



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

## Meeting Agenda - Final-revised Common Council

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Wednesday, April 16, 2025

7:00 PM

Council Chambers

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- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0348](#) Common Council Meeting Minutes of April 2, 2025

**Attachments:** [CC Minutes 4-2-25.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[25-0321](#) Presentation of the Winning 2025 Sidewalk Poetry Poems

[25-0370](#) Proclamations:  
- Arbor Day  
- Autism Acceptance Month  
- Earth Day  
- Golden Rule Day  
- Hemophilia Awareness Day  
- Public Health Week

**Attachments:** [Arbor Day.pdf](#)  
[Autism Acceptance.pdf](#)  
[Earth Day 1.pdf](#)  
[Golden Rule Day.pdf](#)  
[Hemophilkia Awareness.pdf](#)  
[Public Health Week.pdf](#)

[25-0369](#) Fox Cities Area Room Tax Commission Reappointments

**Attachments:** [FCARTC Reappointments.pdf](#)

H. PUBLIC PARTICIPATION

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

**1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE**

[25-0295](#) Approve Loading Zone request from Trout Museum of Art

**Attachments:** [325 E College - Trout Museum Loading Zone Request.pdf](#)  
[325E College - Trout Museum Loading Zone Request with Emails thru 04-02-20](#)

**Legislative History**

3/24/25	Municipal Services Committee	held
<i>Held until April 7, 2025 Committee Meeting.</i>		
4/7/25	Municipal Services Committee	recommended for approval
<i>Recommendation to approve with a 6 month evaluation period upon opening of the Trout Museum of Art.</i>		

[25-0346](#) Approve consulting services contract award for design and construction engineering of traffic signals at Richmond Street and Ridgeview Drive to raSmith, in an amount not to exceed \$68,855.

**Attachments:** [Design & Construction Services Award Memo Traffic Signals Richmond Ridgev](#)

**Legislative History**

4/7/25	Municipal Services Committee	recommended for approval
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[25-0347](#) Approve contract with Star Protection and Patrol for Parking Ramp Security Services in an Amount Not to Exceed \$62,400.

**Attachments:** [2025 Parking Ramp Security Contract Award Memo.pdf](#)

**Legislative History**

4/7/25	Municipal Services Committee	recommended for approval
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**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE**

[25-0258](#)

Class "B" Beer and "Class B" Liquor License Change of Agent for Tandem Wine and Beer LLC d/b/a Tandem Wine and Beer, New Agent, Karter Thompson, located at 101 W. Edison Ave Ste 100

**Attachments:** [Tandem.Alcohol.COA.3.13.25.pdf](#)  
[Tandem.Alcohol.COA.Amended 4.14.25.pdf](#)

**Legislative History**

3/26/25	Safety and Licensing Committee	held
4/9/25	Safety and Licensing Committee	recommended for approval
<i>The recommendation to approve the Change of Agent failed 4/0.</i>		
4/9/25	Safety and Licensing Committee	recommended for denial

[25-0262](#)

Class "A" Beer and "Class A" Liquor License application for Nusara Yang d/b/a Jai Sung Mah Pool Club, located at 122 W. Wisconsin Ave, contingent on approval from the Community Development, Inspections, and Public Works departments

**Attachments:** [Jai Sung Mah Pool Club.Alcohol.Class A\\_Beer\\_Liquor.2.10.25.REDACTED.pdf](#)

**Legislative History**

3/26/25	Safety and Licensing Committee	held
4/9/25	Safety and Licensing Committee	recommended for denial

*The license was recommended for denial because of the applicant's history as a non-law-abiding business owner with insufficient regard for the peace, quiet, health, safety and welfare of the community, as exemplified by the behavior summarized above, leads to the conclusion that granting a new retail alcohol license, would be unreasonable risk to the peace, quiet, health, safety and welfare of the community.*

[25-0336](#)

"Class C" Wine License application for Memorial Florists & Greenhouses, Inc. d/b/a Memorial Florists & Greenhouses, Robert Aykens, Agent, located at 2320 S. Memorial Dr, contingent on approvals from the Health, Inspections, and Public Works departments.

**Attachments:** [Memorial Florists & Greenhouses.Alcohol.Class C\\_Wine.3.13.25.REDACTED.p](#)

**Legislative History**

4/9/25	Safety and Licensing Committee	recommended for approval
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[25-0337](#)

Fire Department Request to Apply for 2025 Elevate Communities Grant

**Attachments:** [Request to Apply - 2025 Elevate Communities Grant.pdf](#)

**Legislative History**

4/9/25

Safety and Licensing  
Committee

recommended for approval

### 3. MINUTES OF THE CITY PLAN COMMISSION

[25-0325](#)

Request to approve Special Use Permit #3-25 for a landscape business located at 727 West Weiland Avenue and neighboring lot (Tax Id #31-5-4311-00 and 31-5-4312-00), as shown on the attached development plan and per attached plan of operation, to run with the land subject to the conditions in the attached staff memo and approve attached Resolution (2/3 vote of Common Council required for approval)

Attachments: [StaffMemo 727WWeilandAve SUP 3-25 For 04-09-25.pdf](#)

Legislative History

4/9/25

City Plan Commission

recommended for approval

[25-0327](#)

Request to approve Rezoning #1-25 for the subject parcels located at 1930 West College Avenue (Tax Id #31-7-0004-00 and 31-7-0004-02), 1932 West College Avenue (Tax Id #31-7-0006-00) and 120 North Woods Edge Drive (Tax Id #31-7-0004-01), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from M-2 General Industrial District to C-2 General Commercial District

Attachments: [StaffMemo 1930WCollegeAv Rezoning For04-09-25.pdf](#)

Legislative History

4/9/25

City Plan Commission

recommended for approval

[25-0328](#)

Request to approve the Dorn Annexation consisting of approximately 95.949 acres located at 4700 North Richmond Street, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff memo

Attachments: [StaffMemo DornAnnexation For04-09-25.pdf](#)

Legislative History

4/9/25

City Plan Commission

recommended for approval

[25-0329](#)

Request to approve the location and architectural design of the proposed pavilion in Lundgaard Park located at 4900 N. Lightning Drive (Tax Id #31-1-7250-02) as shown on the attached site plan materials, in accordance with Wis. Stat. §62.23(5) pertaining to the location and architectural design of any public building

Attachments: [Memo PlanCommission SP#5-25 Lundgaard Park Phase II For4-9-25.pdf](#)

Legislative History

4/9/25

City Plan Commission

recommended for approval

### 4. MINUTES OF THE PARKS AND RECREATION COMMITTEE



**5. MINUTES OF THE FINANCE COMMITTEE**

[25-0340](#) Request to approve sole source contract with Truity Partners, LLC in an amount not to exceed \$40,000

Attachments: [Staffing Agency Memo.pdf](#)  
[Staffing Agency Sole Source Request.pdf](#)

Legislative History

4/7/25 Finance Committee recommended for approval

[25-0344](#) Request to award Unit L-24 Site Improvements at 3001 E Glendale Ave to MCC, Inc. in the amount of \$153,858.96 with at 5.2% contingency of \$8,000 for a project total not to exceed \$161,858.96.

Attachments: [Contract Award Form Unit L-24\\_r1 w Bid Tab.pdf](#)

Legislative History

4/7/25 Finance Committee recommended for approval

**6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE****7. MINUTES OF THE UTILITIES COMMITTEE****8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE****9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

[25-0275](#) Authorization to award a four-year contract with three one-year options to Star Protection and Patrol for the provision of Downtown Transit Center Security services

Attachments: [Award Recommendation Memo - Downtown TC Security.pdf](#)

Legislative History

3/25/25 Fox Cities Transit Commission recommended for approval

**10. MINUTES OF THE BOARD OF HEALTH**

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[25-0349](#) Ordinances #42-25 to #47-25 (Dorn Annexation)

**Attachments:** [Ordinances to Council 4-16-25.pdf](#)

- P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION
- Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION
- R. OTHER COUNCIL BUSINESS
- S. ADJOURN

Kami Lynch, City Clerk

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

*Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.*



# City of Appleton

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## Meeting Minutes - Final Common Council

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Wednesday, April 2, 2025

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:00 p.m.*

B. INVOCATION

*A moment of silence was held.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 15 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 1 - Alderperson William Siebers

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0316](#)

Common Council Meeting Minutes of March 19, 2025

**Attachments:** [CC Minutes 3-19-25.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Meltzer, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

[25-0319](#)

### Board of Zoning Appeals Reappointments

**Attachments:** [BOZ Reappts 4-2-25.pdf](#)

**Alderson Hartzheim moved, seconded by Alderson Smith, that the Reappointments be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 1 - Alderson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

[25-0320](#)

### Fox Cities Transit Commission Appointment

**Attachments:** [FCTC Appt 4-2-25.pdf](#)

**Alderson Hartzheim moved, seconded by Alderson Smith, that the Appointment be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 1 - Alderson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## H. PUBLIC PARTICIPATION

*Ron Jones, 1125 N Briarcliff Dr spoke regarding Item 25-0300 from the Finance Committee*

## I. PUBLIC HEARINGS

[25-0102](#)

Public Hearing on Special Resolution 2-P-25; Concrete Pavement, Sidewalk Construction, and Driveway Aprons  
Aquamarine Ave (Providence Ave to Amethyst Dr)  
Aquamarine Ave (French Rd to Denali Dr)  
Baldeagle Ct (Peregrine Blvd to cds)  
Baldeagle Dr (Peregrine Blvd to Osprey Dr)  
Denali Dr (Rubyred Dr to Aquamarine Ave)  
Golden Gate Dr (Cherryvale Ave to 200' east)  
Harrier Ct (Osprey Dr to cds)  
Osprey Dr (Harrier Way to Baldeagle Dr)  
Peregrine Blvd (Applecreek Rd to Baldeagle Dr)  
Rubyred Dr (French Rd to Denali Dr)  
Cherryvale Ave (Applecreek Corridor to south city limits)  
Providence Ave (Edgewood Dr to Aquamarine Dr)  
Perkins St (Prospect Ave to RR tracks) (sidewalks only)

**Attachments:**     [2-P-25 Public Hearing Notice.pdf](#)

*The Public Hearing was held. The following spoke during the hearing:  
Kevin Kerstner, 2205 W Charles St.*

## J. SPECIAL RESOLUTIONS

[25-0104](#)

Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, and Driveway Aprons

**Attachments:**     [Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, Driveway Aprons.pdf](#)  
                             [Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, Driveway Aprons - REVISED.doc](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Hayden, that Resolution 2-P-25 be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## K. ESTABLISH ORDER OF THE DAY

25-0300

Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

**Attachments:**     [Not Under Contract 2024-2025 Carryover.pdf](#)  
                                 [Special Consideration 2024-2025 Carryover.pdf](#)

*Part 2. Items requesting special consideration - Facilities Capital Projects amounts of \$127,631 was referred back to the Finance Committee.*

**Part of this item, - the Facilities Capital Project amount, was referred to the Finance Committee by Alderperson Van Zeeland.**

25-0297

Approve 2025 DPW Parking Utility Strategic Planning and Marketing Study to Walker Consultants in an amount not to exceed \$200,000, contingent upon 2024 DPW budget carryover approval.

**Attachments:**     [2025 DPW Parking Strategic Plan Market Wayfind Study Award Memo.pdf](#)

**Alderperson Doran moved, seconded by Alderperson Hartzheim, that the Item be amended to strike the following items from the proposal:**

- Analysis of existing downtown parking supply and conditions
- Evaluation and recommendations for DPW marketing strategies and a wayfinding plan, based on current and 20-year projection of public parking user needs, with budget-level cost estimates
- Evaluation of and recommendations for public EV charging stations based on current and 20-year projection of public parking user needs, with budget-level cost estimates
- Strategic Planning and Marketing amount of \$95,143

**Roll Call. Motion failed by the following vote:**

**Aye:** 2 - Alderperson Sheri Hartzheim and Alderperson Chad Doran

**Nay:** 12 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

**Alderperson Fenton moved, seconded by Alderperson Meltzer, that the Parking Study Item be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 10 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim and Alderperson Nate Wolff

**Nay:** 4 - Alderperson Patrick Hayden, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

### Balance of the action items on the agenda.

**Alderperson Hayden moved, Alderperson Smith seconded, to approve the balance of the agenda. The motion carried by the following vote:**

**Aye:** 14 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

### [25-0291](#)

Approve Long-Term Temporary Occupancy Permit for Holton Brothers, Inc. in College Avenue right-of-way at 222 W. College Avenue through June 19, 2025.

**Attachments:** [LTT Ocupancy 222 W College Holton Bros 25-032-T.pdf](#)

**This Report Action Item was approved**

### [25-0292](#)

Approve Long-Term Temporary Occupancy Permit for Hoffman Planning, Design, and Construction in College Avenue and Superior Street rights-of-way at 222 W. College Avenue through October 31, 2025.

**Attachments:** [LTT Ocupancy 222 W College Hoffman.pdf](#)

**This Report Action Item was approved.**

### [25-0293](#)

Approve Long-Term Temporary Occupancy Permit for Blue Sky Contractors. in Washington Avenue right-of-way at 115 E. Washington Avenue through May 30, 2025.

**Attachments:** [LTT Ocupancy 115 E Washington Blue Sky 25-027-T.pdf](#)

**This Report Action Item was approved.**

[25-0294](#)

Approve Parking changes on Durkee Street by Einstein Middle School (follow-up to a 6-month evaluation).

**Attachments:** [Einstein MS Parking Changes on Durkee Street - Post Eval.pdf](#)

This Report Action Item was approved.

[25-0296](#)

Approve easement release of rights for relocation of the water main and sanitary sewer along the north side of I-41 near 3001 E Enterprise Avenue.

**Attachments:** [I-41 Water San Easement Release of Rights.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0257](#)

Approve Sole Source Request-Axon Air/DroneSense in the amount of \$42,322.16

**Attachments:** [Sole Source Request - Axon.docx](#)

[Axon Quote.pdf](#)

[PD - AxonAir.pdf](#)

This Report Action Item was approved.

[25-0259](#)

Class "B" Beer and "Class B" Liquor License Permanent Premises Amendment application effective July 1, 2025 for Driftwood Special Servicing LLC d/b/a Appleton Hilton, Linda Garvey, Agent, located at 333 W.College Ave, contingent on approvals from the Health, Inspections, Finance, and Public Works departments.

**Attachments:** [Appleton Hilton.Driftwood Special Servicing LLC.Alcohol.PA Perm.2.28.25.pdf](#)

This Report Action Item was approved.

[25-0260](#)

Class "B" Beer and Reserve "Class B" Liquor License Permanent Premises Amendment application for Good Company Ltd d/b/a Pullmans at Trolley Square LLC, Trevor Reader, Agent, located at 619 S. Olde Oneida St, contingent on approvals from the Health, Community Development, Finance, and Public Works departments

**Attachments:** [Pullmans at Trolley Square.Alcohol.PA Perm.3.13.25.REDACTED.pdf](#)

This Report Action Item was approved.



[25-0263](#)

Class "B" Beer and Reserve "Class B" Liquor License application for KayZa LLC d/b/a Tomaso's, Janelle Curlee, Agent, located at 115 E. Washington St Ste 106, contingent on approvals from the Health, Inspections, and Public Works departments

**Attachments:** [Tomasos.KayZa LLC.Alcohol.Class B Beer Reserve Liquor.2.18.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0264](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Marvol LLC d/b/a Marvol, Adam Marty, Agent, located at 126 E. Pacific St, contingent on approvals from the Community Development, Health, and Inspections departments

**Attachments:** [Marvol LLC.Alcohol.Class B Beer Reserve Liquor.2.10.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0268](#)

Class "A" Beer and "Class A" Liquor License Change of Agent for Aldi Inc Wisconsin d/b/a Aldi #68, New Agent, Gregory Goodman, located at 116 N. Linwood Ave, contingent on approval from the Police department

**Attachments:** [Aldi 68.Alcohol.COA.3.11.25.pdf](#)

**This Report Action Item was approved.**

[25-0281](#)

Class "B" Beer License Change of Agent for Playful Pursuits LLC d/b/a Appleton Axe, New Agent, Animesh Rana, located at 1400 W College Ave Ste B1

**Attachments:** [Appleton Axe.Alcohol.COA.3.19.25.pdf](#)

**This Report Action Item was approved.**

[25-0207](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Topsy Taco & Tequila Bar, Sarah Gregory, Agent, located at 129 S. Memorial Dr, on May 4, 2025 from 11:00 a.m. to 8:00 p.m. for Cinco de Mayo block party special event, contingent upon approval from the Police, Health, and Inspections departments.

**Attachments:** [Topsy Taco,Alcohol.PA Temp.Cinco de Mayo.5.4.25.pdf](#)

**This Report Action Item was approved.**

[25-0206](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Sangria's Mexican Grill, Sarah Gregory, Agent, located at 215 S. Memorial Dr, on May 4, 2025 from 11:00 a.m. to 8:00 p.m. for Cinco de Mayo block party special event, contingent upon approval from the Health and Inspections departments.

**Attachments:** [Sangrias Mexican Grill.Alcohol.PA\\_Temp.Cinco de Mayo.5.4.25.pdf](#)

This Report Action Item was approved.

[25-0261](#)

Secondhand Article Dealer License renewal application for GameStop #5520, Mark Robinson, Applicant, located at 3825 E. Calumet St, contingent on approval from the Health department

**Attachments:** [GameStop.SecondhandPawn.3.14.25.pdf](#)

This Report Action Item was approved.

