



# City of Appleton

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

## Meeting Agenda - Final City Plan Commission

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Wednesday, July 10, 2024

3:30 PM

Council Chambers, 6th Floor

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

[24-0850](#) City Plan Minutes from 6-12-24

**Attachments:** [City Plan Minutes 6-12-24.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

[24-0851](#) Request to approve the Lumbini Estates Final Plat as shown on the attached maps and subject to the conditions in the attached staff report

**Attachments:** [StaffReport\\_LumbiniEstates\\_FinalPlat\\_For7-10-24.pdf](#)

### 7. Information Items

[24-0741](#) Awarding contract for updating Appleton's Comprehensive Plan and Sub-Area Plans to SmithGroup

**Attachments:** [AwardMemo\\_CompPlanUpdate+SubAreaPlanning\\_For7-10-24.pdf](#)

[RFP\\_CompPlanUpdate\\_SubAreaPlanning\\_Final\\_4-12-24.pdf](#)

[SmithGroup\\_Proposal\\_CompPlanUpdate+SubAreaPlanning\\_7-2-24.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 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  
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## Meeting Minutes - Final City Plan Commission

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Wednesday, June 12, 2024

3:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

Meeting called to order by Chair Mayor Woodford at 3:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 7 - Palm, Robins, Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

*Others present:*

*Aldersperson Sheri Hartzheim, District #13*

*Melissa Kraemer Badtke, East Central WI Regional Planning Commission*

*Terry L. Adams, 1313 E. Amelia Street*

*Tina Shatters, 1206 W. Lorain Street*

4. Approval of minutes from previous meeting

[24-0736](#)

City Plan Minutes from 5-22-24

**Attachments:** [City Plan Minutes 5-22-24.pdf](#)

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

**Aye:** 7 - Palm, Robins, Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

5. Public Hearing/Appealances

[24-0737](#)

Rezoning #5-24 for the subject parcels located at 1313 East Amelia Street (Tax Id #31-1-1926-00) and 1319 North Owaissa Street (Tax Id #31-1-1927-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from R-1B Single-Family District to R-1C Central City Residential District (Associated with Action Item #24-0738)

**Attachments:** [InformalPublicHearingNotice\\_1313EAmeliaSt+1319NOwaissaSt\\_Rezoning#5-24.pdf](#)

*This public hearing was held and no one spoke.*

**This public hearing was held, and no one spoke on the item.**

## 6. Action Items

[24-0738](#)

Request to approve Rezoning #5-24 for the subject parcels located at 1313 East Amelia Street (Tax Id #31-1-1926-00) and 1319 North Owaissa Street (Tax Id #31-1-1927-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from R-1B Single-Family District to R-1C Central City Residential District

**Attachments:** [StaffReport\\_1313Amelia+1319Owaissa\\_Rezoning\\_For06-12-24.pdf](#)

*Proceeds to Council on July 17, 2024.*

**Fenton moved, seconded by Robins, that Rezoning #5-24 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 7 - Palm, Robins, Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

[24-0739](#)

Request to approve the wetland restriction modification for Lots 90 - 97 of North Edgewood Estates 3 (Tax Id #31-1-7612-20, #31-1-7612-21, #31-1-7612-22, #31-1-7612-23, #31-1-7612-24, #31-1-7612-25, #31-1-7612-26, and #31-1-7612-27) as requested and shown on the attached documents and subject to the condition in the attached memo

**Attachments:** [StaffMemo\\_NorthEdgewoodEstates3\\_RestrictionModification\\_For06-12-24.pdf](#)  
[AffidavitOfCorrection\\_NorthEdgewoodEstates3\\_RestrictionModification.pdf](#)  
[WetlandDelineationMap\\_NorthEdgewoodEstates3\\_RestrictionModification.pdf](#)  
[RecordedPlat2021\\_NorthEdgewoodEstates3\\_RestrictionModification.pdf](#)

**Fenton moved, seconded by Neuberger, that the wetland restriction modification be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 7 - Palm, Robins, Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

[24-0740](#)

Resolution #2024-03 - Supporting and Approving of the New Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board Structure and Re-designation Agreement

**Attachments:** [MPOPolicyBoardStructure+RedesignationAgreement\\_Memo\\_6-5-24.pdf](#)  
[Resolution\\_NewAppleton\(FoxCities\)MPOPolicyBoardStructure+RedesignationAgreement.pdf](#)

**Fenton moved, seconded by Robins, that Resolution #2024-03 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 7 - Palm, Robins, Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

**7. Information Items**

**8. Adjournment**

**Fenton moved, seconded by Palm, that the meeting be adjourned at 3:49 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 7 - Palm, Robins, Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter



# CITY OF APPLETON

## MEMORANDUM

**Date:** July 10, 2024  
**To:** Plan Commission  
**From:** Don Harp, Principal Planner  
**Subject:** Final Plat – Lumbini Estates

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## GENERAL INFORMATION

**Owner/Applicant:** Saket, LLC, 3206 South Tahoe Lane, Owner / Martenson & Eisele, Inc., c/o Jack Richeson, Applicant

**Parcel Number:** 31-9-4161-00

**Petitioner's Request:** The owner/applicant is proposing to subdivide the property into 27 single-family lots.

**Plan Commission Meeting Date:** July 10, 2024

**Common Council Meeting Date:** July 17, 2024

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## BACKGROUND

The subject property was annexed to the City of Appleton through the Jonen Family Trust Annexation in 1985. The R-1A zoning classification has remained on this property since the time of annexation.

The proposed street design for Lumbini Estates subdivision was approved by the Municipal Services Committee on March 25, 2024 and by the Common Council on April 3, 2024.

The Preliminary Plat was approved by the Plan Commission on April 10, 2024 and by the Common Council on April 17, 2024.

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## STAFF ANALYSIS

**Existing/Proposed Conditions:** The subject area is currently undeveloped. Lumbini Estates consists of 12.859 acres and will be divided into 27 single-family lots.

**Comparison Between Final Plat and Preliminary Plat:** The Final Plat is consistent with the Preliminary Plat layout in terms of the shape, size, and location of the lots and streets. As a result, the Final Plat is entitled to approval with respect to layout per §236.11(1)(b) of the Wisconsin State Statutes.

**Zoning Ordinance Review Criteria:** R-1A Single-Family Residential District lot development standards (Section 23-93) are as follows:

- Minimum lot area: Eight thousand (8,000) square feet.
  - *The proposed typical single-family lot size within this development is approximately 16,000 square feet.*
- Minimum lot width: Seventy (70) feet. Lot width is measured between the side lot lines measured along front lot line.
  - *All proposed single-family lots comply with this minimum requirement.*
- Minimum front, side and rear yard setbacks: Twenty (20) foot front yard when abutting a local and collector street, Twenty (25) foot front yard when abutting on an arterial street, Six (6) foot side yard, and Twenty-five (25) foot rear yard.
  - *Required building/structure setbacks will be reviewed through the building permit review process.*
- Maximum building height: Thirty-five (35) feet.
  - *This will be reviewed through the building permit review process.*
- Maximum lot coverage. Forty percent (40%).
  - *This will be reviewed through the building permit review process.*

**Compliance with the Appleton Municipal Code Regulations:**

On April 17, 2024, the Common Council granted relief at the Preliminary Plat approval stage to allow *Lots 6, 7, 10, 11, 12 and 15 be designed as double frontage lots.*

This subdivision complies with all other applicable Appleton Subdivision Regulations.

**Review and Decision by Plan Commission:** The Plan Commission shall, within 30 days of the date of the filing of Final Plat with the City Clerk, recommend approval, conditional approval or denial of the plat to the Common Council, unless time is extended by agreement in writing between the City and Owner.

**Review and Decision by Common Council:** The Common Council shall, after receipt of the Plan Commission recommendation and within 60 days of the date of the filing of Final Plat with the City Clerk, approve, approve with conditions or deny the plat, unless time is extended by agreement in writing between the City and Owner.

**Access, Traffic & Street Design:**

The new proposed streets within the subdivision are dedicated to the City with this Final Plat.

A permit from the Calumet County Highway Department for the access connection from proposed Saket Street to Midway Road (C.T.H. AP) has been approved by the Calumet County Highway Department. The City has no plans to require sidewalks or trails along this section of Midway Road (C.T.H. AP). Design changes to urbanize Midway Road (C.T.H. AP), would be initiated by the Calumet County Highway Department.

**Street Names and Prefixes:** The proposed street names and prefixes appear to satisfy Section 16-36 of the Municipal Code and Street Name Policy.

**Surrounding Zoning and Land Uses:**

- North: City of Appleton, R-3 Multi-family – Multi-family residential uses
- South: City of Appleton, R-1A Single-family – Single-family residential uses and undeveloped land. Village of Harrison Zoning, Multi-family residential uses and 15-acre neighborhood park “Rennwood Park”
- East: City of Appleton Zoning, R-1A Single-family – Single-family residential uses
- West: City of Appleton Zoning, R-3 Multi-family – Undeveloped land

**2010-2030 Comprehensive Plan:** Community Development staff has reviewed this proposed subdivision and determined it is consistent with the One and Two-Family Residential use shown on the City’s 2010-2030 Comprehensive Plan Future Land Use Map.

*Overall Community Goals*

*Goal 1 – Community Growth (Chapter 10)*

*Appleton will continue to provide opportunities for residential, commercial, and industrial growth, including appropriate redevelopment sites within the downtown and existing neighborhoods, and greenfield development sites at the City's edge.*

*Goal 3 – Housing Quality, Variety, and Affordability (Chapter 5)*

*Appleton will provide a variety of rental and ownership housing choices in a range of prices affordable to community residents and ensure that existing housing is adequately maintained in terms of physical quality and market viability.*

*5.1 OBJECTIVE: Continue efforts to ensure an adequate supply of housing affordable to all income levels in the community.*

*5.3 OBJECTIVE: Provide a range of housing options that meet the needs and appeal to all segments of the community and allows residents to age in place.*

*College North Neighborhood Plan – Chapter 4: Market Study 2020-2030: The average annual housing need is about 301 units per the market study this proposed single-family development will help to meet the demand for housing in Appleton as specified in the market study.*

*6.3 OBJECTIVE: Create an environment that is safe and conducive to walking and bicycling throughout the entire City.*

*6.3.2 Maintain existing sidewalks and implement plans to install new sidewalks in targeted areas where they do not exist. Continue the City’s policies to require sidewalks in new neighborhoods.*

*7.1 OBJECTIVE: Provide a pattern of development that minimizes impacts to municipal services and utilities.*

*7.1.1 Prioritize development and redevelopment that minimizes the need for additional public and private infrastructure such as water storage facilities and sewage lift stations.*

*10.1 OBJECTIVE: Provide an adequate supply of suitable land meeting the demand for development of various land uses.*

*10.4 OBJECTIVE: Plan for compact, efficient, and fiscally responsible growth of residential, commercial, and industrial development in new neighborhoods in order to implement the principles of smart growth.*

*10.4.1 Continue to guide residential growth to locations either contiguous to or within presently urbanized areas. As peripheral development occurs, it should be at a compact, urban density to ensure new neighborhoods can be efficiently served by public infrastructure.*

*18.1.1 Continue park land and trail dedication, or fee-in-lieu-of land dedication requirements for all new residential development.*

**Dedication of Public Parks and/or Trails or Payment Fee in Lieu Thereof:** The Appleton Subdivision Regulations require parkland dedication or fee in lieu thereof for residential subdivisions. Parkland dedication is not required for this development per the Deputy Director of Parks and Recreation. As a result, the City will collect a park fee in the amount of \$1,100.00 per lot from the landowner upon the issuance of a building permit pursuant to Section 17-29(f) of the Municipal Code.

- Park Fee Amount: 27 Lots X \$1,100.00 = \$29,700

**Plat Review Team (PRT) & Technical Review Group (TRG) Report:** This item appeared on the following internal staff meeting agendas:

June 4, 2024 – PRT Agenda

June 18, 2024 – PRT Agenda

Comments pertaining to stormwater management, drainage, erosion control, utilities, street design, parkland dedication, plat layout and other technical requirements have been received from participating departments and captured in the stipulations found below. Technical Engineering Plan Review and Final Plat comments have been submitted to the applicant by a separate email by staff. Note: The Stormwater Plans continue to be reviewed.

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## **FUTURE ACTIONS**

The existing street sign for existing short segment of East Vail Lane will be replaced with South Vail Lane by City staff.

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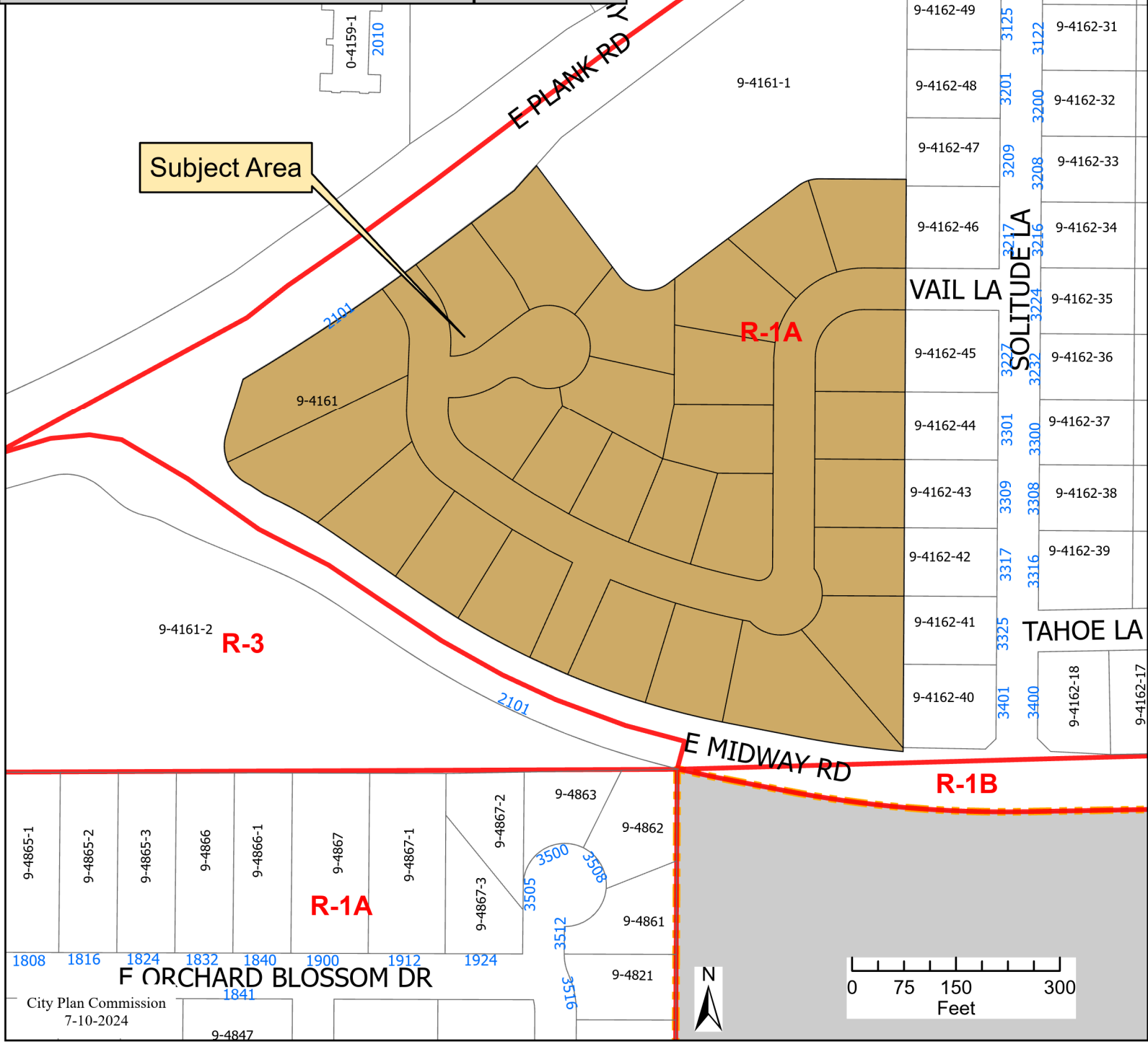
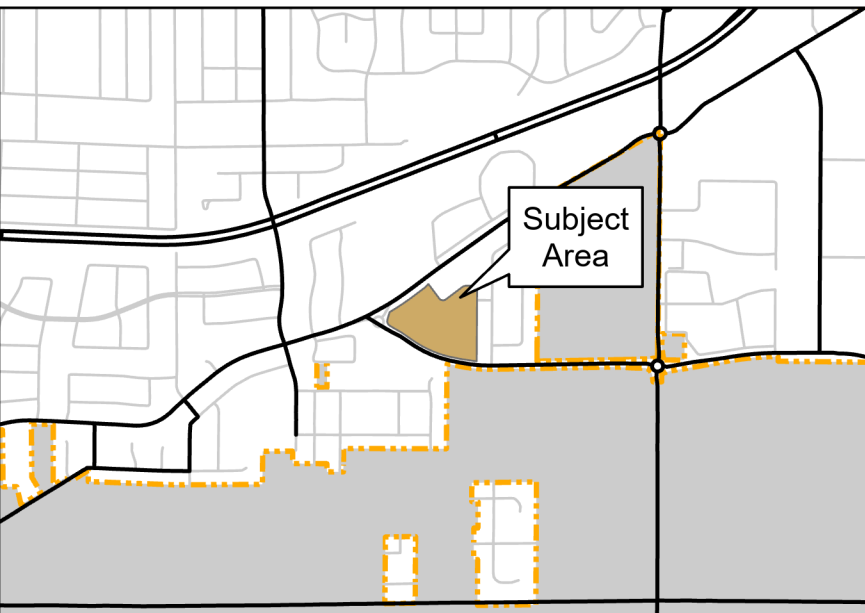
## **RECOMMENDATION**

The Final Plat for Lumbini Estates, **BE APPROVED** subject to the following conditions and as shown on the attached maps:

1. The Final Plat technical comments provided by the Plat Review Team sent by email on June 25, 2024 shall be addressed on the Final Plat prior to City signatures being affixed to the Final Plat.

2. City signatures shall not be affixed to the Final Plat until objecting authorities (Department of Administration and Calumet County Planning and Zoning Committee) review and notify the City that they do not object to the Final Plat.
3. The applicant shall submit a revised Drainage Plan, Engineering Plans for sanitary sewer, water main, storm sewer, street and laterals satisfying the comments made by the Department of Public Works, Engineering Division pursuant to the email on June 21, 2024 prior to City signatures being affixed to the Final Plat.
4. All requirements from the City of Appleton Department of Public Works, Engineering Division shall be met to the satisfaction of the City Engineer prior to the City affixing signatures on the Final Plat.
5. The Final Plat shall be recorded within 12 months from the approval date of the last approving authority and within 36 months from the approval date of the first approving authority. Failure to do so requires the subdivider to recommence the entire procedure for Final Plat approval.
6. A Development Agreement is required between the City and owner/developer that identifies the duties and responsibilities with respect to development of the subject land. The applicant and owner, Community Development Director, and City Engineer shall discuss the preparation and process of this agreement. City signatures will not be affixed to the Final Plat until the Development Agreement is executed by the owner/developer.

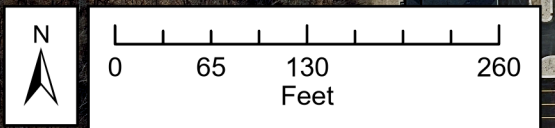
# Final Plat Lumbini Estates



# Final Plat Lumbini Estates

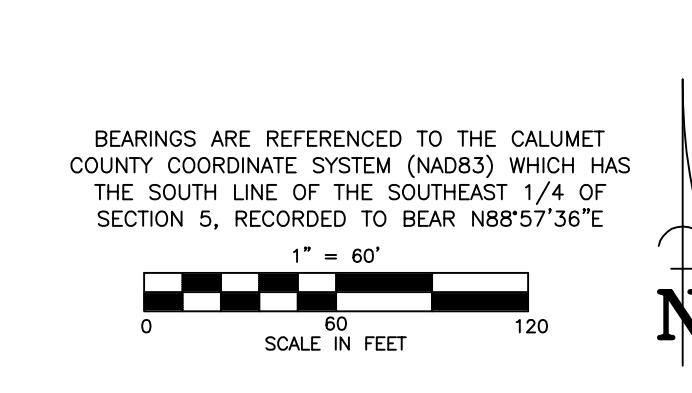
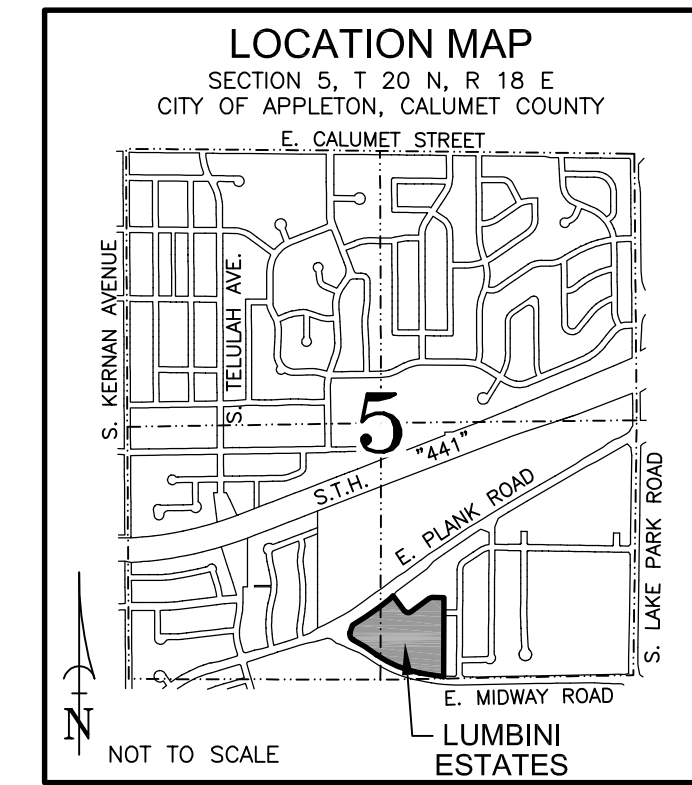


City Plan Commission  
7-10-2024



# LUMBINI ESTATES

PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 5, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF APPLETON, CALUMET COUNTY, WISCONSIN.



