-Family			Yes
314090505	0.27	R1B	Single-Family		Yes	Yes
313386500	0.06	R1B	Single-Family			
314090506	0.28	R1B	Single-Family			Yes
314477300	0.21	R1B	Single-Family		Yes	Yes
314066900	0.17	R1B	Single-Family		Yes	Yes
314545100	0.20	R1B	Single-Family		Yes	Yes
314091402	0.30	R1B	Single-Family		Yes	Yes
313163401	0.50	R1B	Single-Family		Yes	Yes
313351300	0.21	R1B	Single-Family		Yes	Yes
313353800	0.21	R1B	Single-Family		Yes	Yes
314546900	0.27	R1B	Single-Family		Yes	Yes
314555300	1.39	R1B	Single-Family		Yes	Yes
315177400	0.17	R1B	Single-Family		Yes	
314002302	0.13	R1B	Single-Family		Yes	Yes
314461000	0.21	R1B	Single-Family		Yes	Yes
314513000	0.19	R1B	Single-Family		Yes	Yes
314518001	0.24	R1B	Single-Family		Yes	Yes
314511401	0.27	R1B	Single-Family		Yes	Yes
314509000	0.21	R1B	Single-Family		Yes	Yes
316094500	0.13	R1B	Single-Family		Yes	Yes
311301100	0.09	R1B	Single-Family		Yes	Yes
311217900	0.22	R1B	Single-Family		Yes	Yes
314471500	0.42	R1B	Single-Family		Yes	Yes
311223600	0.29	R1B	Single-Family		Yes	Yes
316103601	0.26	R1B	Single-Family		Yes	Yes
316316200	0.18	R1B	Single-Family		Yes	Yes
316316100	0.18	R1B	Single-Family		Yes	Yes
316283400	0.67	R1B	Single-Family		Yes	Yes
316283300	0.34	R1B	Single-Family		Yes	Yes
316316500	0.18	R1B	Single-Family		Yes	Yes
311650001	0.40	R1B	Single-Family		Yes	Yes
311920384	1.72	R1B	Single-Family		Yes	Yes
311920327	1.06	R1B	Single-Family		Yes	Yes
311725014	0.13	R1B	Single-Family			
316620097	0.32	R1B	Single-Family		Yes	Yes
311725010	3.51	R1B	Single-Family		Yes	Yes
311930050	0.37	R1B	Single-Family		Yes	Yes
311920331	1.04	R1B	Single-Family		Yes	Yes
311930030	0.27	R1B	Single-Family		Yes	Yes
311920367	0.68	R1B	Single-Family		Yes	Yes
311920067	0.78	R1B	Single-Family		Yes	Yes
311930008	0.36	R1B	Single-Family		Yes	
311830306	0.89	R1B	Single-Family		Yes	Yes
311920318	0.62	R1B	Single-Family		Yes	Yes
311725011	0.70	R1B	Single-Family			
311920328	0.84	R1B	Single-Family		Yes	Yes
316620201	0.30	R1B	Single-Family		Yes	Yes
311920316	0.68	R1B	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311920354	0.69	R1B	Single-Family		Yes	Yes
311920387	0.77	R1B	Single-Family		Yes	Yes
311920096	0.82	R1B	Single-Family		Yes	Yes
311930037	0.27	R1B	Single-Family		Yes	Yes
311920319	0.63	R1B	Single-Family		Yes	Yes
311920365	1.31	R1B	Single-Family		Yes	Yes
311920086	1.17	R1B	Single-Family		Yes	Yes
311920329	0.85	R1B	Single-Family		Yes	Yes
311920357	1.12	R1B	Single-Family		Yes	Yes
311920325	0.96	R1B	Single-Family		Yes	Yes
311920066	0.75	R1B	Single-Family		Yes	Yes
316620105	0.46	R1B	Single-Family		Yes	Yes
311930046	0.36	R1B	Single-Family		Yes	Yes
311930018	0.24	R1B	Single-Family		Yes	Yes
311920320	0.66	R1B	Single-Family		Yes	Yes
311920371	0.77	R1B	Single-Family		Yes	Yes
311920089	0.88	R1B	Single-Family		Yes	Yes
311920364	0.97	R1B	Single-Family		Yes	Yes
311920045	0.75	R1B	Single-Family		Yes	Yes
311920356	1.03	R1B	Single-Family		Yes	Yes
311920366	0.76	R1B	Single-Family		Yes	Yes
311930038	0.30	R1B	Single-Family		Yes	Yes
311920308	1.70	R1B	Single-Family		Yes	Yes
311920378	0.70	R1B	Single-Family		Yes	Yes
311930009	0.25	R1B	Single-Family		Yes	
311931019	0.10	R1B	Single-Family			
311920370	0.69	R1B	Single-Family		Yes	Yes
311920093	0.78	R1B	Single-Family		Yes	Yes
311920054	0.91	R1B	Single-Family		Yes	Yes
311920064	0.71	R1B	Single-Family		Yes	Yes
311930051	0.32	R1B	Single-Family		Yes	Yes
311920004	0.64	R1B	Single-Family		Yes	Yes
311930016	0.25	R1B	Single-Family		Yes	Yes
311920338	0.86	R1B	Single-Family		Yes	Yes
311920377	0.61	R1B	Single-Family		Yes	Yes
311920088	0.91	R1B	Single-Family		Yes	Yes
311920090	0.87	R1B	Single-Family		Yes	Yes
311920003	0.65	R1B	Single-Family		Yes	Yes
311830300	1.00	R1B	Single-Family		Yes	Yes
311920334	1.17	R1B	Single-Family		Yes	Yes
311920317	0.71	R1B	Single-Family		Yes	Yes
316620124	0.05	R1B	Single-Family		Yes	Yes
311725013	0.68	R1B	Single-Family		Yes	Yes
311920368	0.63	R1B	Single-Family		Yes	Yes
311920314	0.83	R1B	Single-Family		Yes	Yes
311931007	19.75	R1B	Single-Family		Yes	Yes
311920340	0.88	R1B	Single-Family		Yes	Yes
311920390	0.75	R1B	Single-Family		Yes	Yes
311920005	0.67	R1B	Single-Family		Yes	Yes
311920315	0.77	R1B	Single-Family		Yes	Yes
311920301	1.81	R1B	Single-Family		Yes	Yes
311920332	0.98	R1B	Single-Family		Yes	Yes
311760007	0.30	R1B	Single-Family		Yes	Yes
311920102	1.32	R1B	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311920326	0.89	R1B	Single-Family		Yes	Yes
311920395	1.07	R1B	Single-Family		Yes	Yes
311920350	0.98	R1B	Single-Family		Yes	Yes
311920087	1.03	R1B	Single-Family		Yes	Yes
311920322	0.70	R1B	Single-Family		Yes	Yes
311930025	0.27	R1B	Single-Family		Yes	Yes
311931019	0.00	R1B	Single-Family			
311195100	0.17	R1B	Single-Family		Yes	Yes
316346900	0.19	R1B	Single-Family		Yes	Yes
316317000	0.22	R1B	Single-Family		Yes	Yes
316010100	0.15	R1B	Single-Family		Yes	Yes
311398100	0.42	R1B	Single-Family		Yes	Yes
311274900	0.11	R1B	Single-Family			Yes
311305100	0.22	R1B	Single-Family		Yes	Yes
311394000	0.19	R1B	Single-Family		Yes	Yes
314010902	0.50	R1B	Single-Family			
311074001	0.87	R1B	Single-Family		Yes	Yes
314013807	0.13	R1B	Single-Family			Yes
314017400	0.17	R1B	Single-Family		Yes	Yes
314031500	0.24	R1B	Single-Family			Yes
314122303	0.14	R1B	Single-Family		Yes	
311920085	1.67	R1B	Single-Family		Yes	Yes
311920082	1.08	R1B	Single-Family		Yes	Yes
313128301	0.01	R1B	Single-Family			
315192700	0.24	R1B	Single-Family		Yes	Yes
314070700	0.34	R1B	Single-Family		Yes	Yes
314032000	0.20	R1B	Single-Family			Yes
314110400	0.35	R1B	Single-Family		Yes	Yes
314061000	0.43	R1B	Single-Family		Yes	Yes
313049100	0.14	R1B	Single-Family		Yes	Yes
314018105	0.43	R1B	Single-Family		Yes	
311650164	0.69	R1B	Single-Family		Yes	Yes
311203501	0.23	R1B	Single-Family		Yes	Yes
314122600	0.62	R1B	Single-Family		Yes	
314009000	0.26	R1B	Single-Family		Yes	Yes
314093500	0.12	R1B	Single-Family			
311931025	3.48	R1B	Single-Family		Yes	Yes
313173201	0.05	R1B	Single-Family			
319020200	0.19	R1B	Single-Family		Yes	Yes
313031602	0.25	R1B	Single-Family		Yes	Yes
316314600	0.26	R1B	Single-Family		Yes	Yes
311931026	5.28	R1B	Single-Family		Yes	Yes
314211700	0.29	R1B	Single-Family			Yes
314438100	0.26	R1B	Single-Family		Yes	Yes
314091922	0.67	R1B	Single-Family		Yes	Yes
319124701	0.14	R1B	Single-Family		Yes	Yes
311130200	1.56	R1B	Single-Family			Yes
311098300	0.89	R1B	Single-Family		Yes	Yes
314086206	0.33	R1B	Single-Family		Yes	Yes
316580203	0.14	R1B	Single-Family		Yes	Yes
311760946	0.09	R1B	Single-Family			
311760907	0.33	R1B	Single-Family		Yes	Yes
311760934	0.29	R1B	Single-Family		Yes	Yes
313369000	0.10	R1B	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311760935	0.29	R1B	Single-Family		Yes	Yes
311830882	3.00	R1B	Single-Family		Yes	Yes
311830875	1.01	R1B	Single-Family		Yes	Yes
311760917	0.31	R1B	Single-Family		Yes	Yes
316580200	0.41	R1B	Single-Family		Yes	Yes
311920008	0.76	R1B	Single-Family		Yes	Yes
311830880	0.02	R1B	Single-Family			
316580202	3.88	R1B	Single-Family		Yes	Yes
311910501	0.16	R1B	Single-Family		Yes	Yes
311830808	6.16	R1B	Single-Family		Yes	Yes
311830879	0.44	R1B	Single-Family			Yes
311760938	0.56	R1B	Single-Family		Yes	Yes
311761204	0.63	R1B	Single-Family		Yes	Yes
311641150	0.19	R1B	Single-Family		Yes	Yes
311761220	1.35	R1B	Single-Family		Yes	Yes
311931032	0.24	R1B	Single-Family		Yes	Yes
311641135	0.17	R1B	Single-Family		Yes	Yes
311761247	0.41	R1B	Single-Family		Yes	Yes
311830946	0.25	R1B	Single-Family		Yes	Yes
311641128	0.17	R1B	Single-Family		Yes	Yes
311920313	0.87	R1B	Single-Family		Yes	Yes
311920312	0.88	R1B	Single-Family		Yes	Yes
311761251	0.28	R1B	Single-Family		Yes	Yes
311830972	0.22	R1B	Single-Family		Yes	Yes
311761261	0.29	R1B	Single-Family		Yes	Yes
311761154	0.44	R1B	Single-Family		Yes	Yes
316620234	0.36	R1B	Single-Family		Yes	Yes
311761202	0.34	R1B	Single-Family		Yes	Yes
311761205	0.37	R1B	Single-Family		Yes	Yes
316620250	0.26	R1B	Single-Family		Yes	Yes
311641139	0.18	R1B	Single-Family		Yes	Yes
311761263	0.29	R1B	Single-Family		Yes	Yes
311921027	2.01	R1B	Single-Family		Yes	Yes
311641148	0.17	R1B	Single-Family		Yes	Yes
311761242	0.31	R1B	Single-Family		Yes	Yes
311761200	0.29	R1B	Single-Family		Yes	Yes
311830971	0.29	R1B	Single-Family		Yes	Yes
311931031	0.27	R1B	Single-Family		Yes	Yes
311761264	0.33	R1B	Single-Family		Yes	Yes
311830909	0.27	R1B	Single-Family		Yes	Yes
311830973	0.19	R1B	Single-Family		Yes	Yes
311641127	0.17	R1B	Single-Family		Yes	Yes
316620252	0.36	R1B	Single-Family		Yes	Yes
311641137	0.17	R1B	Single-Family		Yes	Yes
311921043	1.20	R1B	Single-Family		Yes	Yes
311921042	1.09	R1B	Single-Family		Yes	Yes
311830919	0.46	R1B	Single-Family		Yes	Yes
311830910	0.25	R1B	Single-Family			Yes
311761246	0.33	R1B	Single-Family		Yes	Yes
311830912	0.30	R1B	Single-Family		Yes	Yes
311830985	0.20	R1B	Single-Family		Yes	Yes
311830964	0.19	R1B	Single-Family		Yes	Yes
311650172	0.23	R1B	Single-Family		Yes	Yes
311830974	0.24	R1B	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311761244	0.33	R1B	Single-Family		Yes	Yes
316620100	7.06	R1B	Single-Family			
311830958	0.22	R1B	Single-Family		Yes	Yes
311641147	0.17	R1B	Single-Family		Yes	Yes
311830939	0.21	R1B	Single-Family		Yes	Yes
311641138	0.19	R1B	Single-Family		Yes	Yes
311830324	0.05	R1B	Single-Family			
311761211	0.32	R1B	Single-Family		Yes	Yes
311761258	0.32	R1B	Single-Family		Yes	Yes
311830962	0.24	R1B	Single-Family		Yes	Yes
311641132	0.17	R1B	Single-Family		Yes	Yes
311761255	0.33	R1B	Single-Family		Yes	Yes
311761250	0.28	R1B	Single-Family		Yes	Yes
311641122	0.24	R1B	Single-Family		Yes	Yes
311761201	0.29	R1B	Single-Family		Yes	Yes
311761134	0.30	R1B	Single-Family		Yes	Yes
311830957	0.22	R1B	Single-Family		Yes	Yes
311830960	0.24	R1B	Single-Family		Yes	Yes
311830983	0.20	R1B	Single-Family		Yes	Yes
311641123	0.23	R1B	Single-Family		Yes	Yes
311761212	0.30	R1B	Single-Family		Yes	Yes
311641121	0.21	R1B	Single-Family		Yes	Yes
311761238	0.30	R1B	Single-Family		Yes	Yes
311641126	0.17	R1B	Single-Family		Yes	Yes
311641120	0.21	R1B	Single-Family		Yes	Yes
311830944	0.27	R1B	Single-Family		Yes	Yes
316620251	0.26	R1B	Single-Family		Yes	Yes
311830963	0.21	R1B	Single-Family		Yes	Yes
311761221	0.81	R1B	Single-Family		Yes	Yes
311910501	0.00	R1B	Single-Family		Yes	Yes
311830929	0.29	R1B	Single-Family		Yes	Yes
311830512	0.53	R1B	Single-Family		Yes	Yes
311761158	0.30	R1B	Single-Family		Yes	Yes
311761226	0.42	R1B	Single-Family		Yes	Yes
311641136	0.17	R1B	Single-Family		Yes	Yes
311761232	0.33	R1B	Single-Family		Yes	Yes
311761249	0.28	R1B	Single-Family		Yes	Yes
311650176	0.31	R1B	Single-Family		Yes	Yes
311761257	0.32	R1B	Single-Family		Yes	Yes
311761203	0.40	R1B	Single-Family		Yes	Yes
311761209	0.40	R1B	Single-Family		Yes	Yes
316620231	0.40	R1B	Single-Family		Yes	Yes
311650177	0.24	R1B	Single-Family			Yes
311830954	0.20	R1B	Single-Family		Yes	Yes
316620256	0.15	R1B	Single-Family		Yes	Yes
311830511	0.54	R1B	Single-Family		Yes	Yes
314558600	0.32	R1B	Single-Family		Yes	Yes
311761224	0.66	R1B	Single-Family		Yes	Yes
311761254	0.45	R1B	Single-Family		Yes	Yes
311830986	0.20	R1B	Single-Family		Yes	Yes
311761235	0.34	R1B	Single-Family		Yes	Yes
311650171	0.23	R1B	Single-Family		Yes	Yes
311920380	2.21	R1B	Single-Family		Yes	Yes
311761169	0.28	R1B	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311761240	0.31	R1B	Single-Family		Yes	Yes
311920375	0.66	R1B	Single-Family		Yes	Yes
311830990	0.19	R1B	Single-Family		Yes	Yes
311650174	0.24	R1B	Single-Family		Yes	Yes
311761172	0.33	R1B	Single-Family		Yes	Yes
311920379	0.64	R1B	Single-Family		Yes	Yes
311641149	0.21	R1B	Single-Family			Yes
316243901	0.02	R1B	Single-Family		Yes	
311830927	0.29	R1B	Single-Family		Yes	Yes
311761143	0.33	R1B	Single-Family		Yes	Yes
311761260	0.29	R1B	Single-Family		Yes	Yes
311641131	0.17	R1B	Single-Family		Yes	Yes
311830989	0.19	R1B	Single-Family		Yes	Yes
311830913	0.28	R1B	Single-Family		Yes	Yes
311761252	0.28	R1B	Single-Family		Yes	Yes
311641151	0.25	R1B	Single-Family		Yes	Yes
311830938	0.28	R1B	Single-Family		Yes	Yes
311830907	0.20	R1B	Single-Family		Yes	Yes
311921022	1.41	R1B	Single-Family		Yes	Yes
311761248	0.33	R1B	Single-Family		Yes	Yes
311830984	0.21	R1B	Single-Family		Yes	Yes
311830948	0.24	R1B	Single-Family		Yes	Yes
311761231	0.34	R1B	Single-Family		Yes	Yes
316620238	0.42	R1B	Single-Family		Yes	Yes
311761219	0.56	R1B	Single-Family		Yes	Yes
311921020	1.41	R1B	Single-Family		Yes	Yes
311830911	0.23	R1B	Single-Family		Yes	Yes
316620233	0.36	R1B	Single-Family		Yes	Yes
311761256	0.27	R1B	Single-Family		Yes	Yes
311761225	0.68	R1B	Single-Family		Yes	Yes
314558500	0.48	R1B	Single-Family		Yes	
311830904	0.29	R1B	Single-Family		Yes	Yes
311761208	0.47	R1B	Single-Family		Yes	Yes
315264600	0.15	R1B	Single-Family		Yes	Yes
311641146	0.17	R1B	Single-Family		Yes	Yes
311761229	0.39	R1B	Single-Family		Yes	Yes
311761213	0.84	R1B	Single-Family		Yes	Yes
311761177	0.28	R1B	Single-Family		Yes	Yes
311761241	0.31	R1B	Single-Family		Yes	Yes
311761245	0.28	R1B	Single-Family		Yes	Yes
311641118	0.22	R1B	Single-Family			Yes
311830510	0.38	R1B	Single-Family		Yes	Yes
311830901	0.20	R1B	Single-Family		Yes	Yes
311830959	0.23	R1B	Single-Family		Yes	Yes
311760938	0.56	R1B	Single-Family		Yes	Yes
311641143	0.17	R1B	Single-Family		Yes	Yes
311830949	0.23	R1B	Single-Family		Yes	Yes
316620241	0.37	R1B	Single-Family		Yes	Yes
311650173	0.29	R1B	Single-Family		Yes	Yes
311641145	0.17	R1B	Single-Family		Yes	Yes
311650169	0.39	R1B	Single-Family		Yes	Yes
311650168	0.24	R1B	Single-Family		Yes	Yes
311641142	0.17	R1B	Single-Family		Yes	Yes
311761239	0.33	R1B	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311921037	1.26	R1B	Single-Family		Yes	Yes
311761207	0.35	R1B	Single-Family		Yes	Yes
311761236	0.30	R1B	Single-Family		Yes	Yes
311641144	0.17	R1B	Single-Family		Yes	Yes
316620246	0.39	R1B	Single-Family		Yes	Yes
311641124	0.33	R1B	Single-Family		Yes	Yes
311830883	1.01	R1B	Single-Family		Yes	Yes
311830914	0.37	R1B	Single-Family		Yes	Yes
311921021	1.41	R1B	Single-Family		Yes	Yes
311761234	0.31	R1B	Single-Family		Yes	Yes
311761144	0.33	R1B	Single-Family		Yes	Yes
311830993	0.01	R1B	Single-Family			
311830920	0.43	R1B	Single-Family		Yes	Yes
311761214	0.28	R1B	Single-Family		Yes	Yes
311650175	0.37	R1B	Single-Family		Yes	Yes
311761259	0.30	R1B	Single-Family		Yes	Yes
311761253	0.29	R1B	Single-Family			Yes
311761210	0.50	R1B	Single-Family		Yes	Yes
311830908	0.19	R1B	Single-Family		Yes	Yes
311641130	0.17	R1B	Single-Family		Yes	Yes
311830903	0.31	R1B	Single-Family		Yes	Yes
311761243	0.34	R1B	Single-Family		Yes	Yes
311761213	0.30	R1B	Single-Family		Yes	Yes
311761227	0.39	R1B	Single-Family		Yes	Yes
311641228	0.05	R1B	Single-Family		Yes	Yes
311641177	0.18	R1B	Single-Family		Yes	Yes
311641170	0.21	R1B	Single-Family		Yes	Yes
311641152	0.18	R1B	Single-Family		Yes	Yes
311641227	0.17	R1B	Single-Family		Yes	Yes
311761228	0.35	R1B	Single-Family		Yes	Yes
311641200	0.17	R1B	Single-Family		Yes	Yes
311641222	0.17	R1B	Single-Family		Yes	Yes
311641220	0.17	R1B	Single-Family		Yes	Yes
311641218	0.18	R1B	Single-Family		Yes	Yes
313015100	0.17	R1B	Single-Family		Yes	Yes
311920094	0.73	R1B	Single-Family		Yes	Yes
311641190	0.18	R1B	Single-Family		Yes	Yes
314079804	0.61	R1B	Single-Family		Yes	Yes
311920333	1.23	R1B	Single-Family		Yes	Yes
311641168	0.18	R1B	Single-Family		Yes	Yes
311641161	0.18	R1B	Single-Family		Yes	Yes
311641163	0.24	R1B	Single-Family		Yes	Yes
311761156	0.26	R1B	Single-Family		Yes	Yes
311641216	0.19	R1B	Single-Family		Yes	Yes
311641129	0.17	R1B	Single-Family		Yes	Yes
311641195	0.17	R1B	Single-Family		Yes	Yes
311641153	0.18	R1B	Single-Family		Yes	Yes
311641208	0.17	R1B	Single-Family		Yes	Yes
311641156	0.18	R1B	Single-Family		Yes	Yes
311641199	0.17	R1B	Single-Family		Yes	Yes
311641210	0.18	R1B	Single-Family		Yes	Yes
311641226	0.17	R1B	Single-Family		Yes	Yes
311240300	0.14	R1B	Single-Family		Yes	Yes
311641204	0.17	R1B	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311641205	0.17	R1B	Single-Family		Yes	Yes
311641167	0.17	R1B	Single-Family		Yes	Yes
311641155	0.18	R1B	Single-Family		Yes	Yes
311641191	0.18	R1B	Single-Family		Yes	Yes
311641180	0.18	R1B	Single-Family		Yes	Yes
311641201	0.17	R1B	Single-Family		Yes	Yes
314398400	0.21	R1B	Single-Family			Yes
311641215	0.19	R1B	Single-Family		Yes	Yes
311641209	0.26	R1B	Single-Family			
311641173	0.18	R1B	Single-Family		Yes	Yes
311641154	0.18	R1B	Single-Family		Yes	Yes
311641224	0.17	R1B	Single-Family		Yes	Yes
311641158	0.18	R1B	Single-Family		Yes	Yes
311641182	0.18	R1B	Single-Family		Yes	Yes
311641165	0.33	R1B	Single-Family		Yes	Yes
311641214	0.23	R1B	Single-Family		Yes	Yes
311641211	0.21	R1B	Single-Family		Yes	Yes
311641166	0.24	R1B	Single-Family		Yes	Yes
311641164	0.19	R1B	Single-Family		Yes	Yes
311641206	0.17	R1B	Single-Family		Yes	Yes
311641160	0.18	R1B	Single-Family		Yes	Yes
311641197	0.17	R1B	Single-Family		Yes	Yes
311641172	0.18	R1B	Single-Family		Yes	Yes
311641169	0.21	R1B	Single-Family		Yes	Yes
311641192	0.27	R1B	Single-Family		Yes	Yes
311641203	0.17	R1B	Single-Family		Yes	Yes
311641187	0.21	R1B	Single-Family		Yes	Yes
311641175	0.18	R1B	Single-Family		Yes	Yes
311641174	0.18	R1B	Single-Family		Yes	Yes
311641185	0.18	R1B	Single-Family		Yes	Yes
311725012	0.37	R1B	Single-Family			
311641217	0.28	R1B	Single-Family			Yes
311641202	0.17	R1B	Single-Family		Yes	Yes
311641178	0.25	R1B	Single-Family		Yes	Yes
311641162	0.27	R1B	Single-Family		Yes	Yes
311641193	0.17	R1B	Single-Family		Yes	Yes
311641157	0.18	R1B	Single-Family		Yes	Yes
311641181	0.18	R1B	Single-Family		Yes	Yes
311641225	0.17	R1B	Single-Family		Yes	Yes
311641194	0.17	R1B	Single-Family		Yes	Yes
311931020	1.60	R1B	Single-Family		Yes	Yes
311641179	0.27	R1B	Single-Family		Yes	Yes
311641207	0.17	R1B	Single-Family		Yes	Yes
311641186	0.19	R1B	Single-Family		Yes	Yes
311641196	0.17	R1B	Single-Family		Yes	Yes
311641188	0.25	R1B	Single-Family		Yes	Yes
311641219	0.17	R1B	Single-Family		Yes	Yes
314391500	0.19	R1B	Single-Family		Yes	Yes
311641189	0.24	R1B	Single-Family		Yes	Yes
311641213	0.27	R1B	Single-Family		Yes	Yes
314202300	0.25	R1B	Single-Family		Yes	Yes
315244000	0.21	R1B	Single-Family		Yes	Yes
311641171	0.18	R1B	Single-Family		Yes	Yes
311641221	0.17	R1B	Single-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