[25-0282](#)

Full Service Retail Outlet Request from Hammen Family Winery for sales at the 2025 Farmer's Market

**Attachments:** [AB-105 Hammen Family Winery- Farm Market Application\\_Redacted.pdf](#)

This Report Action Item was approved.

### **3. MINUTES OF THE CITY PLAN COMMISSION**

[25-0267](#)

Request to approve Special Use Permit #2-25 for a standalone off-street parking lot located at 131 North Appleton Street (Tax Id #31-2-0253-00), as shown on the attached development plan and per attached plan of operation, to run with the land subject to the conditions in the attached staff memo and approve attached Resolution (2/3 vote of Common Council required for approval)

**Attachments:** [StaffMemo\\_131NAppletonSt\\_SUP 2-25\\_For 3-26-25.pdf](#)

This Report Action Item was approved.

### **4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**

### **5. MINUTES OF THE FINANCE COMMITTEE**

[25-0300](#)

Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

**Attachments:**     [Not Under Contract 2024-2025 Carryover.pdf](#)  
                                 [Special Consideration 2024-2025 Carryover.pdf](#)

*Part 1. Items not under contract in the amount of \$13,811,792 was approved. 4-2-2025*

**This Report Action Item was approved.**

[25-0301](#)

Request to award Unit C-25 Sidewalk Sawcutting to ASTI Sawing Inc in an amount not to exceed \$30,000.

**Attachments:**     [C-25 Award-Funding-Bid Tabs.pdf](#)

**This Report Action Item was approved.**

[25-0302](#)

Request to award Unit J-25 Mini Storm Sewer to M&E Construction LLC in an amount not to exceed \$250,000.

**Attachments:**     [J-25 Award-Funding-Bid Tab.pdf](#)

**This Report Action Item was approved.**

[25-0303](#)

Request to award Unit Y-25 Lead/Galvanized Water Service Replacement to Scott Lamers Construction LLC in an amount not to exceed \$486,212.08.

**Attachments:**     [Y-25 Award-Funding-Bid Tab.pdf](#)

**This Report Action Item was approved.**

[25-0304](#)

Request to award Unit S-25 Repair & Preventative Maintenance of Parking Structures to Restoration Systems Inc in the amount of \$1,348,594.50 with at 3% contingency of \$40,000 for a project total not to exceed \$1,388,594.50.

**Attachments:**     [S-25 Award-Bid Tabs.pdf](#)

**This Report Action Item was approved.**

[25-0305](#)

Request to approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

**Attachments:** [20250324\\_FC MEMO\\_ACCEPT SDWLP AWARD.pdf](#)

This Report Action Item was approved.

[25-0306](#)

Request to approve Change Order No. 1 to Contract 29-25 for W-25 Sewer and Water Construction, in the amount of \$300,451, resulting in no change to the current \$70,000 contingency. Overall contract increases from \$2,312,222.22 to \$2,612,673.22.

**Attachments:** [03-24-2025 Finance Memo\\_W-25 CO1 w Form.pdf](#)

This Report Action Item was approved.

[25-0307](#)

Request to approve Change Order #1 to Fabick Power Systems as part of the Appleton Water Treatment Facility Emergency Generator Control Equipment Project totaling \$49,863.

**Attachments:** [250318\\_Finance\\_Fabick\\_Generator\\_Controls\\_CO1.pdf](#)

This Report Action Item was approved.

[25-0308](#)

Request to award the Appleton Wastewater Treatment Hardscapes and Truck Scale Project contract to Vinton Construction Company in the amount of \$1,370,111.56 with a 15% contingency of \$205,516 for a project total not to exceed \$1,575,627.56.

**Attachments:** [2025 AWWTP Hardscapes and Truck Scale Project with Budget Transfer-cfs\(2\).pdf](#)

This Report Action Item was approved.

[25-0313](#)

CEA Review Committee Report

**Attachments:** [CEA Minutes 031025.pdf](#)

This Report Action Item was approved.

**6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE**

**7. MINUTES OF THE UTILITIES COMMITTEE**

[25-0286](#)

Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

**Attachments:**     [20250325\\_UC MEMO\\_ACCEPT SDWLP AWARD.pdf](#)

This Report Action Item was approved.

**8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**

**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

[25-0272](#)

Authorization to issue purchase order for a maintenance support vehicle

**Attachments:**     [Award Recommendation Memo-Support Vehicle.pdf](#)

This Report Action Item was approved.

**10. MINUTES OF THE BOARD OF HEALTH**

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**

**O. ORDINANCES**

[25-0315](#)

Ordinances #29-25 to #41-25

**Attachments:**     [Ordinances to Council 4-2-25.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Smith, that the Ordinances be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

- P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION
- Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION
- R. OTHER COUNCIL BUSINESS

*The departing Alders, William Siebers, Kris Alfheim & Chad Doran were recognized and thanked for their time on Council.*

- S. ADJOURN

**Aldersperson Doran moved, seconded by Aldersperson Alfheim, that the meeting be adjourned at 8:21 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, now known as Arbor Day; and

**WHEREAS**, Arbor Day was first observed with the planting of more than one million trees in Nebraska, and is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource that provide sustenance, energy, and building materials; and

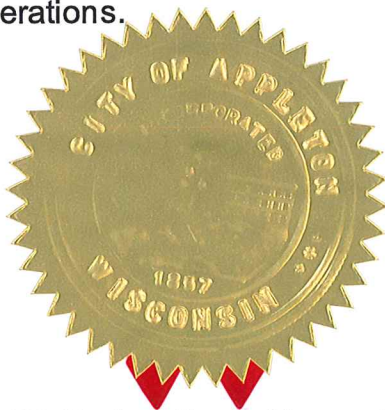
**WHEREAS**, trees in Appleton increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, the City of Appleton has been recognized as a Tree City USA by the National Arbor Day Foundation and we plan to continue our tree-planting practices.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, Wisconsin, do hereby proclaim April 25, 2025, as

## Arbor Day

in Appleton and encourage residents to celebrate Arbor Day, support efforts to protect our trees and woodlands, and plant trees to gladden the heart and promote the wellbeing of this and future generations.



Signed and sealed this 7<sup>th</sup> day of April 2025.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON

\*Pursuant to this Proclamation and in accordance with the Special Flag Policy, a special flag will be flown at City Hall on Friday, April 25, 2025.

Proc #46-288



# PROCLAMATION



## Office of the Mayor

**WHEREAS** Autism Spectrum Disorder (ASD) is a complex neurological developmental disability that can cause significant sensory, social, communication, and behavioral challenges. People with ASD may communicate, interact, behave, and learn in ways that are different from neurotypical people. The learning, thinking, and problem-solving abilities of people with ASD can range from gifted to severely challenged.

**WHEREAS** According to the CDC, about 1 in 54 children has been identified with ASD and ASD is about 4.5 times more common among boys (1 in 42) than among girls (1 in 189). ASD can be reliably diagnosed as early as age two, and early diagnosis, appropriate education, and inclusion are vital to the future growth and development of those diagnosed with ASD; and

**WHEREAS** our understanding of ASD has grown tremendously since it was first diagnosed; the life-long nature of ASD requires diverse types of assistance at different points in a person's life; and

**WHEREAS** various public and private organizations and agencies strive to provide quality care, support, and services to people with ASD enabling them to live as independently as possible and to reach their full potential, though there is a shortage of caregivers and supports for transition to adulthood, college, employment, and independent living; and

**WHEREAS** hope lies in an informed community committed to providing support and services to people diagnosed with ASD and recognizing that autistic people bring a lot to the table just as they are.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, Wisconsin, do hereby proclaim April 2025 as

## Autism Acceptance Month

in Appleton and encourage residents to participate in programs and outreach efforts aimed toward educating and supporting ASD awareness.

Signed and sealed this 7<sup>th</sup> day of April 2025.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON





# PROCLAMATION



## Office of the Mayor

**WHEREAS** all species play a unique role in the complex web of life and contribute to the ecosystem upon which all life on Earth depends; hence, protecting this ecosystem is crucial to the survival of this planet and its inhabitants; and

**WHEREAS**, wild animal populations are declining, and the Earth faces an era of mass extinction, which is in large part a result of human activity, including degradation of ecosystems, deforestation, pollution, and climate change; and

**WHEREAS**, by the year 2050, as many as 80% of all people will live in cities and biodiversity and the natural environment play an important part in city life, including generating oxygen, purifying the air, controlling pests and the spread of disease, pollination, and providing recreational opportunities and wellbeing; and

**WHEREAS**, many plants, wild animals, and pollinators live in urbanized landscapes, and cities thereby have a responsibility to examine the ecological impacts of their activities and ways to protect biodiversity; and

**WHEREAS**, it is more important than ever to cooperate locally and internationally to continue making progress, because sustainability will only be achieved by meeting the needs of the present without compromising the needs of the future; and

**WHEREAS**, Earth Day is an annual reminder of the constant need for environmental stewardship, advocacy, and sustainability efforts.

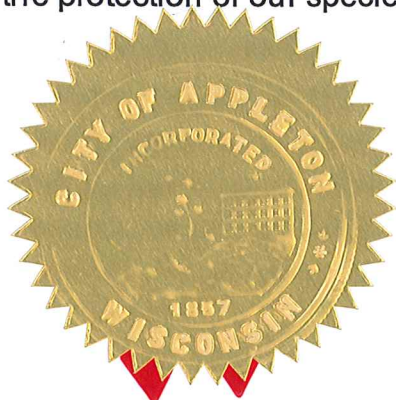
**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, Wisconsin, do hereby proclaim April 22, 2025, as

## Earth Day

in Appleton and encourage residents, businesses, and institutions to celebrate the Earth and promote the protection of our species and environment.

Signed and sealed this 7<sup>th</sup> day of April 2025.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON



# PROCLAMATION



## Office of the Mayor

**WHEREAS**, for thousands of years the Golden Rule, which says "Treat Others the Way You Want to Be Treated" has been affirmed in many traditions, cultures, and philosophies as a fundamental principle of life and the foundation on which a societal ethic is founded; and

**WHEREAS**, the Golden Rule is a universal message that is accepted and embraced throughout the world; and

**WHEREAS**, the Golden Rule is a fundamental tool to educate people about respect and mutual esteem to achieve peaceful coexistence and solidarity among members of different ethnic groups, cultures, and religions; and

**WHEREAS**, the Golden Rule plays a major role in promoting the culture of dialogue so that understanding and trust may develop among individuals and people, as these are the conditions of authentic peace; and

**WHEREAS**, the Golden Rule message is simple, universal, and powerful and it aligns with Appleton's status as a Compassionate City, having affirmed the international Charter for Compassion over a decade ago.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, Wisconsin, do hereby proclaim April 5, 2025, as

## Golden Rule Day

in Appleton and encourage all residents to adhere to the Golden Rule, treating others the way they wish to be treated.

Signed and sealed this 5 day of April 2025.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON





# PROCLAMATION



## Office of the Mayor

**WHEREAS**, hemophilia is a rare genetic bleeding disorder in which one of the proteins that cause the blood to clot is missing, or there is not enough of it to work properly, causing people to bleed longer; and

**WHEREAS**, there are 30,000-33,000 people living with hemophilia nationwide and it is found in all populations; and

**WHEREAS**, the symptoms of hemophilia vary from person to person but can include prolonged bleeding, excessive or unexplained bruising, frequent nosebleeds, and heavy menstrual periods; and

**WHEREAS**, without effective blood clotting, cuts and internal injuries have difficulty healing, and internal bleeding into the joints can result in pain and permanent damage; and

**WHEREAS**, hemophilia is typically a lifelong condition which is primarily treated with infusions of a protein involved in blood clotting.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, Wisconsin, do hereby proclaim April 17, 2025, as

## Hemophilia Awareness Day

in Appleton and encourage residents to recognize that individuals with hemophilia depend on our community blood supply, blood products, and blood safety.

Signed and sealed this 7<sup>th</sup> day of April 2025.



  
**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, public health is a critical component in the foundation of our community's well-being, ensuring the safety, prosperity, and health of all our citizens; and

**WHEREAS**, the Appleton Public Health Department and its partners work tirelessly to address health challenges, prevent disease, and promote wellness through education, policy, and community engagement; and

**WHEREAS**, National Public Health Week, observed from April 7th to April 13th, is a time to acknowledge the contributions of public health professionals and to raise awareness about issues important to everyone's health; and

**WHEREAS**, it is imperative that we recognize the interconnectedness of our community's health to the overall vitality of our city, including economic development, education, and the well-being of our most vulnerable populations; and

**WHEREAS**, the City of Appleton is dedicated to creating and maintaining a healthy environment for all its residents by supporting the efforts of local public health initiatives, community-based organizations, and health care providers.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, Wisconsin, do hereby proclaim the week of April 7-13, 2025, as

## Public Health Week

in Appleton and encourage residents to celebrate Public Health Week and the work of those dedicated to improving the health and wellbeing of all people in our community.

Signed and sealed this 7<sup>th</sup> day of April 2025.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON






# CITY OF APPLETON

**Date:** April 16th, 2025

**To:** Members of the Common Council

**From:** Mayor Jacob A. Woodford 

**Subject:** Confirmation of Reappointments

---

It is with pleasure that I present the following Reappointments for your confirmation at the April 16<sup>th</sup>, 2025, Common Council meeting.

**Fox Cities Area Room Tax Commission – Reappointment**

Kara J Homan	1 Year Term	Term Ends May 2026
Jeri Ohman	1 Year Term	Term Ends May 2026
Peter Rank	1 Year Term	Term Ends May 2026



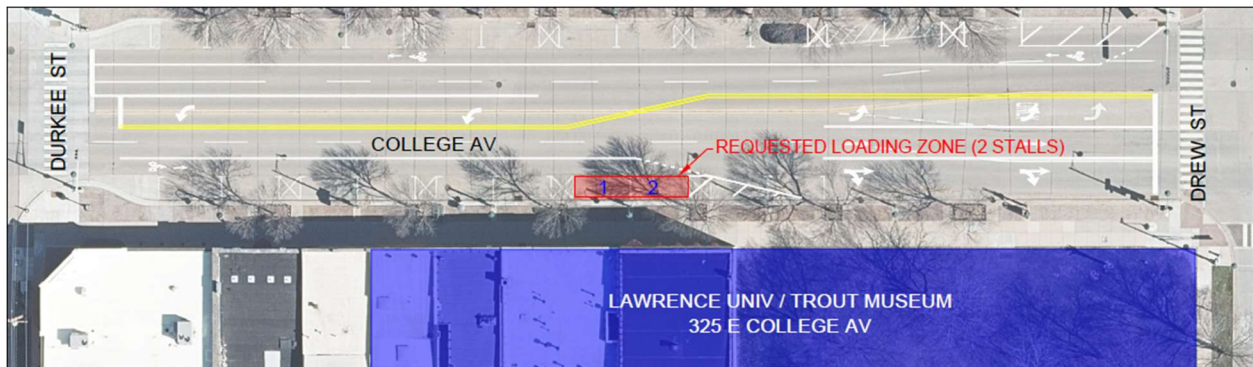
# CITY OF APPLETON

## MEMORANDUM

**Date:** 3/10/25  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Loading Zone request from Trout Museum of Art (300E College Av)

---

The new Lawrence University (LU) / Trout Museum of Art (TMA) building, located on the 300 block of E. College Avenue, is scheduled to be completed in August of this year. At 100,000 total square feet, it will house the TMA, LU academic space, and 46 market rate apartments. The future occupants have requested the creation of a loading zone on the south side of College Avenue, roughly centered on their new building (see sketch below).



Given the size and use of the building, we believe the creation of a loading zone would serve the greater good by safely and efficiently facilitating TMA's customers and buses, as well as a wide variety of food and package deliveries throughout the day and night. Additionally, we find the request complies with the requirements in the City's *Downtown Loading Zone Policy* (attached for reference).

To accomplish this, the following ordinance changes are necessary.

1. **Create:** "Metered parking be established on the south side of College Avenue from Durkee Street to a point 185 feet east of Durkee Street."
2. **Create:** "No Parking/15-Minute Loading Zone be established on the south side of College Avenue from a point 185 feet east of Durkee Street to a point 180 feet west of Drew Street."



Effective Date: January 1, 2007

## **CITY OF APPLETON DOWNTOWN LOADING ZONE POLICY**

The objective of this policy is to establish the guidelines in which loading zones (15 minute parking or less) may be considered in downtown Appleton.

### **PROCEDURE**

All requests for loading zones shall be submitted to the Department of Public Works to be reviewed against the criteria set forth in this policy. Requests not meeting the criteria shall be denied administratively. Requests meeting the criteria shall be forwarded to the Municipal Services Committee and Common Council for consideration.

All submittals shall contain the following information:

1. Name of business and business owner requesting the loading zone.
2. Number of stalls requested for loading zone.
3. Drawing showing location of proposed loading zone stall(s).
4. Purpose for requesting loading zone.

### **APPROVAL CRITERIA**

1. No more than a total of 10% of the parking stalls of any block (i.e. both sides of the 200 West College Avenue block) shall be signed as loading zones, purchased parking and valet parking.
2. Loading zones are not business specific.
3. Approval for a loading zone may be rescinded by the Common Council if property owner fails to use the space for its intended purpose or if the loading zone negatively impacts other downtown businesses.
4. All loading zones in existence as of December 31, 2006 shall remain without regard to the maximum percentage criteria listed in item 1 above, and as long as the need for said loading zone exists.