- LEGEND**
- ▲ 1" O.D. ROUND IRON PIPE SET, 24" LONG, WEIGHING 1.13 LBS. PER LINEAL FOOT AT ALL OTHER LOT CORNERS
  - △ 1-1/4" O.D. ROUND REINFORCING BAR SET, 30" LONG WEIGHING 4.303 LBS. PER LINEAL FOOT
  - 1-1/4" O.D. ROUND REINFORCING BAR FOUND, 30" LONG WEIGHING 4.303 LBS. PER LINEAL FOOT
  - ◊ 3/4" ROD FOUND
  - GOVERNMENT CORNER
  - W DELINEATED WETLANDS
  - NO ACCESS TO RIGHT-OF-WAY (SEE ACCESS RESTRICTION CLAUSE)

**UTILITY EASEMENTS** - NO POLES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE OR OBSTRUCT VISION ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF SECTION 236.32 OF WISCONSIN STATUTES. UTILITY EASEMENTS AS HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE THE AREA.

**CURVE TABLE**

CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD	TANGENT IN	TANGENT OUT
1	1391.38'	005°38'32"	156.71'	N11°21'19.0"E	156.65'	79°02'03"	84°40'35"
2	1170.00'	025°45'18"	485.09'	N89°57'25.4"E	485.09'	79°02'03"	79°02'03"
3	1170.00'	000°23'31"	11.80'	N89°57'25.4"E	11.80'	78°38'33"	79°02'02"
4	1170.00'	005°57'10"	119.17'	N10°06'16.5"E	119.17'	79°02'03"	79°02'03"
5	1170.00'	005°50'09"	119.17'	N10°06'16.5"E	119.17'	79°02'03"	79°02'03"
6	1170.00'	005°56'18"	180.00'	N09°43'03.0"E	180.00'	78°38'33"	79°02'02"
7	1170.00'	005°47'11"	118.16'	N10°11'18.5"E	118.16'	79°02'03"	79°02'03"
8	1170.00'	003°11'15"	85.09'	N89°52'05.5"E	85.09'	79°02'03"	79°02'03"
9	625.00'	010°32'02"	114.91'	N89°52'05.5"E	114.91'	79°02'03"	79°02'03"
10	625.00'	002°33'19"	27.87'	N89°52'05.5"E	27.87'	79°02'03"	79°02'03"
11	625.00'	019°58'43"	187.03'	N89°52'05.5"E	187.03'	79°02'03"	79°02'03"
12	60.00'	079°16'24"	83.01'	N22°40'38.0"E	83.01'	76°55'34"	76°55'34"
13	60.00'	038°38'42"	41.51'	N22°40'38.0"E	41.51'	76°55'34"	76°55'34"
14	60.00'	039°38'12"	41.51'	N22°40'38.0"E	41.51'	76°55'34"	76°55'34"
15	2944.79'	006°20'34"	326.00'	N89°10'44.0"E	326.00'	80°03'09"	80°03'09"
16	2944.79'	004°39'51"	239.72'	N89°10'44.0"E	239.72'	80°03'09"	80°03'09"
17	2944.79'	001°10'04"	60.02'	N89°10'44.0"E	60.02'	80°03'09"	80°03'09"
18	2944.79'	000°50'39"	78.54'	N89°10'44.0"E	78.54'	80°03'09"	80°03'09"
19	50.00'	089°59'56"	78.54'	N89°59'56.0"E	78.54'	80°03'09"	80°03'09"
20	50.00'	037°08'28"	32.41'	N89°59'56.0"E	32.41'	80°03'09"	80°03'09"
21	50.00'	018°34'14"	16.21'	N89°59'56.0"E	16.21'	80°03'09"	80°03'09"
22	50.00'	018°34'14"	16.21'	N89°59'56.0"E	16.21'	80°03'09"	80°03'09"
23	70.00'	090°04'34"	110.00'	N89°59'56.0"E	110.00'	80°03'09"	80°03'09"
24	130.00'	090°04'34"	204.38'	N89°59'56.0"E	204.38'	80°03'09"	80°03'09"
25	130.00'	017°45'31"	40.29'	N89°59'56.0"E	40.29'	80°03'09"	80°03'09"
26	130.00'	031°20'32"	71.11'	N89°59'56.0"E	71.11'	80°03'09"	80°03'09"
27	130.00'	031°20'32"	71.11'	N89°59'56.0"E	71.11'	80°03'09"	80°03'09"
28	130.00'	009°37'59"	21.86'	N89°59'56.0"E	21.86'	80°03'09"	80°03'09"
29	60.00'	174°08'51"	182.37'	N89°59'56.0"E	182.37'	80°03'09"	80°03'09"
30	60.00'	039°38'12"	41.51'	N89°59'56.0"E	41.51'	80°03'09"	80°03'09"
31	60.00'	057°17'38"	60.00'	N89°59'56.0"E	60.00'	80°03'09"	80°03'09"
32	60.00'	077°18'46"	80.36'	N89°59'56.0"E	80.36'	80°03'09"	80°03'09"
33	20.00'	100°35'33"	35.11'	N89°59'56.0"E	35.11'	80°03'09"	80°03'09"
34	1020.00'	031°49'59"	210.56'	N89°59'56.0"E	210.56'	80°03'09"	80°03'09"
35	1020.00'	080°35'38"	10.57'	N89°59'56.0"E	10.57'	80°03'09"	80°03'09"
36	1020.00'	005°37'11"	100.04'	N89°59'56.0"E	100.04'	80°03'09"	80°03'09"
37	960.00'	023°49'07"	399.08'	N89°59'56.0"E	399.08'	80°03'09"	80°03'09"
38	960.00'	005°50'08"	97.78'	N89°59'56.0"E	97.78'	80°03'09"	80°03'09"
39	960.00'	005°40'20"	95.04'	N89°59'56.0"E	95.04'	80°03'09"	80°03'09"
40	960.00'	005°40'20"	95.04'	N89°59'56.0"E	95.04'	80°03'09"	80°03'09"
41	960.00'	006°38'19"	111.23'	N89°59'56.0"E	111.23'	80°03'09"	80°03'09"
42	960.00'	008°45'27"	155.90'	N89°59'56.0"E	155.90'	80°03'09"	80°03'09"
43	1020.00'	005°34'12"	99.16'	N89°59'56.0"E	99.16'	80°03'09"	80°03'09"
44	1020.00'	003°11'15"	56.76'	N89°59'56.0"E	56.76'	80°03'09"	80°03'09"
45	130.00'	057°29'02"	130.80'	N89°59'56.0"E	130.80'	80°03'09"	80°03'09"
46	130.00'	068°02'41"	79.19'	N89°59'56.0"E	79.19'	80°03'09"	80°03'09"
47	130.00'	022°36'47"	51.31'	N89°59'56.0"E	51.31'	80°03'09"	80°03'09"
48	70.00'	032°10'27"	70.42'	N89°59'56.0"E	70.42'	80°03'09"	80°03'09"
49	130.00'	037°33'27"	85.22'	N89°59'56.0"E	85.22'	80°03'09"	80°03'09"
50	25.00'	107°46'42"	112.10'	N89°59'56.0"E	112.10'	80°03'09"	80°03'09"
51	60.00'	107°46'42"	53.45'	N89°59'56.0"E	53.45'	80°03'09"	80°03'09"
52	60.00'	051°02'12"	66.95'	N89°59'56.0"E	66.95'	80°03'09"	80°03'09"
53	60.00'	063°55'43"	66.95'	N89°59'56.0"E	66.95'	80°03'09"	80°03'09"
54	60.00'	068°02'41"	69.59'	N89°59'56.0"E	69.59'	80°03'09"	80°03'09"
55	60.00'	009°34'05"	10.02'	N89°59'56.0"E	10.02'	80°03'09"	80°03'09"
56	60.00'	038°07'43"	86.56'	N89°59'56.0"E	86.56'	80°03'09"	80°03'09"
57	130.00'	039°13'37"	86.56'	N89°59'56.0"E	86.56'	80°03'09"	80°03'09"
58	70.00'	039°13'37"	47.92'	N89°59'56.0"E	47.92'	80°03'09"	80°03'09"

**NOTES**

ALL LINEAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE HUNDRETH OF A FOOT.

ALL ANGULAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST 20 SECONDS AND COMPUTED TO THE NEAREST HALF SECOND.

FRONT YARD BUILDING SETBACKS ARE 20 FEET, THE MINIMUM REAR YARD BUILDING SETBACKS ARE 25 FEET AND MINIMUM SIDE YARD BUILDING SETBACKS ARE 6 FEET AS LISTED IN THE CITY OF APPLETON ZONING ORDINANCE, R-1A SINGLE-FAMILY DISTRICT.

THERE ARE NO EXISTING BUILDINGS WITHIN THE PLATTED AREA.

TOTAL ROAD AREA DEDICATED TO THE PUBLIC: 112,227 SQUARE FEET [2.576 ACRES]

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_

Department of Administration

# LUMBINI ESTATES

PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 5, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF APPLETON, CALUMET COUNTY, WISCONSIN.

## SURVEYOR'S CERTIFICATE

I, CHRISTOPHER R. CLEARY, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT I HAVE SURVEYED, DIVIDED, AND MAPPED LUMBINI ESTATES, AT THE DIRECTION OF SAKET, LLC, PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 5, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF APPLETON, CALUMET COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH 1/4 CORNER OF SECTION 5; THENCE NORTH 88 DEGREES 57 MINUTES 36 SECONDS EAST, ALONG THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 5, A DISTANCE OF 659.75 FEET; THENCE NORTH 00 DEGREES 18 MINUTES 52 SECONDS EAST, 19.88 FEET TO THE POINT OF BEGINNING; THENCE 156.72 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, ALONG THE NORTH RIGHT-OF-WAY LINE OF MIDWAY ROAD/C.T.H. "A", SAID CURVE HAVING A RADIUS OF 1591.38 FEET AND A CHORD THAT BEARS NORTH 81 DEGREES 51 MINUTES 19 SECONDS WEST, 156.65 FEET; THENCE NORTH 79 DEGREES 02 MINUTES 03 SECONDS WEST, CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE, A DISTANCE OF 100.00 FEET; THENCE 485.18 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE, SAID CURVE HAVING A RADIUS OF 1170.00 FEET AND A CHORD THAT BEARS NORTH 67 DEGREES 09 MINUTES 15 SECONDS WEST, 481.71 FEET; THENCE NORTH 55 DEGREES 16 MINUTES 36 SECONDS WEST, CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE, A DISTANCE OF 152.34 FEET; THENCE 114.95 FEET ALONG THE ARC OF A CURVE TO THE LEFT, CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE, SAID CURVE HAVING A RADIUS OF 625.00 FEET AND A CHORD THAT BEARS NORTH 60 DEGREES 32 MINUTES 37 SECONDS WEST, 114.79 FEET; THENCE NORTH 56 DEGREES 36 MINUTES 08 SECONDS WEST, CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE, A DISTANCE OF 23.46 FEET; THENCE NORTH 62 DEGREES 18 MINUTES 47 SECONDS WEST, CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE, A DISTANCE OF 6.58 FEET; THENCE 83.01 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE, SAID CURVE HAVING A RADIUS OF 60.00 FEET AND A CHORD THAT BEARS NORTH 22 DEGREES 40 MINUTES 38 SECONDS WEST, 76.55 FEET; THENCE NORTH 16 DEGREES 57 MINUTES 32 SECONDS EAST, CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE, A DISTANCE OF 83.41 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF PLANK ROAD; THENCE 326.01 FEET ALONG THE ARC OF A CURVE TO THE LEFT, ALONG THE SOUTH RIGHT-OF-WAY LINE OF PLANK ROAD, SAID CURVE HAVING A RADIUS OF 2944.79 FEET AND A CHORD THAT BEARS NORTH 56 DEGREES 10 MINUTES 44 SECONDS EAST, 325.84 FEET; THENCE NORTH 53 DEGREES 00 MINUTES 30 SECONDS EAST, CONTINUING ALONG SAID SOUTH RIGHT-OF-WAY LINE, A DISTANCE OF 150.98 FEET; THENCE NORTH 41 DEGREES 55 MINUTES 23 SECONDS EAST, CONTINUING ALONG SAID SOUTH RIGHT-OF-WAY LINE, A DISTANCE OF 48.52 FEET, TO THE NORTHWEST CORNER OF OUTLOT 1 OF C.S.M. NO. 2626; THENCE SOUTH 36 DEGREES 52 MINUTES 49 SECONDS EAST, ALONG THE WESTERLY LINE OF SAID OUTLOT 1, A DISTANCE OF 199.88 FEET; THENCE 78.54 FEET ALONG THE ARC OF A CURVE TO THE LEFT, ALONG THE SOUTHERLY LINE OF SAID OUTLOT 1, SAID CURVE HAVING A RADIUS OF 50.00 FEET AND CHORD THAT BEARS SOUTH 81 DEGREES 50 MINUTES 59 SECONDS EAST, 70.71 FEET; THENCE NORTH 53 DEGREES 08 MINUTES 57 SECONDS EAST, CONTINUING ALONG THE SOUTHERLY LINE OF SAID OUTLOT 1, A DISTANCE OF 234.98 FEET; THENCE 32.43 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, CONTINUING ALONG THE SOUTHERLY LINE OF SAID OUTLOT 1, SAID CURVE HAVING A RADIUS OF 50.00 FEET AND A CHORD THAT BEARS NORTH 71 DEGREES 43 MINUTES 51 SECONDS EAST, 31.85 FEET; THENCE SOUTH 89 DEGREES 41 MINUTES 16 SECONDS EAST, CONTINUING ALONG THE SOUTHERLY LINE OF SAID OUTLOT 1, A DISTANCE OF 125.52 FEET; THENCE SOUTH 00 DEGREES 18 MINUTES 52 SECONDS WEST, ALONG THE WEST LINE OF ASPEN RIDGE, A DISTANCE OF 826.49 FEET TO THE POINT OF BEGINNING. CONTAINING 560,153 SQ.FT. (12.859 ACRES).

THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION THEREOF MADE.

THAT I HAVE MADE SUCH LAND DIVISION AND PLAT BY THE DIRECTION OF THE OWNERS SHOWN HEREIN.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES, AND THE SUBDIVISION REGULATIONS OF OUTAGAMIE COUNTY AND THE CITY OF APPLETON IN SURVEYING, DIVIDING AND MAPPING THE SAME.

GIVEN UNDER MY HAND THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR S-2098

## CORPORATE OWNER'S CERTIFICATE OF DEDICATION

SAKET, LLC, DULY ESTABLISHED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER, DOES HEREBY CERTIFY THAT SAID SAKET, LLC, CAUSED THE LAND DESCRIBED ON THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED ALL AS SHOWN AND REPRESENTED ON THIS PLAT.

SAKET, LLC, FURTHER CERTIFIES THAT THIS PLAT IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: DEPARTMENT OF ADMINISTRATION, CALUMET COUNTY, AND CITY OF APPLETON.

WITNESS THE HAND AND SEAL OF SAID OWNER(S) THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

RAMJI MARASINI - MEMBER

STATE OF WISCONSIN )  
) SS  
OUTAGAMIE COUNTY )

PERSONALLY CAME BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024,  
THE ABOVE OWNER(S) TO ME KNOWN TO BE THE PERSON(S), WHO EXECUTED THE FOREGOING  
INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC  
MY COMMISSION EXPIRES \_\_\_\_\_

## ACCESS RESTRICTION CLAUSE

AS OWNERS, WE HEREBY RESTRICT ALL LOTS AND BLOCKS IN THAT NO OWNER, POSSESSOR, NOR LICENSEE, NOR OTHER PERSON SHALL HAVE ANY RIGHT OF VEHICULAR INGRESS OR EGRESS WITH MIDWAY ROAD "C.T.H. A" AND PLANK ROAD, AS SHOWN ON THE PLAT, IT BEING EXPRESSLY INTENDED THAT THIS RESTRICTION SHALL CONSTITUTE A RESTRICTION FOR THE BENEFIT OF THE PUBLIC ACCORDING TO S.236.293, STATS., AND SHALL BE ENFORCEABLE BY CALUMET COUNTY, AND THE CITY OF APPLETON.

## UTILITY EASEMENT PROVISIONS

AN EASEMENT FOR ELECTRIC, NATURAL GAS, AND COMMUNICATIONS SERVICE IS HEREBY GRANTED BY SAKET, LLC, GRANTORS, TO

WISCONSIN ELECTRIC POWER COMPANY, A WISCONSIN CORPORATION DOING BUSINESS AS WE ENERGIES, GRANTEE, WISCONSIN BELL, INC. D/B/A AT&T WISCONSIN, A WISCONSIN CORPORATION, GRANTEE, AND TIME WARNER ENTERTAINMENT COMPANY, L.P., GRANTEE

THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, TO CONSTRUCT, INSTALL, OPERATE, REPAIR, MAINTAIN AND REPLACE FROM TIME TO TIME, FACILITIES USED IN CONNECTION WITH OVERHEAD AND UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY AND ELECTRIC ENERGY, NATURAL GAS, TELEPHONE AND CABLE TV FACILITIES FOR SUCH PURPOSES AS THE SAME IS NOW OR MAY HEREAFTER BE USED, ALL IN, OVER, UNDER, ACROSS, ALONG AND UPON THE PROPERTY SHOWN WITHIN THOSE AREAS ON THE PLAT DESIGNATED AS "UTILITY EASEMENT AREAS" AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS AND ALLEYS, WHETHER PUBLIC OR PRIVATE, TOGETHER WITH THE RIGHT TO INSTALL SERVICE CONNECTIONS UPON, ACROSS WITHIN AND BENEATH THE SURFACE OF EACH LOT TO SERVE IMPROVEMENTS, THEREON, OR ON ADJACENT LOTS; ALSO THE RIGHT TO TRIM OR CUT DOWN TREES, BRUSH AND ROOTS AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT TO ENTER UPON THE SUBDIVIDED PROPERTY FOR ALL SUCH PURPOSES. THE GRANTEE AGREES TO RESTORE OR CAUSE TO HAVE RESTORED, THE PROPERTY, AS NEARLY AS IS REASONABLY POSSIBLE, TO THE CONDITION EXISTING PRIOR TO SUCH ENTRY BY THE GRANTEE OR THEIR AGENTS. THIS RESTORATION, HOWEVER, DOES NOT APPLY TO THE INITIAL INSTALLATION OF SAID UNDERGROUND AND/OR ABOVE GROUND ELECTRIC FACILITIES, NATURAL GAS FACILITIES, OR TELEPHONE AND CABLE TV FACILITIES OR TO ANY TREES, BRUSH OR ROOTS WHICH MAY BE REMOVED AT ANY TIME PURSUANT TO THE RIGHTS HEREIN GRANTED. STRUCTURES SHALL NOT BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED "UTILITY EASEMENT AREAS" WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEE. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE SUBDIVIDED PROPERTY SHALL NOT BE ALTERED BY MORE THAN FOUR INCHES WITHOUT WRITTEN CONSENT OF GRANTEE. THE GRANT OF EASEMENT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF ALL PARTIES HERETO.

RAMJI MARASINI - MEMBER

## DRAINAGE EASEMENT PROVISIONS

AN EASEMENT FOR DRAINAGE IS HEREBY GRANTED BY SAKET, LLC, GRANTOR, TO

CITY OF APPLETON, GRANTEE,

THE GRANTOR, THEIR RESPECTIVE LESSEES, SUCCESSORS, HEIRS OR ASSIGNS, SHALL HAVE FULL USE AND ENJOYMENT OF THE PROPERTY REFERENCED ABOVE PROVIDED THAT SUCH USE DOES NOT INTERFERE WITH GRANTEE'S RIGHT TO INSTALL, REPLACE, OPERATE, MAINTAIN AND REPAIR SAID DRAINAGEWAY AND ASSOCIATED APPURTENANCES. IT IS FURTHER AGREED THAT AFTER MAINTAINING, REPAIRING, REPLACING OR RELOCATING OF SAID DRAINAGEWAY AND ASSOCIATED APPURTENANCES GRANTEE SHALL RESTORE UNIMPROVED SURFACES SUCH AS GRASS, GRAVEL AND DIRT ON SAID PROPERTY, AS CLOSELY AS POSSIBLE, TO THE CONDITION PREVIOUSLY EXISTING. GRANTEE SHALL NOT BE REQUIRED TO RESTORE OR COMPENSATE FOR ANY IMPROVEMENTS OR IMPROVED SURFACES SUCH AS, BUT NOT LIMITED TO, CURB AND GUTTER, HARD PAVEMENTS, TREES, SHRUBS AND LANDSCAPING, DISTURBED AS A RESULT OF THE MAINTENANCE ACTIVITIES DESCRIBED HEREIN. GRANTEE DOES HEREBY AGREE TO COMPENSATE FULLY FOR ANY DAMAGE CAUSED DIRECTLY OR INDIRECTLY FROM SAID MAINTENANCE, REPAIR, REPLACEMENT OR RELOCATION OF SAID DRAINAGEWAY AND ASSOCIATED APPURTENANCES, THAT OCCUR OUTSIDE OF THE ABOVE DESCRIBED EASEMENT AREA. BUILDINGS OR ANY OTHER TYPE OF STRUCTURE OR IMPEDIMENT TO DRAINAGE SHALL NOT BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED "DRAINAGE EASEMENT". GRANTEE AGREES THAT IT SHALL GIVE TIMELY NOTICE TO THE GRANTOR OF ROUTINE MAINTENANCE WORK. GRANTOR SHALL MAINTAIN GROUND SURFACE AND VEGETATION SO AS NOT TO IMPEDE DRAINAGE.

THE GRANT OF EASEMENTS SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF ALL PARTIES HERETO.

RAMJI MARASINI - MEMBER

## STORM SEWER EASEMENTS PROVISION

AN EASEMENT FOR STORM SEWER IS HEREBY GRANTED BY SAKET, LLC, GRANTOR, TO

CITY OF APPLETON, GRANTEE,

THE GRANTOR, THEIR RESPECTIVE LESSEES, SUCCESSORS, HEIRS OR ASSIGNS, SHALL HAVE FULL USE AND ENJOYMENT OF THE PROPERTY REFERENCED ABOVE PROVIDED THAT SUCH USE DOES NOT INTERFERE WITH GRANTEE'S RIGHT TO INSTALL, REPLACE, OPERATE, MAINTAIN AND REPAIR SAID STORM SEWER AND ASSOCIATED APPURTENANCES. IT IS FURTHER AGREED THAT AFTER MAINTAINING, REPAIRING, REPLACING OR RELOCATING OF SAID STORM SEWER AND ASSOCIATED APPURTENANCES GRANTEE SHALL RESTORE UNIMPROVED SURFACES SUCH AS GRASS, GRAVEL AND DIRT ON SAID PROPERTY, AS CLOSELY AS POSSIBLE, TO THE CONDITION PREVIOUSLY EXISTING. GRANTEE SHALL NOT BE REQUIRED TO RESTORE OR COMPENSATE FOR ANY IMPROVEMENTS OR IMPROVED SURFACES SUCH AS, BUT NOT LIMITED TO, CURB AND GUTTER, HARD PAVEMENTS, TREES, SHRUBS AND LANDSCAPING, DISTURBED AS A RESULT OF THE MAINTENANCE ACTIVITIES DESCRIBED HEREIN. GRANTEE DOES HEREBY AGREE TO COMPENSATE FULLY FOR ANY DAMAGE CAUSED DIRECTLY OR INDIRECTLY FROM SAID MAINTENANCE, REPAIR, REPLACEMENT OR RELOCATION OF SAID STORM SEWER AND ASSOCIATED APPURTENANCES, THAT OCCUR OUTSIDE OF THE ABOVE DESCRIBED EASEMENT AREA. BUILDINGS OR ANY OTHER TYPE OF STRUCTURE SHALL NOT BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED "STORM SEWER EASEMENT" GRANTEE AGREES THAT IT SHALL GIVE TIMELY NOTICE TO THE GRANTOR OF ROUTINE MAINTENANCE WORK.

