



City of Appleton

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

Meeting Agenda - Final Community & Economic Development Committee

Wednesday, October 25, 2023

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

[23-1231](#) CEDC Minutes from 10-11-23

Attachments: [CEDC Minutes 10-11-23.pdf](#)

5. Public Hearing/Apearances

[23-1232](#) Community Development Block Grant (CDBG) Notice of Funding Available and Community Needs for the 2024 Program Year (4/1/24 - 3/31/25) (Associated with Action Item #23-1233)

Attachments: [Funding Available Community Needs - Public Hearing Notice 2023.pdf](#)

6. Action Items

[23-1233](#) Request to approve City Program Funding for 2024 Community Development Block Grant (CDBG) Funding as specified in the attached document

Attachments: [CEDC CDBG Initial Allocation Memo.pdf](#)
[CDBG PY24 Request for Funds - Appleton Housing.pdf](#)

7. Information Items

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.



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Meeting Minutes - Final Community & Economic Development Committee

Wednesday, October 11, 2023

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Fenton called the meeting to order at 6:31 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Fenton, Del Toro, Jones, Thyssen and Wolff

Others present:

*Brianne Connelly, Historic Central Neighborhood
Anne Hemstock, Historic Central Neighborhood
Oliver & Madeline Zornow, Historic Central Neighborhood
Pierce & Rebecca Zornow, Historic Central Neighborhood
Elizabeth Stevens, 401 E. Wentworth Lane
Sandy Gibson, Historic Central Neighborhood
Richard Gibson, Historic Central Neighborhood
Brayden & Jack Gibson, Historic Central Neighborhood
Laura Muinde, Historic Central Neighborhood*

4. Approval of minutes from previous meeting

[23-1198](#)

CEDC Minutes from 9-27-23

Attachments: [CEDC Minutes 9-27-23.pdf](#)

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

Aye: 5 - Fenton, Del Toro, Jones, Thyssen and Wolff

5. Public Hearing/Appearances

6. Action Items

[23-1199](#)

Request to approve the Neighborhood Grant Program request submitted by the Historic Central Neighborhood

Attachments: [Memo_RequestForTNGP_HistoricCentral_For10-11-23.pdf](#)
[ApplicationSubmittedByHistoricCentralNeighborhood_10-02-23.pdf](#)
[HistoricCentral_BoundaryMap.pdf](#)
[SubjectAreaMap_HistoricCentral_TNGP.pdf](#)
[NGP_Support_Letter_HCN.pdf](#)

Wolff moved, seconded by Del Toro, that the grant request be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Fenton, Del Toro, Jones, Thyssen and Wolff

7. Information Items

[23-1200](#)

2024 Community & Economic Development Department Budget

Attachments: [2024 Budget Overview Letter from Mayor.pdf](#)
[2024 Community and Economic Development.pdf](#)
[2024 Community Development Grants.pdf](#)
[2024 Ind Park Land Capital Proj Fund.pdf](#)
[2024 Community Devel Cap Proj Fund.pdf](#)
[2024 TIF 3.pdf](#)
[2024 TIF Capital.pdf](#)

This item was presented.

8. Adjournment

Wolff moved, seconded by Thyssen, that the meeting be adjourned at 7:02 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Fenton, Del Toro, Jones, Thyssen and Wolff

**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, October 25, 2023, 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. 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: October 17, 2023



MEMORANDUM

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

TO: Community and Economic Development Committee
FROM: Olivia Galyon, Community Development Specialist
DATE: October 18, 2023
RE: City Program funding approval and City Proposals for 2024 Community Development Block Grant (CDBG) Funding

Per City of Appleton CDBG Policy, the process of allocating 2024 CDBG funds has begun. An award estimate of \$576,900 is anticipated for the 2024 Program Year. \$576,900 is only an estimate and is subject to change upon adoption of the Federal budget. Also, according to City CDBG Policy, the CEDC must approve allocations for City Programs. Those proposed amounts total \$190,000, and are identified as follows:

Housing Rehabilitation Loan Program - **\$0**

Neighborhood Program - **\$40,000**

Appleton Housing Authority - **\$50,000**

*CDBG Administrative Costs for the Community and Economic Development Department - **\$100,000**

*includes funding for provision of HUD required Fair Housing Services

The remaining balance of funds, \$386,900, is made available first to City departments and then community partners. Appleton Police Department and the Health Department continue to have conversations regarding potential project(s) that may use CDBG and/or American Rescue Plan Act (ARPA) funding. The best source of funding needs to be determined. Should a CDBG request be derived from these departments, we expect it to occur in the next one-two months.

Following CEDC and Common Council action on City program funding and City Department application(s), the next step in the CDBG allocation process includes applications from community partners. After community partner applications have been received (due November 10, 2023) and eligibility is determined, CEDD staff will supply the CDBG Advisory Board with the applications, appropriate guidelines, and a scoring sheet. These packets of information are expected to be distributed to the Advisory Board members in November. Board members are asked to allocate funding among the applicants and return their allocations to CEDD staff who will compile all results and will present allocation recommendations at an Advisory Board meeting, during which allocation amounts will be finalized based on the anticipated projected award. Funding recommendations from this Board will be presented as an Action Item to the CEDC at a subsequent meeting. CEDC's recommendation will then be presented to the Common Council for final approval.

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



925 W. Northland Avenue Appleton, WI 54914
Phone (920) 739-6811 Fax: 739-6817 TDD: 731-2406

October 12, 2023

Olivia Galyon
Community Development Specialist
City of Appleton
100 N. Appleton St.
Appleton, WI 54911

Dear Olivia,

Please accept this letter as our request for CDBG PY24 dollars. We are seeking \$50,000 for our First Time Homebuyer Program. These funds will be used to assist first time homebuyers under 80% CMI to purchase homes in the City of Appleton. Funds will be used for providing downpayment assistance and if necessary, perform needed rehab to bringing the property up to code and Housing Quality Standards (HQS).

If you have any questions, please feel free to give me a call at 920-739-6811 x106 or email at aaronh@appletonhousing.org. I would also be the point of contact for CDBG requests/information.

Thank You,

Aaron Hilbert
Finance Manager
Appleton Housing Authority
925 W. Northland Ave.
Appleton, WI 54914