### **ENFORCEMENT**

The loading zone area will be enforced by City staff. Any vehicles parked within the loading zone area beyond the posted time limit are subject to enforcement.



# CITY OF APPLETON

## MEMORANDUM

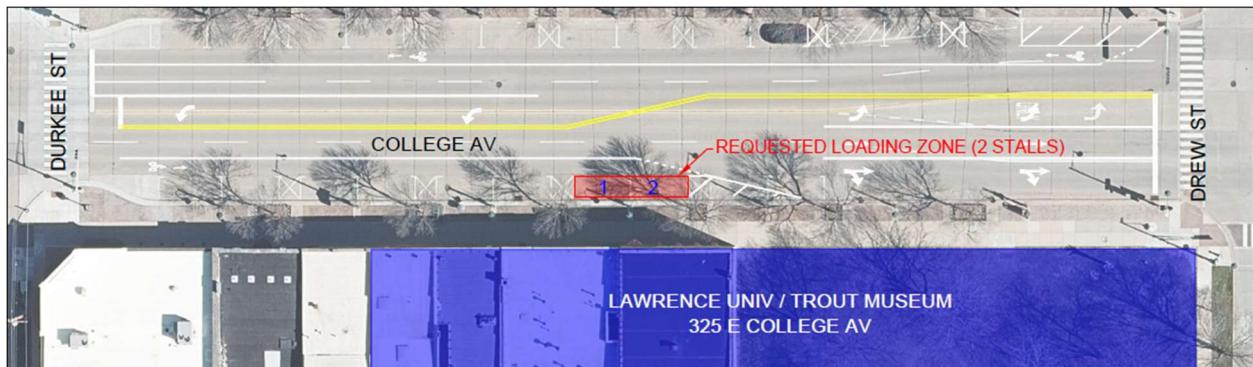
**Date:** 3/10/25

**To:** Municipal Services Committee

**From:** Eric Lom, P.E., City Traffic Engineer

**Subject:** Loading Zone request from Trout Museum of Art (300E College Av)

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The loading zone area will be enforced by City staff. Any vehicles parked within the loading zone area beyond the posted time limit are subject to enforcement.

## Eric Lom

---

**From:** Mary Klasen <marjkk@yahoo.com>  
**Sent:** Tuesday, April 1, 2025 6:49 PM  
**To:** Eric Lom  
**Subject:** Proposed loading zone near new Trout Museum project

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To: Appleton Traffic Engineer Eric Los  
From: Mary Klasen  
Re: Proposed loading zone near new Trout Museum of Art  
April 1, 2025

I am writing to you to voice my concerns about this proposed loading zone. I do not currently live in the City of Appleton. (Although I did for over 25 years) I am a resident of Grand Chute. I do spend many of my dollars in Appleton. My contact information is included at the end of this email.

I was dismayed to learn that the City of Appleton is considering taking more parking spaces away from the downtown businesses which are near the new Trout Museum. When the Trout Museum/Lawrence facility was planned, businesses were told about the public parking that was to be lost to this project, and they adapted. Then they lost even more to the construction itself, and they adapted. But now the city wants to add a Loading Zone for temporary parking for Door Dash deliveries, senior/children bus loads, and other deliveries for the Trout Museum and apartments. What? How fair is that? This loading zone was *not* in the original plan, and it seems like a slap in the face for business such as Il Bar, Mud and Prints, yoga3 studio, and Casting On, etc.

Adding this at the end of the game just isn't fair. The Trout/Lawrence/apartment needs for a loading zone should have been considered when this project was developed — *before* the work was started! Buses? Perhaps they could drop on the next block. Deliveries? The yarn shop deliveries are often made from **K Alley**. Door Dash? That's got to be a joke. A Door Dash driver can certainly park somewhere else when making a delivery.

These businesses need the few parking spaces that are left. There *has* to be another way to solve this problem. Please keep those on-street spaces available for people who frequent these downtown businesses. I have often stopped for coffee at Il Bar, and have bought gifts at Mud and Prints. And I often go to the Trout. But mostly, I go to Casting On ... and so do many of my friends and tons of fellow knitters. Sara and Sam's store is not only a fabulous local yarn shop with great yarns, supplies, and advice; it is also a place for meeting, a place for classes, and a destination for out-of-town knitters.

Please, please, please consider the needs of both the businesses and the customers. There simply has to be another way to solve this parking problem.

Mary Kleefisch Klasen  
4510 W Red Tamarack Court  
Grand Chute, WI 54913

920-585-0566  
marjkk@yahoo.com

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

## Eric Lom

---

**From:** Nancy Middleton <nmiddleton72@gmail.com>  
**Sent:** Thursday, March 27, 2025 2:15 PM  
**To:** Kristin Alfheim; Eric Lom  
**Subject:** Appleton Down Town Parking

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Although I live in Sherwood and not a voting constituent of Appleton, I frequent the Appleton downtown businesses often, in particular Casting On and Il Bar Coffee, which are immediate neighbors of the new Trout museum. I'm also a long-standing member of the Trout Museum. The money I spend in the Down Town district supports small businesses as well as the entire business district. My mobility has become reduced as I age, and I cannot walk several blocks from a parking space. If the already limited parking by the new Trout Museum is reduced further, I will be forced to take my business to another community and let my Trout membership lapse.

Nancy Middleton

W4782 Cliff View Drive

Sherwood, Wisconsin 54169

906-370-0560

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## Eric Lom

---

**From:** Tracy Peterson <tthompsonpeterson@gmail.com>  
**Sent:** Tuesday, March 25, 2025 10:17 AM  
**To:** Kristin Alfheim; Eric Lom  
**Cc:** Tracy Peterson; castingon@gmail.co  
**Subject:** loading zone for Trout/LLU

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The revitalization of College Avenue has been a goal for the city as long as I have lived here (33 years). I do not understand how losing parking spaces helps this.

I stand opposed to the plan for temporary parking for Doordash deliveries, senior/children bus loads, and other deliveries for the Trout Museum and apartments.

This Loading Zone was not in the original plan. How was this overlooked until now? Business downtown by and large must rely on street parking accessibility, and the City of Appleton will lose the parking meter income.

The responsibility for parking belongs to the Trout and Lawrence University. Parking for the LU resident will be in the back. This is where the Trout employees will park. This is where the safe loading zone belongs.

The businesses and customers should not be penalized. This is up to you, City of Appleton and our elected officials.

Sincerely,  
Tracy Peterson  
Appleton Resident

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

**Eric Lom**

---

**From:** lainieky@gmail.com  
**Sent:** Monday, March 24, 2025 9:52 PM  
**To:** Eric Lom  
**Subject:** Casting On yarn shop/parking

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mr. Lom,

As a frequent customer of Casting On Yarn Shop in downtown Appleton, I am writing concerning the cutback in the number of parking spots convenient to the store. Sara runs a very successful business with a lot of traffic. I have been in her store when there are many people ahead of me waiting for her expert advice and guidance. I have also attended classes when there have been as many as 20 other people in her store.

Since there are very few stores like Casting On in the area, many people drive from out of town for a high end experience of a great yarn shop. Convenient parking is paramount to Sara's continued success and as a long time customer, I wanted to voice my opinion.

Thank you,  
Lainie Renfro

Sent from my iPhone

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

## Eric Lom

---

**From:** Jan Riehl <jriehl54@gmail.com>  
**Sent:** Tuesday, March 25, 2025 12:51 PM  
**To:** Vaya Jones; Kristin Alfheim; Eric Lom  
**Subject:** Street parking on 300 block of East College

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I am very disappointed to learn that loading zone spaces will take even more spaces away from Casting On and the other businesses there. As a customer of Casting On and the coffee shop, parking has been a nightmare for the owners of these businesses during construction. Now, seemingly at the last minute, when construction is almost done, the city proposes loading zones to take away more parking.

This should have, at the least, been taken into consideration sooner. If customers can't get to these places, the businesses may not make it.

Casting On is a fantastic place for more than just buying yarn, but also for classes and comradery. The owners have invested in making this an inviting space. Seems like the city is doing everything to make going there a pain in the ass, and possibly impossible for customers with limited mobility.

Poor planning on the city's part should not be taken out on these wonderful places!

Vaya, this isn't your district, but I live in district 10 and wanted you to know my feelings on this.

Jan Riehl  
920-735-0759

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# CITY OF APPLETON

## MEMORANDUM

**Date:** 04/07/2025

**To:** Municipal Services Committee

**From:** Mark Lahay, P.E., Assistant City Engineer  
Pete Neuberger, P.E., Deputy Director of Public Works / City Engineer

**Subject:** Approve consulting services contract award for design and construction engineering of traffic signals at Richmond Street and Ridgeview Drive to raSmith, in an amount not to exceed \$68,855.

---

The Department of Public Works (DPW) is requesting approval of a consulting services contract award for design and construction engineering of traffic signals at Richmond Street and Ridgeview Drive to raSmith, in an amount not to exceed \$68,855.

The work is scheduled for construction in 2026. Upon completion of this project, the DOT will reimburse the City for 90% of these costs. The award amount includes \$63,855 base bid plus a \$5,000 contingency.

DPW requested proposals from five qualified consulting firms located in Wisconsin. The proposal from raSmith was the only proposal DPW received. DPW reviewed raSmith's proposal and determined that it meets or exceeds the project requirements based on firm experience, team staffing, and project approach.





# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/07/2025  
**To:** Municipal Services Committee  
**From:** Pete Neuberger, P.E., City Engineer / Deputy Director of Public Works  
**Subject:** Approve contract with Star Protection and Patrol for Parking Ramp Security Services in an Amount Not to Exceed \$62,400.

---

The Department of Public Works is requesting approval to contract with Star Protection and Patrol ("Star") for Parking Ramp Security Services in an Amount Not to Exceed \$62,400.

In February 2025, DPW issued a Request for Proposals to three security service firms with the following scope of work:

- Provide a uniformed security officer to patrol all publicly accessible areas within each City ramp to deter and report illegal activity.
- Patrol shift 11 p.m. to 7 a.m. (8 hours total), five nights per week, Wednesday through Sunday.
- Maintain a daily electronic report accessible to City staff with descriptions of any security related events and incidents.

DPW requested that proposals include rates for the initial 12 months of service (April 23, 2025 through April 22, 2026) as well as rates for annual contract extensions through April 23, 2030.

DPW received one proposal, from Star. Star's proposed hourly rates are as follows:

<b>Parking Ramp Security Services Period</b>	<b>Cost Per Hour</b>
4/23/2025 – 4/22/2026	<b>\$30.00</b>
1 <sup>st</sup> year extension (4/23/2026 – 4/22/2027)	<b>\$31.50</b>
2 <sup>nd</sup> year extension (4/23/2027 – 4/22/2028)	<b>\$32.50</b>
3 <sup>rd</sup> year extension (4/23/2028 – 4/22/2029)	<b>\$33.50</b>
4 <sup>th</sup> year extension (4/23/2029 – 4/22/2030)	<b>\$34.50</b>

DPW staff reviewed Star's cost proposal and proposal narrative, and determined they meet or exceed the service requirements for a reasonable price. Additionally, Star has provided contracted ramp security services at DPW ramps since 2023 and has provided very good service overall during that time.

With satisfactory performance by Star during the initial 12-month contract, DPW staff anticipate contracting with Star for an additional 12-month extension beginning April 2026, if approved by Committee and Council at the appropriate times.

Alcohol Beverage  
Appointment of AgentDate  
March 13, 25

## Agent Type (check one)

- ☐ Original (no fee) ☒ Successor (\$10 fee for municipal licensees only)

## Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

TANDEM Wine &amp; Beer LLC

2. Business Trade Name or DBA

TANDEM

3. Entity Type (check one)

- ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

I am present at Tandem during operating hours.

## Part B: Agent Information

1. Last Name

Thompson

2. First Name

Karter

3. M.I.

A

4. Email

5. Phone

6. Home Address

419 CHURCH ST.

7. City

Neenah

8. State

WI

9. Zip Code

54956

10. Age

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

## Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ..... ☒ Yes ☐ No  
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ..... ☒ Yes ☐ No  
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ..... ☒ Yes ☐ No  
See instructions for exceptions.

Continued →

Metafile: Approved 3/14/25

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Thompson</i>		First Name <i>Karter</i>	M.I. <i>A</i>
Title <i>Agent</i>	Email		Phone
Signature <i>Karter A Thompson</i>		Date <i>March 13, 25</i>	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Thompson</i>		First Name <i>Karter</i>	M.I. <i>A</i>
Signature <i>Karter A Thompson</i>		Date <i>March 13, 25</i>	

Form  
AB-101Alcohol Beverage  
Appointment of AgentDate  
March 13, 25

## Agent Type (check one)

- ☐ Original (no fee)      ☒ Successor (\$10 fee for municipal licensees only)

## Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

TANDEM Wine &amp; Beer LLC

2. Business Trade Name or DBA

TANDEM

3. Entity Type (check one)

- ☒ Limited Liability Company      ☐ Corporation      ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒ Municipal Retail License      ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

I am present at Tandem during operating hours.  
I handle financial operations, ordering/receive product,  
I am the General Manager and Wife of  
owner/Business Partner George Koenig. 4/14/25  
Kater

## Part B: Agent Information

1. Last Name

Thompson

2. First Name

Karter

3. M.I.

A

4. Email

Karteralissa@gmail.com

5. Phone

920 540 3502

6. Home Address

419 CHURCH ST.

7. City

Neenah

8. State

WI

9. Zip Code

54956

10. Age

47

11. Drivers License/State ID Number

T512-5017-8507-06

12. Drivers License/State ID State of Issuance

WI

## Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ..... ☒ Yes ☐ No  
Submit proof of completion.
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? ..... ☒ Yes ☐ No  
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ..... ☒ Yes ☐ No  
See instructions for exceptions.

Continued →

Metafile: Approved 3/19/25

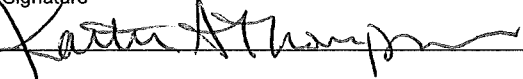
**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <b>Thompson</b>		First Name <b>Karter</b>		M.I. <b>A</b>
Title <b>Agent</b>	Email <b>Karteralissa@gmail.com</b>		Phone <b>9205403502</b>	
Signature 			Date <b>March 13, 25</b> <b>April 14, 2025</b>	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <b>Thompson</b>		First Name <b>Karter</b>		M.I. <b>A</b>
Signature 			Date <b>March 13, 25</b>	

Form  
AB-200

Alcohol Beverage License  
Application

For Municipal Use Only	
Municipality	Appleton
License Period	24-25

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer ..... \$ 250    ☐ Class "B" Beer ..... \$ \_\_\_\_\_
- ☒ "Class A" Liquor ..... \$ 450    ☐ "Class B" Liquor ..... \$ \_\_\_\_\_
- ☐ "Class A" Liquor (cider only) \$ \_\_\_\_\_    ☐ Reserve "Class B" Liquor \$ \_\_\_\_\_
- ☐ "Class C" Liquor (wine only) \$ \_\_\_\_\_    Deposit \$50

Fees	
License Fees	\$ 700
Background Check Fee	\$ 7
Publication Fee	\$ 60
Total Fees	\$ 767

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Jai Sung Mah Pool Club NUSARA Yang			
2. Business Trade Name or DBA Jai Sung Mah pool club			
3. FEIN -		4. Wisconsin Seller's Permit Number 456-1023405645-03	
5. Entity Type (check one) <input checked="" type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WISCONSIN		7. Date of Organization 1-1-2013	
8. Wisconsin DFI Registration Number			
9. Premises Address 122 W. Wisconsin Ave			
10. City Appleton		11. State WI	12. Zip Code 54911
13. County Outagamie		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Appleton	
15. Aldermanic District		16. Premises Phone 920-364-0904	
17. Premises Email kelatitha02007@gmail.com		18. Website	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. approx. 2,600 sq. ft. west wall of the building I will place cold class storage along that wall to store cold beverages, middle section I will like to have 4 aisle shelf for hard liquor			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated Fraud/Benefit Application	Location Wisconsin	Trial Date 6-5-2017
Penalty Imposed Paid money back / community service / 5yr Probation		Was sentence completed? ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated Commercial Gambling	Location Wisconsin	Trial Date 6-5-2017
Penalty Imposed Paid money back, Community service, 5yr Probation		Was sentence completed? ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No

If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No

If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

### Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Yang	Nusara	All	

### Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Yang	Nusara	
Title	Email	Phone
Owner		
Signature	Date	
<i>[Signature]</i>	1-13-2025	

### Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
2/10/25			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	





# City of Appleton

## Alcohol License Questionnaire

1. Applicant Name: Nusara Yang

2. Business Name: Jai Sung Mah Pool Club

Date the LLC/corporation/partnership/sole proprietorship commenced: 1-1-2013

NOTE: A copy of a business's Wisconsin Department of Revenue Seller's Permit is required to be submitted with an alcohol license application.

3. Business Address: 122 W Wisconsin Ave

4. Primary Business Activity:

- ☒ Restaurant
- ☐ Tavern/Night Club/Wine Bar
- ☐ Painting/Craft Studio
- ☐ Other (describe) \_\_\_\_\_

5. Select the type of business premises: ☒ Existing Building ☐ New Construction

If existing building, please indicate the primary nature of the previous business that operated at this location: Asian Grocery

6. Do you lease or own the building? ☐ Lease ☒ Own

NOTE: Proof of control of premises is required to be submitted with an alcohol license application. Acceptable documents include a lease or purchase agreement.