THE GRANT OF EASEMENTS SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF ALL PARTIES HERETO.

RAMJI MARASINI - MEMBER

## LANDSCAPE EASEMENT PROVISIONS

AN EASEMENT FOR LANDSCAPE IS HEREBY GRANTED BY SAKET, LLC, GRANTOR, TO

CITY OF APPLETON, GRANTEE,

THE GRANTOR, THEIR RESPECTIVE LESSEES, SUCCESSORS, HEIRS OR ASSIGNS, SHALL HAVE FULL USE AND ENJOYMENT OF THE PROPERTY REFERENCED ABOVE PROVIDED THAT SUCH USE DOES NOT INTERFERE WITH GRANTEE'S RIGHT TO INSTALL, REPLACE, OPERATE, MAINTAIN AND REPAIR SAID LANDSCAPE AND ASSOCIATED APPURTENANCES. IT IS FURTHER AGREED THAT AFTER MAINTAINING, REPAIRING, REPLACING OR RELOCATING OF SAID LANDSCAPE AND ASSOCIATED APPURTENANCES GRANTEE SHALL RESTORE UNIMPROVED SURFACES SUCH AS GRASS, GRAVEL AND DIRT ON SAID PROPERTY, AS CLOSELY AS POSSIBLE, TO THE CONDITION PREVIOUSLY EXISTING. GRANTEE SHALL NOT BE REQUIRED TO RESTORE OR COMPENSATE FOR ANY IMPROVEMENTS OR IMPROVED SURFACES SUCH AS, BUT NOT LIMITED TO, CURB AND GUTTER, HARD PAVEMENTS, TREES, SHRUBS AND LANDSCAPING, DISTURBED AS A RESULT OF THE MAINTENANCE ACTIVITIES DESCRIBED HEREIN. GRANTEE DOES HEREBY AGREE TO COMPENSATE FULLY FOR ANY DAMAGE CAUSED DIRECTLY OR INDIRECTLY FROM SAID MAINTENANCE, REPAIR, REPLACEMENT OR RELOCATION OF SAID LANDSCAPE AND ASSOCIATED APPURTENANCES, THAT OCCUR OUTSIDE OF THE ABOVE DESCRIBED EASEMENT AREA. BUILDINGS OR ANY OTHER TYPE OF STRUCTURE OR IMPEDIMENT TO DRAINAGE SHALL NOT BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED "DRAINAGE EASEMENT". GRANTEE AGREES THAT IT SHALL GIVE TIMELY NOTICE TO THE GRANTOR OF ROUTINE MAINTENANCE WORK. GRANTOR SHALL MAINTAIN GROUND SURFACE AND VEGETATION SO AS NOT TO IMPEDE DRAINAGE.

THE GRANT OF EASEMENTS SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF ALL PARTIES HERETO.

RAMJI MARASINI - MEMBER

## COMMON COUNCIL RESOLUTION:

RESOLVED, THAT LUMBINI ESTATES, IN THE CITY OF APPLETON, IS HEREBY APPROVED BY THE COMMON COUNCIL OF THE CITY OF APPLETON.

ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

JACOB A. WOODFORD, CITY MAYOR

I HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE COMMON COUNCIL OF THE CITY OF APPLETON.

KAMI LYNCH, CITY CLERK DATE \_\_\_\_\_

## CITY TREASURER'S CERTIFICATE:

I, JERI A. OHMAN, BEING THE DULY QUALIFIED AND ACTING FINANCE DIRECTOR OF THE CITY OF APPLETON, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN MY OFFICE, THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS AS OF \_\_\_\_\_ ON ANY OF THE LAND INCLUDED IN LUMBINI ESTATES.

JERI A. OHMAN, CITY FINANCE DIRECTOR DATE \_\_\_\_\_

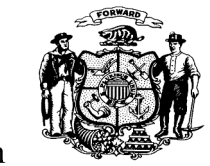
## COUNTY TREASURER'S CERTIFICATE:

I, \_\_\_\_\_, BEING THE DULY ELECTED, QUALIFIED AND ACTING TREASURER OF THE COUNTY OF CALUMET, DO HEREBY CERTIFY THAT THE RECORDS IN MY OFFICE SHOW NO UNREDEEMED TAX SALES AND NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS AS OF \_\_\_\_\_ AFFECTING THE LANDS INCLUDED IN LUMBINI ESTATES.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ COUNTY TREASURER

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_



Department of Administration

Martenson & Eisele, Inc.

1377 Midway Road Planning  
Menasha, WI 54952 Environmental  
www.martenson-eisele.com Surveying  
info@martenson-eisele.com Engineering  
920.731.0381 1.800.236.0381 Architecture

Drawing No. 1-1720-001  
Sheet 1 of 2  
This Instrument drawn by: C. Cleary



# CITY OF APPLETON

## MEMORANDUM

**Date:** July 10, 2024  
**To:** Community Development Committee and City Plan Commission  
**From:** Lindsey Smith, Principal Planner  
**Subject:** Request to Award Contract to SmithGroup for Comprehensive Plan Update and Subarea Planning

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**Background & Analysis:** On April 3, 2024, the Common Council allocated \$400,000 of American Rescue Plan Act (ARPA) funding for Comprehensive Plan Update and Subarea Planning. The Comprehensive Plan Update will emphasize on the housing and land use elements within the plan. The plan will be restructured to a user-friendly format. City staff identified three areas of interest for the subarea planning. The three areas consist of S. Oneida Street, W. Wisconsin Avenue, and Northland Avenue/Richmond Street. The subarea planning will build off the Comprehensive Plan update and identify transformative sites within the subareas. The City issued a Request for Proposals (RFP) to complete and coordinate services for Comprehensive Plan Update and Subarea Planning on April 12, 2024 (attached). Proposals were solicited in accordance with the City's Procurement and Contract Management Policy and ARPA regulations. The City received eight proposals for the RFP.

The eight proposals were evaluated by a Community Development Department team consisting of myself, Kara Homan, Director; David Kress, Deputy Director; and Olivia Galyon; Community Development Specialist to shortlist four proposals to interviews.

The four proposals were evaluated and interviewed by the evaluation team consisting of myself, Kara Homan, Director of Community Development; David Kress, Deputy Director of Community Development; Jake Woodford, Mayor; Dennis Fenton, Alderperson and Plan Commission Member; Dani Block, Director of Public Works; and Tom Flick, Deputy Director of Parks Department. The evaluation consisted of internal technical review of their proposal and interviews.

After internal review and determination of the firm's qualifications and ability to perform the desired work, the evaluation team selected SmithGroup in the amount of \$359,000, with a contingency of \$16,000, for a project total not to exceed \$375,000.

Per the City's organizational structure and procurement policies, contracts for services in excess of \$25,000 by the Community Development Department fall under the jurisdiction of the Community Development Committee (CDC) for review and recommendation to Common Council for final award. Some of the content and recommendations of this project may fall under the statutory jurisdiction of the City's Plan Commission. This item is being included as an information item for Plan Commission to bring this project to their attention.

**Staff Recommendation:** In accordance with City policy, staff recommends approval to award a contract to SmithGroup in an amount of \$359,000, with a contingency of \$16,000, for a project total not to exceed \$375,000 to perform the scope of services outlined in the attached SmithGroup proposal.



# CITY OF APPLETON

## Community & Economic Development

100 N. Appleton Street

Appleton, WI 54911

p: 920.832.6468

f: 920.832.5994

[www.appleton.org/government/community-and-economic-development](http://www.appleton.org/government/community-and-economic-development)

April 12, 2024

Re: Request For Proposals – City of Appleton’s Comprehensive Plan Update and Subarea Planning

Dear Interested Party,

City of Appleton’s Department of Community and Economic Development is seeking proposals for consulting services related to the City of Appleton’s Comprehensive Plan Update and Subarea Planning.

The City of Appleton is located in the Fox River Valley of northeastern Wisconsin and has a population of approximately 76,000. Appleton is located at the crossroads of Interstate 41 and U.S. Highway 10 and is 90 miles north of Milwaukee and 30 miles southwest of Green Bay. More information about the City of Appleton is available on our website at: [www.appleton.org](http://www.appleton.org).

The City of Appleton identified the need to update the Comprehensive Plan with an emphasis within land use and housing elements, build upon the misalignment of vision and planning identified in [Housing Development Policy Guide](#), and utilize housing demand and affordability identified in [College North Neighborhood Plan](#). The City of Appleton Comprehensive Plan 2010-2030 was adopted in 2010 and updated in 2017. Since 2017, various national, regional, and local priorities have undergone shifts in response to the prevailing circumstances.

The City of Appleton also recognized the need to build upon the Wisconsin Avenue, Richmond Street, and South Oneida Street Corridor Plans in the Comprehensive Plan. The subarea plans are located within the existing built environment in the City. Redeveloping or enhancing these subareas could potentially offer economic diversification opportunities beneficial to the neighborhood.

The details for this project are contained in the following Request for Proposals (RFP). The information can also be found on our website at the following link: <https://www.appleton.org/business/request-for-proposal-1787>.

If you have any issues locating documents or community information, please do not hesitate to contact me. Following is the tentative schedule for submission of proposals, evaluation, and selection of the consultant firm to complete this work.

<u>DATE</u>	<u>EVENT</u>
April 12, 2024	Issue Request for Proposals
April 22, 2024	Question Period End Date – Submit questions to Lindsey Smith
April 26, 2024	Addendum for Question Period Posted on City of Appleton Website
May 10, 2024	RFPs due on or before 4:00 PM CST
May 2024	Internal review of RFPs
May 22, 2024	Interviews
June 19, 2024	City Council Approval of Contract
July 1, 2024	Enter into contract for services with selected consultant – Contract Start Date / Project Kickoff
June 2026	Prepare and submit final deliverables

Thank you for your consideration.

Sincerely,



Lindsey Smith  
Principal Planner



# CITY OF APPLETON

Community & Economic Development

100 N. Appleton Street

Appleton, WI 54911

p: 920.832.6468

f: 920.832.5994

[www.appleton.org/government/community-and-economic-development](http://www.appleton.org/government/community-and-economic-development)

## CITY OF APPLETON

### Request for Proposals for Comprehensive Plan Update and Subarea Planning

Issued by:  
City of Appleton, WI  
April 12, 2024

Proposals must be received no later than:  
4:00 PM CST, Friday, May 10, 2024

Submit Proposals and Questions to:  
Lindsey Smith  
Principal Planner

By mail:  
100 N. Appleton Street  
Appleton, WI 54911

Or electronically:  
[lindsey.smith@appleton.org](mailto:lindsey.smith@appleton.org)

For further information regarding this request contact:  
Lindsey Smith, Principal Planner  
[lindsey.smith@appleton.org](mailto:lindsey.smith@appleton.org)  
920-832-3943

## 1.0 GENERAL INFORMATION

### 1.1 Introduction

The purpose of this document is to provide interested, qualified parties with the information to enable them to prepare and submit a proposal for a consulting services contract. The selected consultant will complete and coordinate services related to the City of Appleton's Comprehensive Plan Update and Subarea Planning. The City of Appleton is utilizing funding from the American Rescue Plan Act (ARPA) to complete this project.

### 1.2 Background

The City of Appleton is located in the Fox River Valley of northeastern Wisconsin and has a population of approximately 76,000. Appleton is located at the crossroads of Interstate 41 and U.S. Highway 10 and is 90 miles north of Milwaukee and 30 miles southwest of Green Bay. More information about the City is available on our website at: [www.appleton.org](http://www.appleton.org).

The City of Appleton Comprehensive Plan 2010-2030 was originally adopted in 2010. In 2017, a 5-year update was adopted which included updates to the Parks & Recreation Master Plan (Chapter 18), full re-write of the Downtown Plan (Chapter 14), various text updates within Chapters 1-12, and future land use map amendments for specific properties. A copy of the City of Appleton's Comprehensive Plan can be viewed at the City website: <http://www.envisionappleton.org/documents> as well as subsequent planning documents: <http://www.envisionappleton.org/>

Since the completion of the Comprehensive Plan Update in 2017, the City has implemented several of the recommended policies that supported an additional \$3 billion in tax increment with the development of over 900 new residential units and various industrial and commercial projects. The City executed recommendations in the housing and land use chapter by allowing accessory dwelling units, permitting zero lot line duplex, reducing the minimum dwelling square footage per unit, adding ground floor residential as a permitted use in the Central Business District except along College Avenue, and creating a mixed use zoning district, C-1 Neighborhood Mixed Use District. The City recently created Tax Increment District #13 and approved the expansion of Southpoint Commerce Park to provide ready to build lots to retain and attract business and industry uses in the City. In addition, several new mixed-use spaces have opened nearby downtown such as Appleton Park Central, 320 East College LLC, RiverHeath, and Urbane 115. Several major projects currently in progress will impact the City in general, as they will influence future mobility, attraction of conventions and visitors and residential density. These include, but are not limited to: a rehabilitation of the library, the continued redevelopment of numerous downtown sites, West College Avenue Corridor Planning, and Complete Streets Study. Appleton overall continues to see increasing demand for new housing units and a solid commercial and industrial base. A copy of the City's Annual Growth Reports can be found at the City website: <https://www.appleton.org/government/community-and-economic-development/publications>

The updates to the Comprehensive Plan should account for progress made over the past five years, incorporate current data and trends, introduce new recommendations, as needed with an emphasis within land use and housing elements, build upon the misalignment of vision and planning identified in [Housing Development Policy Guide](#), utilize housing demand and affordability identified in [College North Neighborhood Plan](#), and restructure to user friendly and web-friendly dashboard or infographic style format in compliance with Wis. Stats. 66.1001.

The subarea planning will incorporate the newly created vision and goals of the Comprehensive Plan, and build upon the Wisconsin Avenue (Chapter 15), Richmond Street (Chapter 16), and South Oneida Street (Chapter 17) Corridor Plans in Comprehensive Plan 2010-2030. The subarea planning will expand the geographical scope of the existing corridor plans, identify and respond to current conditions and issues, provide an analysis, identify transformative sites with illustration of specific site recommendations, implementation plans and strategies to deliberately shape and stimulate development near Wisconsin Avenue, Northland Avenue and Richmond Street area, and S. Onedia Street. The plan will be used as a guide by the City and other stakeholders to promote future development that facilitates connections to the City, adjacent neighborhoods, and existing businesses.

### 1.3 Funding

This project is being supported, by federal award number 21.027 - Coronavirus State and Local Fiscal Recovery (CSLFRF), which has been granted to *the Community and Economic Development Department* by the U.S. Department of the Treasury. Funds from the American Rescue Plan Act must be expended by the end of 2026. Firms should demonstrate their ability to comply with relevant ARPA requirements and to carry out and complete this project by June 30, 2026. Section 4.2 provides information and documents necessary to remain in compliance with federal requirements related to ARPA funding (see attachment).

### 1.4 Scope

The City is seeking to work with a firm to (A) Update the Comprehensive Plan and (B) Engage in Subarea Planning.

A. Update to the Comprehensive Plan Scope of Work must include:

1. Analysis of the City's existing comprehensive plan and other relevant long range plans for the City.
2. Compile current demographic, economic, and forecasting data for the following:
  - a. Issues and opportunities (Chapter 4)
  - b. Housing and neighborhoods (Chapter 5)
  - c. Land use (Chapter 10)
3. Compile applicable data that may be relevant for other chapters.
4. Creation of public participation plan that will assist in identifying issues and opportunities to create a vision for the City. Utilize [East Central Wisconsin Regional Plan Commission Equitable Engagement Toolkit](#) to create the public participation plan for more meaningful and purposeful engagement ensuring the representation of all populations.
5. Incorporate the vision into innovative goals, objectives and policies, and subsequent sections of the Comprehensive Plan.
6. Restructure the plan and document to user friendly and web-friendly dashboard or infographic style format.

7. Final Deliverables:
  - a. Written report,
  - b. Executive summary / overview presentation of findings.
  - c. All documents to be provided to City in original, editable format (e.g. .docx, .ppt, .gpx, .skp, .ai, .shp, .gdb, etc.) in addition to .pdf format.

B. Subarea Planning Scope of Work must include:

1. Planning Areas. The City has delineated the focus areas for each of the three subareas below. The planning for subareas is not constrained strictly to the boundaries outline on the maps, they can be expanded based on research and best practices. The maps are located in Section 4.0.
  - a. Wisconsin Avenue
  - b. Northland Avenue and Richmond Street
  - c. S. Oneida Street
2. Analysis of the City's existing comprehensive plan and other relevant long-range plans for the City relevant to the planning areas.
3. Compile current demographic, economic, land use, housing, commercial business market, and forecasting data within the planning area.
4. Creation of a public participation plan that will further refine and support the vision of the City by creating a shared vision and goals for the planning area.
5. Conduct a redevelopment feasibility analysis within the planning area to identify transformative sites. Create illustration of specific site recommendations.
6. Development of implementation plan with measurable benchmarks and party responsible for implementing.
7. Structure the plan to be user-friendly and web-friendly dashboard or infographic style format.
8. Final Deliverables:
  - a. Written report,
  - b. Executive summary / overview presentation of findings,
  - c. All documents to be provided to City in original, editable format (e.g. .docx, .ppt, .gpx, .skp, .ai, .shp, .gdb, etc.) in addition to .pdf format.

The firm may propose additional tasks and/or a revised scope based on experience with similar projects in similar cities. Sub-tasks, such as conference calls, draft reviews, etc. shall be considered part of the proposed scope but will not be detailed in this RFP. City staff will assist with supplying project information, stakeholder contacts, relevant policies, public engagement efforts, and providing other City-specific information related to the project.

## **2.0 PREPARING AND SUBMITTING THE QUOTE**

The City of Appleton seeks, by way of this RFP, to obtain services in a manner that maximizes the quality of services while also maximizing value to the City. Firms must be able to show they are capable of performing the services requested and are able to complete the project within the timeline established by ARPA requirements and this scope.

## 2.1 Proposal Content & Organization

### A. Title Page

Proposal title, the name of the firm, Unique Entity Identifier (<https://sam.gov/content/home>), address, telephone numbers, name of contact person, the date, and other relevant company information. Also include a list and contact information for any sub-consultants and the work they will perform.

### B. Proposal Narrative

1. Provide description of the proposed project and your familiarity with the City of Appleton.
  2. Describe your firm's experience in similar areas of expertise. Include a minimum of three examples for which your firm executed similar projects and client reference contact information.
  3. Description of firm's organizational structure for the consulting team, along with their availability and experience to support the project.
  4. Provide your project approach, detailed work plan that address the scope of services, and description of public participation events. Describe anticipated interaction with City Staff. Provide project timeline indicating phases/milestones of the project.
- C. On a separate page, provide a total cost of the proposed project approach and separate project cost for (A) Update to Comprehensive Plan and (B) Subarea Planning. Total project cost should include all expenses associated with the plan, include travel and incidental costs. Provide the billing rate and anticipated hours for staff involved with the project.

## 2.2 Selection Process and Criteria

Proposals will be evaluated and scored by the project selection team using the following criteria:

### A. Project Approach and Scope

1. Project and Community Understanding
2. Experience and Project Examples
3. Key Project Staff
4. Proposal Quality and Timeline
5. Project Cost

### B. Selection Process will involve the following steps:

1. Project selection team will review proposals based on the scoring criteria above and rank submittals.
2. The top firms will present their proposal to the project selection team. The team will select a firm to advance in the selection process.
3. The selected firm will work with the City to develop a final scope and project cost.
4. Contract will be brought before City Council for approval.

## 2.3 Submittal

Consultants may send completed proposal via email or delivery by hard copy on or before 4:00 PM CST, Friday, May 10, 2024, to:

Lindsey Smith  
Principal Planner  
City of Appleton  
100 N. Appleton Street  
Appleton, WI 54911-4799  
[lindsey.smith@appleton.org](mailto:lindsey.smith@appleton.org)

Submittals received after Friday, May 10, 2024, at 4:00 PM CST will not be accepted.

#### 2.4 Liability

The City of Appleton is not liable for any cost incurred by proposers in replying to this request.

#### 2.5 Contract Terms

The successful consultant will be required to sign a City of Appleton Consultant Services Contract and meet the insurance requirements attached to this RFP.

### **3.0 PROJECT CALENDAR**

Listed below are the estimated dates of actions related to this request. In the event the City of Appleton finds it necessary to change any of the specific dates, it will do so.