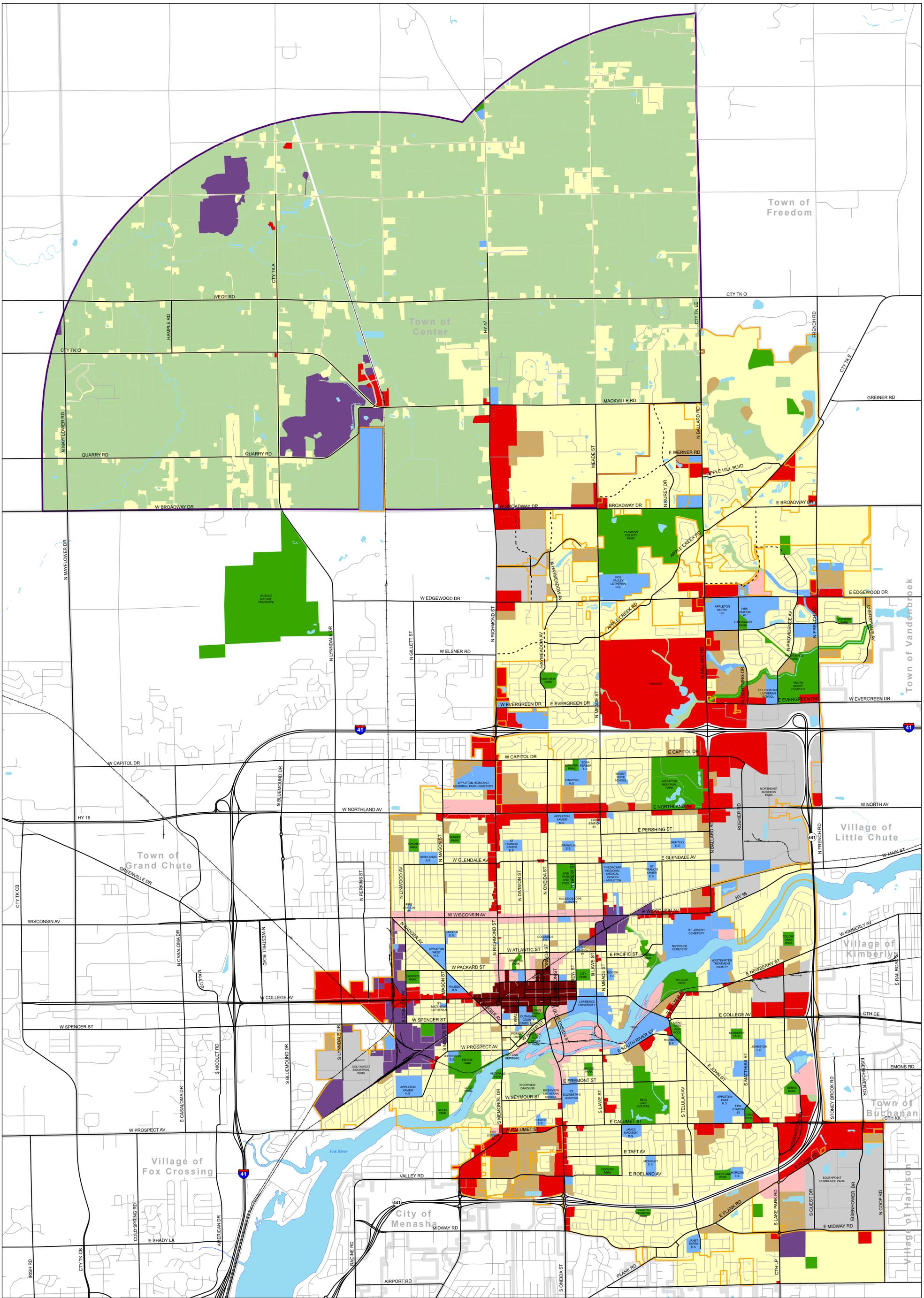
Parcel ID	Acres	Zoning District	Land Use		Water	Sewer
			Residential	Non-Residential		
311641212	0.28	R1B	Single-Family		Yes	Yes
311641176	0.18	R1B	Single-Family		Yes	Yes
311137500	0.47	R1B	Single-Family			Yes
311641184	0.18	R1B	Single-Family		Yes	Yes
311641198	0.17	R1B	Single-Family		Yes	Yes
311641159	0.18	R1B	Single-Family		Yes	Yes
311641183	0.18	R1B	Single-Family		Yes	Yes
311761262	0.29	R1B	Single-Family		Yes	Yes
311920324	0.88	R1B	Single-Family		Yes	Yes
311920335	0.88	R1B	Single-Family		Yes	Yes
311830921	0.40	R1B	Single-Family		Yes	Yes
311761206	0.41	R1B	Single-Family		Yes	Yes
311920369	0.64	R1B	Single-Family		Yes	Yes
315385000	0.18	R1B	Single-Family		Yes	Yes
311920092	0.96	R1B	Single-Family		Yes	Yes
311641223	0.17	R1B	Single-Family		Yes	Yes
319019200	0.17	R1B	Single-Family			Yes
229.50		R1B Total				
313108100	0.06	R1C	Central City Residential			
313062200	0.31	R1C	Central City Residential			
311045200	0.15	R1C	Central City Residential			Yes
311055400	0.17	R1C	Central City Residential		Yes	Yes
311045300	0.13	R1C	Central City Residential		Yes	Yes
315129000	0.16	R1C	Central City Residential		Yes	Yes
311016001	0.21	R1C	Central City Residential		Yes	Yes
316024700	0.17	R1C	Central City Residential		Yes	Yes
316036201	0.09	R1C	Central City Residential			
311129200	0.68	R1C	Central City Residential		Yes	Yes
311129400	0.25	R1C	Central City Residential			
315094802	0.12	R1C	Central City Residential		Yes	
315094801	0.12	R1C	Central City Residential		Yes	
316065501	0.15	R1C	Central City Residential		Yes	Yes
311070500	0.10	R1C	Central City Residential			
315062901	0.11	R1C	Central City Residential		Yes	Yes
311074700	0.18	R1C	Central City Residential		Yes	Yes
311076401	0.04	R1C	Central City Residential			
316009300	0.11	R1C	Central City Residential			Yes
3.31		R1C Total				
318001600	0.51	R2	Two-Family		Yes	Yes
314568200	0.62	R2	Two-Family		Yes	Yes
314567300	0.31	R2	Two-Family		Yes	Yes
314568100	0.48	R2	Two-Family		Yes	Yes
314567900	0.44	R2	Two-Family		Yes	Yes
314567400	0.27	R2	Two-Family		Yes	Yes
314568000	0.47	R2	Two-Family		Yes	Yes
314567800	0.41	R2	Two-Family		Yes	Yes
314567500	0.30	R2	Two-Family		Yes	Yes
314567600	0.34	R2	Two-Family		Yes	Yes
314567700	0.38	R2	Two-Family		Yes	Yes
311054900	0.14	R2	Two-Family		Yes	Yes
315112600	0.10	R2	Two-Family			
315095800	0.04	R2	Two-Family			
314031000	0.18	R2	Two-Family			Yes
311281600	0.14	R2	Two-Family		Yes	Yes

