

City Plan Commission

Wed, Jul 10, 2024 3:30PM • 7:43

Mayor Jake Woodford 00:00

All right. Good afternoon. I now call to order the Wednesday July 10, 2024 meeting of the Appleton City Plan Commission. Please rise and join me in the Pledge of Allegiance.

[The commission members recite the Pledge of Allegiance]

Mayor Jake Woodford 00:33

Roll call of membership has been taken. All are represented with the exception of Commissioner Robbins who is excused.

Mayor Jake Woodford 00:40

We'll move on now to the approval of the minutes need a motion to approve the minutes.

Commission member 00:45

So moved.

Mayor Jake Woodford 00:46

We have a motion and a second to approve the minutes of the previous meeting. Is there any discussion? Hearing none, all those in favor, please signify by saying aye. Aye. Any opposed? The motion passes unanimously. The minutes have been approved.

Mayor Jake Woodford 01:03

We have no public hearings or appearances today, so we'll move on to our action items. The first is—first and only is it 24-0851 request to approve the Lumbini Estates final plat as shown on the attach maps and subject to the conditions in the attached staff report. And to tell us about this one is Don Harp. Don. All right. Go ahead.

Principal Planner Don Harp 01:27

Thank you, Mayor. The Planning Commission had reviewed the preliminary plat at their meeting on April 10 of this year. Staff reviewed the final plat in terms of the layout in regards to the lot configurations, the street network, and we find that it's consistent with the preliminary plat; therefore, staff is recommending approval subject to the stipulations in the staff report.

Mayor Jake Woodford 01:51

Thank you. All right. Is there any discussion from the commission? So, no changes from the preliminary process?

Principal Planner Don Harp 02:04

No, the lot—we still have 27 parcels that were proposed with the preliminary plat. So, they're consistent with that on the final plat, and the layout is consistent, and the county highway access permit to make the connection with the development to Midway Road was approved by the county so we're in good shape there moving forward with this final plat approval. They just have some technical items to clean up before actually the city signatures get affixed to the final plat.

Mayor Jake Woodford 02:32

Very good. Thank you. And this is Calumet County.

Principal Planner Don Harp 02:34

Yes.

Mayor Jake Woodford 02:35

Okay. Thank you. Any discussion from the Commission? All right. Do we have a motion? Need a motion.

Aldersperson Denise Fenton (District 6) 02:45

Move to approve.

Mayor Jake Woodford 02:47

We have a motion and a second to approve. Any further discussion from the commission? Hearing none, all those in favor please signify by saying aye. Aye. Any opposed? With none opposed, the item has been approved.

Mayor Jake Woodford 03:01

All right, moving on to information items then 24-0741 awarding contract for updating Apple—Appleton's comprehensive plan and sub area plans to SmithGroup. Lindsay, you going to tell us about this one? All right, go ahead.

Principal Planner Lindsey Smith 03:17

All right. So back in March, I had another informational item for planning commission just making you aware of the RFP that was going to be publicized for consultants to update the Comprehensive Plan and the three sub areas that we are including within the RFP. So, RFP was released and we received eight submittals back. And with that then we created a shortlist of four consultants that we then actually interviewed with various team members that were identified in the staff report including the mayor and Alder Fenton as well. So, I appreciate your time, and reviewing the proposals and the time to interview the consultants as well. And with that the group selected SmithGroup as the final candidate to lead the Comprehensive Plan update in the three sub areas that we'll be focusing on.

Principal Planner Lindsey Smith 04:13

So, this is an informational item. The formal action will be occurring at Community Development Committee, which is at 4:30 today, and then they will recommend that to Common Council for final approval of the contract to SmithGroup.

Principal Planner Lindsey Smith 04:26

So, with that the award is an amount of \$359,000 with a contingency of \$16,000. So just a reminder, this funding source was through ARPA, and previously the City Council then has allocated this funding for the comprehensive plan and the three sub area plans. So, it is allocated through ARPA, and the final action will just be approving the contract at Council. With that, staff recommends approval, but you're not actually taking any actions. So, If you have any questions, I'd be willing to answer.

Mayor Jake Woodford 05:04

Any discussion? Questions from the commission? Alder Fenton, which one do you have there? All right. Go ahead.

Aldersperson Denise Fenton (District 6) 05:15

Thank you, Your Honor. Um, yeah, I was honored to be on the group that reviewed the various proposals, and I am very comfortable that SmithGroup will do an excellent job. Their presentation showed that they really knew

what the city was looking for. And, again, high confidence, and I'll be happy when it comes to Council to approve this contract.

Mayor Jake Woodford 05:41

Thank you. Any further questions or discussion from the commission? All right, and like Alder Fenton I'm excited to work with SmithGroup. I think the proposal was excellent, presentation even better. And one of the things that we looked for in potential consultants was strategies for public engagement as really a central component of this, and this this consultant has a demonstrated track record of quality public engagement, and that'll be critical for us as we update our comprehensive plan and really set the direction, chart a course for this community from a development perspective but even more broadly, just thinking about the kind of community that Appleton sees itself as today and aspires to be in the future. So really looking forward to working with them.

Mayor Jake Woodford 06:35

And I also want to thank Lindsey and the rest of the community and economic development team—uh community development team (still getting used to that)—for all of the good work in in soliciting submissions. And that that process, there's a lot of things that happened behind the scenes in terms of fielding questions from potential firms and providing supplemental information, a lot of really good work, and to yield eight quality submittals. And we had the tough task of narrowing it down, but I do think we're bringing forward the best of the group. And so again, really appreciate all the work on the part of staff to get us to this point, and then we can get started on the work. So really appreciate it and look forward to the process.

Mayor Jake Woodford 07:22

Anything else from the Commission on this one? All right, hearing none, we have no further information items or action items today. So, I'll entertain a motion to adjourn. We have a motion and a second to adjourn. All those in favor, please signify by saying aye. Aye. Any opposed? Alright, with none opposed, we are adjourned. Thank you