<u>DATE</u>	<u>EVENT</u>
April 12, 2024	Issue Request for Proposals
April 22, 2024	Question Period End Date – Submit questions to Lindsey Smith
April 26, 2024	Addendum for Question Period Posted on City of Appleton Website
May 10, 2024	RFPs due on or before 4:00 PM CST
May 2024	Internal review of RFPs
May 22, 2024	Interviews
June 19, 2024	City Council Approval of Contract
July 1, 2024	Enter into contract for services with selected consultant – Contract Start Date / Project Kickoff
June 2026	Prepare and submit final deliverables

### **4.0 ATTACHMENTS**

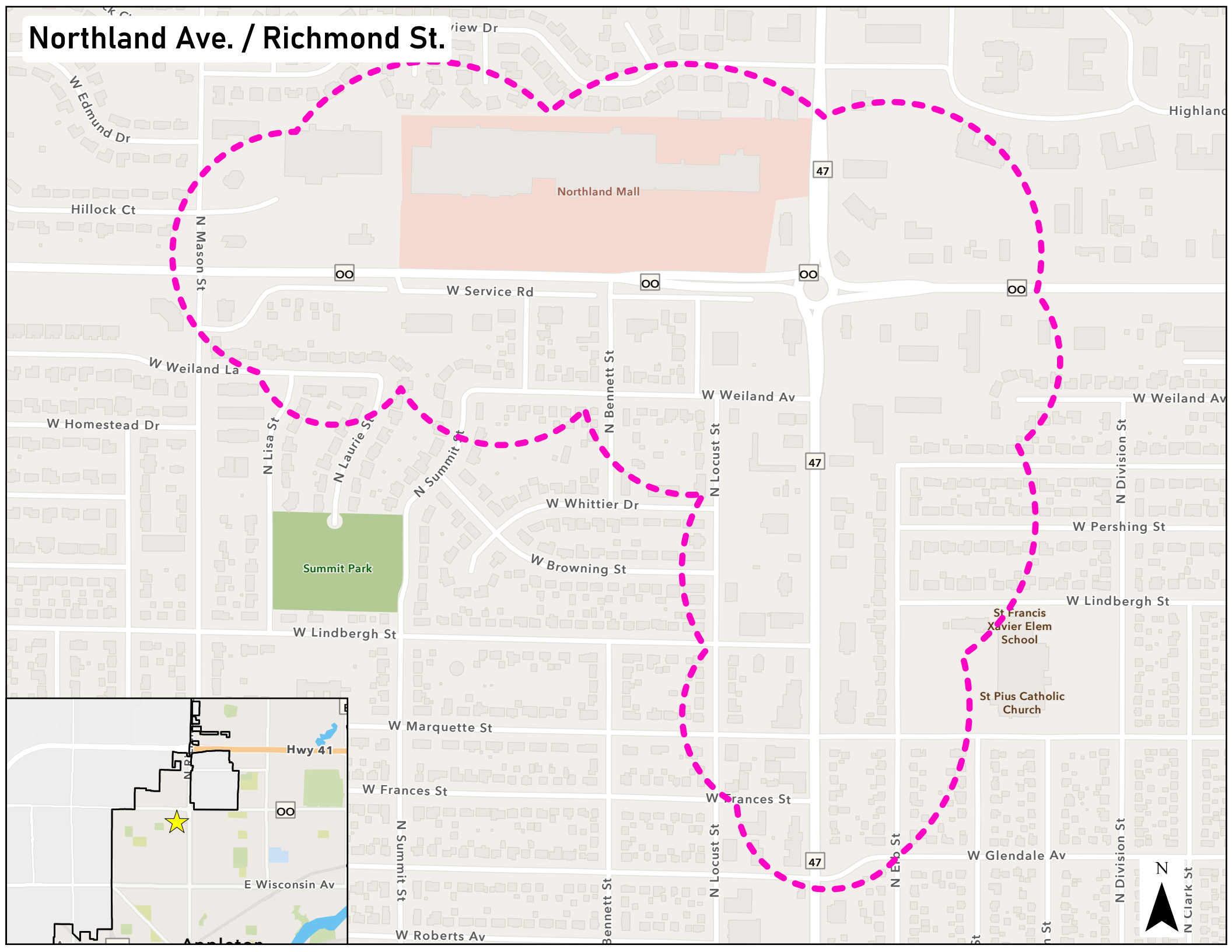
#### 4.1 Subarea Maps

#### 4.2 ARPA Uniform Guidance and Clauses

#### 4.3 Insurance Requirements



# Northland Ave. / Richmond St.





## 4.2 ARPA Uniform Guidance and Clauses

### Funding

This project is being supported, either wholly or partially, by federal award number 21.027 - Coronavirus State and Local Fiscal Recovery (CSLFRF), which has been granted to *the City of Appleton* by the U.S. Department of the Treasury.

### ARPA Funding

On March 11, 2021, President Biden signed the U.S. Senate-amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act (hereinafter “ARPA”) and on May 10, 2021, the U.S. Department of the Treasury (“Treasury”) issued the Interim Final Rule (“IFR”) to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”) describing eligible and ineligible uses of funds (as well as other program provisions). Under ARPA Section 603 (c)(1)(A) and (3) and IFR 31 CFR 35.6(b)(7) THE CITY OF APPLETON may use Coronavirus State and Local Fiscal Recovery Fund (“CSLFRF”) Funds to award grants to organizations that are responding to the negative impact of the COVID-19 public health emergency.

In May 2021, the Treasury published the interim final rule (“IFR”) describing eligible and ineligible uses of CSLFRF, as well as other program requirements. On January 6, 2022, the Treasury adopted the final rule implementing the CSLFRF program. The final rule became effective on April 1, 2022. Prior to the final rule effective date, the IFR remained in effect; funds used consistently with the IFR while it was in effect were in compliance with the CSLFRF program.

The Treasury has adopted guidance regarding the use of ARPA funds to respond to the COVID-19 public health emergency and its economic impacts through four categories:

- To respond to the public health emergency or its negative economic impacts, including assistance to households, small business, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- To make necessary investments in water, sewer, and broadband infrastructure.

The Contractor hereby agrees to use funds in the manner set forth by this Contract, its Exhibits, Treasury Final Rule, and applicable provisions of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance, 2 CFR Part 200).

## Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Uniform Guidance Section	Uniform Guidance Section Title
<a href="#">§ 200.214</a>	Suspension and debarment.
<a href="#">§ 200.215</a>	Never contract with the enemy.
<a href="#">§ 200.216</a>	Prohibition of certain telecommunications and video surveillance services or equipment.
<a href="#">§ 200.304</a>	Bonds
<a href="#">§ 200.305</a>	Federal payment.
<a href="#">§ 200.310</a>	Insurance coverage.
<a href="#">§ 200.311</a>	Real property.
<a href="#">§ 200.312</a>	Federally owned and exempt property.
<a href="#">§ 200.313</a>	Equipment.
<a href="#">§ 200.314</a>	Supplies.
<a href="#">§ 200.315</a>	Intangible property.
<a href="#">§ 200.316</a>	Property trust relationship.
<a href="#">§ 200.318</a>	General procurement standards.
<a href="#">§ 200.319</a>	Competition.
<a href="#">§ 200.320</a>	Methods of procurement to be followed.
<a href="#">§ 200.321</a>	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
<a href="#">§ 200.322</a>	Domestic preferences for procurements.
<a href="#">§ 200.323</a>	Procurement of recovered materials.
<a href="#">§ 200.324</a>	Contract cost and price.
<a href="#">§ 200.325</a>	Federal awarding agency or pass-through entity review.
<a href="#">§ 200.326</a>	Bonding requirements.
<a href="#">§ 200.327</a>	Contract provisions.
<a href="#">§ 200.330</a>	Reporting on real property.
<a href="#">§ 200.334</a>	Retention requirements for records.
<a href="#">§ 200.335</a>	Requests for transfer of records.
<a href="#">§ 200.336</a>	Methods for collection, transmission, and storage of information.
<a href="#">§ 200.337</a>	Access to records.
<a href="#">§ 200.339</a>	Remedies for noncompliance.
<a href="#">§ 200.340</a>	Termination.
<a href="#">§ 200.341</a>	Notification of Termination Requirement
<a href="#">§ 200.342</a>	Opportunities to object hearings and appeals.
<a href="#">§ 200.343</a>	Effects of suspension and termination.
<a href="#">§ 200.346</a>	Collection of amounts due.

Uniform Guidance Section	Uniform Guidance Section Title
<a href="#">Appendix II</a>	Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
Executive Order 13043, 62 FR 19217 (Apr. 18, 1997)	Increasing Seat Belt Use in the United States
Executive Order 13513, 74 FR 51225 (Oct. 6, 2009)	Reducing Text Messaging While Driving.

### Contract Addendum

The contract or purchase order to which this addendum is attached is made using federal assistance provided to the Community and Economic Development Department by the US Department of Treasury under the American Rescue Plan Act (“ARPA”), Sections 602(b) and 603(b) of the Social Security Act, Pub. L. No. 117-2 (March 11, 2021).

The following terms and conditions apply to you, the contractor or vendor, as a contractor of the Community and Economic Development Department, according to *the City of Appleton Award Terms and Conditions* signed on January 6, 2022 by ARPA and its implementing regulations; and as established by the Treasury Department.

1. **Equal Opportunity. 2 CFR Appendix-II-to-Part-200(C).** Contractor shall comply with Executive Order 11246, “Equal Employment Opportunity,” as amended by EO 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
2. **Minority and Women Business Enterprises (if applicable to this Contract: 2 CFR 200.321).** The contractor hereby agrees to comply with the following when applicable: The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise), *when applicable*. Accordingly, the Contractor hereby agrees to take affirmative steps to assure that women and minority businesses are utilized when possible as sources of supplies, equipment, construction, and services. Affirmative steps shall include the following:
  - a. Including qualified women’s business enterprises and small and minority businesses on solicitation lists;
  - b. Assuring that women’s enterprises and small and minority businesses are solicited whenever they are potential sources;
  - c. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority business,

and women's business enterprises;

- d. Where the requirement permits, establishing delivery schedules which will encourage participation by women's business enterprises and small and minority business;
- e. Using the services and assistance of the Small Business Administration, and the U.S. Office of Minority Business Development Agency of the Department of Commerce; and
- f. If any subcontracts are to be let, requiring the prime Contractor to take the affirmative steps in a through e above.

For the purposes of these requirements, a Minority Business Enterprise (MBE) is defined as an enterprise that is at least 51% owned and controlled in its daily operation by members of the following groups: Black, Hispanic, Asian or Pacific Islander, American Indian, or Alaskan Natives. A Women Business Enterprise (WBE) is defined as an enterprise that is at least 51% owned and controlled in its daily operation by women. The State of Wisconsin maintains an online directory of W/MBE businesses, which can be accessed at: <http://www.Countyofmadison.com/dcr/aaTBDir.cfm>.

**3. Suspension and Debarment. (applies to all purchases.) 2 CFR Appendix-II-to-Part-200(H)**

- a. This contract is a covered transaction for the purposes of 2 CFR pt. 180 and 2 CFR pt. 3000. As such, the Contractor is required to verify that none of Contractor's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).
- b. The Contractor must comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the Community and Economic Development Department. If it is later determined that the contractor did not comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, in addition to remedies available to *the City of Appleton*, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The Contractor agrees to comply with the requirements of 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**4. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, as amended. (Applies to all purchases.) 2 CFR Appendix-II-to-Part-200(I)**. Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. §

1352. The contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

**\*Purchases over \$100,000 - Contractors must sign the certification on the last page of this addendum\***

**5. Access to Records. (applies to all purchases.) 2 CFR Appendix-II-to-Part-200(I)**

- a. The Contractor agrees to provide the Community and Economic Development Department, *the City of Appleton*, the U.S. Department of Treasury, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means or to copy excerpts and transcriptions as reasonably needed and agrees to cooperate with all such requests.
- b. The Contractor agrees to provide the Treasury Department, or authorized representatives, access to construction or other work sites pertaining to the work being completed under the contract.
- c. No language in this contract is intended to prohibit audits or internal reviews by the Treasury Department or the Comptroller General of the United States.

**6. Rights to Inventions Made Under a Contract or Agreement. 2 CFR Appendix-II-to-Part-200(F).** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any applicable implementing regulations.

**7. Clean Air Act & Federal Water Pollution Control Act (applies to purchases of more than \$150,000.) 2 CFR Appendix-II-to-Part-200(G)**

- a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- c. The Contractor agrees to report each violation of the Clean Air Act and the Water Pollution Control Act to the Community and Economic Development Department and understands and agrees that *the City of Appleton* will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- d. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

8. **Prohibition on certain telecommunications and video surveillance services or equipment (Huawei and ZTE). § 200.216**

Contractor is prohibited from obligating or expending loan or grant funds to:

- a. Procure or obtain;
- b. Extend or renew a contract to procure or obtain; or
- c. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.
  - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

9. **Buy USA - Domestic Preference for certain procurements using federal funds. § 200.322:**

Contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

- a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

10. **Procurement of Recovered Materials: (applies only if the work involves the use of materials). § 200.323**

- a. In the performance of this contract, the Contractor shall make maximum use of

products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

- i. Competitively within a timeframe providing for compliance with the contract performance schedule;
  - ii. Meeting contract performance requirements; or
  - iii. At a reasonable price.
- b. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
  - c. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

11. **Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997)**, Contractor is encouraged to adopt and enforce on-the-job seat belt policies and programs for your employees when operating company-owned, rented or personally owned vehicles.

12. **Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009)**, Contractor is encouraged to adopt and enforce policies that ban text messaging while driving and establish workplace safety policies to decrease accidents caused by distracted drivers.

13. **Termination:** This Agreement will commence on Effective Date and will continue until terminated as follows:

(a) Either Party may terminate the Agreement upon notice to the other Party in the event of a breach by the other Party of any of its obligations hereunder if such breach continues uncured for a period of five (5) days after notice of such breach to the other Party;

(b) Either Party may terminate this Agreement upon notice to the other Party if the other Party is adjudicated bankrupt, files a voluntary petition of bankruptcy, makes a general assignment for the benefit of creditors, is unable to meet its obligations in the normal course of business as they fall due or if a receiver is appointed on account of insolvency;

(c) Either Party may terminate this Agreement for its convenience upon thirty (30) days' notice to the other if there is no outstanding Project Assignment. The Company may terminate this Agreement for its convenience if the Contractor has not commenced work under an outstanding Project Assignment. In addition, if the Contractor has commenced work under a Project Assignment, the Company may terminate an outstanding Project Assignment by paying Contractor a termination fee of ten percent (10%) of the unpaid fee for Services which have been performed under such Project Assignment.

(d) If funds are not appropriated from which the Company can fulfill these obligations, this Agreement for services will automatically terminate. In the event of such termination, reimbursement will be for work completed and approved by Company before the effective date of such termination. Neither the Company nor the Contractor shall make any commitment for services beyond the period of which funds have been appropriated.

(e) Upon the termination of this Agreement for any reason, each Party will be released from all obligations and liabilities to the other occurring or arising after the date of such termination, except that any termination will not relieve Contractor or Company of their obligations under Paragraph 6 ("Taxes and Benefits"), Paragraph 7 ("Intellectual Property"), Paragraph 8 ("Confidentiality") Paragraph 10 ("General") and Paragraph 11 ("Federally Mandated Contract Provisions"), nor will any such termination relieve Contractor or Company from any liability arising from any breach of this Agreement. Upon the termination of this Agreement for any reason, Contractor will immediately return to Company any Company property or information (including Confidential Information) that is in Contractor's possession or control.

**IR 2.1 SMALL EXPOSURE JOBS**  
**City of Appleton**  
**Insurance Requirements**

**Project:** \_\_\_\_\_

The contract or purchase order is not considered approved and the Contractor shall not commence work until proof of the required insurance has been provided to the applicable department for the City of Appleton.

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self-insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

**1. INSURANCE REQUIREMENTS FOR CONTRACTOR**

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, Contractual Liability, and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

- Each Occurrence limit ..... \$1,000,000
- Personal and Advertising Injury limit ..... \$1,000,000
- General aggregate limit (other than products/completed operations)  
per project ..... \$2,000,000
- products/completed operations aggregate..... \$2,000,000
- Fire Damage limit — any one fire ..... \$50,000
- Medical Expense limit — any one person ..... \$5,000
- Products/Completed Operations coverage must be carried for two years after acceptance of completed work.

**Automobile Liability** coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol #1 – “Any Auto” basis.

**Workers’ Compensation** as required by the State of Wisconsin, and employers liability insurance with sufficient limits to meet underlying umbrella liability insurance requirements. If applicable for the work coverage must include Maritime (Jones Act) or Longshoremen’s and Harbor Workers Act coverage.

**Builder’s Risk/Installation Floater/Contractor’s Equipment or Property (If applicable):**

The Contractor is responsible for loss and coverage for these exposures. City of Appleton will not assume responsibility for loss, including loss of use, for damage to property, materials, tools, equipment, and items of a similar nature which are being either used in the work being performed by the contractor or its subcontractors or are to be built, installed, or erected by the contractor or its subcontractors.

**2. APPLICABLE TO CONTRACTORS/SUBCONTRACTORS**

- **Builder’s Risk/Installation Floater/Contractor’s Equipment or Property:** The Contractor is responsible for loss and coverage for these exposures. The City of Appleton will not assume responsibility for loss, including loss of use, or damage to property, materials, tools, equipment and items of a similar nature which are being used in the work being performed by the Contractor or its subcontractors or are to be built, installed or erected by the Contractor or subcontractors.
- **Primary and Non-Contributory requirement: All insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.**
- **Acceptability of Insurers:** Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.
- **Additional Insured Requirements:** The following must be named as **additional insureds** on all liability policies for liability arising out of project work: **City of Appleton, and its officers, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products – Completed Operations equivalent to ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Workers Compensation policies.**
- Certificates of Insurance acceptable to the City of Appleton shall be submitted prior to commencement of the work to the applicable department. **In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or its equivalent.** These certificates shall contain a provision that coverage afforded under the policies will not be canceled or non-renewed until at least 30 days’ prior written notice has been given to the City of Appleton.

**3. INSURANCE REQUIREMENTS FOR SUBCONTRACTOR**

All sub-contractors shall be required to obtain Commercial General Liability, Automobile Liability, Worker’s Compensation, Employer’s Liability and if applicable, Watercraft Liability,

Aircraft Liability and Unmanned Aircraft Liability insurance. This insurance shall be as broad as and with the same coverage limit as those required of the Contractor.

**The following additional coverages are required where the corresponding box is checked. In addition, Contractor shall be responsible for consulting with its insurance carrier to determine whether any of the other following coverages should be carried based upon the specific project:**

- Bond Requirements**
  - **Bid Bond:** The Contractor's Bid Bond equal to 5% of the contract shall accompany the bid for the project.
  - **Payment and Performance Bond:** If awarded the contract, the Contractor will provide to the Owner a Payment and Performance Bond in the amount of the contract price, covering faithful performance of the contract and payment of obligations arising thereunder, as stipulated in bidding requirements, or specifically required in the contract documents on the date of the contract's execution.
  - **Acceptability of Bonding Company:** The Bid, Payment and Performance Bonds shall be placed with a bonding company with an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI.
  - **License and Permit Bond:** The Contractor will provide to the City a License and Permit Bond in the amount stipulated in Appleton's Municipal Code.
  
- Property Insurance Coverage (Builder's Risk) to be provided by the Contractor**
  - The property insurance must include engineering or architect fees and must equal the bid amount, plus any change orders.
  - Coverage includes property on the work site/s, property in transit and property stored off the work site/s.
  - Coverage will be on a **Replacement Cost basis**.
  - The City of Appleton, consultants, architects, architect consultants, engineers, engineer consultants, contractors and subcontractors will be added as named insureds to the policy.
  - Coverage must include collapse and be written on a "special perils" or "all risk" perils basis.
  - Coverage must include water damage (including, but not limited to, flood, surface water, hydrostatic pressure) and earth movement.
  - Coverage must include testing and start up.
  - Coverage must include boiler and machinery if the exposure exists.
  - Coverage must include engineers' and architects' fees.
  - Coverage must include building ordinance or law coverage with a limit of 5% of the contract amount.
  - The policy must cover/allow partial utilization by owner.
  - Coverage must include a "waiver of subrogation" against any named insureds or additional insureds.
  - Contractor is responsible for all deductibles and coinsurance penalties.

- Pollution Liability – Contractors; Motor Vehicle/Automobile; Professional; Environmental Consultants/Engineers**
  - Definition of “Covered Operations” in the policy must include the type of work being done for the City of Appleton
  - Limits of Liability:
    - \$500,000 each loss for bodily injury, property damage, environmental damage
    - \$1,000,000 Aggregate for bodily injury, property damage, environmental damage (environmental damage includes pollution and clean-up costs)
  - Deductible must be paid by the Contractor, consultants/engineers
  - The City of Appleton, its Council members and employees must be Additional Insureds
  - The policy must also cover subcontractors
  - Specify if “Wrongful Delivery” is covered
  - Must cover motor vehicle loading and unloading and show on Certificate of Insurance
  - Certificate of Insurance must state:
    - If the policy is an Occurrence or a Claims Made Form
    - If the defense costs reduce the limit of liability
    - If the policy covers motor vehicle loading and unloading claims
    - If there is an underground storage tank or a super fund exclusion
    - If there is a Contractual Liability Exclusion
    - If Bodily Injury includes mental anguish and emotional distress
  
- Aircraft Liability** insurance with a limit of \$3,000,000 per occurrence for bodily injury and property damage including passenger liability and slung cargo if the project includes the use or operation of any aircraft or helicopter.
  
- Unmanned Aircraft Liability** insurance with a limit of \$1,000,000 per occurrence for bodily injury, property damage liability, and invasion of privacy liability if the project includes the use of or operation of any unmanned aircraft (drones).
  
- Watercraft Liability insurance** with a limit of \$1,000,000 per occurrence for bodily injury and property damage if the project includes the use of and/or operation of any watercraft.
  
- Cyber Liability and Technology Errors and Omissions Insurance** per occurrence limit of \$500,000.
  
- Commercial Crime Policy** per occurrence limit of \$100,000.

**CITY OF APPLETON**

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# **COMPREHENSIVE PLAN UPDATE & SUBAREA PLANNING PROPOSAL**

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**SMITHGROUP**

May 10, 2024



**UNIQUE ENTITY IDENTIFIER**  
MQBTC2LPJQ37

**SMITHGROUP ADDRESS/PHONE**  
44 East Mifflin Street  
Suite #500  
Madison, Wisconsin 53703  
608.251.1177

**SMITHGROUP CONTACT**  
Kathleen Duffy, AICP  
Principal-in-Charge  
734.545.6096  
kathleen.duffy@smithgroup.com

**SUB-CONSULTANTS**  
SmithGroup is not  
proposing any sub-  
consultants



WATERTOWN TOWN SQUARE  
WATERTOWN, WISCONSIN

May 10, 2024

Re: City of Appleton, Comprehensive Plan Update & Subarea Planning Proposal

## LINDSEY SMITH

Principal Planner  
100 North Appleton Street  
Appleton, Wisconsin 54911

Dear Ms. Smith and the Selection Committee:

It is a pleasure to present SmithGroup's proposal for the City of Appleton's Comprehensive Plan Update and Subarea Planning project. We recognize that this is a critical juncture to help Appleton align and enhance its vision on land use, housing elements, and key subarea plans. The SmithGroup team we have assembled is eager to work toward a refreshed approach to your comprehensive plan. We are committed to collaborating every step of the way.

### HELPING APPLETON PLAN FOR THE FUTURE

Delivering a successful citywide plan that builds upon existing systems while adopting future-focused initiatives is complex. Our nationally recognized, Wisconsin-based interdisciplinary planning team has a legacy of innovative and action-focused planning for urban communities in Wisconsin and across the Midwest and the United States. Please refer to "[Section Two: Project Understanding & Approach](#)" for a discussion on connecting previous plans; land use and redevelopment; housing; corridor subarea plans; and corridor market analyses.