Table 3: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acres	Zoning District	Land Use		Water	Sewer	
			Residential	Non-Residential			
314425701	0.38	R2	Two-Family		Yes	Yes	
315393601	0.14	R2	Two-Family		Yes	Yes	
314080416	0.83	R2	Two-Family		Yes	Yes	
314080415	0.28	R2	Two-Family				
311206900	0.20	R2	Two-Family		Yes	Yes	
312065201	0.06	R2	Two-Family				
311524200	0.24	R2	Two-Family		Yes	Yes	
311646101	222.80	R2	Two-Family		Yes	Yes	
311910700	1.14	R2	Two-Family		Yes	Yes	
312063000	0.08	R2	Two-Family			Yes	
231.27		R2 Total					
319111700	0.77	R3	Multi-Family		Yes	Yes	
311054000	0.17	R3	Multi-Family				
312047400	0.19	R3	Multi-Family		Yes	Yes	
315069700	0.12	R3	Multi-Family		Yes	Yes	
314053400	1.34	R3	Multi-Family		Yes		
311640700	9.13	R3	Multi-Family		Yes	Yes	
311931200	2.29	R3	Multi-Family		Yes	Yes	
311077202	0.51	R3	Multi-Family		Yes	Yes	
14.52		R-3 Total					
541.47		Residential Total					
1094.63		Non-Residential Total					
1636.09		GRAND TOTAL					



APPENDIX B
FUTURE LAND USE



Future Land Use



APPENDIX C

BUILDING PERMIT DATA FOR NEW DWELLING UNITS

2022 SINGLE-FAMILY BUILDING PERMITS (NEW CONSTRUCTION)

PERMIT#	ISSUED	ADDRESS		PROP#	EST COST	TYPE DESC	REASON DESC	DATE APPROVED	RECEIPT AMOUNT	ZONING
B22-0020	1/12/2022	5643 N KESTREL	CIR	1-8309-34	\$330,900	ONE FAMILY	NEW BUILDING	5/19/2022	\$500.00	R1B
B22-0025	1/14/2022	5765 N HAYMEADOW	AVE	6-6202-37	\$400,000	ONE FAMILY	NEW BUILDING	6/17/2022	\$450.00	R1B
B22-0037	1/26/2022	5813 N KESTREL	CIR	1-8309-16	\$402,900	ONE FAMILY	NEW BUILDING	3/24/2023	\$610.00	R1B
B22-0043	1/31/2022	5330 N AMETHYST	DR	1-7611-18	\$330,000	ONE FAMILY	NEW BUILDING	10/31/2022	\$400.00	R1B
B22-0044	1/31/2022	5629 N KESTREL	CIR	1-8309-37	\$402,900	ONE FAMILY	NEW BUILDING	6/3/2022	\$610.00	R1B
B22-0048	2/2/2022	5512 N PROVIDENCE	AVE	1-7611-30	\$350,000	ONE FAMILY	NEW BUILDING	7/27/2022	\$510.00	R1B
B22-0059	2/7/2022	3321 E AQUAMARINE	AVE	1-7609-15	\$350,000	ONE FAMILY	NEW BUILDING	8/17/2022	\$480.00	R1B
B22-0060	2/7/2022	3371 E RUBYRED	DR	1-7609-30	\$350,000	ONE FAMILY	NEW BUILDING	8/25/2022	\$430.00	R1B
B22-0061	2/7/2022	5800 N DENALI	LA	1-7609-44	\$350,000	ONE FAMILY	NEW BUILDING	7/27/2022	\$470.00	R1B
B22-0064	2/10/2022	4624 N BEGONIA	DR	1-6411-14	\$275,000	ONE FAMILY	NEW BUILDING	10/24/2022	\$320.00	R1B
B22-0069	2/14/2022	5739 N KESTREL	CIR	1-8309-22	\$373,900	ONE FAMILY	NEW BUILDING	7/7/2022	\$590.00	R1B
B22-0070	2/14/2022	5738 N KESTREL	CIR	1-8309-47	\$306,900	ONE FAMILY	NEW BUILDING	7/18/2022	\$450.00	R1B
B22-0073	2/15/2022	5713 N KESTREL	CIR	1-8309-24	\$328,900	ONE FAMILY	NEW BUILDING	7/25/2022	\$460.00	R1B
B22-0074	2/15/2022	3391 E AQUAMARINE	AVE	1-7609-12	\$300,000	ONE FAMILY	NEW BUILDING	7/27/2022	\$400.00	R1B
B22-0081	2/16/2022	249 E SPARTAN	DR	6-6202-49	\$250,000	ONE FAMILY	NEW BUILDING	4/20/2023	\$500.00	R1B
B22-0084	2/17/2022	1415 W SUMMER	ST	5-1445-00	\$110,000	ONE FAMILY	NEW BUILDING	8/17/2022	\$250.00	R1B
B22-0085	2/17/2022	2322 W PROSPECT	AVE	3-3686-01	\$110,000	ONE FAMILY	NEW BUILDING	11/14/2022	\$260.00	PDR2
B22-0093	2/23/2022	5620 N PROVIDENCE	AVE	1-7611-35	\$200,000	ONE FAMILY	NEW BUILDING	3/8/2023	\$450.00	R1B
B22-0117	3/2/2022	4547 N CHERRYVALE	AVE	1-6411-08	\$300,000	ONE FAMILY	NEW BUILDING	10/12/2022	\$340.00	R1B
B22-0118	3/2/2022	4535 N CHERRYVALE	AVE	1-6411-09	\$300,000	ONE FAMILY	NEW BUILDING	12/15/2022	\$315.00	R1B
B22-0119	3/3/2022	6644 N HEADWALL	CIR	1-9300-10	\$500,000	ONE FAMILY	NEW BUILDING	n/a	\$660.00	R1B
B22-0121	3/1/2022	2133 E BALDEAGLE	CT	1-8308-17	\$323,900	ONE FAMILY	NEW BUILDING	7/28/2022	\$445.00	R1B
B22-0122	3/3/2022	2210 E HIGHPOND	XING	1-9200-47	\$849,000	ONE FAMILY	NEW BUILDING	n/a	\$650.00	R1B
B22-0137	3/10/2022	2400 E BALDEAGLE	DR	1-8309-65	\$317,900	ONE FAMILY	NEW BUILDING	n/a	\$420.00	R1B
B22-0173	3/23/2022	5784 N KESTREL	CIR	1-8309-50	\$285,900	ONE FAMILY	NEW BUILDING	8/17/2022	\$280.00	R1B
B22-0178	3/25/2022	7434 N THOMAS	CT	1-9203-23	\$1,150,000	ONE FAMILY	NEW BUILDING	2/24/2023	\$860.00	R1B
B22-0185	3/28/2022	5654 N KESTREL	CIR	1-8309-40	\$285,900	ONE FAMILY	NEW BUILDING	8/3/2022	\$280.00	R1B
B22-0237	4/12/2022	6519 N SNOWDRIFT	DR	1-9210-26	\$850,000	ONE FAMILY	NEW BUILDING	n/a	\$890.00	R1B
B22-0247	4/14/2022	6377 N FRENCH	RD	1-9210-39	\$2,500,000	ONE FAMILY	NEW BUILDING	5/11/2023	\$1,360.00	R1B