What is the date of purchase or the date the lease began? 4/15/2018

7. Did you purchase the business from another individual entity? ☐ Yes ☒ No

If yes, is your acquisition of the business based upon an "arm's length transaction"?

An arm's length transaction is defined as an open market sale in which the owner is willing but not obligated to sell, and the buyer is willing, but not obligated to buy.

☐ Yes ☐ No

If yes, are you related to the former business owner/licensee by blood, adoption, or marriage?

☐ Yes ☐ No

Did you hold ANY interest in the previously licensed business, or related real estate or equipment used by the previous business?

☐ Yes ☒ No If yes, explain: \_\_\_\_\_

8. Anticipated date of opening? all ready open

9. Will your business sell or serve food?

Yes ☒ If yes, please describe the type of food offerings available Thai Food

No ☐

10. Fill in the information about operational details listed below. Attaching a copy of the floor plan is encouraged.

Seating Capacity:

Inside: 30

Outside: 0

Operating Days/Hours:

Inside: Tues - Sunday 9am - 9pm

Outside: \_\_\_\_\_

Employees/Staff (per shift/day)

Number of Personnel: 2

Approximate floor building area of the premises to be licensed: 2,600 sq. ft.

Approximate outdoor area of the premises to be licensed: 0 sq. ft.

Summarize the day-to-day operations of the business in the space below:

Sell carryout Alcohol beverages, and sell food

I, the applicant, understand that providing materially false information on this or any application for a license or permit under State Statute §125 is subject to civil, monetary, and license penalties. I understand that providing false information to a police officer in conjunction with the required background check for this application is subject to criminal and civil prosecution as "obstructing an officer".

X Signature

Signature

1-13-2025

Date

Form  
AB-200

## Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Appleton
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer ..... \$ \_\_\_\_\_ ☐ Class "B" Beer ..... \$ \_\_\_\_\_
- ☐ "Class A" Liquor ..... \$ \_\_\_\_\_ ☐ "Class B" Liquor ..... \$ \_\_\_\_\_
- ☐ "Class A" Liquor (cider only) \$ \_\_\_\_\_ ☐ Reserve "Class B" Liquor \$ \_\_\_\_\_
- ☒ "Class C" Liquor (wine only) \$ 100 \$50 Deposit

Fees	
License Fees	\$ 100
Background Check Fee	\$ 14
Publication Fee	\$ 60
Total Fees	\$ 174

### Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Memorial Florists & Greenhouses, Inc.		
2. Business Trade Name or DBA Memorial Florists & Greenhouses		
3. FEIN	4. Wisconsin Seller's Permit Number 456-0000399213-03	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
6. State of Organization WI	7. Date of Organization 10/04/1966	8. Wisconsin DFI Registration Number 1M18553
9. Premises Address 2320 S Memorial Dr		
10. City Appleton	11. State WI	12. Zip Code 54915
13. County Winnebago	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Appleton</u>	15. Aldermanic District
16. Premises Phone (920) 731-3136	17. Premises Email info@memorialflorists.com	18. Website www.memorialflorists.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  10,000 sqft retail, 10,000 sqft greenhouse (360 sq ft of class and event space), Storage space in basement of 50 sqft		
20. Mailing Address (if different from premises address)		

21. City	22. State	23. Zip Code
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### Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . ☐ Yes ☒ No  
beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . ☐ Yes ☒ No  
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . ☐ Yes ☒ No  
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . . ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . . ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . . ☐ Yes ☒ No

### Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.


Last Name	First Name	Title	Phone
Aykens	Robert	President/Owner	
Jurgella	Mary	Vice President/Owner	

### Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Aykens		First Name Robert	M.I. T
Title President	Email		Phone
Signature 		Date 3/13/25	

### Part E: For Clerk Use Only

Date Application Was Filed With Clerk 3/13/25	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage  
Appointment of Agent

Date

## Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

## Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Memorial Florists &amp; Greenhouses, Inc.

2. Business Trade Name or DBA

Memorial Florists &amp; Greenhouses

3. Entity Type (check one)

- ☐
- Limited Liability Company
- ☒
- Corporation
- ☐
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

## Part B: Agent Information

1. Last Name

Aykens

2. First Name

Robert

3. M.I.

T

4. Email

5. Phone

6. Home Address

1112 Harold Dr

7. City

Menasha

8. State

WI

9. Zip Code

54952

10. Date of Birth

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance


## Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ..... ☒ Yes ☐ No  
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or  
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ..... ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ..... ☒ Yes ☐ No  
See instructions for exceptions.

Continued →


**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Aykens		First Name Robert		M.I. T
Title President	Email		Phone	
Signature 			Date	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Aykens		First Name Robert		M.I. T
Signature 			Date 3/13/25	



# City of Appleton

## Alcohol License Questionnaire

1. Applicant Name: Robert Rykers

2. Business Name: Memorial Florists & Greenhouses, Inc.

Date the LLC/corporation/partnership/sole proprietorship commenced: 10/4/1966

NOTE: A copy of a business's Wisconsin Department of Revenue Seller's Permit is required to be submitted with an alcohol license application.

3. Business Address: 2320 S Memorial Dr

4. Primary Business Activity:

☐ Restaurant

☐ Tavern/Night Club/Wine Bar

☐ Painting/Craft Studio

☒ Other (describe) Florist/Greenhouse/Class/Events

5. Select the type of business premises: ☒ Existing Building ☐ New Construction

If existing building, please indicate the primary nature of the previous business that operated at this location: Florist & Greenhouse

6. Do you lease or own the building? ☒ Lease ☒ Own

NOTE: Proof of control of premises is required to be submitted with an alcohol license application. Acceptable documents include a lease or purchase agreement.

What is the date of purchase or the date the lease began? 10/01/2011

7. Did you purchase the business from another individual entity? ☒ Yes ☐ No

If yes, is your acquisition of the business based upon an "arm's length transaction"?

An arm's length transaction is defined as an open market sale in which the owner is willing but not obligated to sell, and the buyer is willing, but not obligated to buy.

☐ Yes ☒ No

If yes, are you related to the former business owner/licensee by blood, adoption, or marriage?

☒ Yes ☐ No

Did you hold ANY interest in the previously licensed business, or related real estate or equipment used by the previous business?

☒ Yes ☐ No

If yes, explain: Vice President

8. Anticipated date of opening? May 1, 2025

9. Will your business sell or serve food?

Yes ☐ If yes, please describe the type of food offerings available \_\_\_\_\_

No ☒

10. Fill in the information about operational details listed below. Attaching a copy of the floor plan is encouraged.

Seating Capacity: Inside: 40

Outside: 0

Operating Days/Hours: Inside: M-F 10-9pm

Outside: 0

Employees/Staff (per shift/day) Number of Personnel: 2-5

Approximate floor building area of the premises to be licensed: 10,000 sq. ft.

Approximate outdoor area of the premises to be licensed: 0 sq. ft.

Summarize the day-to-day operations of the business in the space below:

Class & Event Space that Wine can be purchased during  
Class, Event or while shopping

I, the applicant, understand that providing materially false information on this or any application for a license or permit under State Statute §125 is subject to civil, monetary, and license penalties. I understand that providing false information to a police officer in conjunction with the required background check for this application is subject to criminal and civil prosecution as "obstructing an officer".

[Signature]  
Signature

3/13/25  
Date



## Grants -- Request To Apply

Please enter and submit the Request To Apply Grant Form:

Date of Request:

Applicant Department:

Applicant Department Grant Contact Name:

Applicant Department Grant Contact Title:

Committee of Jurisdiction:

Name of Grant:

Funding Source:

Amount of Grant Request: \$  Local Match Requirement: \$

Source of Match: ☐ General Fund ☐ Non-General Fund ☒ Not Applicable

Timeframe of Grant:  through

Type of Grant Request: ☐ Monetary ☐ Other (explain under 'purpose of grant')

**Please keep entries below to 300 characters or less.**

Purpose of Grant (summary):

How Does the Grant Meet City/Department/Program Goals:

What are the Personnel Requirements (include both existing and new staff) of the Grant?:



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 9, 2025  
**To:** Plan Commission  
**From:** Colin Kafka, Principal Planner  
**Subject:** Special Use Permit #3-25 for a Landscape Business in the C-2 General Commercial District.

---

## GENERAL INFORMATION

**Owner/Applicant:** John Samsa, JOHDE LLC. / David Witt, Down to Earth Landscaping LLC.

**Address/Parcel Number:** 727 West Weiland Avenue (Tax Id #31-5-4311-00 and 31-5-4312-00)

**Petitioner's Request:** The applicant is requesting a Special Use Permit for a Landscape Business located in the C-2 General Commercial District

**Plan Commission Public Hearing Date:** April 9, 2025

**Common Council Meeting Date:** April 16, 2025

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## BACKGROUND

1940	Parcel #31-5-4312-00 platted as North Heights Subdivision Lot 5 Block 7 and Parcel #31-5-4311-00 platted as North Heights Subdivision Lot 4 Block 7
1979	2,400 square foot contractor office building constructed
2025	CSM #3-25 submitted by applicant, with owner approval, to combine the two parcels. Currently under staff review.

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## STAFF ANALYSIS

**Existing Site Conditions:** A 2,400 square foot building, built in 1979, is situated on parcel #31-5-4312-00 and was previously used as a contractor's office. The building consists of office space fronting W. Weiland Avenue with the remaining portion consisting of a service bay with an overhead door fronting N. Locust Street. Vehicle access to both parcels is provided by a curb cut on N. Locust Street. Parcel #31-5-4311-00 has remained vacant since being platted in 1940.

**Project Summary:** The applicant, with owner approval, proposes to use parcels #31-5-4312-00 and #31-5-4311-00 for a landscape business, Down to Earth Landscaping LLC. The applicant proposes to use the existing 2,400 square foot building on parcel #31-5-4312-00 as an office and indoor storage space for the landscape business. The applicant also intends to use the currently vacant parcel #31-5-4311-00 as a fenced, outdoor storage area for the storage of equipment, vehicles, and materials related to the landscape business. Prior to the issuance of any building permits for a fenced, outdoor storage area, the parcels will need to be combined via a Certified Survey Map (CSM) as an outdoor storage area is not permitted as a standalone use on a parcel zoned C-2 General Commercial. The applicant, with owner approval, intends to combine the adjacent vacant parcel #31-5-4311-00 with parcel #31-5-4312-00 via Certified Survey Map (CSM) to facilitate the development of an outdoor storage area that is compliant with Section 23-46(b) of the Municipal Code.

**Operational Information:** A plan of operation is attached to the staff report.

**Current Zoning and Procedural Findings:** The subject property has a zoning designation of C-2 General Commercial District. Per Section 23-113(e) of the Municipal Code, a landscape business requires a Special Use Permit in the C-2 General Commercial District. To permit a landscape business, the Plan Commission makes a recommendation to the Common Council who will make the final decision on the Special Use Permit. A two-thirds (2/3) vote of the Common Council is required for approval.

**Surrounding Zoning and Land Uses:** The surrounding area is under the jurisdiction of the City of Appleton (north, south, east, and west). The uses are generally commercial and residential in nature.

North: C-2 General Commercial District. The adjacent land use to the north is currently commercial (Pharmacy and Bank).

South: C-2 General Commercial District. The adjacent land use to the south is currently commercial (Motel).

East: C-2 General Commercial District. The adjacent land use to the east is currently commercial (Gas Station).

West: R1-B Single Family District. The adjacent land use to the west is currently single family residential.

**Appleton Comprehensive Plan 2010-2030:** Community Development staff reviewed this proposal and determined it appears to be consistent with the Commercial designation shown on the City's *Comprehensive Plan 2010-2030* Future Land Use Map. Listed below are related excerpts from the City's *Comprehensive Plan 2010-2030*.

*Goal 8 – Economic Development*

*Appleton will pursue economic development that retains and attracts talented people, brings good jobs to the area, and supports the vitality of its industrial areas, downtown, and neighborhood business districts.*

**Development Review Team (DRT) Report:** This item appeared on the March 18, 2025 DRT agenda. No negative comments were received from participating departments.

## Future Actions:

- The owner shall combine the two parcels via the CSM process prior to establishing an outdoor storage area. The CSM shall be signed and recorded prior to the issuance of any permits to establish an outdoor storage area.
- The applicant shall apply for, and receive approval of, a building permit from the Inspections Division prior to the construction of the fence for the purpose of screening the items stored in the outdoor storage area to comply with Section 23-46(b) of the Municipal Code.

**Zoning Ordinance Requirements and Substantial Evidence:** When reviewing an application for a Special Use Permit, the City must determine if the applicant's proposal satisfies Municipal Code requirements and conditions. Pursuant to Section 23-66(c)(5) of the Municipal Code, the Plan Commission and Common Council must provide substantial evidence supporting their decision to approve, approve with conditions, or deny the Special Use Permit. Substantial evidence means "facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a Special Use Permit and that reasonable persons would accept in support of a conclusion." Any requirements and conditions listed for approval must be reasonable, and to the extent practicable, measurable.

**Finding of Fact:** This request was reviewed in accordance with the standards for granting a Special Use Permit under Section 23-66(e)(1-8) of the Municipal Code: *1. proper zoning district:* C-2 zoning allows for a landscape business as a special use permit; *2. zoning district regulations:* the district regulations appear to be satisfied pursuant to the attached development plan; *3. special regulations:* there are no special regulations established in Section 23-66 for landscape business; *4. consistent with comprehensive plan and other plans:* yes, see above analysis; *5. traffic:* the proposed use is not expected to create undue traffic congestion; *6. landscaping and screening:* landscaping and screening of any future outdoor storage area shall be reviewed via the fence permit process to ensure compliance with section 23-46(b) of the Municipal Code; *7. neighborhood compatibility with predominant land uses in this area:* the proposed use is located near other similar uses in this area of City; *8. impact on services:* the City has existing utilities, services and equipment in place to serve this proposed use. These standards were found in the affirmative, as long as all stipulations are satisfied.

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## RECOMMENDATION

Staff recommends, based on the above analysis, that Special Use Permit #3-25 for landscape business at 727 West Weiland Avenue (Tax Id #31-5-4311-00 and 31-5-4312-00), as shown on the attached development plan and per attached plan of operation, along with the attached resolution, **BE APPROVED** to run with the land, subject to the following conditions:

1. All applicable codes, ordinances, and regulations, including but not limited to Fire and Building Codes, shall be complied with.

*Substantial Evidence: Standardized condition that notifies the applicant that all Municipal Code, Ordinances, and Regulations must be complied with.*

2. All required permits shall be applied for and obtained by the applicant prior to construction and/or occupancy of the subject site.

*Substantial Evidence: This condition notifies the applicant that all required permits must be obtained before occupancy of the site and any future developments on the site.*

3. The outdoor storage of landscape business-related equipment, vehicles, materials, etc. shall comply with Section 23-46(b)(1-4) of the Zoning Ordinance at all times.

*Substantial Evidence: This condition notifies the applicant of the specific zoning code regulations that apply to the outdoor storage of business property, goods, wares or merchandise that is not located in a specific area for customer viewing or immediate sale. Any future outdoor storage must comply with all applicable codes.*

4. The Special Use Permit shall be deemed null and void if the use is abandoned for a period of twelve (12) consecutive months, a building permit and/or occupancy permit has not been obtained, or the use has not been established within twelve (12) months after Common Council approval, pursuant to Section 23-66(f)(1) of the Municipal Code.

*Substantial Evidence: Standardized condition that establishes an expiration of twelve (12) months for the current application if a building permit has not been obtained or the use has not been established.*

5. Any deviations from the approved development plan or plan of operation may require a major or minor amendment request to this Special Use Permit, pursuant to Section 23-66(g) of the Municipal Code. Exact location and height of any future fencing for an outdoor storage area shall be reviewed as part of the permitting process to ensure compliance with Section 23-46(b) of the Municipal Code.