### IMPLEMENTATION-FOCUSED PLAN FOR CREATING POSITIVE OUTCOMES IN APPLETON

A proven, consensus-driven process will guide Appleton to a visionary and implementable plan. The outcome will enhance the community through a unified vision, policy, actions, and metrics that launch the plan into its next digital iteration for tracking progress. This is essential for creating resilient redevelopment, housing, and land use strategies for Appleton's future generations.

We understand that the decisions you make now will resonate with the community for decades. We will tap into our diverse expertise to work with you and develop an effective and implementable vision that enhances the vitality of Appleton for the future. Please refer to "[Section Three: Project Work Plan & Timeline](#)" for our plan to build a strong framework for action; engage the Appleton community in their own success story; and enact proactive communication and accountable teamwork.

Thank you for your thoughtful consideration. Please feel free to contact me at any time if you have questions or require additional information. We look forward to discussing our proposal with you in greater detail.

Sincerely,



Thomas Rogers, PLA, ASLA  
Principal, Urban Studio Leader  
608.327.4402  
tom.rogers@smithgroup.com



Kathleen Duffy, AICP  
Principal-in-Charge  
734.545.6096  
kathleen.duffy@smithgroup.com

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**SECTION 1**

**COMPANY INFORMATION**



# SMITHGROUP BACKGROUND

SmithGroup is an award-winning, national design and planning firm that utilizes research, data, advanced technologies, and thoughtful design to help clients and communities solve their greatest challenges.

Based in Madison and Milwaukee, Wisconsin, our expert team is committed to excellence in strategy, design, and delivery—giving rise to new, innovative, and equitable processes and methodologies that redefine the way we work as teams and support the communities we serve. Our specialists—from artists and planners to data analysts and beyond—develop beautiful, sustainable, future-focused solutions for urban environments, mixed-use and waterfront developments, parks and open spaces, healthcare providers, science and technology organizations, higher education and cultural institutions, and diverse workplaces.

## COMPREHENSIVE & SUBAREA PLANNING EXPERIENCE

Over the past several decades, SmithGroup has had a legacy of great planning projects throughout Wisconsin and beyond.

- De Pere, WI Comprehensive, Downtown, and SE Area Plan
- Dane County, WI Circular Campus Vision
- Oshkosh, WI Lakeshore Park Master Plan & Park Pavilion
- Racine, WI Lincoln King Neighborhood Plan
- Kenosha, WI Innovation Neighborhood Master Plan
- Kane County, IL District Comprehensive Plan
- Mahomet, IL Downtown Comprehensive Plan
- Danville, VA City-Wide Comprehensive Plan
- Meridian Group, East Boro Comprehensive Plan
- Rocky Mount, NC Mill Master Plan
- Ann Arbor, MI Comprehensive Plan
- Detroit, MI Comprehensive Plan
- Ferndale, MI Comprehensive Plan
- Lexington, MI Comprehensive Plan
- Las Vegas, NV Comprehensive Plan
- La Porte, IN Clear Lake Sub Area Plan
- Burns Harbor, IN Westport Development Area Visioning & Concept Plan
- Blue Island, IL Riverfront Plan
- Rock Creek, DC West Corridors Planning
- Alexandria, VA Landmark Mall Replanning Services
- Pittsburgh, PA District Vision Plan
- Innovate Pittsburgh Craig Street Innovation District Planning
- Sandusky, OH Southside Neighborhood Plan
- Columbus, OH West Broad Study
- Toledo, OH Strategy Framework Plan Exploratory Assessment
- Grand Rapids, MI Southtown Corridor Improvement District Plan
- California High-Speed Rail Delivery Support & Technical Planning
- Cleveland, OH Euclid Corridor Plan
- Ann Arbor/Ypsilanti, MI, Reimagine Washtenaw Corridor Plan

## FAST FACTS

### YEARS IN SERVICE

171 years

### STAFF SIZE

1,400 employees

### OFFICE LOCATIONS

Ann Arbor, Atlanta, Boston, Chicago, Cleveland, Dallas, Denver, Detroit, Houston, Los Angeles, Madison, Milwaukee, Phoenix, Pittsburgh, Portland, Sacramento, San Diego, San Francisco, Shanghai, Washington DC

### SERVICE OFFERINGS

Architecture; Building Enclosure Consulting; Campus Planning; Civil Engineering; Coastal Engineering; Energy & Environmental Modeling; Facility Condition Assessment; Fire Protection & Life Safety Engineering; Historic Preservation; Interiors; Lab Planning; Landscape Architecture; Lighting Design; Medical Planning; MEP Engineering; Programming; Strategy; Space Utilization; Structural Engineering; Sustainable Design; Urban Design; Urban Planning

# URBAN PLANNING & DESIGN

## AREAS OF EXPERTISE



### IMPLEMENTATION-FOCUSED PLANNING

As a multi-disciplinary firm, we do everything from long-range planning to zoning ordinance amendments and detailed construction drawings. An understanding of the challenges that come after the plan informs our designs. This begins at the creative idea generation phase and leads to informed implementation phases that optimize time and budget to bring the plan to life.



### COMMUNITY & CITY PLANNING

Our work is client-focused and based on building an understanding and deep appreciation for community context. We analyze existing conditions and rapidly iterate future opportunities, including the physical form and relationship of buildings, streets, and open spaces in the context of historical patterns, existing situations, and future needs. We improve cities through design guidelines, development projects, and refined details that strengthen and identify values and a unique sense of place.



COMPREHENSIVE PLANNING APPROACH

## CONNECTING ASPIRATION & OPPORTUNITY

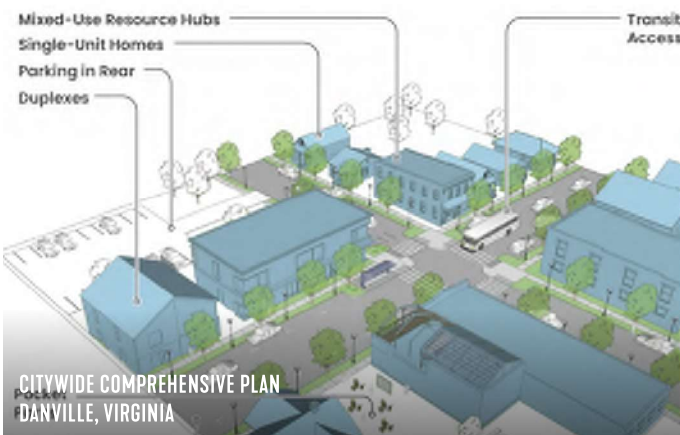
Urban developments depend on collaborative networks for success: forging local partnerships and building community coalitions, drawing on multiple funding sources, and securing agency support and regulatory approvals, to name just a few. SmithGroup helps navigate this process. We listen first: gathering information and diverse stakeholder perspectives. Then we help shape a shared vision for future priorities and outcomes, building a broad coalition of support. The result is planning and design that authentically reflects your community, and that connects your aspirations and assets with genuine opportunities.



INCLUSIVE COMMUNITY ENGAGEMENT

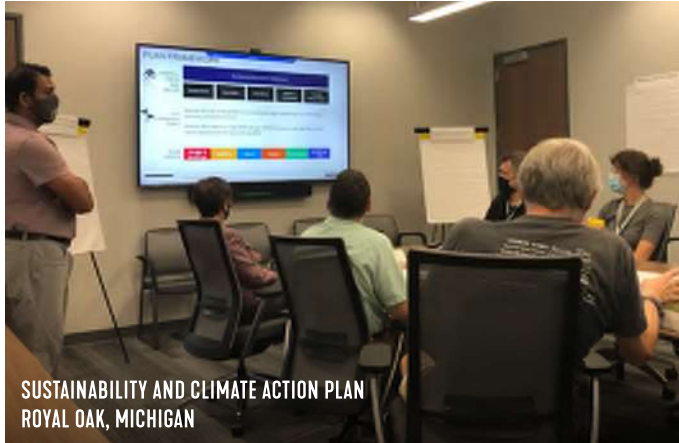
## EQUITY MATTERS

Our team is built on the philosophy that equitable public engagement has the power to shape the design of our communities more inclusively. We believe in engaging the broadest range of perspectives and values. Transparent engagement and decision-making processes require in-person and virtual engagement methods that are thorough, enticing, sustained, nimble, and self-reflecting. We must break down rather than reinforce the digital divide. We must build trust through the planning processes, and always ask, “Whose voice is missing?”



## LAND USE & REDEVELOPMENT

SmithGroup’s urban planners craft land use plans that build off local context, incorporating form-based techniques to realize a plan’s vision. Our visioning strategies make land use approachable and help residents visualize what development could look like in their neighborhoods.



SUSTAINABILITY AND CLIMATE ACTION PLAN  
ROYAL OAK, MICHIGAN

## REDEFINING RESILIENCY

Resiliency in Appleton goes beyond climate strategy. Our team will weave resilient practices into every aspect of the plan through economic planning, housing design, open spaces, and mobility. We will work with the Advisory Committee and Resiliency, Climate Mitigation and Adaptation Task Force to integrate resilience throughout the plan.



CLICK TO LEARN ABOUT OUR AWARD-WINNING [MEDC RESILIENCY TOOLKIT](#).



CITY OF ANN ARBOR, DOWNTOWN STREETSCAPES  
ANN ARBOR, MICHIGAN

## MOBILITY & STREET DESIGN

Mobility forges the connections essential for growth, economic prosperity, and neighborhood vitality. Resilient streets support civic activities, promote stronger economic environments, and uplift communities through greater interaction. We focus on integrated systems rather than individual modes of transportation, balancing the needs of pedestrians, motorists, bicyclists, and transit users, and providing flexibility to adapt to future demands and needs. Connecting people to their community assets is the key to urban revitalization and sustainability.



UNIVERSITY OF WISCONSIN, ALUMNI PARK  
MADISON, WISCONSIN

## PUBLIC REALM & PLACEMAKING

Successful urban spaces anticipate and accommodate a diverse range of users and uses, creating vital public destinations. Our team is dedicated to creating great places, streets, waterfronts, and vibrant, sustainable cities. We understand the key elements of creating active, people-focused places, and how to employ them in each part of a city. Our firm has designed signature public places for over 60 years and continues to be a leader in place creation for the public realm.

# EXPERTISE IN FEDERAL & ARPA-FUNDED PROJECTS

SmithGroup’s experience with projects that comply with federal contracting standards and grant funding programs spans decades. This includes 450 federal projects completed over the past 20 years alone for clients such as the General Services Administration, Social Security Administration, Environmental Protection Agency, National Park Service, Department of State, National Institutes of Health, and many other U.S. agencies.

This expertise includes projects since 2021 that utilize American Rescue Plan Act (ARPA) funding. Additionally, our firm regularly assists a variety of clients with grant preparation and identifying appropriate government funding sources. As such, our firm is accustomed to the cost principles, procurement standards, and reporting obligations set forth by these programs.

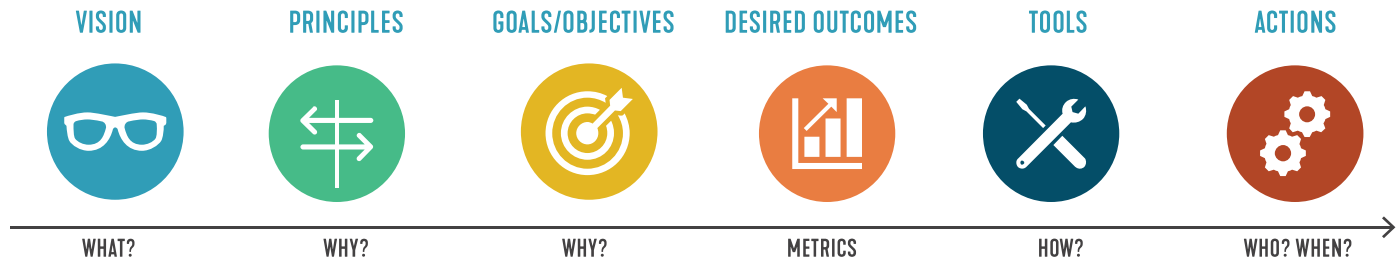


## SECTION 2

# PROJECT UNDERSTANDING & APPROACH



# HELPING THE CITY OF APPLETON PLAN FOR THE FUTURE



## CONNECT PREVIOUS PLANS

Appleton’s Comprehensive Plan is an opportunity to step back and appraise the current set of plan elements and studies considering community values, changing demographic and economic conditions, and potential future conditions.

Through a thorough review and summary of the prior plans—as well as the integration of other reports and ongoing planning efforts (such as West College Avenue Corridor Planning, Complete Streets Study, College North Neighborhood Plan, and Housing Development Policy Guide)—we will document revised issues and opportunities as a whole to guide updates to the land use, housing and neighborhoods, and corridor plan elements.

We will audit past plans, find commonalities, shape a vision framework that links them all, and use it to vet priorities and strategies with the Appleton community. We will work to create a common framework language of **vision, principles, goals, and metrics**. **This will result in an actionable set of strategies to monitor via an online data dashboard** to celebrate achievements, listen to constituents’ priorities, and prioritize budgets and capital improvements.

## USEFUL PLANS

Our team has an extensive history of creating and streamlining comprehensive and subarea plans for communities across the U.S. We recently aligned and consolidated goals for the draft City of De Pere Comprehensive Plan Update and are in the process of building a unified framework from the City of Detroit’s dozens of plans.



[CLICK HERE TO VIEW A CURRENT DRAFT OF THE DE PERE COMPREHENSIVE PLAN UPDATE.](#)



DESIGN LANSING PLACE TYPES  
LANSING, MICHIGAN



## LAND USE & REDEVELOPMENT

The Appleton Comprehensive Plan will play a crucial role in identifying key properties for development and revitalization citywide and within the three subareas. We will evaluate current zoning to ensure alignment with the plan's vision, leveraging our expertise in land use and housing policy to encourage a variety of mixed-use and housing typologies that meet the needs of residents.

We specialize in preparing context-specific series of land use place types that articulate combinations of density, neighborhood/district type, and building form/function that translate to desired place types throughout communities. Determining these typologies through the engagement process and analysis of previous plans and existing character will build a **future land use plan that can translate to zoning amendments and redevelopment strategies that tie land use recommendations to transportation, infrastructure, and open space.**

## PREPARING FOR REDEVELOPMENT

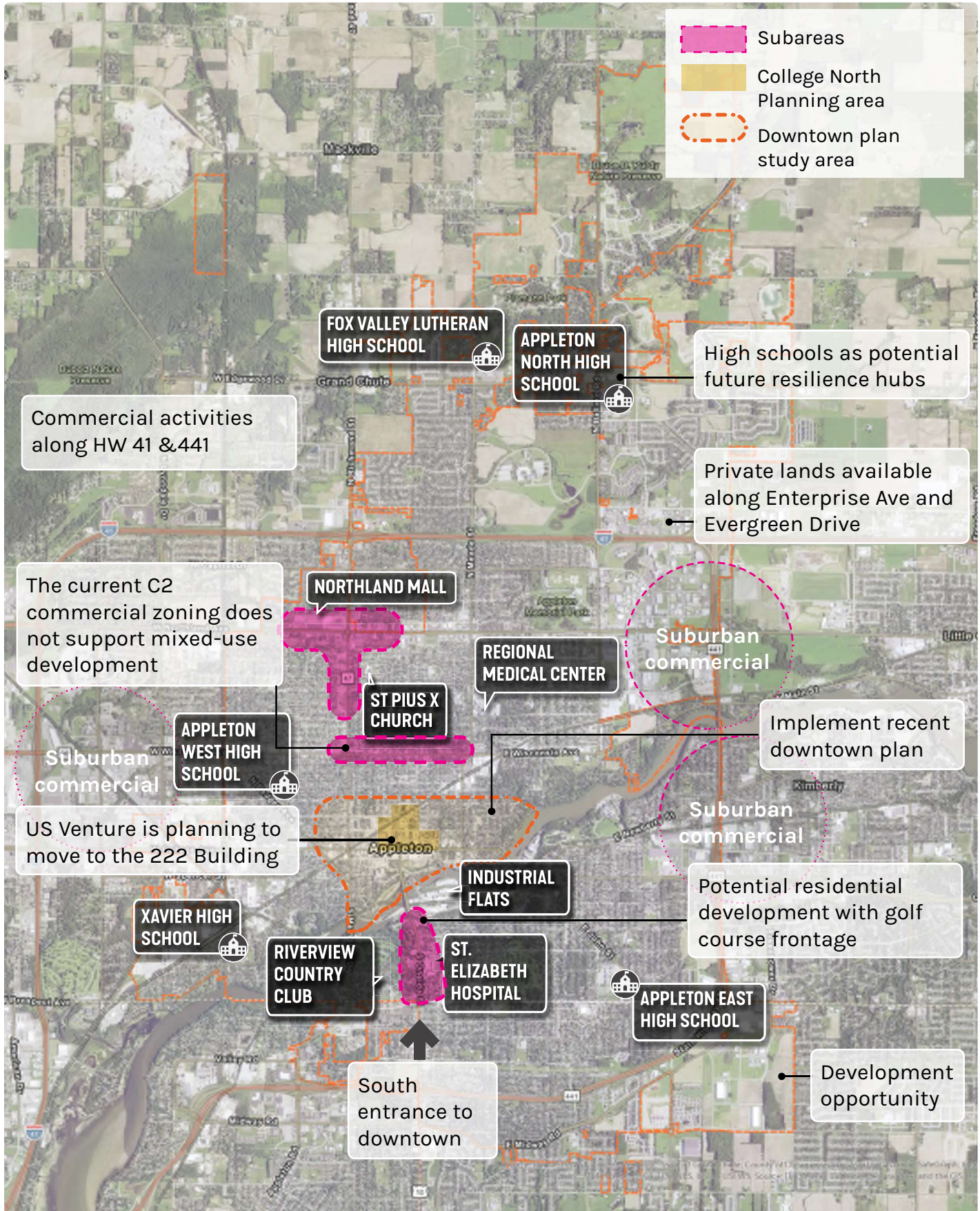
We are experts in every phase of the development process—from vision to implementation. Our design, market, and planning team sets the stage early in the process for identifying key projects that can begin implementation before the plan is finished.

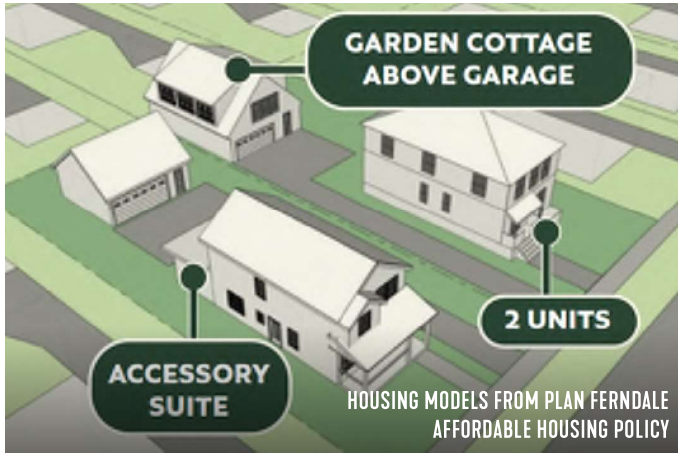
We look forward to exploring redevelopment sites or public realm interventions to add a set of concrete recommendations and design inspiration to the subarea plans. As part of our land use place types analysis, we will develop a set of **site-specific recommendations for the three corridors to flesh out catalytic opportunities to spur future investment.**



CLICK HERE TO LEARN ABOUT OUR RECENT MEDC REDEVELOPMENTS IN [MUSKOGON](#) AND [JACKSON](#).

# PRELIMINARY OPPORTUNITIES ASSESSMENT





 [CLICK HERE TO SEE A SIMILAR EXAMPLE IN THE \*\*BIG RAPIDS HOUSING STUDY\*\*.](#)

## HOUSING

Appleton is built on strong, desirable, and livable neighborhoods. We will use our understanding of land use and housing policy to encourage **a diverse range of housing typologies and policies that fit the needs of residents.**

The College Avenue North Neighborhood Plan market analysis, conducted in 2022, revealed a pressing need for 3,000 new residential housing units in Appleton over the next decade. The city needs to deliver 300 units annually to accommodate this demand. However, the 2022 Growth Report indicates that only 179 housing units were constructed in 2022, highlighting a significant deficit. The 2024 Housing Development Policy Guide includes strategies for strengthening housing priorities and actions that can be better integrated into the comprehensive plan and supplemented by a housing assessment data update to the 2022 report.

The Comprehensive Plan will aim to align these recent studies with a revised housing vision and strategies to promote housing development. The planning process will identify barriers and evaluate opportunities for housing-centric development. The final plan will feature policies to address the housing shortage and affordability challenges, ensuring a more sustainable and inclusive housing landscape.

## CORRIDOR SUBAREA PLANS

The goal of updating the corridor plans for Wisconsin Avenue, Richmond Street, and South Oneida Street is to **leverage connections with neighborhoods, enhance the vibrancy of each area by strengthening the sense of a district, enhancing pedestrian spaces and connectivity, and promoting infill development and growth of local businesses.**

Our approach to corridor planning will involve documenting and analyzing the existing urban form while defining the Appleton community’s vision for each subarea’s future. Through a collaborative visioning process, we will create inspirational plans and drawings that capture the essence of this vision. These visual representations could potentially serve as a basis for the creation of a form-based code, ensuring that physical developments align with community goals.

Visualization is key to fostering a common understanding of the desired community vision. Therefore, we will test design scenarios in opportunity sites using a combination of hand-drawn sketches and computer-generated 3D renderings. This approach offers a hands-on, immersive experience for community members, resulting in a plan that authentically reflects their input and aspirations.



CITY OF ANN ARBOR, COMPREHENSIVE PLAN UPDATE  
ANN ARBOR, MICHIGAN

## MARKET SNAPSHOT & FEASIBILITY

Our team integrates market-based (re)development strategies into all of our comprehensive plans. We identify opportunities and build site-specific visions and feasibility considerations for housing, commercial, and mixed-use. We will develop a market snapshot, with a particular emphasis on **future housing and employment drivers and frame our recommendations to emphasize flexibility to respond to evolving market forces and expected future mixed-use demand.**

Our team will develop a retail, office, and housing market analysis, and an economic impact and leakage analysis summary for the three major corridor subareas (Wisconsin Avenue, Northland Avenue/ Richmond Street, and South Oneida Street). As part of the market analysis, we will quantify new and supported retail square footage, average store size, and number of new stores by retail type, as well as quantify the number of new unit infill housing front doors and expected population growth for a 10-year horizon. If the three market areas draw from each other's market demand, we will perform an analysis that identifies the market overlap that exists between the three areas.