2022 SINGLE-FAMILY BUILDING PERMITS (NEW CONSTRUCTION)

PERMIT#	ISSUED	ADDRESS	PROP#	EST COST	TYPE DESC	REASON DESC	DATE APPROVED	RECEIPT AMOUNT	ZONING
B22-0289	4/22/2022	2504 E BALDEAGLE DR	1-8309-76	\$330,900	ONE FAMILY	NEW BUILDING	n/a	\$530.00	R1B
B22-0300	4/27/2022	3402 E RUBYRED DR	1-7609-22	\$304,260	ONE FAMILY	NEW BUILDING	n/a	\$430.00	R1B
B22-0301	4/27/2022	5623 N HAYMEADOW AVE	6-6202-32	\$350,000	ONE FAMILY	NEW BUILDING	1/19/2023	\$550.00	R1B
B22-0309	4/28/2022	5647 N KESTREL CIR	1-8309-33	\$388,900	ONE FAMILY	NEW BUILDING	9/8/2022	\$600.00	R1B
B22-0310	4/28/2022	5725 N KESTREL CIR	1-8309-23	\$365,900	ONE FAMILY	NEW BUILDING	10/17/2022	\$550.00	R1B
B22-0321	5/2/2022	5801 N KESTREL CIR	1-8309-18	\$395,900	ONE FAMILY	NEW BUILDING	n/a	\$590.00	R1B
B22-0322	5/2/2022	5656 N KESTREL CIR	1-8309-41	\$389,900	ONE FAMILY	NEW BUILDING	3/24/2023	\$630.00	R1B
B22-0323	5/20/2022	2423 E BALDEAGLE DR	1-8309-05	\$347,900	ONE FAMILY	NEW BUILDING	3/13/2023	\$490.00	R1B
B22-0348	5/6/2022	4644 N BEGONIA DR	1-6411-17	\$325,000	ONE FAMILY	NEW BUILDING	12/12/2022	\$390.00	R1B
B22-0349	5/6/2022	4638 N BEGONIA DR	1-6411-16	\$325,000	ONE FAMILY	NEW BUILDING	12/6/2022	\$410.00	R1B
B22-0350	5/6/2022	4612 N BEGONIA DR	1-6411-13	\$350,000	ONE FAMILY	NEW BUILDING	9/27/2022	\$340.00	R1B
B22-0364	5/10/2022	5724 N HAYMEADOW AVE	6-6202-54	\$990,000	ONE FAMILY	NEW BUILDING	8/2/2023	\$750.00	R1B
B22-0384	5/13/2022	2981 E TURQUOISE LA	1-7611-46	\$250,000	ONE FAMILY	NEW BUILDING	11/16/2023	\$400.00	R1B
B22-0398	5/17/2022	5544 N PROVIDENCE AVE	1-7611-31	\$450,000	ONE FAMILY	NEW BUILDING	n/a	\$490.00	R1B
B22-0405	5/20/2022	5635 N KESTREL CIR	1-8309-36	\$447,900	ONE FAMILY	NEW BUILDING	11/3/2022	\$630.00	R1B
B22-0406	5/17/2022	2512 E BALDEAGLE DR	1-8309-78	\$330,900	ONE FAMILY	NEW BUILDING	n/a	\$480.00	R1B
B22-0415	5/20/2022	1710 E CANYON CT	1-9300-19	\$600,000	ONE FAMILY	NEW BUILDING	12/5/2022	\$580.00	R1B
B22-0427	5/23/2022	2946 E SUNSTONE PL	1-7611-79	\$371,500	ONE FAMILY	NEW BUILDING	11/15/2022	\$410.00	R1B
B22-0462	5/31/2022	275 E SPARTAN DR	6-6202-48	\$300,000	ONE FAMILY	NEW BUILDING	5/22/2023	\$540.00	R1B
B22-0483	6/6/2022	6520 N SNOWDRIFT DR	1-9210-32	\$612,000	ONE FAMILY	NEW BUILDING	n/a	\$661.00	R1B
B22-0553	6/21/2022	3860 E GOLDEN GATE DR	1-6411-19	\$325,000	ONE FAMILY	NEW BUILDING	10/24/2022	\$410.00	R1B
B22-0554	6/21/2022	2924 E SUNSTONE PL	1-7611-78	\$371,500	ONE FAMILY	NEW BUILDING	12/5/2022	\$440.00	R1B
B22-0560	6/22/2022	5774 N DENALI LA	1-7609-43	\$375,000	ONE FAMILY	NEW BUILDING	2/14/2023	\$450.00	R1B
B22-0563	6/23/2022	2547 E BALDEAGLE DR	1-8309-61	\$404,900	ONE FAMILY	NEW BUILDING	11/28/2022	\$610.00	R1B
B22-0564	6/23/2022	5714 N KESTREL CIR	1-8309-45	\$368,900	ONE FAMILY	NEW BUILDING	11/11/2022	\$510.00	R1B
B22-0578	6/27/2022	2355 E PLANK CIR	9-4164-03	\$200,000	ONE FAMILY	NEW BUILDING	n/a	\$390.00	R3
B22-0579	6/24/2022	2351 E PLANK CIR	9-4164-04	\$200,000	ONE FAMILY	NEW BUILDING	n/a	\$390.00	R3
B22-0588	6/28/2022	2915 E SUNSTONE PL	1-7611-67	\$390,000	ONE FAMILY	NEW BUILDING	3/1/2023	\$510.00	R1B
B22-0622	7/8/2022	6355 N FRENCH RD	1-9210-38	\$620,000	ONE FAMILY	NEW BUILDING	6/14/2023	\$580.00	R1B

2022 SINGLE-FAMILY BUILDING PERMITS (NEW CONSTRUCTION)

PERMIT#	ISSUED	ADDRESS	PROP#	EST COST	TYPE DESC	REASON DESC	DATE APPROVED	RECEIPT AMOUNT	ZONING
B22-0654	7/28/2022	2416 E BALDEAGLE DR	1-8309-67	\$402,900	ONE FAMILY	NEW BUILDING	n/a	\$580.00	R1B
B22-0655	7/28/2022	5651 N KESTREL CIR	1-8309-32	\$450,900	ONE FAMILY	NEW BUILDING	n/a	\$610.00	R1B
B22-0689	7/26/2022	3379 E AQUAMARINE AVE	1-7609-13	\$334,000	ONE FAMILY	NEW BUILDING	12/14/2022	\$400.00	R1B
B22-0694	7/28/2022	5657 N KESTREL CIR	1-8309-31	\$506,900	ONE FAMILY	NEW BUILDING	12/8/2022	\$610.00	R1B
B22-0713	8/2/2022	5752 N DENALI LA	1-7609-42	\$375,000	ONE FAMILY	NEW BUILDING	3/2/2023	\$480.00	R1B
B22-0717	8/4/2022	6555 N SNOWDRIFT DR	1-9210-29	\$1,500,000	ONE FAMILY	NEW BUILDING	12/4/2023	\$1,070.00	R1B
B22-0718	8/3/2022	2966 E TURQUOISE LA	1-7611-64	\$450,000	ONE FAMILY	NEW BUILDING	12/5/2023	\$480.00	R1B
B22-0719	8/3/2022	2950 E TURQUOISE LA	1-7611-63	\$450,000	ONE FAMILY	NEW BUILDING	10/31/2023	\$500.00	R1B
B22-0721	8/3/2022	7140 N TRINITY CT	1-9203-72	\$2,000,000	ONE FAMILY	NEW BUILDING	8/4/2023	\$1,118.00	R1B
B22-0748	8/11/2022	2404 E BALDEAGLE DR	1-8309-66	\$420,900	ONE FAMILY	NEW BUILDING	12/20/2022	\$330.00	R1B
B22-0751	8/11/2022	2405 E DOWNS RDG	1-9203-63	\$1,769,183	ONE FAMILY	NEW BUILDING	8/23/2023	\$1,100.00	R1B
B22-0760	8/15/2022	2899 E SUNSTONE PL	1-7611-68	\$375,000	ONE FAMILY	NEW BUILDING	3/28/2023	\$480.00	R1B
B22-0831	9/7/2022	2888 E TURQUOISE LA	1-7611-60	\$364,274	ONE FAMILY	NEW BUILDING	6/5/2023	\$480.00	R1B
B22-0832	8/22/2022	2516 E BALDEAGLE DR	1-8309-79	\$330,900	ONE FAMILY	NEW BUILDING	1/17/2023	\$530.00	R1B
B22-0837	9/8/2022	5743 N HAYMEADOW AVE	6-6202-36	\$420,000	ONE FAMILY	NEW BUILDING	9/7/2023	\$550.00	R1B
B22-0852	9/15/2022	2913 E TURQUOISE LA	1-7611-50	\$350,000	ONE FAMILY	NEW BUILDING	7/21/2023	\$460.00	R1B
B22-0860	9/7/2022	2956 E AQUAMARINE AVE	1-7611-39	\$400,000	ONE FAMILY	NEW BUILDING	8/10/2023	\$310.00	R1B
B22-0859	9/7/2022	3799 E GLADIOLUS PL	1-6411-25	\$350,000	ONE FAMILY	NEW BUILDING	7/19/2023	\$340.00	R1B
B22-0857	9/16/2022	4586 N BEGONIA DR	1-6411-12	\$350,000	ONE FAMILY	NEW BUILDING	7/19/2023	\$340.00	R1B
B22-0876	9/20/2022	6550 N SNOWDRIFT DR	1-9210-31	\$715,000	ONE FAMILY	NEW BUILDING	8/15/2023	\$710.00	R1B
B22-0891	9/23/2022	2220 E DOWNS RDG	1-9203-89	\$962,400	ONE FAMILY	NEW BUILDING	n/a	\$790.00	R1B
B22-0896	9/27/2022	2373 E HONEYGOLD CT	1-6501-65	\$300,000	ONE FAMILY	NEW BUILDING	5/8/2023	\$380.00	R1B
B22-0897	9/27/2022	2351 E HONEYGOLD CT	1-6501-66	\$300,000	ONE FAMILY	NEW BUILDING	6/13/2023	\$350.00	R1B
B22-0898	9/27/2022	2356 E HONEYGOLD CT	1-6501-83	\$300,000	ONE FAMILY	NEW BUILDING	4/27/2023	\$390.00	R1B
B22-0899	9/27/2022	2334 E HONEYGOLD CT	1-6501-82	\$300,000	ONE FAMILY	NEW BUILDING	5/18/2023	\$370.00	R1B
B22-0905	9/27/2022	5681 N KESTREL CIR	1-8309-28	\$361,900	ONE FAMILY	NEW BUILDING	2/13/2023	\$480.00	R1B
B22-0928	10/6/2022	2300 E HONEYGOLD CT	1-6501-80	\$320,000	ONE FAMILY	NEW BUILDING	11/8/2023	\$490.00	R1B
B22-0929	10/6/2022	2262 E HONEYGOLD CT	1-6501-78	\$300,000	ONE FAMILY	NEW BUILDING	11/13/2023	\$380.00	R1B
B22-0906	10/11/2022	2355 E BALDEAGLE DR	1-8309-00	\$394,900	ONE FAMILY	NEW BUILDING	3/2/2023	\$330.00	R1B

2022 SINGLE-FAMILY BUILDING PERMITS (NEW CONSTRUCTION)

PERMIT#	ISSUED	ADDRESS	PROP#	EST COST	TYPE DESC	REASON DESC	DATE APPROVED	RECEIPT AMOUNT	ZONING
B22-0941	10/11/2022	2520 E BALDEAGLE DR	1-8309-80	\$420,900	ONE FAMILY	NEW BUILDING	3/6/2023	\$490.00	R1B
B22-0962	10/14/2022	5817 N KESTREL CIR	1-8309-15	\$446,900	ONE FAMILY	NEW BUILDING	3/2/2023	\$610.00	R1B
B22-0963	10/14/2022	2500 E BALDEAGLE DR	1-8309-75	\$354,900	ONE FAMILY	NEW BUILDING	3/10/2023	\$340.00	R1B
B22-0961	10/14/2022	2849 E SUNSTONE PL	1-7611-70	\$425,000	ONE FAMILY	NEW BUILDING	n/a	\$470.00	R1B
B22-1009	10/31/2022	3188 E FRITZ CT	1-9210-46	\$911,286	ONE FAMILY	NEW BUILDING	n/a	\$520.00	R1B
B22-1030	11/7/2022	531 N BATEMAN ST	1-0172-00	\$650,000	ONE FAMILY	NEW BUILDING	n/a	\$560.00	R2
B22-1032	11/7/2022	3274 E FRITZ CT	1-9210-48	\$420,000	ONE FAMILY	NEW BUILDING	9/1/2023	\$680.00	R1B
B22-1057	11/16/2022	3515 E RUBYRED DR	1-7609-36	\$350,000	ONE FAMILY	NEW BUILDING	n/a	\$450.00	R1B
B22-1079	11/28/2022	3776 E ZION LA	1-7612-16	\$400,000	ONE FAMILY	NEW BUILDING	n/a	\$470.00	R1B
B22-1080	11/28/2022	3722 E ZION LA	1-7612-18	\$425,000	ONE FAMILY	NEW BUILDING	n/a	\$470.00	R1B
B22-1097	12/6/2022	530 N LOCUST ST	5-1296-00	\$100,000	ONE FAMILY	NEW BUILDING	11/28/2023	\$200.00	R1C
B22-1096	12/6/2022	6417 N SMOKETREE PASS	1-9200-15	\$900,700	ONE FAMILY	NEW BUILDING	n/a	\$910.00	R1B
B22-1101	12/14/2022	2978 E TURQUOISE LA	1-7611-65	\$450,000	ONE FAMILY	NEW BUILDING	8/1/2023	\$1,560.00	R1B
B22-1100	12/14/2022	5810 N KESTREL CIR	1-8309-51	\$386,900	ONE FAMILY	NEW BUILDING	3/30/2023	\$590.00	R1B
B22-1120	12/29/2022	7205 N TRINITY CT	1-9203-76	\$700,000	ONE FAMILY	NEW BUILDING	n/a	\$730.00	R1B
B22-0858	9/7/2022	4560 N BEGONIA DR	1-6411-11	\$350,000	ONE FAMILY	NEW BUILDING	7/19/2023	\$410.00	R1B