*Substantial Evidence: Standardized condition that establishes parameters for the current application and identifies the process for review of any future changes to this proposed use.*

Special Use Permit  
Landscape Business in  
C-2 General Commercial District  
727 W. Weiland Ave

Subject  
Area

W NORTHLAND AV

N RICHMOND ST

N MASON ST

5-4252

2701

2720

5-4250

5-4269

5-4270

5-4271

5-4272

820

814

808

**R-1B**

Subject Area

W WEILAND AV

827

821

815

80

727

5-4307

5-4306

5-4305

5-4304

5-4303

**C-2**

5-4309

2619

2702

5-9528-5

**R-1A**

5-9528-9

2613

N LOCUST ST

2609

5-4152

5-4150

2607

812

**R-3**

W WHITTIER DR

819

811

801-03

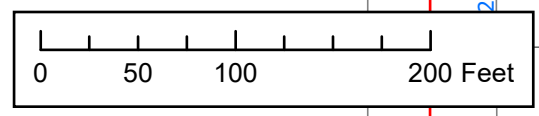
4176

4177

5-4178

5-4179

City Plan Commission  
4-9-2025



47

2611

2603

2601

2531

N RICHMOND ST

47

2600

2516-18

2508

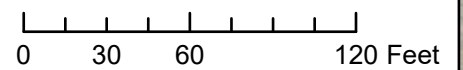


Special Use Permit  
Landscape Business in  
C-2 General Commercial District  
727 W. Weiland Ave  
Aerial Map

Subject Area

W WEILAND AV

N LOCUST ST





**CITY OF APPLETON  
RESOLUTION FOR SPECIAL USE PERMIT #3-25  
LANDSCAPE BUSINESS  
727 WEST WEILAND AVENUE**

**WHEREAS**, David Witt, has applied for a Special Use Permit to establish a Landscape Business located at 727 West Weiland Avenue, also identified as Parcel Numbers #31-5-4311-00 and 31-5-4312-00; and

**WHEREAS**, the proposed use is located in the C-2 General Commercial District, and the proposed use may be permitted by Special Use Permit within this zoning district pursuant to Chapter 23 of the Municipal Code; and

**WHEREAS**, the City of Appleton Plan Commission held a public hearing on April 9, 2025 on Special Use Permit #3-25, at which all those wishing to be heard were allowed to speak or present written comments and other materials at the public hearing; and

**WHEREAS**, the City of Appleton Plan Commission has reviewed and considered the Community Development Department's staff report and recommendation, as well as other spoken and written evidence and testimony presented at the public hearing; and

**WHEREAS**, the City of Appleton Plan Commission reviewed the standards for granting a Special Use Permit under Sections 23-66(e)(1-8) of the Municipal Code; and

**WHEREAS**, the City of Appleton Plan Commission reviewed the standards for imposing conditions on the Special Use Permit under Section 23-66(c)(5) of the Municipal Code, and forwarded Special Use Permit #3-25 to the City of Appleton Common Council with a favorable conditional or not favorable (CIRCLE ONE) recommendation; and

**WHEREAS**, the City of Appleton Common Council has reviewed the report and recommendation of the City of Appleton Plan Commission at their meeting on April 16, 2025.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Common Council, based on Community Development Department's staff report and recommendation, as well as other spoken and written evidence and testimony presented at the public hearing and Common Council meeting, and having considered the recommendation of the City Plan Commission, that the Common Council:

1. Determines all standards listed under Sections 23-66(e)(1-8) of the Municipal Code are found in the affirmative YES or NO (CIRCLE ONE)
2. If NO, the City of Appleton Common Council hereby denies Special Use Permit #3-25 to establish a Landscape Business located at 727 West Weiland Avenue, also identified as Parcel Numbers #31-5-4311-00 and 31-5-4312-00 based upon the following standards and determinations: (List reason(s) why the Special Use Permit was denied)
3. If YES, the City of Appleton Common Council hereby approves Special Use Permit #3-25 to establish a Landscape Business located at 727 West Weiland Avenue, also identified as Parcel Numbers #31-5-4311-00 and 31-5-4312-00, subject to the following conditions as they are related to the purpose of the City of Appleton Municipal Code and based on substantial evidence:



**CONDITIONS OF APPROVAL FOR SPECIAL USE PERMIT #3-25:**

- A. All applicable codes, ordinances, and regulations, including but not limited to Fire and Building Codes, shall be complied with.
- B. All required permits shall be applied for and obtained by the applicant prior to construction and/or occupancy of the subject site.
- C. The outdoor storage of landscape business-related equipment, vehicles, materials, etc. shall comply with Section 23-46(b)(1-4) of the Zoning Ordinance at all times.
- D. The Special Use Permit shall be deemed null and void if the use is abandoned for a period of twelve (12) consecutive months, a building permit and/or occupancy permit has not been obtained, or the use has not been established within twelve (12) months after Common Council approval, pursuant to Section 23-66(f)(1) of the Municipal Code.
- E. Any deviations from the approved development plan or plan of operation may require a major or minor amendment request to this Special Use Permit, pursuant to Section 23-66(g) of the Municipal Code. Exact location and height of any future fencing for an outdoor storage area shall be reviewed as part of the permitting process to ensure compliance with Section 23-46(b) of the Municipal Code.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Jacob A. Woodford, Mayor

ATTEST:

\_\_\_\_\_  
Kami Lynch, City Clerk

## PLAN OF OPERATION AND LOCATIONAL INFORMATION

### Business Information:

Name of business: Down to Earth Landscaping

Years in operation: 13

Type of proposed establishment (detailed explanation of business):

Day to Day office work

Equipment and tool storage

Loading and unloading tools and equipment during and between jobs

### Proposed Hours of Operation:

Day	From	To
Monday thru Thursday	7:00 am	5:00 pm
Friday	7:00 am	5:00 pm
Saturday	7:00 am	Noon
Sunday		

### Building Capacity and Storage Areas:

Maximum number of persons permitted to occupy the building or tenant space as determined by the International Building Code (IBC) or the International Fire Code (IFC), whichever is more restrictive: \_\_\_\_\_ persons

Gross floor area of the existing building(s):

2400 sq ft

Gross floor area of the proposed building(s):

2400 sq ft

Identify location, number, capacity and flammable liquid materials stored in storage tanks or containers:

a 43 x 34 x 65" gas safety storage cabinte that holds gas cans (up to 90 gals.) will be stored in the shop area

**Odor:**

Describe any potential smoke, odors emanating from the proposed use and plans to control them:  
diesel trucks starting and coming and going occasionally. Most jobs are larger and don't take place at the shop

**Noise:**

Describe the noise levels anticipated from the proposed use and all mechanical equipment:  
Just trucks loading and unloading equipment during business hours

How will the noise be controlled?  
noise will not be constant and only vehicles and equipment moving once in a while. A majority of work takes place off of site.

**Outdoor Lighting:**

Type: \_\_\_\_\_  
Location: Just the pre-existing lights on the building

**Off-Street Parking:**

Number of spaces existing on-site: 4

Number of spaces proposed on-site: 4

**Street Access:**

Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?  
Everything is adequate. Traffic will not be increasing.

**Outdoor Uses:**

Size: 9,425 square feet

Type and location of outdoor storage area(s) of business property, goods, or merchandise not intended for customer viewing or immediate sale:  
on side of building behind the privacy fence

Type and height of screening of plantings/fencing/gating for outdoor storage area(s):  
6' foot chainlink fencing with black privacy slats  
also landscaping in front of fencing to make it look pretty

Type, location, size of outdoor display area(s) of merchandise for sale or other business property:  
no outdoor display or merchandise for sale

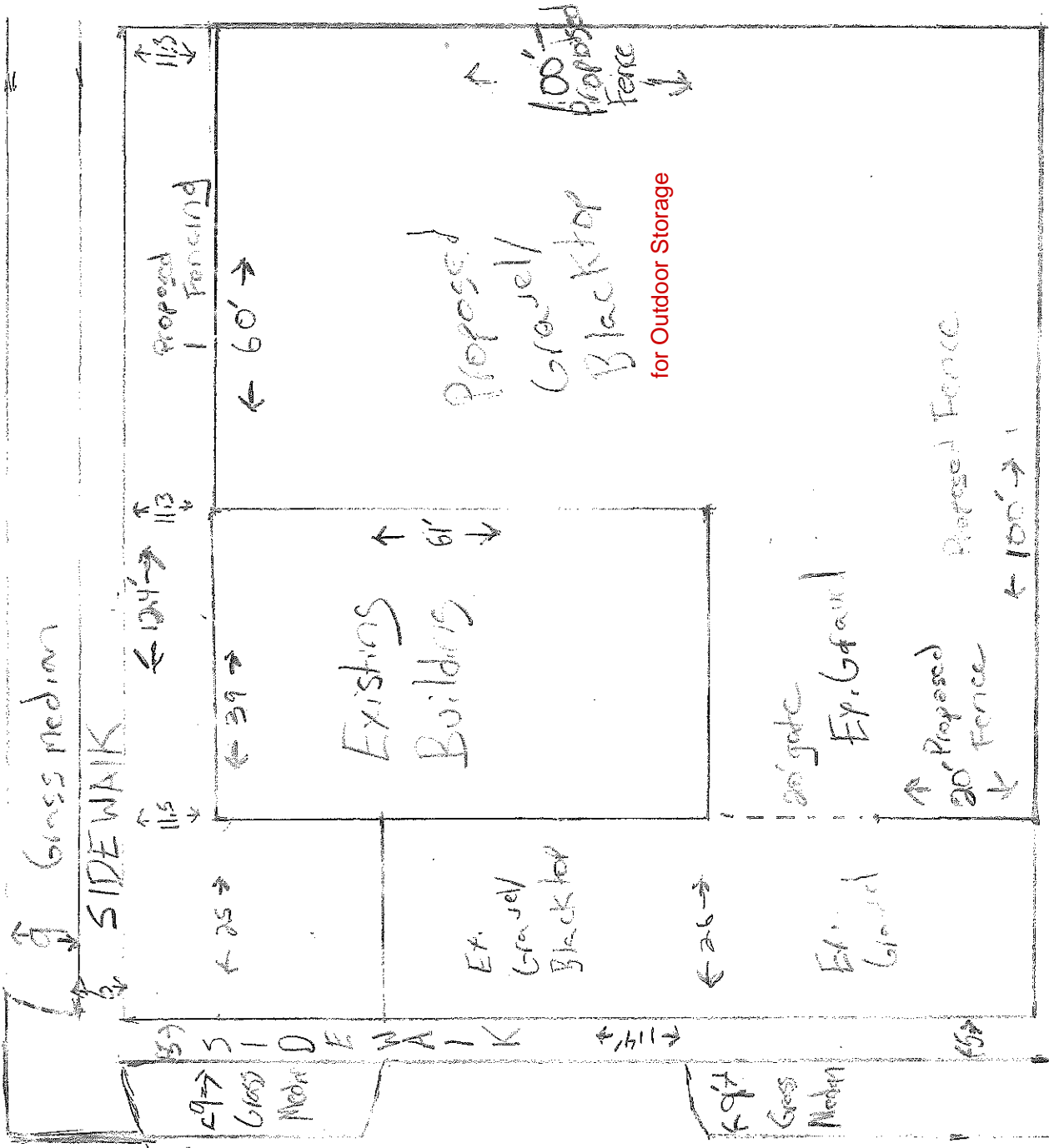
**Number of Employees:**

Number of existing employees: 4

Number of proposed employees: 4

Number of employees scheduled to work on the largest shift: 4

727 W Weiland Ave  
Site Plan





# CITY OF APPLETON

## MEMORANDUM

**Date:** April 9, 2025  
**To:** City Plan Commission  
**From:** Colin Kafka, Principal Planner  
**Subject:** Rezoning # 1-25 – 1930 W. College Ave, 1932 W. College Ave, and 120 N. Woods Edge Dr – M-2 General Industrial District to C-2 General Commercial District

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## GENERAL INFORMATION

**Owner/Applicant:** Gary & Pamela Bichel (owner) and Brewski Enterprises/John Onopa (applicant)

**Address/Parcel Number:** 1930 W. College Avenue (Tax ID #31-7-0004-00 & #31-7-0004-02), 1932 W. College Avenue (Tax ID #31-7-0006-00) and 120 N. Woods Edge Drive (Tax ID #31-7-0004-01)

**Applicant's Request:** Applicant, with owner approval, proposes to rezone the subject parcels from M-2 General Industrial District to C-2 General Commercial District. The request is being made to facilitate the combination of parcels 31-7-0004-00, 31-7-0004-02, 31-7-0006-00, and 31-7-0004-01 with a portion of adjacent parcel 31-7-0001-00 which is zoned C-2 General Commercial. The applicant proposes to redevelop the site for a microbrewery by reusing and renovating the existing buildings.

**Plan Commission Public Hearing Meeting Date:** April 9, 2025

**Common Council Meeting Date:** April 16, 2025

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## BACKGROUND

1964	1,320 square foot concrete block building constructed on parcel 31-7-0006-00
1971	3,200 square foot utility shed constructed on parcel 31-7-0004-02, 5,460 square foot metal warehouse constructed on parcel 31-7-0004-01, and 4,291 square foot pole frame building constructed on parcel 31-7-0004-00
1976	2,304 square foot utility shed constructed on parcel 31-7-0004-02
1983	West College Avenue Annexation (Town of Grand Chute to City of Appleton)
2025	The applicant is interested in developing the site for a microbrewery.
2025	CSM #2-25 submitted by applicant for staff review

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## STAFF ANALYSIS

**Existing Site Conditions:** The subject parcels combined are approximately 2.1 acres in size and are located at the corner of North Woods Edge Drive and North College Frontage Road. Each parcel is developed with at least one building, a 1,320 square foot concrete block building is located on parcel 31-7-0006-00, one 3,200 square foot utility shed and one 2,304 square foot utility shed on parcel 31-7-0004-02, a 5,460 square foot metal warehouse on parcel 31-7-0004-01, and a 4,291 square foot pole frame building on parcel 31-7-0004-00. Off-street parking is provided on each parcel and access to parcels 31-7-0004-01, 31-7-0004-02, and 31-7-0006-00 is provided via an ingress/egress easement on parcel 31-7-0004-00.

**Existing Nonconforming Development Standards:** Each parcel currently does not conform with the maximum lot coverage requirement in the M-2 District; however, the historically allowed nonconforming impervious surface lot coverage percentage may be allowed to continue pursuant to the applicable current requirements and subsequent amendments to Chapter 23 Zoning. At the concept plan review stage, the proposed development showed the amount of impervious surface coverage decreased. Future redevelopment will be reviewed via the site plan review process in accordance with Section 23-570 of the Municipal Code.

**Surrounding Zoning and Land Uses:** The surrounding zoning and uses (north, south, east, and west) are generally industrial and commercial in nature.

North: M-2 General Industrial District. The adjacent land uses to the north are industrial (gasket manufacture and industrial automation products).

South: M-2 General Industrial District. The adjacent land uses to the south are industrial (car dealership and warehouse).

East: C-2 General Commercial District. The adjacent land use to the east is commercial (thrift store).

West: The adjacent land use to the west is industrial (warehouse/wholesaler).

**Appleton Comprehensive Plan 2010-2030:** The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future commercial development. The proposed rezoning is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

*Goal 1 – Community Growth*

*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 8 – Economic Development*

*Appleton will pursue economic development that retains and attracts talented people, brings good jobs to the area, and supports the vitality of its industrial areas, downtown, and neighborhood business districts.*

**OBJECTIVE 9.2 Economic Development:**

*Grow Appleton's business community through recruitment, expansion, and retention programs that ensure a diverse business mix and jobs that pay well.*



**OBJECTIVE 9.5.1 Economic Development:**

*Ensure a continued adequate supply of industrial and commercial land to sustain new business development.*

**OBJECTIVE 10.5 Land Use:**

*Support the continued redevelopment and revitalization of land uses adjacent to Appleton's key transportation corridors and downtown.*

**Proposed Zoning Classification:** The C-2 district is intended to provide for businesses which serve city and regional markets; provide goods and services to other businesses, as well as consumers, provide services to automobiles and serve the traveling public. Per Section 23-113(h) of the Municipal Code, the development standards in the C-2 General Commercial District are listed below:

**(1) Minimum lot area.** Fourteen thousand (14,000) square feet.

**(2) Maximum lot coverage.** Seventy-five percent (75%).

**(3) Minimum lot width.** Sixty (60) feet.

**(4) Minimum front yard.** Ten (10) feet.

**(5) Minimum rear yard.** Twenty (20) feet.

**(6) Minimum side yard.**

a. None.

b. Ten (10) feet if abutting a residentially zoned district.

**(7) Maximum building height.** Thirty-five (35) feet [See §23-113 (e)].

**Future Actions:** If the rezoning request is approved, any future development would be reviewed against the C-2 District zoning regulations and other applicable sections of the Zoning Ordinance, including Section 23-42. Nonconforming buildings, structures, uses, and lots. Alterations of the existing buildings would require building permits from the Inspections Division. The planned reconstruction of the off-street parking lot would require site plan review and approval, pursuant to Section 23-570 of the Zoning Ordinance.

**Standards for Zoning Map Amendments:** Per Section 23-65(e), all recommendations for zoning amendments shall be consistent with the adopted plans, goals and policies of the City and with the purpose and intent of this zoning ordinance. It would appear the criteria established has been satisfied. Related excerpts are listed below.