## SECTION 3

revised 6/21/2024

# PROJECT WORK PLAN & TIMELINE



Project outcomes are most successful and supportive when stakeholders and collaboration fuel the process—where all parties can **roll up their sleeves and work through ideas and solutions together.**

# WORK PLAN: A PLAN FOR APPLETON

## COLLABORATIVE STRUCTURE & ROLES

Project outcomes are most successful and supportive when stakeholders and collaboration fuel the process—where all parties can roll up their sleeves and work through ideas and solutions together. While land use planning is complex and technical—it is imperative that the community keeps ownership over the ideas and their outcomes.

Our present reality has granted us the opportunity to elevate our equitable approach to engagement. No longer dependent on a select few who regularly attend public meetings, we strive to provide live and on-demand virtual options for people to participate as often as they can throughout the process.

For your project, we propose to deploy remote virtual collaboration tools and processes for transparent engagement and decision-making that are sound, defensible, and inclusive. **The goal will be to break down the digital divide and ensure that everyone is heard while maintaining the fundamentals that make engagement successful.** Coupling our virtual web portal exercises with paper DIY Workshop kits has worked well to bridge the digital divide and we have found an increase in participation from traditional open houses and workshops.

For the Appleton Comprehensive Plan Update and Corridor Subarea Plans, the following groups are identified and referenced in this work plan:

- **Consultant Team:** SmithGroup will have prime responsibility for developing graphic and written materials throughout the process, data collection and analysis, meeting facilitation and summaries, and drafting plans and recommendations.
- **City Staff:** We feel that project outcomes are best when we work closely and collaboratively in partnership with key city staff. We anticipate that city staff will play an essential role in the following:
  - Regular planning team coordination calls.
  - Identification and coordination of stakeholders.
  - Assisting with meeting logistics (finding spaces, invites, contacting groups, etc.).
  - Preparing communications, notices, and gathering/entering DIY paper kits.
  - Leading breakout room exercises (and additional focus groups not identified in the scope, if warranted).
  - Assist in gathering applicable city data, plans, and resources for the Consultant Team.
  - Collaborate with SmithGroup on GIS mapping and Hub site crafting.
  - Timely review of deliverables and providing comments back to the SmithGroup Team.
- **Advisory Committee:** An inclusive and motivated advisory committee is also important for guiding the direction of the plan. The Advisory Committee should include a broad range of stakeholders from Appleton and represent key constituencies and expertise. They will play an important role in vetting strategies and ideas, reviewing materials, informing process decisions, and advocating on behalf of the process. We anticipate seven advisory committee meetings throughout the project.
- **Corridor Subarea Plans Focus Groups:** Each corridor will have a group of key local stakeholders to provide key leadership and direction for each of the three Corridor Subarea Plans. They will be engaged four strategic times: in Phase 1 during the kickoff tour and a follow-up virtual online brainstorming meeting utilizing an online whiteboard tool (in person option \$5000); vetting alternatives during our Phase 2 in-person visit; and reviewing draft documents in Phase 3.

# REVISED VISION & GOALS

>> PLACE A STICKY NOTE ON THE BOARD TO COMMENT ON EACH GOAL, VALUE AND VISION STATEMENT.

The following goals were inspired through past planning efforts and community engagement conducted during the Imagine De Pere planning process.



**OVERARCHING VISION STATEMENT**  
De Pere will foster an engaged community spirit and encourage forward thinking to seize on opportunities for education, business, recreation, and culture – with steadfast support for the city's history and character.



GOALS

## 1 PEOPLE

*Vision: De Pere's unwavering focus on quality of life supports a vibrant and expanding community.*

- Encourage the **growth of business** and support **diverse employment and entrepreneurship** opportunities
- Increase and coordinate unique activities that enliven the city and **increase the sense of community**

## 2 PLACE

*Vision: De Pere's thriving downtown and neighborhoods are the cornerstone to its success as a community with accessible amenities and a strong culture.*

- Manage the future growth and redevelopment within the city to ensure orderly, balanced, **sustainable development** that integrates a **mixture of uses**
- Develop new neighborhoods and **maintain** older neighborhoods which offer a **variety of quality housing opportunities** for all De Pere residents to attract and retain residents of **all ages and income levels**
- Enhance the quality of agricultural resources to provide **sustainable land stewardship, economic opportunity, and local food options**

## 3 SYSTEMS

*Vision: De Pere provides high quality services and sustainable infrastructure that preserves and utilizes the community's environmental assets.*

- Develop a **safe and efficient multi-modal transportation system** and culture that enables people of all ages and physical abilities to **safely and conveniently travel** throughout the community
- Embrace, enhance, connect and activate the **open space networks** throughout the City
- Promote a **quality living environment** through the timely provision of adequate and efficient recreation, utility, emergency, and other public facilities and services affecting the health, safety, and well-being of De Pere residents and businesses



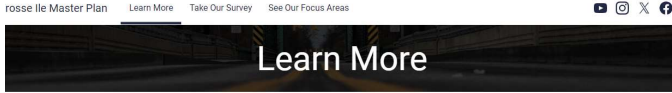
IMAGINE DE PERE COMPREHENSIVE PLAN & WEST DOWNTOWN VISION PLAN

### TESTING A UNIFIED PLAN FRAMEWORK WITH THE PUBLIC FOR THE CITY OF DE PERE'S COMBINED PLANS

- **In-Person Visits:** We plan to schedule at least one in-person set of meetings per phase and can flexibly adapt for those unable to join us. We anticipate these workshop days to be focused engagement sessions that combine on-site tours, structured break out activities, collaboration, and reporting out. They provide opportunities for stakeholders to sit down one-on-one with the planning team to talk through specific challenges or opportunities and build toward consensus. Our kick off visit will be corridor tours, stakeholder interviews, and the first Advisory Committee meeting. The Phase 1 visit will be a public launch of the project to gain input on the plan audits, share existing conditions, and vision and goals. Phase 2 will combine corridor subareas workshop breakouts and public input on the comprehensive plan elements over the course of 2-3 days. Phase 3 will be adoption meetings at the Plan

Commission and Common Council or an additional public meeting on the draft (additional services).

- **Public:** We feel—and our experiences have demonstrated—that the most successful engagement happens when you **go directly to where the people are**. We look forward to partnering with city staff and the Advisory Committee to get out the word for our in-person input sessions by tapping existing networks. We suggest reaching out to neighborhood, resident, and business associations by attending their regularly scheduled meetings and sharing links and DIY packets.
- **Pop-up Boards and DIY Survey Kits:** These kits will connect with people in the spaces they use, from parks to shopping centers to carry-out restaurants to book clubs and after-school pickups.



**What is a master plan?**

A master plan is a living document that serves as a framework for growth, redevelopment, and change in the Township, guided by a collective community vision. It also serves as a strategic document that identifies goals, objectives, and needs of the community that can be accomplished over time. The plan is used by local governments to help produce the best outcomes for the community it serves.

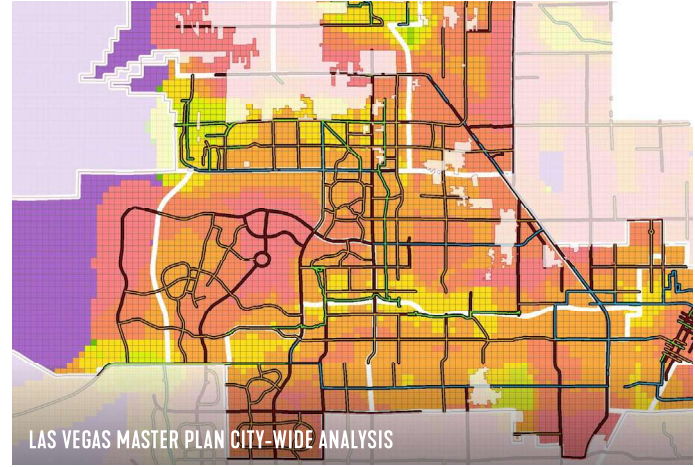
**How does the master plan impact me?**

From the homes where you live to the parks where you play and the roads you take to get there, Grosse Ile's Master Plan will tell Township leaders how to make decisions about the future of Grosse Ile so it best meets your wants and needs.

**The master plan impacts things you do every day!**



 [CLICK TO VIEW THE GROSSE ILE HUB SITE](#) CREATED BY SMITHGROUP



 [CLICK HERE TO SEE A SIMILAR EXAMPLE IN THE LAS VEGAS MASTER PLAN.](#)

## ANALYZING DATA

We believe in community-driven design backed by accurate data analysis. Our team of Geographic Information Systems (GIS) specialists uses place-based data, census information, and other metric factors to create highly specific, location-based suggestions. **We believe in making this information understandable and accessible to the public. It will be included on the Hub website and in engagement materials.**

## A LIVING, DIGITAL PLATFORM TO TELL THE STORY

SmithGroup proposes the creation of a GIS-based digital platform that incorporates and expands upon the city's GIS web platform already in operation. This platform will serve as a hub for input, analysis, and sharing of the plan, harnessing the latest Environmental Services Research Institute (Esri) technology and leveraging Appleton's existing geospatial infrastructure. We will collaborate with city staff seamlessly via an ArcGIS Online group to organize the apps, maps, and data that can be operated, managed, and updated by city staff in the future. Beyond data management, this platform also enables public engagement and spatial input.

	HOUSING	ECONOMY	TRANSPORTATION	GREEN SPACE & PUBLIC PLACES	INFRASTRUCTURE & SYSTEMS
<b>EQUITY</b> Recognition that some residents may need more assistance than others to achieve a just and fair social balance	<b>EH1 AFFORDABLE HOUSING ACCESS</b> Number and % of housing units priced for low and middle income households <b>EH2 BALANCED HOMEOWNERSHIP AND RENTAL OPTIONS</b> Ratio of ownership to rental units <b>EH3 DIVERSITY OF HOUSING LOCATION AND TYPES</b> Distribution of housing types across neighborhoods; average housing density by district	<b>EE1 EQUITABLE EDUCATIONAL OUTCOMES</b> Graduation rates by demographic; educational attainment by neighborhood <b>EE2 SUPPORT FOR LOCALLY-OWNED BUSINESSES</b> % of business licenses issued to Danville residents <b>EE3 INCOME EQUITY</b> Ratio of highest to lowest median household income by neighborhood	<b>ET1 ACCESSIBILITY TO PUBLIC TRANSPORTATION</b> % and distribution of homes with access to public transit <b>ET2 AFFORDABILITY OF PUBLIC TRANSPORTATION</b> % of household income spent on public transportation <b>ET3 SAFE AND ACCESSIBLE ROUTES</b> Safety along major pedestrian and bike routes to and from employment and education, healthcare, bike, infrastructure	<b>EP1 INCLUSIVE ACCESS TO PARKS AND OPEN SPACE</b> % households within 10-minute walk to park; access to parks by neighborhood; ParkScore <b>EP2 HIGH QUALITY PARKS IN ALL COMMUNITIES</b> Park maintenance; park amenities by neighborhood <b>EP3 EQUITABLE ENHANCEMENT OF PROPERTY VALUES</b> % increase in property value near parks; by neighborhood income levels	<b>ES1 AFFORDABLE UTILITY SERVICES</b> Average utility costs as % of household income <b>ES2 EQUITABLE DISTRIBUTION OF INFRASTRUCTURE INVESTMENTS</b> Infrastructure spending by neighborhood and investment type <b>ES3 DIGITAL INCLUSION</b> % of households with internet access
<b>RESILIENCE</b> Prepared for unanticipated events now and in the future	<b>RH1 WEATHERIZED AND ENERGY EFFICIENT HOMES</b> % homes adequately weatherized; % change in average household energy consumption <b>RH2 HOME MAINTENANCE &amp; REPAIRS</b> % of homes identified for major repairs <b>RH3 FLOOD INSURANCE COVERAGE IN HIGH-RISK AREAS</b> % of homes in flood risk areas with flood insurance	<b>RE1 ECONOMIC SECTOR DIVERSITY</b> % employment by sector <b>RE2 BALANCE IN COMMERCIAL AND INDUSTRIAL LAND USES</b> Ratio of commercial to industrial land use <b>RE3 FOSTERING ENTREPRENEURSHIP</b> Number of co-working spaces and business incubators	<b>RT1 MULTI-MODAL TRANSPORTATION</b> Mode share (% travelers by mode); transit ridership; non-motorized infrastructure <b>RT2 QUALITY ROAD INFRASTRUCTURE</b> Road condition score <b>RT3 SUSTAINABLE URBAN DESIGN</b> % impervious areas; % area with green infrastructure	<b>RP1 CLIMATE RESILIENT GREEN SPACES</b> Incidents of climate-related park closures <b>RP2 BIODIVERSITY IN PUBLIC SPACES</b> % area covered by native species <b>RP3 RECREATION-FRIENDLY RIVERS AND WATERWAYS</b> Safety of rivers and waterways for recreation; water quality	<b>RS1 DECARBONIZED POWER SUPPLY</b> % renewable energy used for power supply <b>RS2 WATER CONSERVATION AND EFFICIENCY</b> Per capita water use; leakage rate in water distribution system <b>RS3 CLIMATE RESILIENT INFRASTRUCTURE</b> % infrastructure in floodplains assessed for risk; number of essential service disruptions during floods
<b>HEALTH</b> Supportive of mental and physical health (includes acute, chronic, and preventative care)	<b>HE1 REVITALIZATION OF VACANT LAND AND BUILDINGS</b> Number and % of vacant housing and parcels rehabilitated <b>HE2 SAFE DISTANCE FROM POLLUTION SOURCES</b> % of homes set safe distance from identified pollution sources <b>HE3 SAFE AND COMFORTABLE NEIGHBORHOODS</b> Crime rates by type, by neighborhood	<b>HE4 QUALITY HEALTHCARE FACILITIES</b> Age and condition of healthcare facilities <b>HE5 ACCESSIBLE RECREATIONAL AND FITNESS AMENITIES</b> Number and distribution of recreational and fitness amenities <b>HE6 COMPREHENSIVE HEALTHCARE SERVICES</b> Number, type, and distribution of healthcare facilities	<b>HT1 ACTIVE MOBILITY</b> Total length of bike lanes and pedestrian paths, by neighborhood <b>HT2 SAFE AND ACCESSIBLE PUBLIC TRANSPORTATION</b> Accessibility to public transport; incidents of transport-related accidents <b>HT3 IMPACT OF TRANSPORT ON AIR QUALITY</b> Average Air Quality Index (AQI) near major transportation routes	<b>HP1 SAFE PUBLIC SPACES</b> Crime rates in public spaces <b>HP2 SUPPORT FOR LOCAL AND COMMUNITY AGRICULTURE</b> % public land used for agriculture; number of community gardens <b>HP3 CONNECTED NON-MOTORIZED SYSTEM</b> Length of trail systems and bike infrastructure	<b>HS1 LEAD PIPE REPLACEMENT</b> % lead pipes replaced <b>HS2 INDOOR AND OUTDOOR AIR QUALITY</b> AQI CSDEPM <b>HS3 ENHANCED EMERGENCY SERVICES INFRASTRUCTURE</b> Emergency services power reliability; Emergency response plan

### CONNECTING VALUES TO STRATEGIES TO METRICS TO TRACK IMPLEMENTATION IN DANVILLE, VIRGINIA

Our team will work with you to understand what information should be displayed publicly for each plan element. The public-facing Hub will provide the community with opportunities to interact with maps, take surveys, and comment on draft plan components. The overarching concept is to establish and maintain an online platform with the following key capabilities:

- Integration of relevant city data into a consolidated database and dashboard for effective planning and decision-making.
- Facilitation of online engagement to share the plan update with stakeholders and the public through user-friendly tools.

To realize these goals, our team will configure and implement a suite of tools within the platform:

- **Hub Site:** A dedicated online portal serving as a hub for accessing data, maps, documents, and other communication tools to keep stakeholders informed and engaged.
- **Survey 123:** Online input gathering via surveys, comment boards, and collaborative mapping.

- **Dashboard:** An interactive platform for analyzing spatial and non-spatial data, tracking key indicators, and understanding how indicators vary geographically.
- **Story Map:** An intuitive tool that allows users to navigate through different aspects of the comprehensive plan, especially spatial data, with ease.

The Hub Site will display all completed or ongoing work related to comprehensive plan updates. Furthermore, the data dashboard will integrate with the plan's strategies, enabling Appleton to update and track plan implementation while also sharing progress with stakeholders.

We recognize that the long-term success of a digital platform depends upon empowering city staff to update and manage the underlying data and system. We will provide training sessions and documentation tailored to city staff's needs to equip them with the skills to utilize the tools, ensuring the continued effectiveness of the digital platform.

# PROPOSED SCOPE OF WORK

## PHASE 1: UNDERSTAND

### INTENT

The Understand phase provides a solid foundation to build consensus around a set of community values and goals across the city and stakeholders. For both the Comprehensive Plan and Subarea Plans, we will review past plans, gain understanding into key opportunities and challenges, update existing conditions data, and begin engagement. After this phase's input, we will draft a vision and goals framework for the plan, which will be translated into measurable objectives for making decisions.

### KEY COMPREHENSIVE PLAN TASKS

We will audit the existing Comprehensive Plan and Housing Development Policy Guide and create a proposed framework for edits and alignment. We will share updated existing conditions and work with city staff and the Advisory Committee through a prioritization exercise of the issues and opportunities. We will follow with a Retain/Revise/Remove exercise for the housing and land use elements across two virtual AC meetings, evaluating what has been completed, what are still priorities, and what latest planning best practices should be included. The results of the audit and existing conditions will be shared during the launch of the project website and first public meeting. Online and in-person exercises will focus on confirming the vision and goals.

### KEY SUBAREA CORRIDOR PLAN TASKS

We will kick off with a tour of each corridor, a market assessment, and a follow-up Focus Group virtual meeting for each corridor to outline key opportunities and challenges and preliminary goals that will be used for garnering input during Public Meeting #1.

### CITY STAFF SUPPORT

- Coordinate tour logistics.
- Provide consultant team with existing plans/studies and markups.
- Share GIS data and coordinate on online map delivery/Hub website.
- Review/endorse public participation plan, draft website, and input activities.
- Meeting notices, social media posts, and email blasts.
- Biweekly calls with Consultant Team.

### ★ KEY CONSULTANT DELIVERABLES

- Public participation plan.
- Map atlas.
- Plan audit and framework.
- ArcGIS Hub Website and input activities (digital and DIY paper).
- Meeting agendas, materials, and summaries.

		MONTHS	JUL	AUG	SEP	OCT	NOV
<b>PHASE 1: UNDERSTAND TASKS, ROLES, &amp; SCHEDULE</b>							
1.1	Kick-off Call with City Staff		●				
1.2	AC #1 /Stakeholder Interviews & Tour			▲ ◆			
1.3	Existing Conditions (Census Demographic)			→	★		
1.4	Public Participation Plan			→	★		
1.5	Base Map Atlas/coordination with city GIS		●	→	★		
1.6	Build Hub Website			→	→	★	
1.7	Past Plans Audits		→	→	→		
1.8	Land Use and Housing Assessments		→	→	→		
1.9	AC #2, #3, #4 Plan Audit Calls (3 main chapters)				▲	▲	▲
1.10	Corridors City Staff Call		●				
1.11	Corridors Focus Groups #1 (3)			◆			
1.12	Public Launch: DIY Engagement/Online Survey #1				●	→	→
1.13	Public Meeting #1: Plan Vision & Framework					■	

### KEY

- Comprehensive Plan Task
- Subarea Plan Task
- City Staff
- ▲ Advisory Committee
- ◆ Corridors Focus Groups
- Public Meeting
- ★ Key Consultant Deliverable

## PHASE 2: EXPLORE

### INTENT

The Exploration phase is about digging deeper into different plan alternatives and options with the community and stakeholders. This phase will be an interactive process of evaluating and refining different alternatives for each plan through a series of consensus-building exercises.

### KEY COMPREHENSIVE PLAN TASKS

Plan revisions based on the feedback from Phase 1 will be drafted for review with city staff and the Steering Committee at a series of three virtual meetings. During the drafting of the plan, we will identify key questions or concepts for consideration, evaluation, and/or prioritization by the public during Public Meeting #2.

### KEY SUBAREA CORRIDOR PLANS TASKS

Based on input from Phase 1, we will prepare a set of design, land use, economic analyses, and preliminary ideas for each corridor. Visit #2 will start with focus groups where stakeholders will provide input on different public and private realm alternatives for key opportunities and catalytic projects in each corridor. SmithGroup’s design team will craft concepts and alternatives for public input during an evening Public Meeting #2. We will broadcast live or record the presentation and upload meeting materials/draft concepts onto the project website for continued input following the in-person meeting for those unable to attend in person.

### CITY STAFF SUPPORT

- Review draft comprehensive plan revisions.
- Coordinate logistics for Corridor Plans Workshop and Public Meeting #2.
- Meeting notices, social media posts, and email blasts.
- Biweekly calls with Consultant Team.

### ★ KEY CONSULTANT DELIVERABLES

- Comprehensive plan draft chapters.
- Corridor plan assessment/analyses and meeting materials.
- ArcGIS Hub website and input activities.
- Corridor plan public and private realm alternative concepts.
- Website draft review/survey.
- Meeting agendas, materials, and summaries.

		MONTHS	NOV	DEC	JAN	FEB
<b>PHASE 2: EXPLORE TASKS, ROLES, &amp; SCHEDULE</b>						
2.1	Draft Issues/Opportunities & Housing Chapters				★	★
2.2	Land Use Approach					→
2.3	Compile Data/Actions for Other Elements		→			
2.4	AC # 5,6,7 on Comp Plan Drafts			▲	▲	▲
2.5	Corridors Physical Assessment		→		★	
2.6	Corridors Base Mapping		→		★	
2.7	Corridors Precedents/Design Ideas		→		★	
2.8	Corridors Market Analysis		→		★	
2.9	Corridors Focus Groups #2 (as part of Workshop #2)				◆	
2.10	Joint Draft Concept/alts Public 2-3-day Workshop #2				■	
2.11	Corridors Public/Private Realm Alternatives/Design Ideas					→
2.12	Online Draft Alternatives Review/survey #2				★	→
2.13	PC Virtual Meeting on Draft Approach					■

### KEY

- Comprehensive Plan Task
- Subarea Plan Task
- City Staff
- ▲ Advisory Committee
- ◆ Corridors Focus Groups
- Public Meeting
- ★ Key Consultant Deliverable

# PHASE 3: REALIZE

## INTENT

The Realization phase takes the preferred plan direction and breaks it down into actionable tasks in the short term to see the plan implemented. This includes the assembly of the final report documents and digital dashboard. This phase also includes ushering the plan through formal approval processes. Upon completion of draft documents, we will convert policies, actions, and metrics to the project dashboard for review and comment followed by adoption meetings at the Plan Commission and Common Council.