SINGLE-FAMILY BUILDING PERMITS APPROVED IN 2022 (NEW CONSTRUCTION): 103

FEES COLLECTED FOR SINGLE-FAMILY BUILDING PERMITS IN 2022 (NEW CONSTRUCTION): \$54,279.00

NUMBER OF NEW DWELLING UNITS INCLUDED IN SINGLE-FAMILY BUILDING PERMITS IN 2022: 103

2022 TWO-FAMILY BUILDING PERMITS (NEW CONSTRUCTION)

PERMIT#	ISSUED	ADDRESS	PROP#	TYPE DESC	REASON DESC	DATE APPROVED	RECEIPT AMOUNT	# OF UNITS	ZONING
B22-0002	1/3/2022	3965 E RUBYRED DR	1-7610-13	TWO FAMILY	NEW BUILDING	10/6/2022	\$700.00	2	R2
B22-0012	1/6/2022	4532 N CHERRYVALE AVE	1-6410-06	TWO FAMILY	NEW BUILDING	7/28/2022	\$660.00	2	R3
B22-0013	1/6/2022	4586 N CHERRYVALE AVE	1-6410-04	TWO FAMILY	NEW BUILDING	7/7/2022	\$680.00	2	R3
B22-0049	2/9/2022	3909 E RUBYRED DR	1-7610-12	TWO FAMILY	NEW BUILDING	10/10/2022	\$460.00	2	R2
B22-0050	2/9/2022	3887 E RUBYRED DR	1-7610-11	TWO FAMILY	NEW BUILDING	9/28/2022	\$460.00	2	R2
B22-0051	2/9/2022	3651 E RUBYRED DR	1-7610-03	TWO FAMILY	NEW BUILDING	9/12/2022	\$460.00	2	R2
B22-0052	2/9/2022	3821 E RUBYRED DR	1-7610-09	TWO FAMILY	NEW BUILDING	9/14/2022	\$460.00	2	R2
B22-0053	2/9/2022	3677 E RUBYRED DR	1-7610-04	TWO FAMILY	NEW BUILDING	10/7/2022	\$460.00	2	R2
B22-0054	2/9/2022	3695 E RUBYRED DR	1-7610-05	TWO FAMILY	NEW BUILDING	10/7/2022	\$460.00	2	R2
B22-0055	2/9/2022	3855 E RUBYRED DR	1-7610-10	TWO FAMILY	NEW BUILDING	9/2/2022	\$460.00	2	R2
B22-0113	3/1/2022	4554 N CHERRYVALE AVE	1-6410-05	TWO FAMILY	NEW BUILDING	8/22/2022	\$770.00	2	R3
B22-0167	3/21/2022	2344 E PLANK CIR	9-4164-47	TWO FAMILY	NEW BUILDING	10/13/2022	\$640.00	2	R3
B22-0395	5/17/2022	3800 E RUBYRED DR	1-7610-19	TWO FAMILY	NEW BUILDING	11/2/2022	\$670.00	2	R2
B22-0396	5/10/2022	3822 E RUBYRED DR	1-7610-18	TWO FAMILY	NEW BUILDING	11/28/2022	\$670.00	2	R2
B22-0401	5/17/2022	3854 E RUBYRED DR	1-7610-17	TWO FAMILY	NEW BUILDING	n/a	\$670.00	2	R2
B22-0402	5/17/2022	1620 E CAPITOL DR	1-7045-00	TWO FAMILY	NEW BUILDING	n/a	\$450.00	2	R2
B22-0403	5/17/2022	3886 E RUBYRED DR	1-7610-16	TWO FAMILY	NEW BUILDING	1/27/2023	\$670.00	2	R2
B22-0404	5/17/2022	3910 E RUBYRED DR	1-7610-15	TWO FAMILY	NEW BUILDING	n/a	\$670.00	2	R2
B22-0527	6/15/2022	3960 E RUBYRED DR	1-7610-14	TWO FAMILY	NEW BUILDING	12/19/2027	\$810.00	2	R2
B22-0587	6/28/2022	2320 E PLANK CIR	9-4164-33	TWO FAMILY	NEW BUILDING	3/15/2023	\$710.00	2	R3

TWO-FAMILY BUILDING PERMITS APPROVED IN 2022 (NEW CONSTRUCTION): 20

FEES COLLECTED FOR TWO-FAMILY BUILDING PERMITS IN 2022 (NEW CONSTRUCTION): \$11,990.00

NUMBER OF NEW DWELLING UNITS INCLUDED IN TWO-FAMILY BUILDING PERMITS IN 2022: 40

2022 MIXED-USE BUILDING PERMITS (WITH RESIDENTIAL)

PERMIT#	ISSUED	ADDRESS	PROP#	EST COST	TYPE DESC	REASON DESC	DATE APPROVED	RECEIPT AMOUNT	# OF UNITS	ZONING
B22-0855	9/15/2022	115 E WASHINGTON ST	2-0281-01	\$11,323,000	MIXED USE	NEW BUILDING	n/a	\$7,817.92	56	CBD

MIXED-USE BUILDING PERMITS APPROVED IN 2022 (NEW CONSTRUCTION): 1

FEES COLLECTED FOR MIXED USE BUILDING PERMITS IN 2022 (NEW CONSTRUCTION): \$7,817.92

NUMBER OF NEW DWELLING UNITS INCLUDED IN MIXED-USE BUILDING PERMITS IN 2022: 56

Housing Fee Report, 2022

City of Appleton

January 24, 2024



Prepared by the
City of Appleton
Community and Economic Development Department

ABSTRACT

TITLE: City of Appleton Housing Fee Report, 2022

CONTACT: Jessica Titel, Principal Planner

AUTHORS: Jessica Titel, Principal Planner
Jessica Schneider, GIS Specialist

SUBJECT: Housing Development Fees

DATE: January 24, 2024

SOURCE OF COPIES: City of Appleton
Community and Economic Development Department
100 N. Appleton Street
Appleton, WI 54911
(920) 832-6468
www.appleton.org

In 2018, the Wisconsin State Legislature approved new legislation which requires communities of 10,000 population or more to provide an annual report related to housing fees in an effort to shed light and foster potential change on affordable housing issues across the state. Specifically, reference Wis. Stats. 66. 10014 (New housing fee report).

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HOUSING FEE REPORT

HOUSING FEE REPORT

EXECUTIVE SUMMARY

In 2018, the Wisconsin State Legislature approved new legislation which requires villages and cities of 10,000 population or more to provide two separate annual reports related to housing affordability and housing fees in an effort to shed light and foster potential change on affordable housing issues across the state. The City of Appleton, along with 11 other communities in the region, elected to contract with the East Central Wisconsin Regional Planning Commission to prepare the initial version of these reports. As such, a Housing Report Advisory Team was created so that input and feedback from all communities could be considered as the initial reports were prepared. Subsequent updates were completed by City staff. Specifically, this document meets the requirements for Wis. Stats. 66. 10014 (New housing fee report).

HOUSING FEE REPORT

Requirements of this report include the following elements:

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
 - a. Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
 1. Building permit fee.
 2. Impact fee.
 3. Park fee.
 4. Land dedication or fee in lieu of land dedication requirement.
 5. Plat approval fee.
 6. Storm water management fee.
 7. Water or sewer hook-up fee.
 - b. The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.

(3)

- a. A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "New Housing Fee Report." If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
- b. A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.

(4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

Part 2A: The City of Appleton imposes the following fees or other requirements for purposes related to residential construction, remodeling, or development. Only fees the City sets/collects are included in this report. Fees set by others, such as sanitary and utility districts, county and state, etc., are not included in this report. On August 17, 2022, Common Council approved an update to the land use application fee schedule, which becomes effective January 1, 2023. Also, changes to the fee in lieu of parkland dedication are expected in early 2023. Current fee information is identified on the "New Housing Fee Report" page on the City's website. A complete copy of the current fee schedule is included in Appendix A. Table 1 lists the types and amounts of these fees for 2022.

Table 1: City of Appleton Schedule of Fees, 2022

Building permit fee	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Pre Plat fee	Final plat fee	Stormwater management fee	Water or sewer hook-up fee
One and Two-Family: \$10 per 100 square feet. \$40 minimum fee. Multi-family: \$15 per 100 square feet. \$40 minimum fee.	N/A	N/A	Park Fees when no land dedication (based on zoning): \$300 per unit in R-1A/R-1B/R-1C. \$200 per unit in R-2. \$150 per unit in R-3/PD.	\$100 + \$25 per lot, Reapplication fee for preliminary plat \$20	\$75	Charged per actual cost to review stormwater management plan	N/A (case-by-case with annex)

Part 2B: The total amount of fees under Part A that the City of Appleton imposed for purposes related to residential construction, remodeling, or development in the prior year is listed in Table 2. This table only includes building and remodeling 2022 permit fees. It does not include fees collected for electrical, plumbing, HVAC, and other permits. Also, while they are sometimes referred to as "park fees," what the City collects is actually a fee in lieu of land dedication. This

fee occurs in relation to land division (plat or certified survey map) and is listed under the “fee in lieu of land dedication” column in Table 2.

Table 2: City of Appleton Fees Collected, 2022

Building permit fee (new construction + remodel permits)	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Pre Plat fee	Final Plat fee	Stormwater management fee	Water or sewer hook-up fee	Total Fees collected
\$110,829.93	\$0.00	\$0.00	\$11,500.00	\$0	\$150.00	\$0	\$2,204.55	\$124,684.48

The 2021 average total fee cost for a new residential housing unit has been calculated by dividing the total amount of fees collected by the number of new residential dwelling units approved in the City (Table 3). The building permit data associated with new dwelling units, including the property address, can be found in Appendix C of the *City of Appleton Housing Affordability Report, 2022*.

Table 3: City of Appleton Approved Residential Dwelling Units by Type, 2022

Single Family Building Units	2-Family Building Units	Multi-family Building Units	Mobile Home Units	Total
103	40	56	0	199

Calculation: $\$124,684.48 \div 199 = \626.56

In 2022, the City of Appleton collected just over \$626.00 in fees for each new residential dwelling unit approved within the municipality.

Remodeling projects do not typically include the following fees: impact, park, land dedication or fee in lieu of land dedication requirement, preliminary plat approval, final plat approval, stormwater management, and water and sewer hookup. Also, remodeling projects do not result in new dwelling units. In 2022, the City collected \$36,743.93 in remodeling fees. In addition, the water/sewer hook-up fee collected in 2022 (\$2,204.55) was for one recently annexed residence. This residence is not counted as a new dwelling unit.

Calculation: $(\$124,684.48 - \$36,743.93 - \$2,204.55) \div 199 = \430.83

The 2022 average total fee cost for each new residential dwelling unit, minus remodeling and water/sewer hook-up (after annexation) fees, was just over \$430.00.

The calculations above represent a snapshot in time for 2022. However, development projects often extend beyond one calendar year. As such, the project’s permits, fees, and resulting

dwelling units may be counted in separate years. This disconnect can lead to fluctuation in the annual reporting calculations.

Lastly, it should be noted that with the recent trend of creating mixed use developments (i.e. first floor retail and upper story apartments), many such projects are dealt with under commercial land development procedures. As such, residential units associated with these projects are challenging to incorporate in this report's platting and permitting data. For example, it is difficult to separate the residential versus non-residential fees collected when the building is reviewed as a whole.

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APPENDIX A
Municipal Fee Schedule



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COMMUNITY AND ECONOMIC DEVELOPMENT

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**CITY OF APPLETON
 PLANNING DIVISION
 LAND USE APPLICATION FEES
 (Updated January 1, 2024)**

Lot Line Adjustment	\$30.00
Certified Survey Map	\$150.00 + \$25.00 per lot
Preliminary Plat	\$500.00 + \$25.00 per lot
• Reapplication / Preliminary Plat	\$50.00
Final Plat	\$250.00 + \$25.00 per lot
<p>For land divisions that create new lots, parkland and/or trail dedication is required pursuant to Section 17-29 of the Municipal Code. In lieu of dedication, the landowner shall pay a fee upon the issuance of a building permit for an individual lot.</p>	
	In Lieu Payment
<u>Zoning District</u>	<u>(per dwelling unit)</u>
R-1A, R-1B, R-1C, and R-2	\$1,100.00
R-3, PD, and TND	\$900.00
Comprehensive Land Use Plan Map Amendment	\$600.00
Rezoning	\$600.00
Planned Development	
• Initial Rezoning	\$600.00
• Major Amendment	\$150.00
Traditional Neighborhood Development (TND)	
• Initial Rezoning	\$600.00
• Major Amendment	\$150.00

Special Use Permit	\$450.00
• Amendment	\$100.00
Site Plan Review	\$3,000.00
• New Cell Tower or Class 1 Collocation	
Site Plan Review	\$600.00
• New and additions to principal buildings and structures, not including 1 and 2 family dwellings (see Section 23-570(2), Zoning Code)	
• Construction, reconstruction, rehabilitation and/or expansion of parking lots and loading areas of 20 or more spaces	
• Parking lot and loading area reconstructions (patching) that affects greater than 15% of the total parking lot and loading area per calendar year (starts January 1 st)	
Site Plan Minor Review	\$300.00
• Construction, reconstruction, rehabilitation and expansion of parking lots and loading areas, less than 20 spaces	
• New accessory buildings and structures 2,500 s.f. or greater in size	
• Utility buildings/cabinets accessory to a cell tower	
Street Vacations (Citizen requested/initiated)	\$200.00
Temporary Use Permit	
• Initial - New Location	\$150.00
• Renewal - Same Location	\$75.00
Zoning Verification Letter	\$50.00/parcel



DEPARTMENT OF PUBLIC WORKS
 Inspection Division
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 FAX (920) 832-6464

CITY OF APPLETON
BUILDING PERMIT FEE SCHEDULE
 (Updated January 1, 2024)

One and Two-family dwellings.....	\$ 15.00 per 100 square feet ¹ (Min. fee is \$50.00)
One and Two-family acc. buildings...	\$ 10.00 per 100 square feet (Min. fee is \$50.00)
Multi-family dwellings.....	\$ 15.00 per 100 square feet ¹ (Min. fee is \$40.00)
Offices and mercantile buildings.....	\$ 10.00 per 1000 cubic feet of volume ² (Min. fee is \$40.00)
Factories and warehouses.....	\$ 10.00 per 1000 cubic feet of volume ³ (Min. fee is \$40.00)
Alterations.....	\$ 10.00 per \$1,000 of estimated cost ⁴ (Min. fee is \$40.00) (\$5.00 per \$1,000 of estimated cost after \$1,000,000)
Residential Erosion Control Permit.....	\$40.00
Demolition	
Garages.....	\$50.00
Residential structures.....	\$50.00
Commercial/Industrial structures.....	\$100.00
Moving Buildings	
Garages and accessory structures.....	\$50.00
Factory-built housing.....	\$50.00
Other buildings and structures.....	\$100.00
Swimming Pools.....	\$50.00
Fences.....	\$50.00
Paving.....	\$50.00
State Sticker Fee	
One and Two-Family Residential	\$40.00
Plan Exam Fee	
One and Two-Family Residential.....	\$6.00 per 100 sq. feet ¹ (Min. fee is \$100.00)
Commercial Buildings.....	Table 302.31-2 on State form SBD-118(R09/12) (Min. fee is \$250)

-
1. Based on floor area or fraction thereof including basements, attached garages, carports and any roofed-over deck or porch, not including entrance stoops less than 25 square feet in area. Dimensions shall be measured from exterior surface of outside walls or outside supporting columns.
 2. Based on dimensions measured from the exterior surface of the outside walls, and from the surface of the lowest or basement floor to the surface of the roof of a flat-roofed building or the ceiling line of a pitched-roofed building, except where the structure has a vaulted or cathedral ceiling, the volume shall be calculated to include that space below the roof surface.
 3. Based on dimensions measured from the exterior surface of the outside walls and from the surface of the lowest or basement floor to the surface of a flat roof or to the eave line of a pitched roof.
 4. Based on alterations to all existing buildings and structures, including installation of major equipment; residing of residential structures also included.