(1) Prior to making a recommendation on a proposed zoning amendment, the Plan Commission shall make a finding to determine if the following conditions exist. No zoning amendment shall be approved prior to finding at least one (1) of the following:

a. The request for a zoning amendment is consistent with the Comprehensive Plan for the City of Appleton. *The rezoning request is in conformance with the Comprehensive Plan 2010-2030 goals and objectives stated above and the Future Land Use Map, which identifies this area with a future commercial designation.*

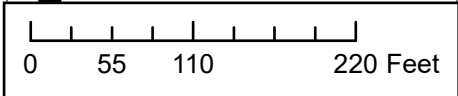
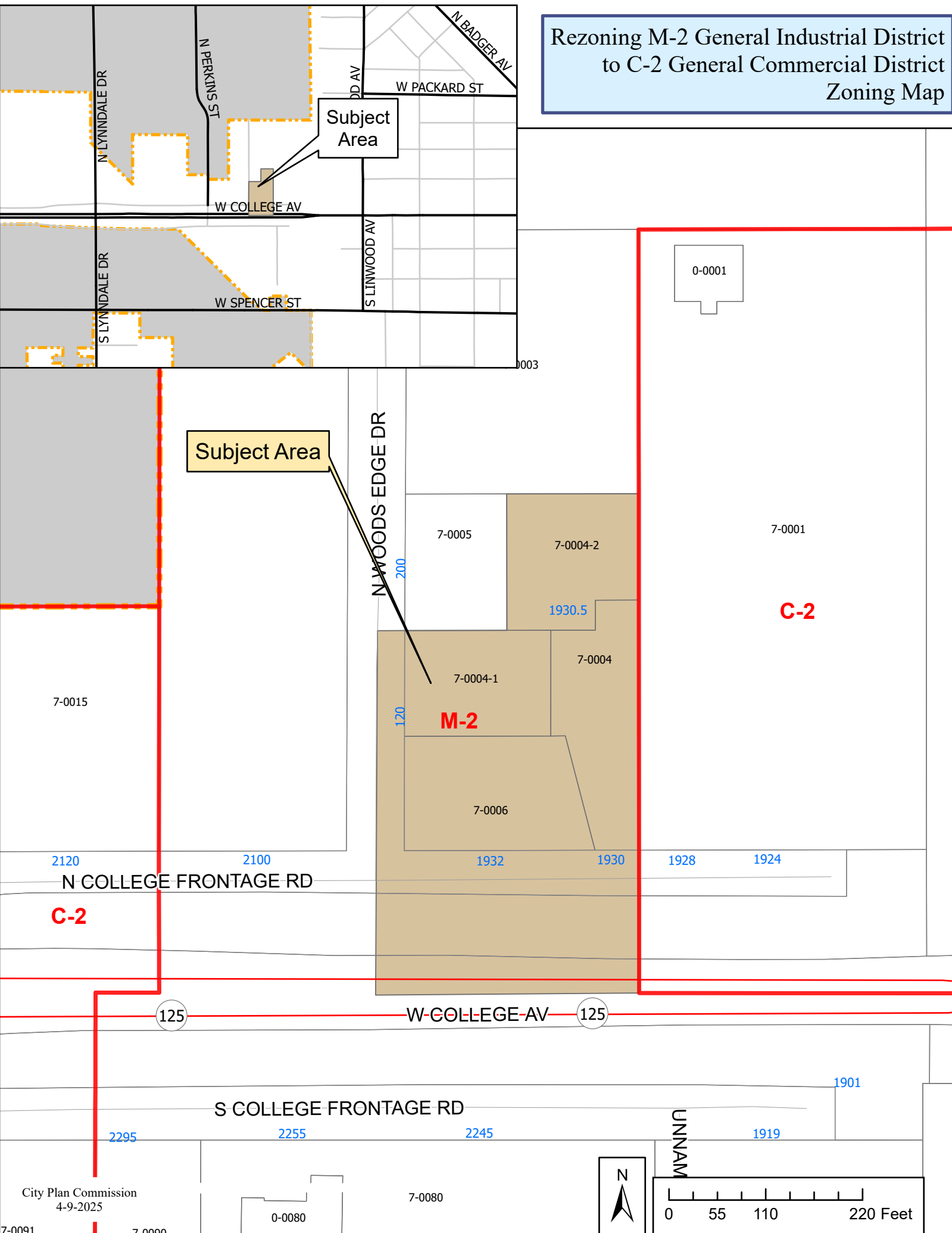
- b. Factors have changed such as availability to new data, growth patterns and rates, the presence of new road or other infrastructure, additional development, annexation, or other zoning changes, making the subject property more appropriate for a different district.
- c. There is an error in the zoning ordinance text or zoning map as enacted.

**Development Review Team (DRT) Report:** This item appeared on the March 18, 2025 DRT agenda. No negative comments were received from participating departments.

## **RECOMMENDATION**

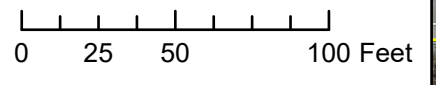
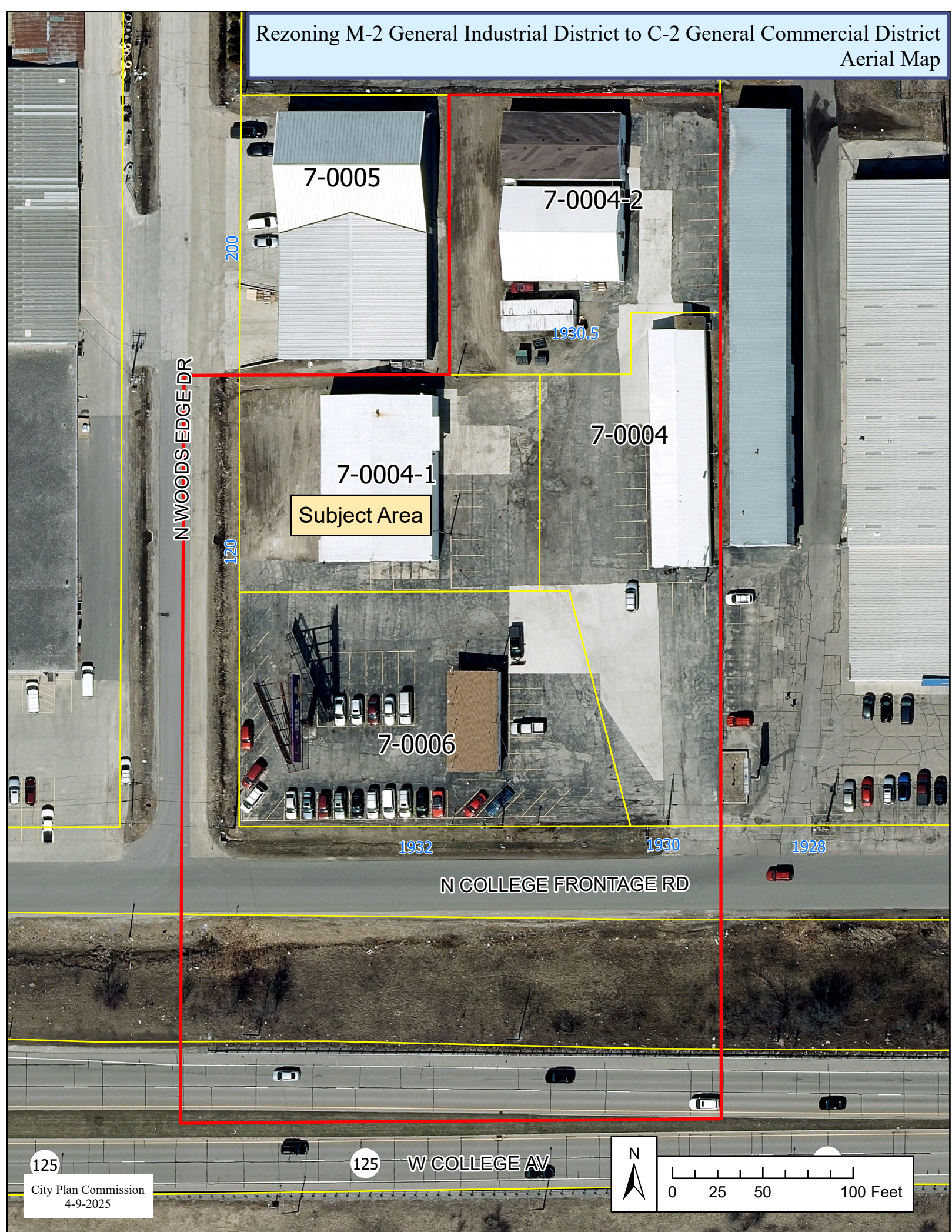
Based upon the above analysis and the standards for zoning map amendments as required by Section 23-65(e)(1)a. of the Zoning Ordinance, staff recommends Rezoning #1-25 to rezone the subject parcels from M-2 General Industrial District to C-2 General Commercial District, including to the centerline of the adjacent right-of-way(s) as shown on the attached map, **BE APPROVED**.

Rezoning M-2 General Industrial District  
to C-2 General Commercial District  
Zoning Map





Rezoning M-2 General Industrial District to C-2 General Commercial District  
Aerial Map





## **Parcels Being Re-Zoned to C-2**

FOR: BROOKWATER GROUP/OPE BREWING

3/14/2025

(THIS DOCUMENT REQUIRED BY CITY OF APPLETON DEPARTMENT OF COMMUNITY  
DEVELOPMENT)

Parcel No. 317000400

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 6849 RECORDED AS DOCUMENT  
NUMBER 2020092, LOCATED IN PART OF THE NORTHEAST QUARTER (NE1/4) OF THE  
SOUTHEAST QUARTER(SE1/4) AND PART OF THE SOUTHEAST QUARTER (SE1/4) OF THE  
SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-ONE  
(21) NORTH, RANGE SEVENTEEN (17) EAST, CITY OF APPLETON, OUTAGAMIE COUNTY,  
WISCONSIN, INCLUDING TO THE CENTER LINE OF THE ADJACENT PUBLIC RIGHT-OF-WAY.

Parcel No. 317000401

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 4793 RECORDED AS DOCUMENT  
NUMBER 1608336, LOCATED IN PART OF THE EAST HALF (E1/2) OF THE SOUTHEAST  
QUARTER (SE1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-ONE (21) NORTH,  
RANGE SEVENTEEN (17) EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN  
INCLUDING TO THE CENTER LINE OF THE ADJACENT PUBLIC RIGHT-OF-WAY.

Parcel No. 317000402

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 6849 RECORDED AS DOCUMENT  
NUMBER 2020092, LOCATED IN PART OF THE NORTHEAST QUARTER (NE1/4) OF THE  
SOUTHEAST QUARTER(SE1/4) AND PART OF THE SOUTHEAST QUARTER (SE1/4) OF THE  
SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-ONE  
(21) NORTH, RANGE SEVENTEEN (17) EAST, CITY OF APPLETON, OUTAGAMIE COUNTY,  
WISCONSIN

Parcel No. 317000600

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 2899 RECORDED AS DOCUMENT  
NUMBER 1232645, LOCATED IN PART OF THE NORTHEAST QUARTER (NE1/4) OF THE  
SOUTHEAST QUARTER(SE1/4) AND PART OF THE SOUTHEAST QUARTER (SE1/4) OF THE  
SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-ONE  
(21) NORTH, RANGE SEVENTEEN (17) EAST, CITY OF APPLETON, OUTAGAMIE COUNTY,  
WISCONSIN, INCLUDING TO THE CENTER LINE OF THE ADJACENT PUBLIC RIGHT-OF-WAY.



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 9, 2025  
**To:** Plan Commission  
**From:** Don Harp, Principal Planner  
**Subject:** Petition for Direct Annexation by Unanimous Approval Where No Owners/Electors Reside – Dorn Property Annexation

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## GENERAL INFORMATION

**Owner/Petitioner:** David L. Dorn, Trustee for Jane E. Dorn Revocable Trust

**Owner's Representative:** Steve Wieckert, Wieckert Real Estate

**Address/Parcel Numbers:** 4700 N. Richmond Street / 101040101, 101040200, 101040500, and 101040300 – Town of Grand Chute

**Petitioner's Request:** The owner/petitioner is requesting direct annexation by unanimous approval where no owners/electors reside pursuant to Section 66.0217(2), Wisconsin State Statutes of land currently located in the Town of Grand Chute, Outagamie County.

**Purpose for Annexation:** To allow the property to be developed utilizing City services for anticipated residential subdivision.

**Population of Such Territory:** 0

**Annexation Area:** 95.949 acres m/l

**Plan Commission Meeting Date:** April 9, 2025

**Common Council Meeting Date:** April 16, 2025

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## BACKGROUND

On March 16, 1992, the City of Appleton and the Town of Grand Chute agreed to and entered into an Intermunicipal Boundary Agreement pursuant to Section 66.027 and 66.30 of the Wisconsin State Statutes for the purpose of defining and expanding the provision of governmental services, including water and sewer services, by establishing the City's growth area and establishing provisions for annexation of land within the Town of Grand Chute to the City of Appleton.

On November 12, 2024, City staff reviewed and provided initial comments back to the prospective developer of subject site for a conceptual subdivision layout. Staff will continue to work with the developer of the property to review and provide feedback on future conceptual subdivision layout

submittals. This ongoing collaboration is indented to ensure that all municipal requirements are met and that the development aligns with City goals and policies.

On March 24, 2025, the Department of Administration (DOA) found the annexation to be in the public interest, attached is the review letter.

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## **STAFF ANALYSIS**

This item appeared on the March 4, 2025 Development Review Team (DRT) agenda. The Development Review Team has reviewed the annexation petition and identifies the following:

- Currently, the subject property is undeveloped and farmed. No electors reside in the annexation area.
- The area proposed for annexation is contiguous to the existing City boundary located to the north, south, and east of the annexation area.
- Annexation of the site in question is consistent with the Intermunicipal Boundary Agreement with the Town of Grand Chute.
- City water infrastructure is already installed along Richmond Street. Annexation to the City of Appleton is required before the subject property could connect to the City water.
- The subject property is currently located within the City of Appleton Sanitary Sewer Service Area. The existing sanitary sewer lift station located at Spartan Drive and Haymeadow Avenue is designed to serve this development. However, the north portion of this sewer extension (Spartan to CTH JJ) is tentatively programmed for 2027; the remaining (south) portion of the extension is not currently in the City's 5-year Capital Improvement Plan. Engineering staff was able to take a preliminary look at the sanitary stub at Apple Creek Road and while it does appear that there should be sanitary capacity for some homes, a feasibility analysis for pipe slopes and depth within the property boundary line would still be required to ensure the pipes can meet gravity requirements. The city will request a formal agreement be in place to its allowance and part of that agreement would include that the gravity sewer to the north will be installed in conjunction with the east side work in order to serve the remainder of the 94-acre parcel.
- The subject property is adjacent to North Richmond Street, North Haymeadow Avenue, North Mossrose Lane, North Clayhill Drive, North Marshall Heights Avenue, and East Apple Creek Road right-of-way.
- Access to North Richmond Street is under the authority of Wisconsin Department of Transportation. Access to the other streets would be under the authority of City of Appleton.
- The City can provide Police and Fire services to the subject property.
- The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future One/Two family residential.



- The owner is requesting the City Plan Commission initiate a zoning map amendment (rezoning) for the annexation area from AG Agricultural District to a zoning classification of R-1B Single-family residential District. This request is consistent with the City of Appleton 2010-2030 Comprehensive Plan Map.

**Surrounding Zoning and Land Uses:** The surrounding zoning and uses (north, south, east, and west) are generally residential in nature with a small portion being commercial.

**North:** City of Appleton. R-1B Single-family District. The adjacent land use to the north is undeveloped land.

Town of Grand Chute. The adjacent land uses to the north are residential and undeveloped land.

**South:** City of Appleton. R-1B Single-family and R-2 Two-family District. The adjacent land uses to the south are residential, stormwater detention pond and lift station.

**East:** City of Appleton. R-1B Single-family District. The adjacent land uses to the east are residential and public trail.

**West:** Town of Grand Chute. The adjacent land uses to the west are residential and commercial.

**Appleton Comprehensive Plan 2010-2030:** The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future one/two family residential development. The proposed annexation is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

*Goal 1 – Community Growth*

*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*

*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.*

**OBJECTIVE 5.3 Housing and Neighborhoods:**

*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.*

*Policy 5.3.3 Plan for a supply of developable land suitable for residential development.*

**OBJECTIVE 10.1 Land Use:**

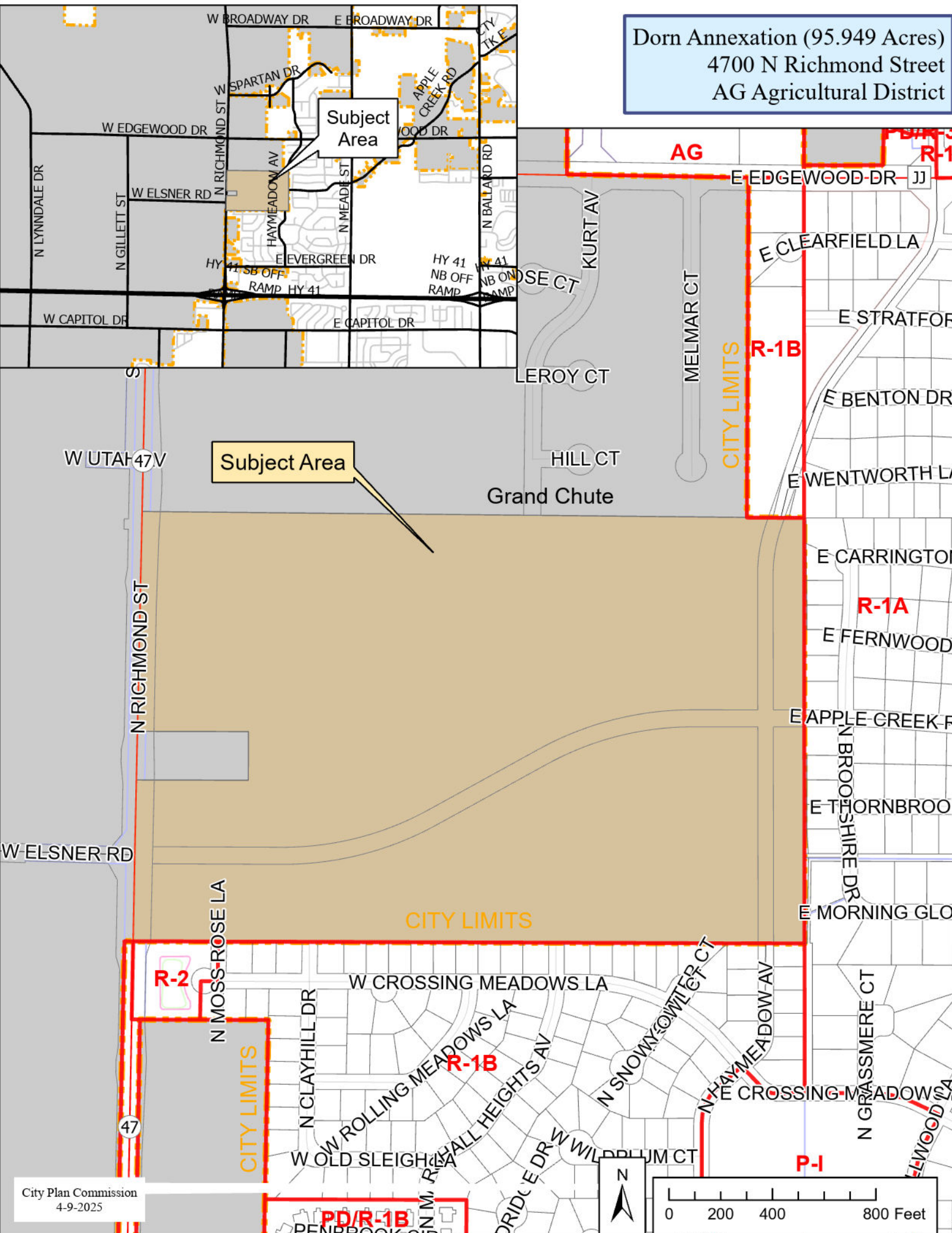
*Provide an adequate supply of suitable land meeting the demand for development of various land uses.*

## RECOMMENDATION

Staff recommends that the Dorn Annexation, as shown on the attached maps, **BE APPROVED** with the following stipulation:

1. The Plan Commission initiate the zoning map amendment (rezoning) for the subject property from AG Agricultural District to the zoning classification of R-1B Single-family District, pursuant Section 23-65(h) which is consistent with the *Comprehensive Plan 2010-2030*, pursuant to Section 23-65(e)(1)a. of the Municipal Code.