## KEY COMPREHENSIVE PLAN TASKS

One set of revisions will be completed to reflect the input gained during Phase 2. This phase will include coordination with the implementation strategy for the Subarea Corridor Plan, recent Downtown Plan, and Housing Development Policy Guide, adding measurable benchmarks to an online version of the plan.

## KEY SUBAREA CORRIDOR PLANS TASKS

Following Public Meeting #2, we will refine the draft public and private realm alternatives into refined strategies for different areas throughout each corridor. The corridor vision strategies will be accompanied by a summary of the physical and economic analysis and public input. Implementation strategies will be incorporated into the revised Comprehensive Plan for a seamless set of action steps.

## CITY STAFF SUPPORT

- Review draft plan revisions.
- Meeting notices, social media posts, and email blasts.
- Lead plan adoption process.
- Monthly calls with Consultant Team.

## ★ KEY CONSULTANT DELIVERABLES

- Draft Corridor Plan chapters.
- Final revisions to the Comprehensive Plan with a unified implementation strategy for recent plans.
- Digital dashboard of plan policies, actions, and metrics.
- Executive summary presentation slide decks.
- Final document PDFs, Word files, and transfer of GIS mapping.

		MONTHS	MAR	APR	MAY	JUN	JUL
<b>PHASE 3: REALIZE TASKS, ROLES, &amp; SCHEDULE</b>							
3.1	Corridor Plans Land Use/Character + Public Realm Vision and Strategy		→★				
3.2	Corridors Implementation strategy		→★				
3.3	Corridors Focus Group on draft alternatives (virtual)		→◆				
3.4	Future land use place types		→★				
3.5	Future land use map		→★				
3.6	Dashboard update with final actions, metrics				★		
3.7	Draft input survey #3				★	●▲◆■	
3.8	Document revisions editing/formatting						
3.9	PC + CC adoption meetings (2 in person, 1 virtual)						★●■
3.10	Final packaging of materials						★

## KEY

- Comprehensive Plan Task
- Subarea Plan Task
- City Staff
- ▲ Advisory Committee
- ◆ Corridors Focus Groups
- Public Meeting
- ★ Key Consultant Deliverable

# COMPLETE SCHEDULE

**KEY** ● City Staff    ◆ Corridors Focus Groups    ★ Key Consultant Deliverable  
 ▲ Advisory Committee    ■ Public Meeting    ■ Comp Plan    ■ Subareas

		MONTHS:	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
<b>PHASE 1: UNDERSTAND</b>															
1.1	Kick-off Call with City Staff		●												
1.2	Visit #1: AC #1 /Stakeholder Interviews & Tour			▲ ◆											
1.3	Existing Conditions (Census Demographics)			→	→	★									
1.4	Public Participation Plan			→	→	★									
1.5	Base Map Atlas/coordination with city GIS		●	→	→	★									
1.6	Build Hub Website			→	→	→	★								
1.7	Past Plans Audits			→	→										
1.8	Land Use and Housing Assessments		→	→	→	→									
1.9	AC #2, #3, #4 Plan Audit Calls (Issues/Opps, Housing, LU)				▲	▲	▲								
1.10	Corridors City Staff Call		●												
1.11	Corridors Virtual Focus Groups #1			◆											
1.12	Public Launch: DIY Engagement/Online Survey #1			●	→	→									
1.13	Public Meeting #1: Plan Vision & Framework					■									
<b>PHASE 2: EXPLORE</b>															
2.1	Draft Issues/Opportunities and Housing Chapters								★	★					
2.2	Land Use Approach					→	→	→	→						
2.3	Compile Data/Actions for Other Elements					→	→								
2.4	AC # 5,6,7 on Comprehensive Plan Draft Sections							▲	▲	▲					
2.5	Corridors Physical Assessment					→	→	→	★						
2.6	Corridors Base Mapping					→	→	→	★						
2.7	Corridors Precedents/Design Ideas					→	→	→	★						
2.8	Corridors Market Analysis					→	→	→	★						
2.9	Corridors Stakeholder Focus Groups #2 Visit #2 Workshop								◆						
2.10	Joint Draft Concept/alts Public 2-3-day Workshop #2								■						
2.11	Corridors Public/Private Realm Alternatives/Design Ideas								→	→					
2.12	Online Draft Alternatives Review/survey #2								★	→					
2.13	PC Virtual Meeting on Draft Approach										■				
<b>PHASE 3: REALIZE</b>															
3.1	Corridor Land Use/Char. & Public Realm Vision & Strategy										→	→	★		
3.2	Corridors Implementation Strategy										→	→	★		
3.3	Corridors Focus Groups #3 on Draft Alternatives (Virtual) x3										→	→	◆		
3.4	Future Land Use Place Types										→	→			
3.5	Future Land Use Map												★		
3.6	Dashboard Update with Final Actions, Metrics													★	
3.7	Draft Input Survey #3												★	→	● ▲ ◆ ■
3.8	Document Revisions Editing/formatting														
3.9	PC & CC Adoption Meetings (2 in person, 1 Virtual) Visits #3,4														★ ● ■
3.10	Final Packaging of Materials														★

## SECTION 4

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# FIRM EXPERIENCE & REFERENCES

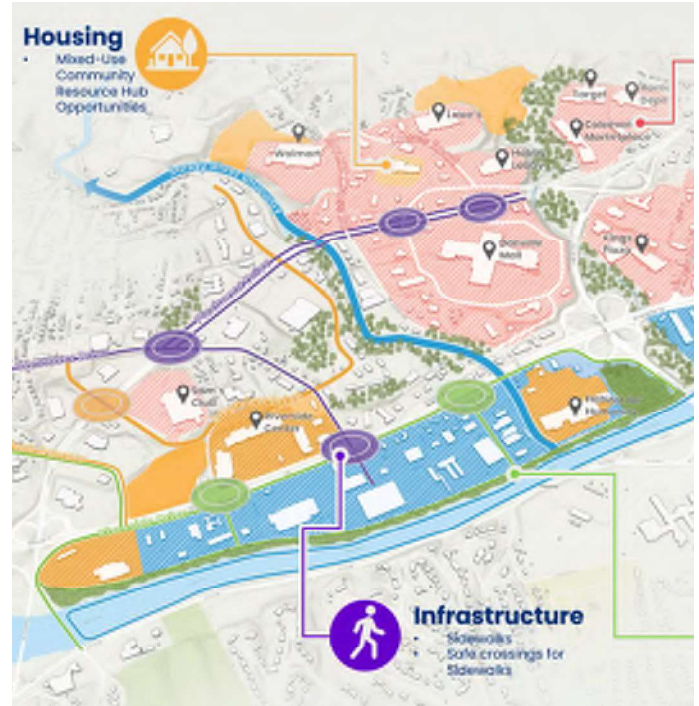


# CITYWIDE COMPREHENSIVE PLAN

Land Use Place Types

## Neighborhood Mixed-Use Center

- 1 Businesses and homes can co-exist using similar massing and materials to match the neighborhood
- 2 Activated ground floors through first floor retail, outdoor plazas and cafes, and lighting create a more welcoming space



Located in southern Virginia, Danville is a former mill town and tobacco trading hub with a long-standing history of divisive politics and inequitable division of resources. This has created numerous challenges for the city, whose population is racially and economically divided. The city is eager to move forward from its past and build a new legacy.

With recent economic investments infused into the city, in the form of a new multi-million-dollar Caesars Palace Casino and two major employers relocating to the area, Danville is revisiting its comprehensive plan to build upon its unique urban fabric and southern charm. SmithGroup’s planning effort, concluding this spring, includes a robust, year-long engagement process placing the community at the center of the work. A grant from the Commonwealth of Virginia supplements the work for SmithGroup to prepare a resilience plan and the Community Foundation granted funding for robust community engagement.

LOCATION

Danville, Virginia

PROFESSIONAL SERVICES

Urban Planning, Urban Design, Master Planning, Area District Planning

REFERENCE/CONTACT

Renee Burton  
Division Director of Planning & Zoning  
434.799.5260, extension 2502  
burtotr@danvilleva.gov



# COMPREHENSIVE PLAN



Ann Arbor Comprehensive Plan  
Project information & engagement hub

**Ann Arbor Comprehensive Plan  
OPEN HOUSES!**

A process is underway for a new **Comprehensive Plan** that will guide public and private investment to...

- Smart housing options
- Transportation options
- Open job opportunities

**Come share ideas for your neighborhood!**

The Open Houses will include information about the city and activities to get your opinion on how it should change in the future. Each event will have the same material – choose the day and location that works best for you. Snacks and light refreshments will be available.

[CLICK TO VIEW THE ANN ARBOR HUB SITE](#)  
CREATED BY SMITHGROUP

**LOCATION**

Ann Arbor, Michigan

**PROFESSIONAL SERVICES**

Urban Planning, Urban Design, Master Planning, Community Planning, Public Engagement, Area District Planning

**CLIENT REFERENCE/CONTACT**

Brett Lenart, AICP  
Planning Manager  
734.794.6000, extension 42606  
blenart@a2gov.org

Ann Arbor is updating its Comprehensive Plan for the first time since 2009, looking to modernize its land use policies to further the values of Equity, Affordability, and Sustainability. The city is encountering a housing affordability crisis and is ranked as one of the least affordable in Michigan. City leadership supports the need for increased density to address housing diversity but is unsure of exactly where and how.

SmithGroup is part of a team working to frame the trade-offs and constraints inherent in a community that has little remaining developable land. After performing an initial analysis, our team will distill critical information into engaging, digestible forms so that conversations with the steering committee, technical advisory committee, and the public can begin. The plan is expected to be completed by the end of 2025.

# 2040 COMPREHENSIVE PLAN UPDATE WITH DOWNTOWN VISION



This effort was part of an update to the citywide comprehensive plan, which built an exhaustive framework upon several recent planning efforts like the recent branding initiative. The resulting plan is vibrant and approachable, providing a new set of united guiding principles and concise strategies. SmithGroup also prepared a subarea plan for the Southeast Area, a largely undeveloped area expected to develop upon the completion of the new southern bridge crossing. This smart growth plan outlines strategies to build complete, walkable neighborhoods, mixed-use centers, and a network of green connections and natural preserves.

While the Fox River is one of De Pere’s greatest assets and amenities, it splits the city and downtown in two, challenging the community’s notion of unity and a shared identity. Having completed the east downtown’s Cultural District Plan, SmithGroup embarked on a process to create a complementary set of recommendations for the west downtown. The recommendations included identifying key redevelopment site strategies, installing improved crossings and streetscape, and implementing results from a recent parking study.

**LOCATION**  
De Pere, Wisconsin

**PROFESSIONAL SERVICES**  
Urban Design, Comprehensive Planning

**REFERENCE/CONTACT**  
Daniel Lindstrom  
Development Services Director  
920.339.4043  
dlindstrom@deperewi.gov

# DE PERE CULTURAL DISTRICT MASTER PLAN



The City of De Pere, Wisconsin hired SmithGroup to conduct a three-day charrette to explore the potential for a downtown cultural district to make De Pere a distinguished hub of culture and arts in the Greater Green Bay metropolitan area.

The resulting plan provides guidelines for riverfront activation, trail connections, and development patterns in the downtown. The cultural district will be anchored by the proposed Mulva Cultural Center, and include high-quality dining and entertainment businesses amidst extraordinary views of the Fox River, public art of many forms, and superior public realm and open spaces.

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#### LOCATION

De Pere, Wisconsin

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#### PROFESSIONAL SERVICES

Urban Design, Comprehensive Planning

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#### REFERENCE/CONTACT

Daniel Lindstrom  
Development Services Director  
920.339.4043  
dlindstrom@deperewi.gov

# KENOSHA INNOVATION NEIGHBORHOOD MASTER PLAN



The Kenosha Innovation Neighborhood Master Plan provides a vision for redeveloping the 107-acre former Chrysler Assembly Plant in downtown Kenosha. The plan is for an innovation district that will bring new industry-leading technologies and businesses to the region, as well as retain and attract young professionals.

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## LOCATION

Kenosha, Wisconsin

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## PROFESSIONAL SERVICES

Community Planning, Land Planning,  
Architecture, Civil Engineering,  
Landscape Architecture

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## REFERENCE/CONTACT

Tim Casey  
Director of Community Development  
262.653.4030  
tcasey@kenosha.org

Unlike other innovation districts, this plan seeks to make the redevelopment a neighborhood. It will be nested in and be an extension of existing surrounding neighborhoods and will include new housing, a commercial district, and a high school.

The development will be inclusive of all individuals, the surrounding neighborhoods, and the broader community by being respectful of existing neighborhood history and character, blurring boundaries between development and neighborhood, and responding to the scale and density of the community. It will also support the recovery and development of sustainable and resilient surrounding neighborhoods by providing support for individuals with varying degrees of skills and creating flexibility for growth over time.

## REDEVELOPMENT READY COMMUNITIES PROGRAM

### LOCATIONS

Various communities across Michigan

### PROFESSIONAL SERVICES

Urban Planning, Urban Design, Master Planning

### CLIENT REFERENCE/CONTACT

Michelle Parkkonen, AICP  
Managing Director  
517.599.8796  
parkkonenm@michigan.org



[CLICK HERE TO VIEW THE RESILIENCY TOOLKIT GUIDE](#)

### TECHNICAL ASSISTANCE

SmithGroup has advised the Michigan Economic Development Corporation (MEDC) through its Redevelopment Ready Community program. It is a certification program through which the MEDC audits the community's plans, codes, and procedures. We have spent the last decade serving as the primary point of contact for RRC staff to help fill the gaps in the communities' redevelopment programs. Kathleen Duffy led the "planning and participation" training for over five years. Our assistance has included the following practices:

- Downtown, corridor, comprehensive plans, and redevelopment strategies
- Zoning ordinances and form-based codes
- Site prioritization and redevelopment strategies
- Economic development and marketing strategies
- Delivery of training programs for staff and officials
- Development review process evaluation and recommendations

### RESILIENCY TOOLKIT

As part of our ongoing work with the MEDC Redevelopment Ready Communities program, SmithGroup prepared a resiliency toolkit to assist communities in planning for shocks and stresses. The toolkit includes a self-evaluation and set of goals, metrics, and actions that communities can use to incorporate resilient strategies for people, places, infrastructure, and the economy.

SmithGroup provides quarterly recommendations and resources for the MEDC Resiliency Toolkit to ensure it remains a relevant and useful tool for communities in the years to come. Updates include graphics for social media posts, website enhancements, best practices for their virtual resiliency library, and new tools for the kit.

SmithGroup also partnered with the MEDC and the cities of Midland and Marquette, to implement the toolkit in their communities. Collaborating with local leaders, business associations, FEMA, EGLE, and more, we helped these two cities identify implementable next steps to become more socially, economically, physically, and environmentally resilient communities.

# LINCOLN KING NEIGHBORHOOD PLAN



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## LOCATION

Racine, Wisconsin

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## PROFESSIONAL SERVICES

Urban Planning, Urban Design,  
Community Planning, Landscape  
Architecture, Streetscape Design,  
Conceptual Design

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## REFERENCE/CONTACT

Cathy Anderson  
Neighborhood Investment Manager  
Department of City Development  
262.636.9476  
cathy.anderson@cityofracine.org

Propelled forward by a \$15 million neighborhood investment grant from the State of Wisconsin, the City of Racine began planning improvements to the Lincoln-King Neighborhood. The added neighborhood investment grant represents a significant opportunity to leverage that catalytic project and extend the City’s investment to a broader area for lasting impact.

SmithGroup worked closely with the city assisting them to guide funding and create a long-term vision for neighborhood infrastructure improvements. In addition, the neighborhood master plan helped inform the design decisions made for the proposed King Center and Racine Community Health Center (RCHC) adjacent to Julian-Thomas Elementary School. The new King Center and RCHC is an exciting catalytic investment by the city in a neighborhood that has not seen significant investment for generations.

# CLEAR LAKE SUB AREA PLAN



La Porte, an aging rustbelt community in northwest Indiana, has among the lowest health metrics in Indiana. The City partnered with the Healthcare Foundation to undertake a district plan for a remediated industrial site, park, downtown, and hospital district built on improving connectivity, a sense of place, and opportunities for mixed-use and recreation uses to support healthy lifestyle choices. The Heart of La Porte is a long-term vision that identifies short-term redevelopment, placemaking, environmental stewardship, and recreation opportunities to create a holistic vision for healthy living. A multi-day charrette included walking tours, stakeholder meetings, and evening public sessions to vet placemaking and land use alternatives.

Beyond a long-range vision, the plan identifies several catalytic projects that will be developed up to a 30% level of design. The selected projects include downtown streetscape renovations, a greenway, ecological shoreline enhancements, and a new communal greenspace downtown. The next step for the city will be to seek funding and partnerships for implementation to put the vision into reality.

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**LOCATION**

La Porte La Porte, Indiana

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**PROFESSIONAL SERVICES**

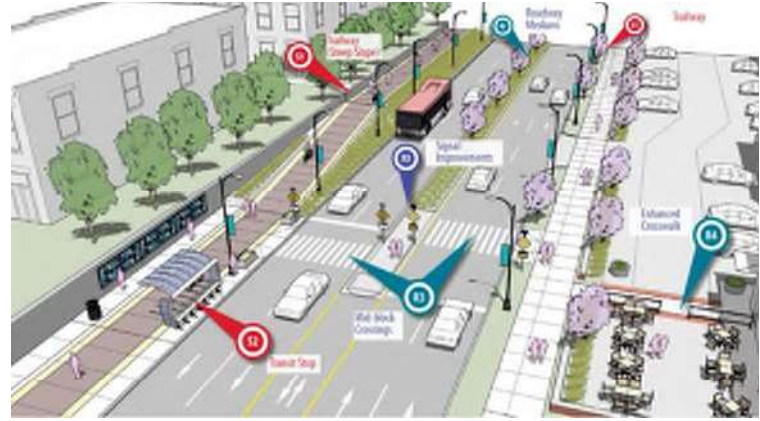
Community Planning, Civil Engineering,  
Landscape Architecture

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**REFERENCE/CONTACT**

Nick Minich  
City Engineer  
219.362.2327  
nminich@cityoflaportein.gov

# EUCLID AVENUE REDEVELOPMENT STUDY



The City of Cleveland sought to transform Euclid Avenue from a vehicle-dominated corridor into a vibrant and comfortable place for residential neighborhoods and local businesses. Euclid Avenue suffers from a legacy of disinvestment, and this project mobilized resources toward creating an equitable outcome for the community.

SmithGroup led a comprehensive corridor study that examined the following key items and goals:

- Transportation and mobility design that makes the corridor accessible to people of all ages and abilities.
- Roadway design that manages vehicle speeds and improves safety and comfort for all people.
- Urban railway incorporation with integrated transit stops, safer crossings, streetscape, and lighting.
- Land use opportunities for reinvestment that support local businesses and wealth building.
- Economic impact assessment of how changes in, and adjacent to, the corridor can support the vitality of the corridor for residents.

SmithGroup engaged local partners, agencies, political leaders, businesses, residents, and schools in a collaborative process to meet the goals above. An illustrative report showcased potential changes that could be advanced using a phased approach. Recommendations were prioritized, costs estimated, and implementation-focused action items identified.

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**LOCATION**  
Cleveland, Ohio

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**PROFESSIONAL SERVICES**  
Urban Planning, Urban Design

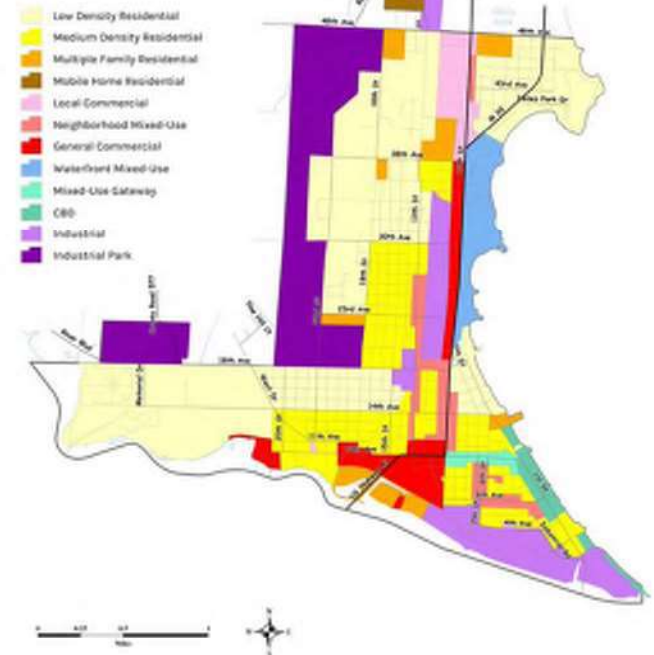
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**CLIENT REFERENCE**  
Calley Mersmann  
Senior Strategist, Transit & Mobility  
216.664.2952  
cmersmann@city.cleveland.oh.us

# COMPREHENSIVE PLAN UPDATE



City of Menominee  
**FUTURE LAND USE**  
DRAFT August 2018



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**LOCATION**

Menominee, Michigan

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**PROFESSIONAL SERVICES**

Urban Planning, Urban Design,  
Community Planning

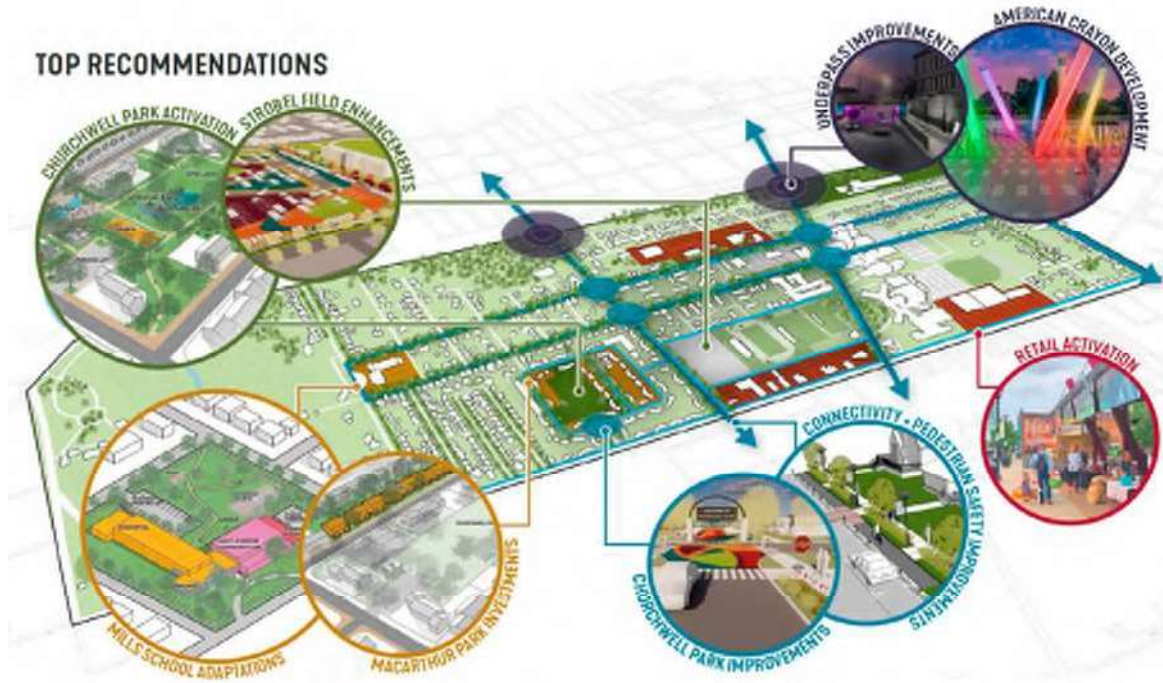
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**REFERENCE/CONTACT**

Brett Botbyl  
City Manager  
906.863.1747  
bbotbyl@menomineemi.gov

Menominee’s Highway 41 corridor, as a gateway to Michigan’s upper peninsula, lacks the charm and history of its historic downtown and bayfront. Rethinking this corridor and its views of Green Bay were the cornerstone of SmithGroup’s efforts to redefine the city’s land use and redevelopment opportunities for a draft master plan update. Through stakeholder workshops, the team strategized around economic development possibilities for several key sites, including the Highway 41 corridor, a former school site, an office park, and a gateway big box node. This refreshed land use approach, coupled with a streamlined set of goals and actions, will set up Menominee for future zoning amendments to make redevelopment more feasible.