Note: The fee for failure to obtain a permit prior to commencing work is triple the normal permit fee as prescribed above; penalties may be imposed for violation of this Article per Section 4-161 of the Municipal Code.



DEPARTMENT OF PUBLIC WORKS
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CITY OF APPLETON
ELECTRICAL PERMIT FEE SCHEDULE
(effective 1/1/2024)

One and Two-Family Dwellings..... \$3.00 per 100 square feet² (\$50.00 min. fee)

Multi-family Dwellings.....\$3.50 per 100 square feet² (\$50.00 min. fee)

Commercial & Industrial Buildings³

- For work costing up to \$500, the fee shall be \$50.00.
- For work costing \$501 to \$1,000, the fee shall be \$60.00.
- For work costing from \$1,001 to \$10,000, the fee shall be \$60.00 plus \$2.30 per \$100 or fraction thereof over \$1,000.
- For work costing from \$10,001 to \$50,000, the fee shall be \$270.00 plus \$1.30 per \$100 or fraction thereof over \$10,000.
- For work costing from \$50,001 to \$100,000, the fee shall be \$790.00 plus 80¢ per \$100 or fraction thereof over \$50,000.
- For work costing over \$100,000, the fee shall be \$1,190 plus 40¢ per \$100 or fraction thereof over \$100,000.

Change of Service

- One- and Two-Family..... Up to 200-amp, the fee shall be \$40.00.
Over 200-amp, the fee shall be \$50.00.
- Multi-family, Commercial, Industrial..... Based on Commercial Fee Structure.³

-
1. Permit must be obtained prior to commencing work.
 2. Floor areas from building permits shall be used to calculate this fee.
 3. This category includes new construction, additions or alterations to existing buildings. The rate is based on the cost of materials and labor.

Note: The fee for failure to obtain a permit prior to commencing work is triple the normal permit fee as prescribed above; penalties may be imposed for violation of this Article per Section 4-418 of the Municipal Code.



DEPARTMENT OF PUBLIC WORKS
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CITY OF APPLETON
HEATING, VENTILATING AND A/C PERMIT FEE SCHEDULE
 (effective 1/1/2024)

New one & two family homes (furnace & air conditioners) Existing one & two family additions:

0 to 2,500 square feet.....	\$90.00
2,501 to 4,000 square feet.....	\$100.00

Plus \$15.00 for each 1,000 square foot increment beyond 4,000 square feet or fraction thereof.

Square footage includes house & basement – not garage.

Fee remains the same whether the a/c is installed or not. If a/c is installed after original permit is issued it will be an additional \$40 fee (see below).

Residential Alterations (Replacement & Conversions)..... \$1.50 per \$100 of estimated cost or fraction thereof.

Minimum Fee..... \$50.00

Heated Garages..... \$50.00

Residential Air Conditioning..... \$50.00

Stoves/Fireplaces..... \$40.00

Commercial/Industrial (Based on cost of installation)¹

\$0 to \$1,500..... \$65.00

\$1,500 to \$2,000..... \$70.00

\$2,001 to \$2,500..... \$80.00

\$2,501 to \$3,000..... \$85.00

\$3,001 to \$3,500..... \$90.00

\$3,501 to \$4,000..... \$95.00

\$4,001 to \$4,500..... \$100.00

\$4,501 to \$5,000..... \$105.00

Over \$5,000..... \$105.00 plus

\$3.00 per \$1,000 in excess of \$5,000 (maximum fee is \$1,000)

Note: The fee for failure to obtain a permit prior to commencing work is triple the normal permit fee as prescribed above, per Section 4-161(b) of the Municipal Code.



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CITY OF APPLETON
MISCELLANEOUS PERMIT FEE SCHEDULE
(effective 1/1/2024)

Sign Permit	\$100.00 per sign
New HVAC License	\$50.00 (Renewal \$50.00 every 5 years)
Board of Appeals	\$350.00
Board of Building Inspection	\$45.00



DEPARTMENT OF PUBLIC WORKS
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CITY OF APPLETON
PLUMBING/SEWER PERMIT FEE SCHEDULE

(effective 1/1/2024)

New Construction – One and Two Family Dwellings:

Plumbing Permit	\$150.00
Sewer Permit - Water Service	\$ 50.00
Sewer Permit - Sanitary/Stormwater from Main to Property Line	\$ 50.00
Sewer Permit - Sanitary/Stormwater from Property Line to Building	\$ 50.00

New Construction – Multi Family, Commercial or Industrial:

Plumbing Permit Fee per Fixture or Appliance Connection	\$ 7.00 ea.
Sewer Permit -Water Service	\$ 50.00
Sewer Permit - Sanitary/Stormwater from Main to Property Line	\$ 60.00
Sewer Permit - Sanitary/Stormwater from Property Line to Building/Terminus	\$ 60.00

Remodeling – One, Two and Multi Family, Commercial or Industrial

Plumbing Permit Fee per Fixture or Appliance Connection	\$ 7.00 ea.
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Repair Work on Existing Installations:

In Public Right-of-Way	\$ 50.00
On Private Property	\$ 50.00

Septic Tank and Private Disposal System \$ 50.00

Water Well \$ 50.00

Minimum Fee \$ 50.00

Fee per Fixture or Appliance Connection \$ 7.00 ea.

(includes catch basins, manholes, roof drains, and curb inlets)

(Connection to water supply or sewer, including trapped and untrapped openings, in both sanitary and storm sewers.)

Plumbing Plan ReviewSee State of Wisconsin Dept. Safety and Professional Services website

Plumbing Plan Review by City of Appleton required for 11 or more fixtures
--

DSPTS 32.64 Plan Examination Fees for Plumbing Systems
Fee changes effective January, 2017

Note: The fee for failure to obtain a permit before commencing work is triple the normal permit fee as prescribed above, per Section 4-161(b) of the Municipal Code.



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CITY OF APPLETON
EROSION CONTROL PERMIT FEE SCHEDULE
(effective 1/1/2017)

Residential Erosion Control Fee.....	\$ 40.00
Less than 1 acre	\$ 100.00
1-10 acres	\$ 150.00
More than 10 acres	\$ 200.00
Utilities	\$ 10.00

STORMWATER PERMIT FEE

A non-refundable one hundred dollar (\$100.00) check payable to the “City of Appleton” is due with the permit application. The fee is applied to actual review costs incurred by the city. Actual costs are approximately billed quarterly after projects are approved or when projects have not been resubmitted for ninety (90) days, per Ordinance Section 20-321(b) (4).

MUNICIPAL CODE OF THE CITY OF APPLETON, WISCONSIN
 Chapter 20 Utilities
 ARTICLE V. STORMWATER MANAGEMENT SERVICES
 DIVISION 3. PERMITTING AND FEES
 Sec. 20-321. Permitting requirements, procedures, and fees.

(a) **Permit required.** No responsible party may undertake a land disturbing construction activity except One- and Two-family residential lots, without receiving a post-construction runoff permit from the City of Appleton prior to commencing the proposed activity.

(b) **Permit application and fee.** Unless specifically excluded by this ordinance, any responsible party desiring a permit (permit holder) shall submit to the City of Appleton a permit application made on a form provided by the City of Appleton for that purpose.

- (1) Unless otherwise excepted by this ordinance, a permit application must be accompanied by a stormwater management plan, grading plan, utility plan, landscape plan, non-refundable permit review fee and an operation and maintenance plan and agreement as set forth in Table 3. The initial submittal and the final approved plan shall be stamped by an engineer licensed in the State of Wisconsin in a hard copy format.

Table 3

Land Development Activity	Permit	Stormwater Mgmt Plan	Grading & Drainage Plan	Main-tenance Agrm
Agricultural Use	--	--	--	--
Non-Residential	X	X	X	X
1 & 2 Family Residential on 1 acre or greater lots	X	X	X	--
Multi-Family Residential	X	X	X	X
Subdivision Development	X	X	X	X

- (2) The stormwater management plan shall be prepared to meet the requirements of Sec. 20- 313 of this ordinance and the maintenance agreement shall be prepared to meet the requirements of Sec. 20-314 of this ordinance.
- (3) Plan revisions occurring after initial plan approval shall be submitted for review with an application, applicable changes to drawings, calculations, and the Operation and Maintenance Agreement. Fees shall be per (4) below.
- (4) Fees for the above-noted permits will include a non-refundable one hundred dollar (\$100) application fee and will be the actual costs incurred by the City. The application fee shall be credited toward the actual costs incurred by the City. Fees shall be payable within thirty (30) days of receipt of an invoice from the City. An invoice will be sent any time an applicant fails to resubmit a plan revision for ninety (90) days or more.

(Ord 66-10, §1, 4-13-10; Ord 157-11, §1, 1-1-12; Ord 42-16, §1, 5-1-16)



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COMMUNITY AND ECONOMIC DEVELOPMENT

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**CITY OF APPLETON
ASSESSOR'S OFFICE
PROPERTY RECORDS MAINTENANCE FEE
(Effective January 1, 2024)**

New Construction/Additions

- New Single Family/Two-Family Residential \$125.00
- Commercial (includes Multi-Family & Industrial) \$350.00
- Garages/Accessory Structures & Single Family/Two-Family Additions \$30.00

Alterations/Renovations

- Garages/Accessory Structures & Single Family/Two-Family Alterations \$30.00
- Commercial (includes Multi-Family & Industrial) \$150.00

**CITY OF APPLETON, WI
POLICY FOR SPECIAL ASSESSMENTS 2024**

I. STREET CONSTRUCTION AND RECONSTRUCTION

ADOPTED 12/06/23

A. General Information

CONCRETE PAVEMENT		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Rural to Urban Conversion	New	Rural to Urban Conversion	New	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	7"	7"	7"	7"	9"	9"
	Assessed at (%)	75% 100%	75% 100%	100%	100%	100%	100%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
(Y=Assessed N=Not Assessed)		New Concrete		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Construction Items							
Administrative Fees (6%)		Y		Y		-	
Property Owner Notification		Y		Y		-	
Concrete Pavement		Y		Y		-	
Curb & Gutter (Integral)		Y		Y		-	
Sawcutting		Y		Y		-	
Fine Grading		Y		Y		-	
Seed & Mulch/Sod		Y		Y		-	
Terrace Restoration		Y		Y		-	
Concrete Driveway Apron		Y		N *		Per bid price	
Trees		Y		Y		\$1.50/front foot	
Miscellaneous Asphalt		N		N		-	
Asphalt - Milling		N		N		-	
Curb & Gutter (miscellaneous)		N		N		-	
Geotextile Fabric		N		N		-	
Stone Base		N		N		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Asphalt - Miscellaneous		N		N		-	
Asphalt Transitions		N		N		-	
Curb Thimbles		N		N		-	
Drill-in Tie Bars/Dowels		N		N		-	
Driveway Closure		N		N		-	
Inlet Leads		N		N		-	
Maintenance Hole / Inlet Reconstruction		N		N		-	
Maintenance Hole/Inlet Castings		N		N		-	
MH Chimney Seals		N		N		-	
Pavement Marking		N		N		-	
PVC Pipe for sump pumps		N		N		-	
Reinforcing Rods		N		N		-	
Removal - Asphalt		N		N		-	
Removal - C&G		N		N		-	
Removal - Concrete		N		N		-	
Removal - DW Aprons (Conc. & Asp.)		N		N		-	
Removal - Sidewalk		N		N		-	
Repair work from permits		N		N		-	
Repair work from Utility Permits		N		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

ASPHALT PAVEMENT (Not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	3"	3"	3"	3"	6"	6"
	Assessed at (%)	25%	0%	25%	0%	25%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					

(Y=Assessed N=Not Assessed)	Asphalt following G&G	Rural to Urban Conversion	Asphalt Reconstruct / Overlay	Direct Assessments (in addition to Base Rate)
Construction Items				
Administrative Fees (6%)	Y	Y	N	-
Property Owner Notification	Y	Y	N	-
Asphalt Pavement	Y	Y	N	-
Milling	N	Y	N	-
Sawcutting	N	Y	N	-
Curb & Gutter (New/repair)	N	Y	N	-
Fine Grading	Y	Y	N	-
Seed & Mulch/Sod	N	Y	N	-
Terrace Restoration	N	Y	N	-
Concrete Driveway Apron	N	N *	N *	per bid price
Asphalt (miscellaneous)	N	N	N	-
Geotextile Fabric	N	N	N	-
Stone Base	N	N	N	-
Trees	N	N	N	-
Unclassified Excavation	N	N	N	-
Erosion Control	N	N	N	-
Adjust MH/Inlet Tops	N	N	N	-
Curb Thimbles	N	N	N	-
Drill-in Tie Bars/Dowels	N	N	N	-
Driveway Closure	N	N	N	-
Inlet Leads	N	N	N	-
Maintenance Hole / Inlet Reconstruction	N	N	N	-
Maintenance Hole/Inlet Castings	N	N	N	-
MH Chimney Seals	N	N	N	-
Pavement Marking	N	N	N	-
Removal - Asphalt	N	N	N	-
Removal - C&G	N	N	N	-
Removal - Concrete	N	N	N	-
Removal - DW Aprons (Conc. & Asp.)	N	N	N	-
Removal - Sidewalk	N	N	N	-
Repair work from permits	N	N	N	-
Repair work from Utility Projects	N	N	N	-
Traffic Signals	N	N	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