Dorn Annexation (95.949 Acres)  
4700 N Richmond Street  
AG Agricultural District







# CITY OF APPLETON

## **PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES WHERE NO ELECTORS RESIDE IN TERRITORY**

The undersigned, constituting the Trustee of the Jane E. Dorn Revocable trust, owner of the real property in which no electors reside in the following territory of the Town of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton, petition the Common Council of the City of Appleton to annex the territory described below and shown on the attached scaled map to the City of Appleton, Outagamie County, Wisconsin.

Legal description of proposed territory to be annexed:

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 8713, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND ALL OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTHEAST 1/4 AND NORTHWEST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 11, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST 1/4 CORNER OF SAID SECTION 11; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 292.48 FEET; THENCE SOUTH 89 DEGREES 51 MINUTE 01 SECONDS EAST, ALONG THE SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 433.31 FEET; THENCE NORTH 00 DEGREES 08 MINUTES 59 SECONDS EAST, ALONG THE EAST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 187.95 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 01 SECONDS WEST, ALONG THE NORTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 429.85 FEET; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 849.60 FEET; THENCE SOUTH 89 DEGREES 26 MINUTE 21 SECONDS EAST, ALONG THE NORTH LINE OF SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 2560.33 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 1311.48 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.76 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 01 SECONDS WEST, ALONG THE NORTH LINE OF MARSHALL HEIGHTS II AND MARSHALL HEIGHTS III, A DISTANCE OF 2595.85 FEET; THENCE NORTH 01 DEGREES 04 MINUTES 11 SECONDS EAST, ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.80 FEET TO THE POINT OF BEGINNING. CONTAINING 4,179,535 SQUARE FEET [95.949 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.



The undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

I further respectfully request that the City Plan Commission initiate a rezoning for the subject property, from AG Agricultural District to a zoning classification of R-1B Single-family District.

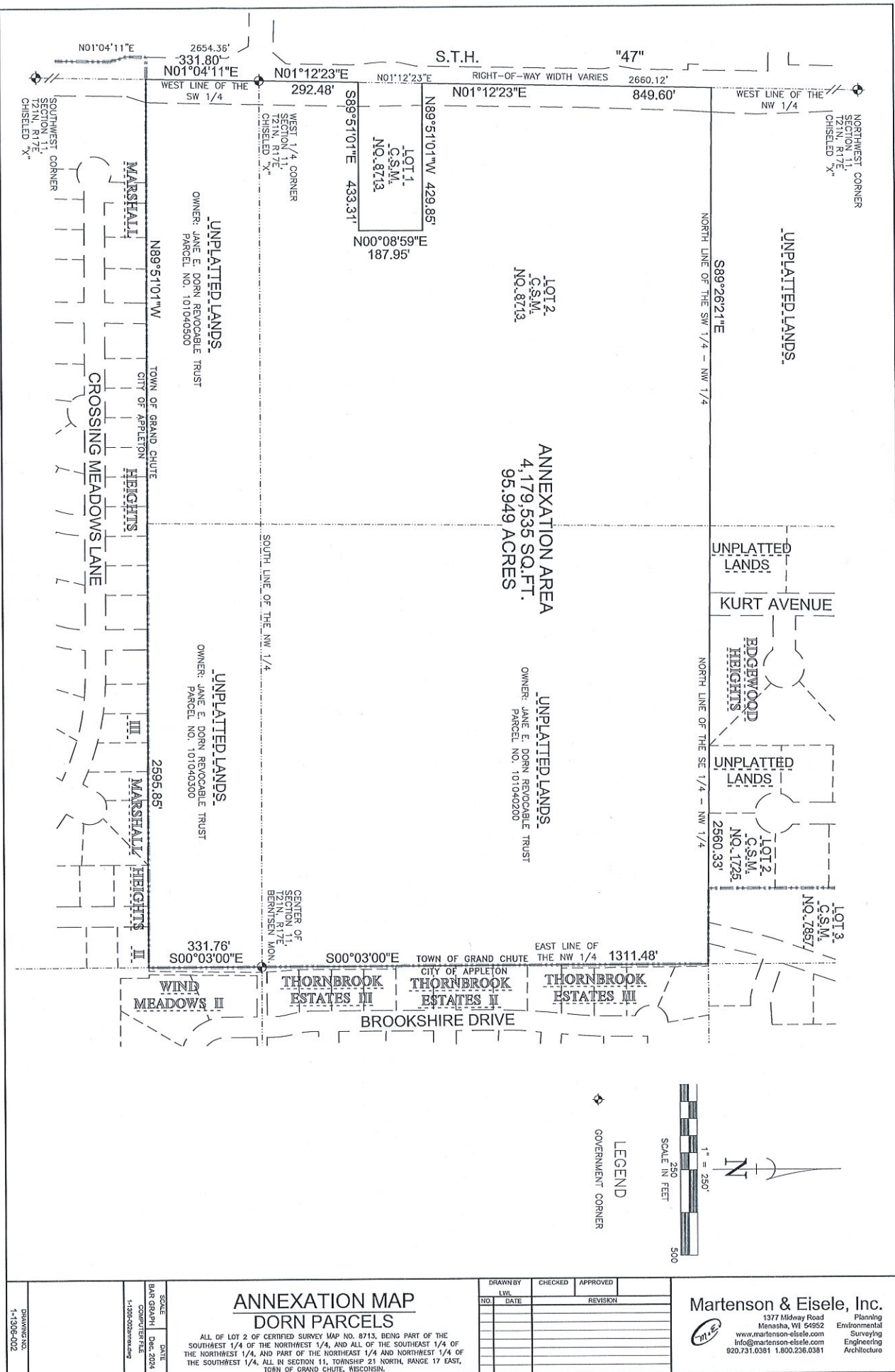
Area of lands to be annexed contains 95.949 acres m/l.

Tax Parcel numbers of lands to be annexed: 101040101, 101040200, 101040500, 101040300.

The current population of such territory is 0.

Signature of Petitioner/Trustee	Date of Signing	Address of Petitioner (Include Zip Code)
		4700 N. Richmond Steet Appleton, WI 54913
David L. Dorn, Trustee Jane E. Dorn Revocable Trust		





**REVISED**

Received March 19, 2025  
Appleton Community Development Dept.

icated to serving people committed to improving their communities

## LEGAL DESCRIPTION ANNEXATION FROM GRAND CHUTE TO CITY OF APPLETON

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 8713, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND ALL OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTHEAST 1/4 AND NORTHWEST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 11, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST 1/4 CORNER OF SAID SECTION 11; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 292.48 FEET; THENCE SOUTH 89 DEGREES 51 MINUTE 01 SECONDS EAST, ALONG THE SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 433.31 FEET; THENCE NORTH 00 DEGREES 08 MINUTES 59 SECONDS EAST, ALONG THE EAST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 187.95 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 01 SECONDS WEST, ALONG THE NORTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 429.85 FEET; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 849.60 FEET; THENCE SOUTH 89 DEGREES 26 MINUTE 21 SECONDS EAST, ALONG THE NORTH LINE OF SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 2560.33 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 1311.48 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.47 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 24 SECONDS WEST, ALONG THE NORTH LINE OF MARSHALL HEIGHTS II AND MARSHALL HEIGHTS III, A DISTANCE OF 2595.85 FEET; THENCE NORTH 01 DEGREES 04 MINUTES 11 SECONDS EAST, ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.80 FEET TO THE POINT OF BEGINNING. CONTAINING 4,179,159 SQUARE FEET [95.940 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

PROJECT NO.: 1-1306-002  
DATE: March 19, 2025  
FILE: Q:\1-1306-002 N Appleton Prop - Dorn Property\Legal



# Martenson & Eisele, Inc.

professionals dedicated to serving people committed to improving their communities

Planning  
Environmental  
Surveying  
Engineering  
Architecture

L. Lucht







TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

**Municipal Boundary Review**

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Web: <http://doa.wi.gov/municipalboundaryreview>

March 24, 2025

PETITION FILE NO. 14742

KAMI LYNCH, CLERK  
CITY OF APPLETON  
100 N APPLETON ST  
APPLETON, WI 54911-4702

KAYLA RAATZ, CLERK  
TOWN OF GRAND CHUTE  
1900 W GRAND CHUTE BOULEVARD  
GRAND CHUTE, WI 54913-9613

Subject: DORN ANNEXATION

The proposed annexation submitted to our office on March 03, 2025 and as revised on March 19, 2025, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city...." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Appleton, which is able to provide needed municipal services.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14742 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to [mds@wi.gov](mailto:mds@wi.gov) or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2816>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 9, 2025  
**To:** Plan Commission  
**From:** Colin Kafka, Principal Planner  
**Subject:** Location and Architectural Design of Proposed Lundgaard Park Pavilion

---

Wis. State Statute 62.23(5) states that the location and architectural design of any public building shall be referred to the Plan Commission for its consideration and report before final action is taken by the Common Council.

### **Background:**

#### **Lundgaard Park Phase I**

Pursuant to Section 23-570 of the Municipal Code, Site Plan #15-23 was reviewed and approved by staff on September 20, 2023. Phase I development consisted of sidewalks, open areas, a playground, and a sports court. These park amenities are not defined as buildings; therefore, Plan Commission and Common Council action was not required. These park amenities have since been constructed on the parcel.

#### **Lundgaard Park Phase II**

Site Plan #05-25 was submitted on March 18, 2025, and it is currently under site plan review by staff pursuant to Section 23-570 of the Municipal Code. The Phase II development details the location and design of a new pavilion that will be at the center of the park. The location and architectural elevations of the proposed pavilion are showcased in Exhibit A and B, respectively.

### **PLAN COMMISSION RECOMMENDED ACTION:**

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In accordance with Wis. State Statute 62.23(5), staff recommends the acceptance of the proposed location and architectural design of the pavilion, as shown on the attached site plan materials, **BE APPROVED**.





LOCATION MAP

CIVIL PLAN ABBREVIATIONS:

AC	ACRE	CI	CONTROL JOINT	EOF	EMERGENCY OVERFLOW	GL	GUTTER LINE	IPS	IRON PIPE SIZE	NWL	NORMAL WATER LEVEL	RCP	REINFORCED CONCRETE PIPE	THRU	THROUGH
ADA	AMERICANS WITH DISABILITIES ACT	CL	CENTERLINE	EQ	EQUAL	GPM	GALLONS PER MINUTE	JT	JUNCTION BOX	OC	ON CENTER	RD	ROOF DRAIN	TNHF	TOP NUT OF FIRE HYDRANT
ADD	ADDENDUM	CMP	CORRUGATED METAL PIPE	EX	EXISTING	GV	GATE VALVE	JO	JOINT	OCEW	ON CENTER EACH WAY	REB	REINFORCING BAR	TRANS	TRANSFORMER
AF	ABOVE FINISHED FLOOR	CO	CLEANOUT	FDC	FIRE DEPARTMENT CONNECTION	HDPE	HIGH DENSITY POLYETHYLENE	LF	LINEAR FEET	OH	OVERHEAD	REM	REMOVE	TV	TELEVISION
AGG	AGGREGATE	CONC	CONCRETE	FDN	FOUNDATION	HD	HEAVY DUTY	LIN	LINEAR	OHD	OVERHEAD DOOR	ROW	RIGHT OF WAY	T/W	TOP OF WALL
APPROX	APPROXIMATE	CONST	CONSTRUCTION	FES	FLARED END SECTION	HH	HANDHOLE	LPS	LOW PRESSURE STEAM	OZ	OUNCE	R/W	RIGHT OF WAY	TYP	TYPICAL
ARCH	ARCHITECT, ARCHITECTURAL	CONT	CONTINUOUS	FFE	FINISHED FLOOR ELEVATION	HORIZ	HORIZONTAL	LS	LUMP SUM	PED	PEDESTAL, PEDESTRIAN	SAN	SANITARY	UT	UTILITY, UNDERGROUND
BFE	BASEMENT FLOOR ELEVATION	CY	CUBIC YARD	FTG	FOOT, FEET	HR	HOUR	LSO	LOWEST STRUCTURAL OPENING	PERF	PERFORATED	SCH	SCHEDULE	VCP	VITRIFIED CLAY PIPE
BIT	BITUMINOUS	C&G	CURB AND GUTTER	FPS	FEET PER SECOND	HWL	HIGH WATER LEVEL	MAX	MAXIMUM	PL	PROPERTY LINE	SF	SQUARE FOOT	W/O	WITHOUT
CAD	COMPUTER-AIDED DESIGN	DEMO	DEMOLITION	FT	FOOTING	HWY	HIGHWAY	MB	MAIL BOX	PP	POLYPROPYLENE	SQ	SQUARE	W/	WITH
CB	CATCH BASIN	DIA	DIAMETER	FTG	FOOTING	HYD	HYDRANT	MECH	MECHANICAL	PSI	POUNDS PER SQUARE INCH	STA	STATION	YD	YARD
CFS	CUBIC FEET PER SECOND	DIM	DIMENSION	GA	GAUGE	I	INVERT	MH	MANHOLE	PVC	POLYVINYL CHLORIDE	SY	SQUARE YARD	YR	YEAR
CF	CUBIC FOOT	DS	DOWNSPOUT	GAL	GALLON	ID	INSIDE DIAMETER	MIN	MINIMUM	PVMT	PAVEMENT	T/C	TOP OF CURB		
CI	CAST IRON	EA	EACH	GALV	GALVANIZED	IN	INCH	MISC	MISCELLANEOUS	QTY	QUANTITY	TEL	TELEPHONE		
CIP	CAST IRON PIPE	ELEC	ELECTRICAL	GC	GENERAL CONTRACTOR	INV	INVERT	NO	NUMBER	R	RADIUS	TEMP	TEMPORARY		
CIPC	CAST IN PLACE CONCRETE	ELEV	ELEVATION	GFE	GARAGE FLOOR ELEVATION	IP	IRON PIPE	NTS	NOT TO SCALE	RAD	RADIUS				

PROJECT GENERAL NOTES

- ALL WORK SHALL CONFORM TO THE CONTRACT DOCUMENTS, WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE OWNER - CONTRACTOR AGREEMENT, THE PROJECT MANUAL (WHICH INCLUDES GENERAL SUPPLEMENTARY CONDITIONS AND SPECIFICATIONS), DRAWINGS OF ALL DISCIPLINES AND ALL ADDENDA, MODIFICATIONS, AND CLARIFICATIONS ISSUED BY ARCHITECT/ENGINEER.
- CONTRACT DOCUMENTS SHALL BE ISSUED TO ALL SUBCONTRACTORS BY THE GENERAL CONTRACTOR IN COMPLETE SETS IN ORDER TO ACHIEVE THE FULL EXTENT AND COMPLETE COORDINATION OF ALL WORK.
- WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
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- ALL DISSIMILAR METALS SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO AVOID GALVANIC CORROSION.
- THE LOCATION AND TYPE OF ALL EXISTING UTILITIES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY AND ARE ACCURATE AND COMPLETE TO THE BEST OF THE KNOWLEDGE OF I & S GROUP, INC. (ISG). NO WARRANTY OR GUARANTEE IS IMPLIED. THE CONTRACTOR SHALL VERIFY THE SIZES, LOCATIONS, AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.
- THE CONTRACTOR IS TO CONTACT "DIGGERS HOTLINE" FOR UTILITY LOCATIONS A MINIMUM OF 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION / CONSTRUCTION (811 OR 1-800-242-8511).