# SANDUSKY SOUTHSIDE NEIGHBORHOOD PLAN



Improvements to the Sandusky Southside Neighborhood were identified as part of a previous study completed in 2016. In 2022, SmithGroup was engaged to plan for and implement sustainability strategies while also creating environments that attract and support private investment in the community.

**LOCATION**  
Sandusky, Ohio

**PROFESSIONAL SERVICES**  
Urban Planning, Urban Design, Master Planning, Neighborhood Planning, Community Planning

**REFERENCE/CONTACT**  
Arin Blair  
Chief Planner  
419.627.5873  
ablair@cityofsandusky.com

The process began with thoughtful and creative community engagement—identifying needs and prioritizing implementation items. Virtual and in-person forums engaged a broad range of community stakeholders, leaders, and partners to gain valuable feedback.

The resulting plan focuses on the development of major city corridors adjacent to residential neighborhoods. It addresses parks, greenspaces, and increased bike and walking paths as well as public transit. It looks at the neighborhood as a whole—analyzing existing infrastructure and areas such as affordable housing, neighborhood stabilization, and opportunities for mixed-use development to further create a walkable, connected community.

# OSHKOSH LAKESHORE PARK MASTER PLAN & PARK PAVILION



## LAKESHORE PARK MASTER PLAN

The Oshkosh Common Council desired to transform 70 acres of a former golf course into a new community park. SmithGroup was hired and initiated a three-part planning process including data collection, meetings with city staff, site analysis, and public outreach. A plan was completed in 2019 that reimagines the former golf course as a community destination with two distinct parkland halves.

## LAKESHORE PARK PAVILION

As the catalytic first project of this new community park, the 3,700 sf pavilion designed in 2021 embodies the master plan's sustainability ethos. It functions as a landmark and year-round community living room for events, blending seamlessly with the surrounding waterfront site. Its waterside deck, plazas, and native landscape are designed as the heart of Lakeshore Park and serve as a regional trailhead for the adjacent riverwalk and future water trails.

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### LOCATION

Oshkosh, Wisconsin

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### PROFESSIONAL SERVICES

Master Planning, Architecture, Civil Engineering, Landscape Architecture, HVAC Design, Plumbing Design, Electrical Engineering, Structural Engineering

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### REFERENCE/CONTACT

Raymond Maurer  
Parks Director  
920.236.5080  
rmaurer@ci.oshkosh.wi.us

## SECTION 5

# PROPOSED PROJECT TEAM



# TEAM ORGANIZATION

SmithGroup, under the leadership of **Kathleen Duffy** and **Xu Zhang**, will direct the team effort as indicated in the organization chart below.

We have assembled a passionate team that brings significant expertise to deliver the comprehensive and subarea plans successfully. When we decide to pursue

a project, we carefully consider the time commitment necessary by all the team members to ensure a full commitment to the project from beginning to end. We have the depth of resources and staff available that will support our leadership team and cover a wide variety of services beneficial to the City of Appleton.



## PRINCIPAL-IN-CHARGE/URBAN PLANNER

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# KATHLEEN DUFFY

AICP



**Kathleen Duffy grew up in Oshkosh, Wisconsin and regularly visits Appleton with her family.** This, along with the creation of over 30 comprehensive plans for similar communities, makes her qualified to help the city with its upcoming planning efforts. She is a passionate expert on land use, character, and placemaking, helping communities create intelligent redevelopment and economic development strategies for corridors, downtowns, and districts. Her creative problem-solving, unique design skills, and big-picture thinking result in inclusive and implementable comprehensive plans.

- City of DePere, 2040 Comprehensive Master Plan Update & West Downtown Vision Plan, DePere, Wisconsin
- City of La Porte, Clear Lake Sub Area Plan, La Porte, Indiana
- City of Cleveland, Euclid Avenue Redevelopment Study, Cleveland, Ohio
- MEDC, Redevelopment Ready Communities Technical Assistance Program & Master Plans, Mason, Grosse Ile Township, Owosso, Newaygo, Melvindale, Wyandotte, Lexington, & Swartz Creek, Michigan
- City of Danville, Comprehensive Plan, Danville, Virginia
- City of Ferndale, Master Plan, Parks & Recreation Plan Update, Climate Action Plan & Downtown Form-based Code, Ferndale, Michigan
- City of Ann Arbor, Comprehensive Plan, Ann Arbor, Michigan
- City of Lansing, Comprehensive Plan & Form-Based Code, Lansing, Michigan
- City of Birmingham, Woodward Southern Gateway Corridor Plan, Birmingham, Michigan\*
- City of Rochester Hills, Auburn Road Corridor Plan, Rochester Hills, Michigan\*
- City of Muskegon Heights, Downtown Plan, Muskegon Heights, Michigan
- City of Las Vegas, 2050 Master Plan, Las Vegas, Nevada
- City of Las Vegas, East & Northwest Area Plans, Las Vegas, Nevada
- City of Charleston, Comprehensive Plan, Charleston, West Virginia\*
- Washtenaw County, ReImagine Washtenaw Plan, Ann Arbor & Ypsilanti, Michigan\*

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### EDUCATION

Master of Urban and Regional Planning,  
University of Illinois

Bachelor of Science in Architecture with  
a Minor in Art History,  
University of Michigan

Urban Land Institute Larson Center for  
Leadership

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### REGISTRATIONS

American Institute of Certified Planners

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### PROFESSIONAL AFFILIATIONS

American Planning Association

Urban Land Institute—Michigan  
Advisory Board and Women's  
Leadership Committee Co-Chair

ULI Michigan's Housing and Community  
Development Local Product Council

Form-Based Code Institute

National Charrette Institute

\* Completed prior to SmithGroup

## PROJECT MANAGER/URBAN DESIGNER

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# XU ZHANG



Xu Zhang's work is inspired by her passion for people's stories and community development. She is an experienced urban planner who specializes in designing communities that support safe, equitable, innovative, and sustainable development. Her goal is to create beautiful urban community environments that are sensitive and engaging for all living things. Xu's leadership, expertise, engagement, and partnering acumen will enable her to deliver a successful program for Appleton.

- Envision Montgomery 2040 Comprehensive Plan, Montgomery, Alabama\*
- Neptune Beach Community Vision Plan 2040, Neptune Beach, Florida\*
- The Onward Alameda Corridor Plan, El Paso, Texas\*
- City of El Paso, Historic Mission Trail Comprehensive Plan Update, El Paso, Texas\*
- Citywide Master Plan, Punta Gorda, Florida\*
- City of Racine, Lincoln King Neighborhood Plan, Racine, Wisconsin
- City of Sheboygan, Deland Park and Waterfront Reuse Master Plan, Sheboygan, Wisconsin
- New Mexico State University, Campus Design Guidelines, Las Cruces, New Mexico\*
- Kane County, Forest Preserve District Master Plan, Geneva, Illinois
- Comprehensive Plan: Blueprint 2028, Thomasville Georgia\*
- Form-based Unified Development Code, Thomasville Georgia\*
- Bedrock, East Riverfront Master Planning, Detroit, Michigan
- La Madre Foothills & Kyle Canyon Special Area Plans, Las Vegas, Nevada
- City of Muskegon, Lakefront Master Plan, Muskegon, Michigan
- City of Clive, Linnan Park Improvements, Clive, Iowa
- City of Oakland, Downtown Specific Plan, Oakland, California
- North Miami Beach West Lots Plan, Miami, Florida
- City of Missoula, Downtown Master Plan, Missoula, Montana\*
- City of Missoula, North Riverside Parks & Trails Plan, Missoula, Montana\*

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### EDUCATION

Master of Data Analytics, Georgia Institute of Technology

Master of Landscape Architecture, Pennsylvania State University

Bachelor Degree of Urban Planning, Jiangnan University

\* Completed prior to SmithGroup

# TOM ROGERS

## PLA



With 23 years of urban design experience, Tom Rogers is well known in Wisconsin for understanding the challenges facing communities like the City of Appleton. He is a creative and passionate community development expert adept at working with multiple stakeholders to form beautiful, sustainable solutions that present opportunities for positive growth. Tom's knowledge augments the greater team, serving as a valuable partner in helping the City of Appleton plan for the future.

- City of De Pere, Cultural District Master Plan, De Pere, Wisconsin
- City of DePere, 2040 Comprehensive Master Plan Update & West Downtown Vision Plan, DePere, Wisconsin
- City of Kenosha, Innovation Neighborhood Master Plan, Kenosha, Wisconsin
- City of Milwaukee, Harbor District Riverwalk, Milwaukee, Wisconsin
- City of Milwaukee, South 13th Street Streetscape Improvements, Milwaukee, Wisconsin
- City of Watertown, Town Square Civic Hub, Watertown, Wisconsin
- City of Wauwatosa, Downtown 69th Street Center Pocket Park, Wauwatosa, Wisconsin
- Hovde Properties, Reston Heights Mixed-use Development Planning Study, Madison, Wisconsin
- City of Madison, Garver Feed Mill Mixed-use Redevelopment, Madison, Wisconsin
- City of Green Bay, City-wide Park Paving Analysis, Green Bay, Wisconsin\*
- City of Green Bay, Leight Park Waterfront Festival Grounds, Green Bay, Wisconsin\*
- City of East Moline, Illinois, Downtown Streetscape & Riverfront Master Plan Vision, East Moline, Illinois
- City of Burlington, Tiger Grant Complete Streets & Riverfront-Roadway, Burlington, Iowa
- City of Euclid, Waterfront Plan, Euclid, Ohio
- City of Sault Ste Marie, Waterfront Study, Sault Ste Marie, Michigan

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### EDUCATION

Bachelor of Science in Landscape Architecture, University of Wisconsin-Madison

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### REGISTRATIONS

Professional Landscape Architect:  
Colorado  
Iowa  
Wisconsin

\* Completed prior to SmithGroup

## URBAN DESIGNER/PLANNER/GIS SPECIALIST

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# JAKE JENKINS

PLA, ASLA, LEED GA



As SmithGroup's computational design expert, Jake Jenkins stays on the cutting edge of parametric modeling and big data visualization for community planning and development. His approach is focused on technical site and context exploration, unearthing parameters to develop the design, and investigating innovative delivery techniques. His expertise includes a diverse range of project types from greenways, waterfronts, and campuses to complex spatial studies and ecological analysis.

- City of De Pere, Cultural District Master Plan, De Pere, Wisconsin
- City of DePere, 2040 Comprehensive Master Plan Update & West Downtown Vision Plan, DePere, Wisconsin
- City of Oshkosh, Wisconsin, Lakeshore Park Master Plan, Oshkosh, Wisconsin
- City of Kenosha, Innovation Neighborhood Master Plan, Kenosha, Wisconsin
- City of La Porte, Clear Lake Sub Area Plan, La Porte, Indiana
- Dane County, Circular Campus Vision, Madison, Wisconsin
- Villard Avenue Business Improvement District, Streetscape Charrette, Milwaukee, Wisconsin
- City of Milwaukee, South 13th Street Streetscape Improvements, Milwaukee, Wisconsin
- Milwaukee County, South Shore Park Beach, Milwaukee, Wisconsin
- Milwaukee Metropolitan Sewerage District, Kinnickinnic River 6th to 16th Street, Milwaukee, Wisconsin
- Milwaukee Metropolitan Sewerage District, Kinnickinnic River Jackson Park, Milwaukee, Wisconsin
- City of Portage, Downtown Master Plan, Portage, Indiana
- City of Clinton, Riverfront Development Study, Clinton, Iowa
- City of Burlington, Tiger Grant Complete Streets and Riverfront-Roadway, Burlington, Iowa
- City of Rocky River, Bradstreet's Landing Pier Renovations, Rocky River, Ohio
- Cuyahoga County, Lakefront Public Access Plan, Cleveland, Ohio

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### EDUCATION

Master of Landscape Architecture, with Honors, Kansas State University

Bachelor of Science in Community and Regional Planning, Minor in Sociology, Iowa State University

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### REGISTRATIONS

Landscape Architect:  
Wisconsin

LEED Green Associate

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### PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects

# GIZEM DEMIRKOL CAKAL



Gizem Demirkol Cakal is a dynamic and forward-thinking urban planner, specializing in environmental design, a distinct sense of place, and spatial planning. With a profound understanding of place theories, environmental behavior, and robust community engagement, Gizem is dedicated to crafting sustainable and vibrant urban environment solutions that prioritize the well-being of residents. She will apply her expertise to help the city develop a plan that reflects the needs and vision of the Appleton community.

- City of Racine, Lincoln King Neighborhood Plan, Racine, Wisconsin
- Milwaukee Metropolitan Sewerage District, Kinnickinnic River Jackson Park, Milwaukee, Wisconsin
- City of Clinton, Riverfront Development Study, Clinton, Iowa
- Bedrock, East Riverfront Master Planning, Detroit, Michigan
- Bookworm Botanical Gardens, River Site Master Plan, Sheboygan, Wisconsin
- Kane County, Forest Preserve District Master Plan, Geneva, Illinois
- City of Willoughby, Amphitheater and Chagrin River Trail, Willoughby, Ohio
- City of Clive, Linnan Park Improvements, Clive, Iowa
- Lincoln Park Conservancy, North Pond at Lincoln Park, Master Plan Update, Chicago, Illinois
- University of Wisconsin-Madison, New Engineering Building, Madison, Wisconsin
- University of Wisconsin-Stout, Long Range Plan, Menomonie, Wisconsin
- University of Cincinnati, Campus Master Plan Update, Cincinnati, Ohio
- University of Toledo, Campus Plan Update, Toledo, Ohio

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### EDUCATION

Master of Urban Design, University of Wisconsin-Milwaukee

Master of City Planning & Urban Design, Orta Dogu Technical University, Turkey

Bachelor of Science, City & Regional Planning, Orta Dogu Technical University, Turkey

# RACHEL SMITH

## AICP



Affordable housing and economic development are hallmarks of Rachel Smith's urban planning and design expertise. She is an expert on regulatory tools that support these efforts and uses creative, research-driven solutions and innovative programs to bring investment and housing development to communities like the City of Appleton. Rachel keeps current with global housing and community development advancements, trends, and research. She enjoys engaging communities to create strategies that meet housing demand, align with community values, and empower and protect vulnerable populations.

- City of Detroit, Master Plan, Detroit, Michigan
- City of Detroit, ARPA Industrial & Commercial Site Identification Scoping, Detroit, Michigan
- MEDC, Redevelopment Ready Communities Technical Assistance Program, multiple Michigan communities
- City of Danville, Comprehensive Plan, Danville, North Carolina
- City of Sandusky, Southside Neighborhood Master Plan, Sandusky, Ohio
- City of Adrian, Zoning Ordinance, Adrian, Michigan
- City of Mason, Master Plan & Ordinance Update, Mason Michigan
- Bedrock, East Riverfront Master Planning, Detroit, Michigan
- DC Office of Planning, Rock Creek Corridor Planning, Washington DC
- Cuyahoga County, Lakefront Public Access Plan, Cleveland, Ohio
- City of Ferndale, Master Plan, Parks & Recreation Plan Update, Climate Action Plan & Downtown Form-based Code, Ferndale, Michigan
- Ann Arbor Housing Commission, 415 Washington Area Plan Review, Ann Arbor, Michigan
- City of Ann Arbor, Comprehensive Plan, Ann Arbor, Michigan
- City of Muskegon Heights, Downtown Vision Plan, Muskegon Heights, Michigan
- City of Detroit, Design Guidelines for Commercial Corridors, Detroit, Michigan

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### EDUCATION

Master of Science, Planning, University of Arizona

Bachelors, Fine and Studio Arts, Drury University

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### REGISTRATIONS

American Institute of Certified Planners

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### PROFESSIONAL AFFILIATIONS

American Planning Association,  
National Housing & Community  
Development, Committee Treasurer

Michigan Association of Planning,  
Housing Policy Subcommittee

# MICHELLE JOHNSON



Michelle Johnson has over 20 years of experience in economic development, comprehensive planning, complete streets, and corridor planning and design. Her portfolio includes 10+ complete street corridor planning and detailed design projects, five of which were federally funded, and 15+ economic development studies with components such as commercial, housing, office, and industrial market analyses and assessments, highest and best-use analyses, Tax Increment Financing (TIF) analyses and projections, retail gap and leakage analysis, development strategies and forecasting, development proformas, and travel time analysis. Her previous experience has also given her strong knowledge of federal funding processes and grant administration, writing, and reporting.

- City of Kenosha, Innovation Neighborhood (KIN) Eda Grant Administrator, Kenosha, Wisconsin
- City of Bakersfield, SR 204 Highway to Boulevard Planning Study, Market Analysis, and Economic Impact Assessment, California High-Speed Rail Authority, Bakersfield, California
- Township of Grosse Ile, Master Plan, Market Analysis & Future Economic Impact Study, Grosse Ile, Michigan
- City of Akron, North Main Street Complete Street Corridor Study Master Plan & Market Analysis, Akron, Ohio\*
- City of Willowick, Lakefront & Lakeshore Boulevard Connectivity Plan & Market Analysis, Willowick, Ohio\*
- City of Akron, Broadway Avenue & Main Street Market Analysis and Master Plan, Akron, Ohio\*
- City of Aurora, Housing & Density Study, Aurora, Ohio\*
- Laketran and Cities of Willowick, Eastlake & Willoughby, Vine Street Corridor Plan, Market Analysis & Tax Increment Financing Analyses, Multiple cities, Ohio\*
- City of Sylvania, Downtown Master Plan, Market & TIF Analysis, Sylvania, Ohio\*
- City of Akron, Firestone Industrial Market Analysis, Akron, Ohio\*

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### EDUCATION

Master of Urban Planning, Design and Development, Cleveland State University

Bachelor of Arts, Urban and Regional Planning, Minor, Landscape Architecture, Miami University

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### PROFESSIONAL AFFILIATIONS

Cleveland Leadership Academy, 20th Class, Fellow

American Planning Association, Cleveland Chapter, Member, Executive Board Member 2006–2018

Member, Association of Pedestrian and Bicycle Professionals

Member, International Council of Shopping Centers

\* Completed prior to SmithGroup

# ETHAN WISSLER



With a background in landscape architecture and urban design, Ethan Wissler works at the intersection of planning and design. He is an expert in the use of GIS and computational data science in the planning process and develops new tools and applications to enhance overall data analysis in the built environment. Since joining SmithGroup, Ethan has played a key role in the planning, design, and implementation of public spaces on many projects in the Midwest.

- University of Wisconsin-Stout, Long Range Plan, Menomonie, Wisconsin
- City of St. Louis, Citywide Transportation & Mobility Plan, St. Louis, Missouri
- City of Ann Arbor, State & Hill Street Improvements, Ann Arbor, Michigan
- City of Detroit, Joe Louis Greenway, Detroit, Michigan
- City of Ferndale, Park District Wilson Park Design, Ferndale, Michigan
- City of Oak Park, Parks and Recreation Master Plan Update, Oak Park, Michigan
- Greektown Neighborhood Partnership, Monroe Street Streetscape Improvements, Detroit, Michigan
- Bedrock, East Riverfront Landscape & Streetscape, Detroit, Michigan
- Davey Tree, East Campus Design, Research & Training Center Building, Kent, Ohio
- Old Dominion University, Comprehensive Campus Master Plan, Norfolk, Virginia
- University of Texas at Arlington, Campus Master Plan, Arlington, Texas
- Bowling Green State University, Campus Master Plan Update, Bowling Green, Ohio
- DTE Energy, Second Avenue Greenway & Concept Design, Detroit, Michigan
- DTE Energy, Roxbury Broadway Site, Ann Arbor, Michigan
- Huron Waterloo Pathways Initiative, Title IX Plaza, Ann Arbor, Michigan

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### EDUCATION

Master of Landscape Architecture,  
University of Arizona

Master of Science in Planning,  
University of Arizona

Graduate Studies in Design & Planning,  
Cornell University

Bachelor of Science, Natural Resources  
Economics, University of Arizona

**SECTION 6**

revised 6/21/2024

**COST PROPOSAL**



# COST PROPOSAL

	<b>Costs</b>
1: Understand	\$102,000
2: Explore	\$140,000
3: Realize	\$117,000
<b>Total Project Cost</b>	<b>\$359,000</b>

Comprehensive Plan Project Cost	\$236,000
Subarea Plans Project Cost	\$123,000

Shared tasks like past plan review, regular staff coordination, implementation, executive summaries, dashboard, and adoption are included in the comprehensive plan subtotal.

<b>Team Member</b>	<b>Role</b>	<b>Anticipated Hours</b>	<b>Billing Rate</b>
Kathleen Duffy	Principal-in-Charge/Planner	210	\$185
Xu Zhang	Project Manager/Urban Designer	565	\$150
Jake Jenkins	Urban Designer	370	\$120
Gizem Demirkol Cakal	Urban Planner	990	\$100
Rachel Smith	Housing Planner	190	\$130
Michelle Johnson	Market Strategist	60	\$220
Tom Rogers	Urban Design/Quality	15	\$220
Ethan Wissler	GIS/Data	135	\$100
Contingency	Average Staff Rate	210	\$150