GRADING & GRAVELING (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion
	Max. Width	35'	35'	35'	35'	51'	51'
	Max. Thickness	-	-	-	-	-	-
	Assessed at (%)	100%	0%	100%	0%	100%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base assessment Rate	Calculated on an individual street basis based upon bid prices					
(Y=Assessed N=Not Assessed)						Direct Assessments (in addition to Base Rate)	
Construction Items		New Street		Rural to Urban Conversion			
Administrative Fees (6%)		Y		N		-	
Property Owner Notification		Y		N		-	
Fine Grading		Y		N		-	
Seed & Mulch/Sod		Y		N		-	
Erosion Control		Y		N		-	
Sawcutting		Y		N		-	
Unclassified Excavation		Y		N		-	
Stone Base		Y		N		-	
Geotextile Fabric		Y		N		-	
Removal - Asphalt		Y		N		-	
Removal - C&G		Y		N		-	
Removal - Concrete		Y		N		-	
Removal - Sidewalk		Y		N		-	
Miscellaneous Asphalt		N		N		-	
Miscellaneous Curb & Gutter		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Street Lighting		Y		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Street Construction and Reconstruction

1. Assessments will be levied according to the front foot dimensions of abutting property except as noted.
2. The assessment rate will be the portion (%) of assessable construction costs in accordance with the charts above. Assessments will be reduced proportionately for pavements constructed less than the maximum widths.
3. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, churches and private schools and other exempt properties will be assessed 100% of the “all other zoning” assessment rate regardless of the zoning. (BPW 2/2/94) All county, state and federal governments will be exempt from assessment charges. (City Attorney 1/23/14)

4. The assessment rate for alley pavement will be based on the full width of the pavement.
5. The City assumes the entire cost of permanent pavement for all intersections on new construction in areas platted prior to 1/1/04 or after 12/31/14.
6. Driveway approaches shall be constructed at property owner's expense:
 - a. When permanent street surfaces are constructed.
 - b. Where a street has been permanently improved, driveway approaches shall be installed within six months of the completion of the adjacent structure.
 - c. When ordered to be installed by the Common Council.
 - d. When a property owner requests approach to be widened, rebuilt or closed.
7. The costs of closing unused driveway openings that are closed in conjunction with the paving program are not directly assessed to the property owner.

Any driveway approach without improved surface shall be paved with a permanent surface in conjunction with a street-paving project. The cost will be assessed to the property.
(S&S 3/3/93 and MSC 9/3/97)

8. The cost of the initial asphalt surface application on a new subdivision gravel street will be billed at the time of official street opening.
9. All asphalt maintenance exclusive of the initial application will be done as general maintenance and at no cost to the abutting property.
10. Assessments for asphalt pavements that are constructed without curb and gutter (City standard) will be calculated by dividing total project cost by assessable frontage.
11. Assessments for trees will be included with paving assessments.
12. If one person owns an entire block as one parcel and the block is zoned R-1 or R-2, the shortest side shall be assessed in full. The remaining sides shall receive up to a 120' discount.
13. On paving projects where there are other contributing sources of funding such as federal, state, or from other units of government, the City rates will be applied. If projected revenue (using the City rates) exceeds the City's share of project costs, then assessment rates will be reduced proportionately so that revenue equals City share of project cost. "City share" of project cost will include, in addition to normal construction costs, items such as right-of-way acquisition, relocation costs, consultant cost, all Department of Transportation administrative and review costs, and any other fees charged by the other participating units of government.
(BPW 1/7/97)
14. When the long side of a corner lot falls on the "bulb" or "mouse ear", the assessment shall be calculated as follows:
 - a. Determine a rate per foot by dividing the lump sum per lot charge by the actual footage of the long side.
 - b. The first 120 feet will be charged 25% of the rate calculated in "a" above. The balance of the frontage will be assessed at 100% of the rate calculated in "a" above. (BPW 1/21/98)

15. The requesting property owner, where permitted, shall pay all additional cost for indented parking.
16. When additional pavement width is required to accommodate on street bike lanes, the extra width beyond what would be required for a standard street design, will not be assessed.
17. Assessments will only be levied on partial or total street reconstruction for those streets that do not meet current City Street or Drainage standards prior to their reconstruction.
18. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - c. On inside corner or multiple frontage lots, the side or sides precluded from access are not included in the assessment frontage determination.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - e. On cul-de-sac lots, the abutting property owner shall be responsible for cul-de-sac pavement, overbuild costs including the straightaway portion of the affected property. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the “bulb” according to the number of originally platted lots.
 - f. On “mouse ear” lots, defined as abutting lots to a widening in the road around a curve but not including lots on a cul-de-sac, the front foot dimensions for assessment calculation will be determined by dividing the square footage of the property by the average depth of the lots in the block.
 - g. For work abutting only part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - h. Definition of “addressed” side: The street with the house number.
 - i. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
19. The Wheel Tax is used only for sidewalk replacement, reconstructed asphalt and **reconstructed** concrete streets. Not for rural to urban conversion **of asphalt replacement** to concrete pavement.
20. Portions of projects funded by TIF and IPLF are not assessable.

II. SIDEWALKS

A. General Information

		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
SIDEWALKS (Not including New subdivisions)	Max. Width	5'	5'	5'	5'	5'	5'
	Max. Thickness	5"	5"	5"	5"	7"	7"
	Assessed at (%)	100%	125%	100%	125%	100%	125%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated annually based upon the average bid prices for the sidewalk reconstruction, concrete paving reconstruction and asphalt paving reconstruction contracts.					
(Y=Assessed N =Not Assessed)		New and Reconstruction not meeting replacement criteria		Reconstruction meeting replacement criteria		Individual Rates (if not included in current Rate above)	
Construction Items							
Administrative Fees (6%)		Y		N		-	
Property Owner Notification		Y		N		-	
Concrete Sidewalk		Y		N		-	
Seed & Mulch (max. of 18" on each side of walk)		Y		N		-	
Terrace Restoration		Y		N		-	
Sawcutting		N		N		-	
Fine Grading		N		N		-	
Miscellaneous Asphalt		N		N		-	
Stone Base		N		N		-	
Driveway Aprons - Removal and Replacement		Y		n/a		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Drill-in Tie Bars/Dowels/Rebar		N		N		-	
Removal - Sidewalk		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines - Sidewalks

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted.
2. Sidewalks on right-of-ways 60 feet or more will be a minimum of 5 feet wide. Sidewalks on right-of ways less than 60 feet will be a minimum of 4 feet.
3. There will be no assessment for sidewalk that meets the replacement criteria as defined in the Sidewalk Maintenance Policy.
4. Assessments will be levied when sidewalks not meeting replacement criteria are replaced at the property owner's request.

5. Service walks between the curb and sidewalk will be assessed to the property owner when installed on new subdivision streets.
6. The extra expense of installing a sidewalk beyond the City's standard width or in an unusual manner at the request of the owner will be charged to the abutting property owner.
7. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
8. To figure credit for useful life (20 years) of sidewalk: credit = divide age of sidewalk by 20. If less than 1.0, multiply that number by the current assessment rate.
9. For City contract installation, sidewalk assessments shall include a 6% administration fee.
10. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On inside corner lots where all sides have equal footage, the side to be considered the short side is the "Addressed" side.
 - c. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - d. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage determination.
 - e. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - f. Definition of "addressed" side: The street with the house number.

III. SANITARY SEWER

A. General Information

SANITARY SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	12"	12"	12"	12"	12"	12"
	Max. Depth	16'	16'	16'	16'	16'	16'
	% Assessed (Main/Laterals)	33%/50%	0%/50%	33%/50%	0%/50%	33%/50%	0%/50%
	Multiple Frontage Reduction	Yes*	N/A	Yes*	N/A	Yes*	N/A
	Current (33% main) Rate	Actual Cost	N/A	Actual Cost	N/A	Actual Cost	N/A
(Y=Assessed N =Not Assessed)		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Construction Items		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Administrative Fees (6%)		Y		N		-	
Property Owner Notification		Y		N		-	
Sanitary area assessment		Y		N		-	
Sanitary Sewer Main		Y		N		-	
Sanitary Maintenance Holes		Y		N		-	
Drop Maintenance Holes		Y		N		-	
Maintenance Hole Castings		Y		N		-	
Sanitary Laterals (50% Rate)		Y		Y		4" and 6"= \$52.00 > 6" = Actual Cost	
Private Lateral Televising		N		N		-	
Lateral Connections		Y		N		-	
Pipe Bedding		Y		N		-	
Pipe Backfill Material		Y		N		-	
Terrace Restoration		Y		N		-	
Seed & Mulch		Y		N		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Sanitary Sewer

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate for new sanitary sewers will be determined on the basis of actual construction cost up to and including 12” sanitary sewer main and maintenance holes. The assessment rate for new construction in an existing area will be based upon the rates shown in the chart above.
2. Area assessment, where applicable, will be levied in accordance with Section 18-116 of the Municipal Code of the City of Appleton.

3. Any lot or parcel within the corporate limits which has not paid a sanitary sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot assessment and area assessment, will be based on the assessment rates the year the main was installed.
4. When utilities are installed in a street where one side is within the corporate limits but remains undeveloped, assessments will be levied for the utilities that benefit the parcel. The area assessment for sanitary sewer is calculated using a nominal lot depth of 120 feet. The balance of the area assessment will be assessed when the property is developed and charged a connection fee in lieu of assessments.
5. On sanitary relay, where existing laterals meet the sanitary lateral policy and are not re-laid, the cost of reconnecting (including short sections of connecting pipe, usually within the trench area) is absorbed by the City and not assessed to the property owner.
6. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet for each side will be assessed at 0% of the assessment. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - c. Where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. Assessment for construction of sanitary sewer will be levied against all abutting property frontage regardless if laterals are present, provided that the property is not legally precluded from connecting to the sewer. Amount of assessment will be calculated according to existing policy.
 - e. Cost of sewer and maintenance hole construction deeper than 16 feet shall be borne by the city except where extra depth is required for development of adjacent property.
 - f. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
 - h. Assessable footage for sewers constructed within easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as “frontage” for purposes of calculating multiple-frontage reductions (see 6a. above).
 - i. Sanitary main reconstruction will be borne by the Wastewater Utility.

IV. SANITARY SEWER LATERALS

A. General Definition

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing streets will be based upon the rates shown in the chart from Section III above.

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section III.A applied to the length of the lateral between the sanitary sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.
4. Total Lateral Replacement Program Calculation Guidelines:
 - a. For properties electing to participate: No assessments will be levied for the portion of private lateral replaced within the public right-of-way. Property owners will be assessed 50% of the actual cost for lateral replacement on private property.
 - b. For properties declining to participate: City will only replace the portion of lateral within the public right-of-way. Property owners will be assessed 100% of the actual cost.

V. **STORMWATER FACILITIES**

A. General Information

STORM SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	-	-	-	-	15"	15"
	Max. Depth	-	-	-	-	10'	10'
	% Assessed (Main/Laterals)	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	33%/50%	33%/50%
	Corner Lot Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	\$36.00	Actual Cost	\$36.00	Actual Cost	\$36.00
(Y=Assessed N =Not Assessed)							
Construction Items		New	Reconstruction	Individual Rates (if not included in current Rate above)			
Administrative Fees (6%)		Y	Y	-			
Property Owner Notification		Y	Y	-			
Regional Stormwater Facilities (built prior to 1/1/02)		Y	Y	See rates Pg. 21			
Regional Stormwater Facilities (built between 1/1/02 and 3/1/06)		Y	Y	See rates Pg. 21			
Regional Stormwater Facilities (built after 3/1/06)		N	N	-			
Local Water Quality Practices		N	N	-			
Storm Sewer Main		Y	Y	-			
Storm Maintenance Holes		Y	Y	-			
Inlets		Y	Y	-			
Inlet Leads		Y	Y	-			
Drop Maintenance Holes		Y	Y	-			
Maintenance Hole Castings		Y	Y	-			
Storm Laterals		Y	Y	6" = \$33.00 8" = \$44.00 10" = \$47.00 12" = \$51.00 Greater than 12" actual cost			
Lateral Connections		N	N	-			
Pipe Bedding		Y	Y	-			
Pipe Backfill Material		Y	Y	-			
Terrace Restoration		Y	Y	-			
Seed & Mulch		Y	Y	-			
Pavement Restoration		N	N	-			
Sawcutting		N	N	-			
Asphalt removal		N	N	-			
Concrete Removal		N	N	-			
Sidewalk Removal		N	N	-			
Erosion Control		N	N	-			

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

⁺ See Section V.B.3.b. for exceptions

B. Calculation Guidelines – Stormwater Facilities

1. Stormwater facilities shall be installed as needed to serve properties contributing to the need for, and benefiting from, such facilities. Storm main shall be installed to serve all properties on arterial streets prior to total reconstruction of the pavement.
2. Assessable stormwater facilities under this section include storm sewer, mains and piping, maintenance holes, inlets and inlet leads. Assessments shall also include overhead, property acquisition and financing costs attributable to the facilities.
3. Assessments for storm sewer will be levied according to the front foot dimensions of abutting property.
 - a. R-1, R-2, zoning
The cost of (re) constructing or relining in existing streets will be borne by the Stormwater Utility.
 - b. The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas zoned R-1 and R-2 annexed after January 1, 1999 will be fully assessable to the abutting property owners.
 - c. All Other Zoning
The assessment rate for storm sewer (re) construction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), maintenance holes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.
4. Assessments for new developments will be based on the actual construction costs of facilities required by the subdivision and charged on a per lot basis. To calculate an equivalent lot cost for parkland, school properties or other atypical lots, use the average size of a new development lot that abuts the parkland, school property or atypical lot. Example, if a lot is 10,000 square feet and parkland, school property or atypical lot is 100,000 square feet; the charge for that land would be equivalent to 10 lots.
5. Any lot or parcel zoned other than R-1 or R-2, within the corporate limits which has not paid a storm sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. This will be effective the same date as the initial Special Assessment policy for storm sewers. The connection fee, equivalent to the front foot and area assessment, will be based on the assessment rates the year the main was installed.
6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
7. Calculation Guidelines – (See chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.

- c. At the completion of the improvements, where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
- d. Assessment for reconstruction or relining of storm sewer will be levied only when the work affects the main to which the property is connected. Amount of assessment will be calculated according to the existing policy.
- e. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to the combination.
- f. New Development - 100% of actual construction costs of facilities required by the development plus area assessment.
- g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
- h. Assessable footage for sewers (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).
- i. Rural to urban conversion shall be assessed as new.

VI. STORM SEWER LATERALS

A. General Information

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing developed streets will be 50% of the actual construction cost.
3. Street Reconstruction:
 - a. Prior to total reconstruction, at locations where existing storm sewers are being replaced or new storm sewers are being installed, storm laterals shall be installed to all properties that are not yet served.

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section V.A applied to the length of the lateral between the storm sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. The cost of installing new laterals to properties zoned R-1 or R-2 will be borne by the Stormwater Utility unless the property was annexed after January 1, 1999.
4. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.

VII. WATERMAINS AND SERVICES

A. General Information

WATER MAIN (not including New Subdivisions)		R-1,R-2,R-3 Zoning		C-1, C-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	8"	8"	12"	12"	16"	16"
	Max. Depth	-	-	-	-	-	-
	Assessed at (%)	100%	0%*	100%	0%*	100%	0%*
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Current Rate	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	

(Y=Assessed N =Not Assessed)	New	Reconstruction	Individual Rates (if not included in current Rate above)
Construction Items			
Administrative Fees (6%)	Y	N*	-
Property Owner Notification	Y	N*	-
Local Water Main	Y	N*	-
Transmission Main	N*	N*	-
Valves	Y	N*	-
Hydrants	Y	N*	-
Hydrant Leads	Y	N*	-
1"- 1 1/4" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1"- 1 1/4" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
Pipe Bedding	Y	N*	-
Pipe Backfill Material	Y	N*	-
Terrace Restoration	Y	N*	-
Seed & Mulch	Y	N*	-
Pavement Restoration	N	N	-
Sawcutting	N	N	-
Asphalt removal	N	N	-
Concrete Removal	N	N	-
Sidewalk Removal	N	N	-
Erosion Control	Y	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Water Mains and Services

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate will be determined on the basis of actual construction cost required by the city for development:
 - a. R-1, R-2 and R-3 zoning. All costs to construct water main up to and including 8” main, hydrants and valves.
 - b. C-1 and C-2 zoning. All costs to construct water main up to and including 12” main, hydrants and valves.
 - c. Other zoning. All costs to construct water main up to and including 16” main, hydrants and valves.

- d. Water main installed for transmission use shall not be assessed, except if no other main is available for service. The property shall be assessed at the rate of the year the main was installed based on zoning at the time of connection.
 - e. All costs to furnish and install hydrants, including leads and valves shall be assessed.
 - f. In-kind water main reconstruction, including hydrants and leads, is not assessed.
 - g. All additional costs to upgrade a water main, including additional valving due to a service and/or fire line, when requested, shall be borne by the property owner.
 - h. New, and/or additional water main(s) installed for circulation and/or looping in a developed area shall not be assessed, except in case of B1.d.
2. Permission to connect to the City water main prior to annexation must be obtained from the Common Council through the Utilities Committee.
 3. Any lot or parcel within the corporate limits which has not paid a water main assessment when the main was installed will, at the time the water lateral permit is taken out, be required to pay the connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot water main assessment, will be based on the assessment rate the year the main was installed. Payment for connection fees may be made in accordance with Section XI.
 4. New Service Installation. The property owner or developer per Schedule Cz-1 (attached) shall pay all installation costs from the main through and including the curb shut-off.
 5. Replacement of Service. All additional cost to upgrade a service (example, 1" copper to 4" service line) shall be borne by the property owner or developer.
 6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city & county governments, churches and private schools and other exempt properties will be assessed 100% of the C-1, C-2 assessment rate regardless of the zoning.
 7. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - c. Where water main exists across an entire parcel frontage, but construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where water main exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
 - e. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
 - f. Assessable footage for water mains (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with service connections to the easement main. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).

- g. Assessments for water services will be based on the unit cost per foot as indicated in the chart in section VII.A applied to the length of the service between the main and the property line. The length of water service assessed shall not exceed ½ the street right-of-way width.
- h. Assessments for water services within cul-de-sacs will be based on the actual length of service installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- i. Assessments for laterals connected to watermain within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VIII. STREET LIGHTING

A. Calculation Guidelines

- 1. Assessments for non-decorative streetlights will be levied according to the front foot dimensions of abutting property except as noted.
- 2. Assessments will be levied at the time of and in conjunction with the initial street light installation.
- 3. The assessment rate will be based on the actual cost of installation.
- 4. The assessment rate for replacement of existing streetlights will be based upon the additional cost of enhanced features beyond standard street light requirements.

Decorative lighting beyond these standards will be based on the additional cost to install equipment, along with the annual charge to power the decorative street lighting. On-going annual special assessments will be reviewed to determine the lighting charge based on current utility company approved rates.

B. Assessment Exceptions:

- a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
- b. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage.

IX. NEW SUBDIVISIONS

A. General Information

NEW SUBDIVISION DEVELOPMENT		Subdivisions Platted prior to 1/1/04 or after 12/31/14	Subdivisions Platted between 1/1/04 and 12/31/14
	Funding Mechanisms	Private Contracts / City Funds (Assessable)	Private Contracts /Standby Lines of Credit
	Development Agreement Required?	No	Yes
	Assessed at (%)	100%	100%
	Assessment Rates	Actual Costs Incurred.	Actual Costs Incurred.
Construction Items		(Y=City Funded/Assessable D=Developer Financed)	(Y=City Funded/Escrow Draws D=Developer Financed)
		Platted Prior to 1/1/04	Platted After 12/31/14
City Administrative Fees (6%)		Y	Y
Area Assessment - Sanitary		Y	Y
Regional Stormwater Facilities		Y	Y
Sewer Televising		Y	Y
Temporary Asphalt Pavement		Y	Y
Concrete Pavement ⁺		Y	Y
Sidewalks		Y	Y
Boulevard Trees		Y	Y
Street Name Signs		Y	Y
Traffic Control Signs		Y	Y
Sanitary Sewer		D	D
Sanitary Overbuild		D	D
Storm Sewer		D	D
Storm Overbuild		D	D
Water Main		D	D
Water Main Overbuild		D	D
Sanitary Laterals		D	D
Storm Laterals		D	D
Water Services		D	D
Rear-yard Drains		D	D
Grading & Graveling (Right-of-way)		D	D
Lot Grading		D	D
Private Utilities (Gas, Electric, Telephone, Cable TV)		D	D
Seed & Mulch (Right-of-way)		D	D
Seed & Mulch (Lot areas)		D	D
Street Lights		D	D
Erosion Control		D	D

* See Calculation Guidelines

⁺ See Section IX.B.2 for exceptions

B. Calculation Guidelines – New subdivisions

1. The City does not provide funding for New Subdivisions platted between January 1, 2004 and December 31, 2014 except as indicated in the chart above. Escrow accounts or

irrevocable lines of credit will be required of developers for all items administered or installed by the City.

2. For subdivisions platted prior to 1/1/04 or after 12/31/14, assessments for concrete pavement shall be levied in accordance with Section I.A. of this policy.
3. Engineering fees for new subdivision developments shall be included in assessments. Included shall be preparation of plans and specifications, consultant fees, material testing fees, field survey, inspection and assessment preparation.
4. Individual lots within but not part of a new development when funded by the city shall be assessed at the current city interest rate.
5. Extraordinary sanitary sewer construction costs not to be assessed include pipes larger than 12" and depths greater than 16' when project funded by the city.
6. Typical residential street lighting will consist of LED cut-off style fixture, mounted 30-foot high on a wooden pole, spaced anywhere from 250 to 300 feet apart. Decorative lighting beyond these standards will have on-going annual special assessments per development agreements.
7. The effective date for interest to begin accumulating on new subdivision developments will be the date of invoice. This includes all city utilities and street work.
8. Storm sewer area assessment for regional facilities built prior to 3-1-2006 shall be based on the cost of storm sewer needed to serve the subdivision and the share of downstream trunk main.

X. SPECIAL CHARGES

A. General definition

1. Special charges shall accrue interest starting 30 days following the invoice date. Interest shall accrue at the same rate as for special assessments. (Board of Public Works, June 6, 1990).

XI. METHOD OF PAYMENT

A. General Definition

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$1000 or less.
3. Five equal annual installments if the assessment is greater than \$1000.
4. Deferred payments will bear an interest at the rate of prime plus 3.00% per annum on the unpaid balance.
5. Separate current year special assessment bills may be combined to establish eligibility for the \$1000 limit for installment payment options. Finance Department must be notified prior to November 1.

XII. APPEAL PROCESS

1. If the governing body decides to reconsider and reopen any assessment, the body may, after giving a public notice as required for the initial assessment, and after a public hearing, amend, cancel or confirm the prior assessment. Any request for a change to the first assessment, must be made within 30 days of the passage of the original final resolution. The Clerk shall publish a notice of any resolution changing the assessment, as was done with the original assessment.

XIII. MISCELLANEOUS

1. Deferred payment of special assessments is not permitted. (See WI Statutes Chapter 74.)
2. Any construction project where right-of-way acquisition would contribute to 25% or more of the assessment rate shall be brought to the Finance Committee for review and establishment of an appropriate assessment rate. In establishing this rate, the Board will consider assessment rates for similar projects and any other information it considers relevant.

XIV. REFERENCED ITEMS

1/17/83 Street and Sanitation Committee #3

The following policy concerning sump pump discharges adopted, “When streets are paved where storm sewer laterals exist, curb openings for sump pump discharges or surface drainage shall not be allowed.”

7/06/83 Street and Sanitation Committee #6

Most of this information has been put in Appendix IX Stormwater/Clear Water Discharges

3/03/93 Street and Sanitation Committee #10

Any driveway adjacent to a street paving project that is not used will be closed with curb and gutter and will have the terrace reseeded in conjunction with the street paving. The cost of this work is to be included with the assessment for curb and gutter on the project.

Any driveway aprons without improved surfaces shall be either paved with permanent surface or abandoned and closed in conjunction with a street paving project. The cost of either option will be assessed to the property.

2/02/94 Board of Public Works Report - This was adopted as part of the assessment policy.

“Publicly owned property, including lands under the jurisdiction of the Board of Education, Park Board, Water Department and other branches of city, state or county governments, and churches and private schools be assessed 100% of the assessment rate.

~~11/16/94 Municipal Services Committee #2 – “Resolved, that when a property asks for a second curb cut, the two neighboring properties to each side of the requesting property be notified and asked if they have any problems with the curb cut. If any of the four (4) properties are against the second curb cut, the request must be brought to Municipal Services Committee and Council for approval, thus all neighbors have an avenue for input.”~~

1/18/95 Board of Public Works #3 - The Board reaffirms its previous recommendation that: The special assessment policy for stormwater that recovers 75% of costs from new developers and 40% from existing benefiting owners be approved. Existing is defined as that a building permit has been issued at the time of adoption of the policy by the Common Council.

1/17/96 Board of Public Works – This was adopted with the assessment policy.
Sidewalks B.2 – The assessment rate for reconstruction of sidewalks will be 125% of the rate of new sidewalks.

9/03/97 Municipal Services Committee – Amended Driveway Opening Policy “Any driveway adjacent to a street reconstruction project that is not used will be permanently paved or closed with curb and gutter and will have terrace reseeded in conjunction with the street work.

3/03/99 Board of Public Works – “Resolved, that the repair and replacement of existing sidewalks in the green dot program be paid by the general fund after green dot has gone through the City once. All hazardous sidewalks as defined by City criteria will be replaced at City cost.”

5/15/13 Board of Public Works – Prime plus 3% will be the rate set for the 5-year payment option.

~~XV. SPECIAL ASSESSMENT RATES~~

~~Sanitary Sewer Laterals Reconstruction 4" and 6" \$52.00/ft
> 6" actual cost~~

~~Storm Sewer Reconstruction up to & including 15" main: \$36.00/ft~~

~~Storm Sewer Laterals Reconstruction 6" \$31.00/ft~~

~~8" \$37.00/ft~~

~~10" \$40.00/ft~~

~~12" \$43.00/ft~~

~~> 12" actual cost~~

~~New Water Main Zoning R1, R2, R3 up to & including 8" main: actual cost~~

~~Zoning C1, C2 up to & including 12" main: actual cost~~

~~Other Zoning up to & including 16" main: actual cost~~

XV. Rates for ~~previous~~ Stormwater Detention Basins (Cost per ERU’s)

SE Basin 75% of cost \$173.25

AAL Basin 75% of cost \$430.20

Meade Pond \$797.04

Holland Pond \$345.78

Ashbury Pond	\$593.76
Mud Creek South Pond	\$815.00 (2002 basin rate)
Cost for 2003 basins	\$860.00
Southpoint Commerce Park Pond North (K2a), Plank Road West	
Cost for 2004 basins	\$915.00
Southpoint Commerce Park Pond South (K2B)	
Cost for 2005 basins	\$1,104.00
Plank Road Northwest Pond	

Sheet No. 1 of 1
Schedule No. Cz-1
Amendment No. 64

RATE FILE
 Public Service Commission of Wisconsin
 Appleton Water Department

WATER LATERAL INSTALLATION CHARGE
--

Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the water service lateral installation costs from the main through the curb stop and box.

When the cost of a utility main extension is to be collected through assessment by the municipality, the actual average water lateral installation costs from the main through the curb stop and box shall be included in the assessment of the appropriate properties.

The initial water service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the utility, for which the actual cost will be charged.

Billing: Same as Schedule Mg-1.

EFFECTIVE: December 30, 2010
 PSCW AUTHORIZATION: 190-WR-112