SPECIFICATIONS REFERENCE

ALL CONSTRUCTION SHALL COMPLY WITH THE CITY OF APPLETON STANDARD SPECIFICATIONS, CURRENT EDITION, WISDOT STANDARD SPECIFICATIONS, 2025 EDITION, WISDOT CONSTRUCTION AND MATERIALS MANUAL, CURRENT EDITION, WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES STATE PLUMBING CODE, CURRENT EDITION, AND STANDARD SPECIFICATION FOR SEWER & WATER CONSTRUCTION IN WISCONSIN, 6th EDITION, UNLESS DIRECTED OTHERWISE.

PROJECT DATUM

HORIZONTAL COORDINATES HAVE BEEN REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD83), 2011 ADJUSTMENT (NAD83(2011)) ON THE OUTAGAMIE COUNTY COORDINATE SYSTEM, IN U.S. SURVEY FEET. ELEVATION HAVE BEEN REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).

TOPOGRAPHIC SURVEY

THIS PROJECT'S TOPOGRAPHIC SURVEY CONSISTS OF DATA COLLECTED IN DECEMBER 2022 BY ISG.

B.M. ELEVATION=758.65

T.N.F.H APPROX. 500' NORTH OF THE  
E ASHBURY DR AND N LIGHTNING DR  
INTERSECTION

LEGEND

EXISTING	
	CITY LIMITS
	SECTION LINE
	QUARTER SECTION LINE
	RIGHT OF WAY LINE
	PROPERTY / LOTLINE
	EASEMENT LINE
	ACCESS CONTROL
	WATER EDGE
	WETLAND BOUNDARY
	WETLAND / MARSH
	FENCE LINE
	CULVERT
	STORM SEWER
	SANITARY SEWER
	SANITARY SEWER FORCEMAIN
	WATER
	GAS
	OVERHEAD ELECTRIC
	UNDERGROUND ELECTRIC
	UNDERGROUND TELEPHONE
	UNDERGROUND TV
	OVERHEAD UTILITY
	UNDERGROUND UTILITY
	UNDERGROUND FIBER OPTIC
	CONTOUR (MAJOR)
	CONTOUR (MINOR)
	DECIDUOUS TREE
	CONIFEROUS TREE
	TREE LINE
	MANHOLE/STRUCTURE
	CATCH BASIN
	HYDRANT
	VALVE
	CURB STOP
	POWER POLE
	UTILITY PEDESTAL / CABINET
PROPOSED	
	LOT LINE
	RIGHT OF WAY
	EASEMENT
	CULVERT
	STORM SEWER
	STORM SEWER (PIPE WIDTH)
	SANITARY SEWER
	SANITARY SEWER (PIPE WIDTH)
	SANITARY SEWER FORCEMAIN
	WATER
	GAS
	OVERHEAD ELECTRIC
	UNDERGROUND ELECTRIC
	UNDERGROUND TV
	CONTOUR
	MANHOLE (STORM, SANITARY)
	CATCH BASIN
	HYDRANT
	VALVE

CIVIL SHEET INDEX

C0-10	SITE DATA
C0-20	SITE DETAILS
C0-21	SITE DETAILS
C0-22	SITE DETAILS
C1-10	EROSION CONTROL NARRATIVE
C1-11	EROSION CONTROL NARRATIVE
C1-20	SWPPP DETAILS
C2-10	EXISTING SITE AND SWPPP
C3-10	SITE PLAN
C3-20	UTILITY PLAN
C3-30	UTILITY SCHEDULES
C4-10	GRADING PLAN
C5-10	RESTORATION PLAN

Exhibit A Site Plan



THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

CITY OF  
APPLETON  
LUNDGAARD  
PARK

APPLETON WISCONSIN

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO.	24-30456
FILE NAME	30456 CO-GENERAL
DRAWN BY	MNA
DESIGNED BY	BAH / LM
REVIEWED BY	KBR / LM
ORIGINAL ISSUE DATE	-/-/-
CLIENT PROJECT NO.	-

TITLE

SITE DATA

SHEET  
C0-10



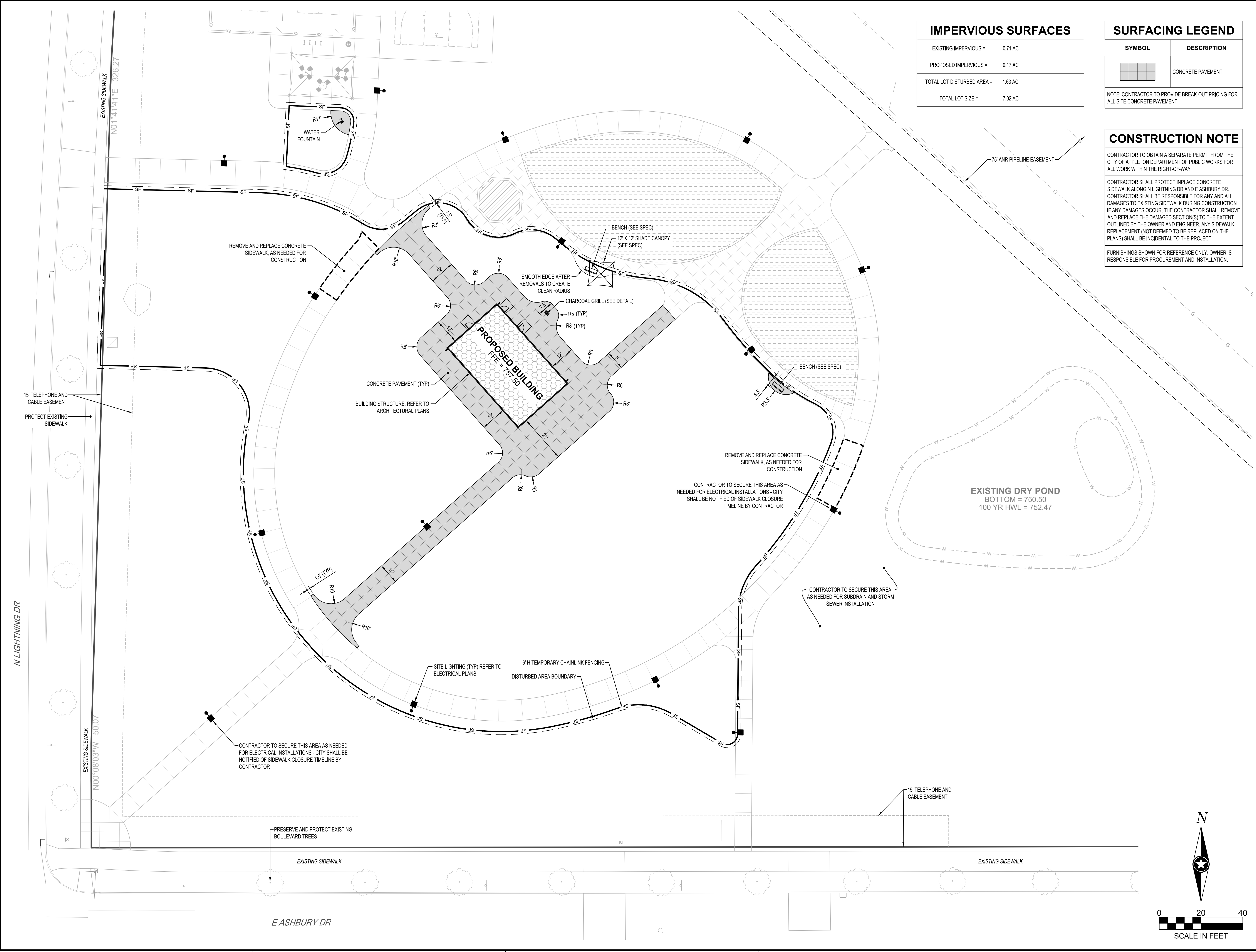


PROJECT

APPLETON WISCONSIN

PROJECT NO.	24-30456
FILE NAME	30456 C3-SITE
DRAWN BY	MNA
DESIGNED BY	BAH / LM
REVIEWED BY	KBR / LM
ORIGINAL ISSUE DATE	--/--/--
CLIENT PROJECT NO.	-

SHEET



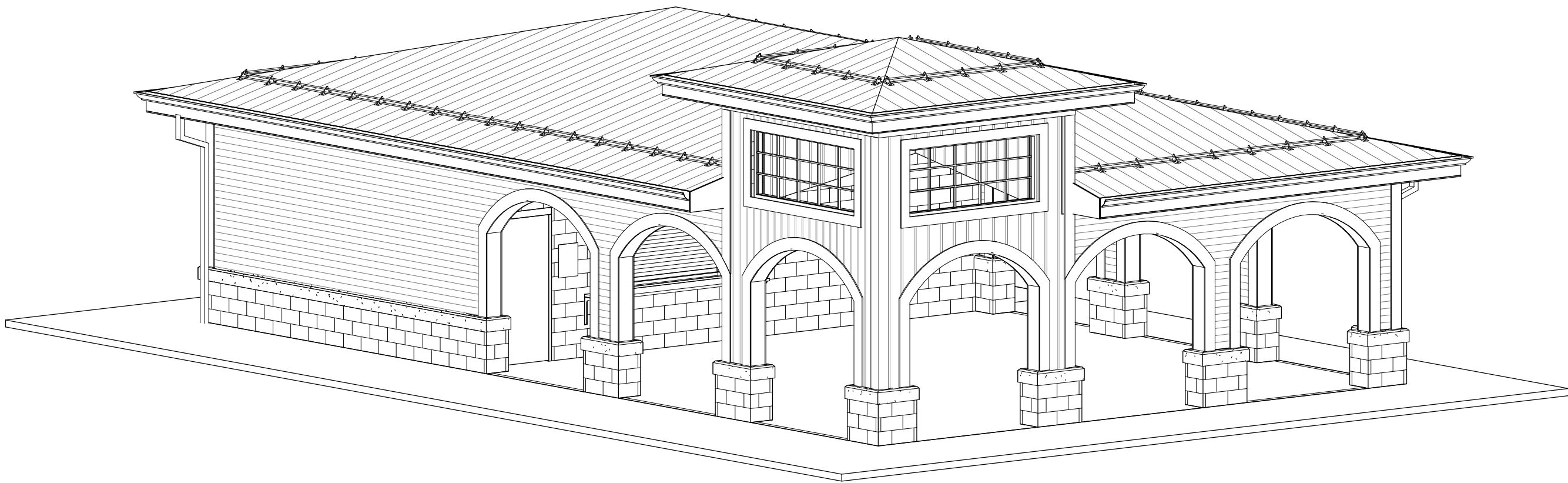


# CITY OF APPLETON LUNDGAARD PARK PHASE 2

APPLETON, WISCONSIN

ISG PROJECT # 24-30456

RECEIVED Community Development Dept. 03-17-25



## PROJECT GENERAL NOTES

- A. ALL WORK SHALL CONFORM TO THE CONTRACT DOCUMENTS, WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE OWNER - CONTRACTOR AGREEMENT, THE PROJECT MANUAL (WHICH INCLUDES GENERAL AND SUPPLEMENTARY CONDITIONS AND SPECIFICATIONS), DRAWINGS OF ALL DISCIPLINES AND ALL ADDENDA, MODIFICATIONS AND CLARIFICATIONS ISSUED BY THE ARCHITECT / ENGINEER.
- B. CONTRACT DOCUMENTS SHALL BE ISSUED TO ALL SUBCONTRACTORS BY THE GENERAL CONTRACTOR IN COMPLETE SETS IN ORDER TO ACHIEVE THE FULL EXTENT AND COMPLETE COORDINATION OF ALL WORK. CONTRACTOR IS RESPONSIBLE FOR COORDINATING AND CORRELATING QUANTITIES AND DIMENSIONS.
- C. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
- D. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT / ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
- E. DETAILS SHOWN ARE INTENDED TO BE INDICATIVE OF THE PROFILES AND TYPE OF DETAILING REQUIRED THROUGHOUT THE WORK. DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO DETAILS SHOWN. WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INTENT CANNOT BE DETERMINED, NOTIFY ARCHITECT / ENGINEER BEFORE PROCEEDING WITH THE WORK.
- F. ALL MANUFACTURED ARTICLES, MATERIALS AND EQUIPMENT SHALL BE APPLIED, INSTALLED, CONNECTED, ERECTED, CLEANED AND CONDITIONED ACCORDING TO MANUFACTURERS' INSTRUCTIONS. IN CASE OF DISCREPANCIES BETWEEN MANUFACTURERS' INSTRUCTIONS AND THE CONTRACT DOCUMENTS, NOTIFY ARCHITECT / ENGINEER BEFORE PROCEEDING WITH THE WORK.
- G. LARGE-SCALE, MORE SPECIFIC DETAILS TAKE PRECEDENCE OVER SMALLER-SCALE, LESS SPECIFIC DETAILS AND INFORMATION. MORE STRINGENT REQUIREMENTS FOR CODE, PRODUCTS AND INSTALLATION TAKE PRECEDENCE OVER LESS STRINGENT REQUIREMENTS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
- H. PROVIDE CONTINUOUS SEALANT AROUND ALL MATERIALS AT ALL INTERIOR AND EXTERIOR WALL PENETRATIONS. REFER TO SPECIFICATIONS FOR APPROPRIATE SEALANT.
- I. ALL DISSIMILAR METALS SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO AVOID GALVANIC CORROSION.
- J. SEAL ALL OPENINGS IN WALLS, FLOORS, CEILINGS, AND ROOFS, AROUND DUCTS, PIPES, VENTS, TRAPS, CONDUIT AND ALL OTHER PENETRATIONS WITH FIRE STOPPING AS SPECIFIED AND REQUIRED BY CODES. IF FIRE STOPPING IS NOT REQUIRED AT PENETRATIONS PER CODE, SEAL WITH CONTINUOUS SEALANT.
- K. PROVIDE TEMPORARY WALLS, ENCLOSURES, DUST SHIELDS AND WALK-OFF MATS AS REQUIRED TO SEPARATE DEMOLITION AND CONSTRUCTION FROM EXISTING BUILDING.
- L. PROVIDE BRACING AND SHORING AS REQUIRED TO PROTECT EXISTING STRUCTURE TO REMAIN. PROVIDE SECURE AND WEATHERPROOF ENCLOSURE OF TEMPORARY OPENINGS IN EXTERIOR WALLS. PROTECT ALL BUILDING COMPONENTS FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION.
- M. RESTORE ALL EXISTING AREAS AFFECTED BY DEMOLITION AND RELATED NEW CONSTRUCTION TO THEIR ORIGINAL CONDITION, INCLUDING BUT NOT LIMITED TO WALLS, FLOORS, AND CEILINGS AND THEIR ASSOCIATED FINISHES.
- N. PROVIDE SOLID WALL BACKING WITH METAL OR FIRE-RETARDANT WOOD BLOCKING BEHIND DOOR HARDWARE SUCH AS WALL STOPS, BUMPERS, HOLD OPENS, ETC. AND AT ALL ITEMS REQUIRING FASTENING THROUGH GYP BD. TO BLOCKING.
- O. RENDERED IMAGES MAY NOT BE AN ACCURATE REPRESENTATION OF BUILDING CONDITIONS, REFER TO PLANS AND DETAILS CONTAINED WITHIN FOR SCOPE OF WORK.

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G1-21	CODE DATA AND CODE DATA PLAN
CIVIL	
C0-10	SITE DATA
C0-20	SITE DETAILS
C0-21	SITE DETAILS
C0-22	SITE DETAILS
C1-10	EROSION CONTROL NARRATIVE
C1-11	EROSION CONTROL NARRATIVE
C1-20	SWPPP DETAILS
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E4-12	ELECTRICAL DETAILS
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PROJECT

## CITY OF APPLETON LUNDGAARD PARK PHASE 2

APPLETON WISCONSIN

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO.	24-30456
FILE NAME	30456 Arch R24.rvt
DRAWN BY	AFC
DESIGNED BY	AFC
REVIEWED BY	AFC
ORIGINAL ISSUE DATE	03/06/25
CLIENT PROJECT NO.	

## TITLE SHEET, SHEET INDEX, PROJECT GENERAL NOTES

SHEET

G1-10

## PROJECT INDEX:

OWNER:

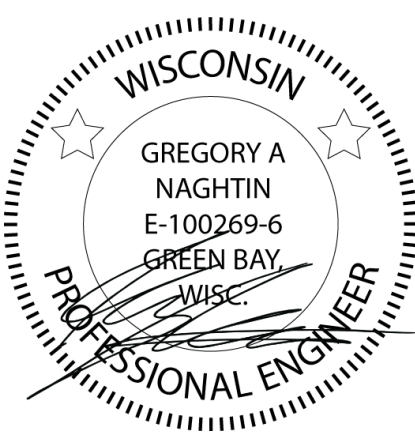
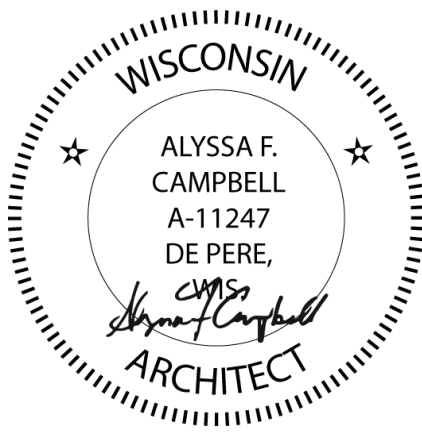
CITY OF APPLETON  
1819 EAST WITZKE BOULEVARD  
APPLETON, WISCONSIN 54911

PROJECT ADDRESS:

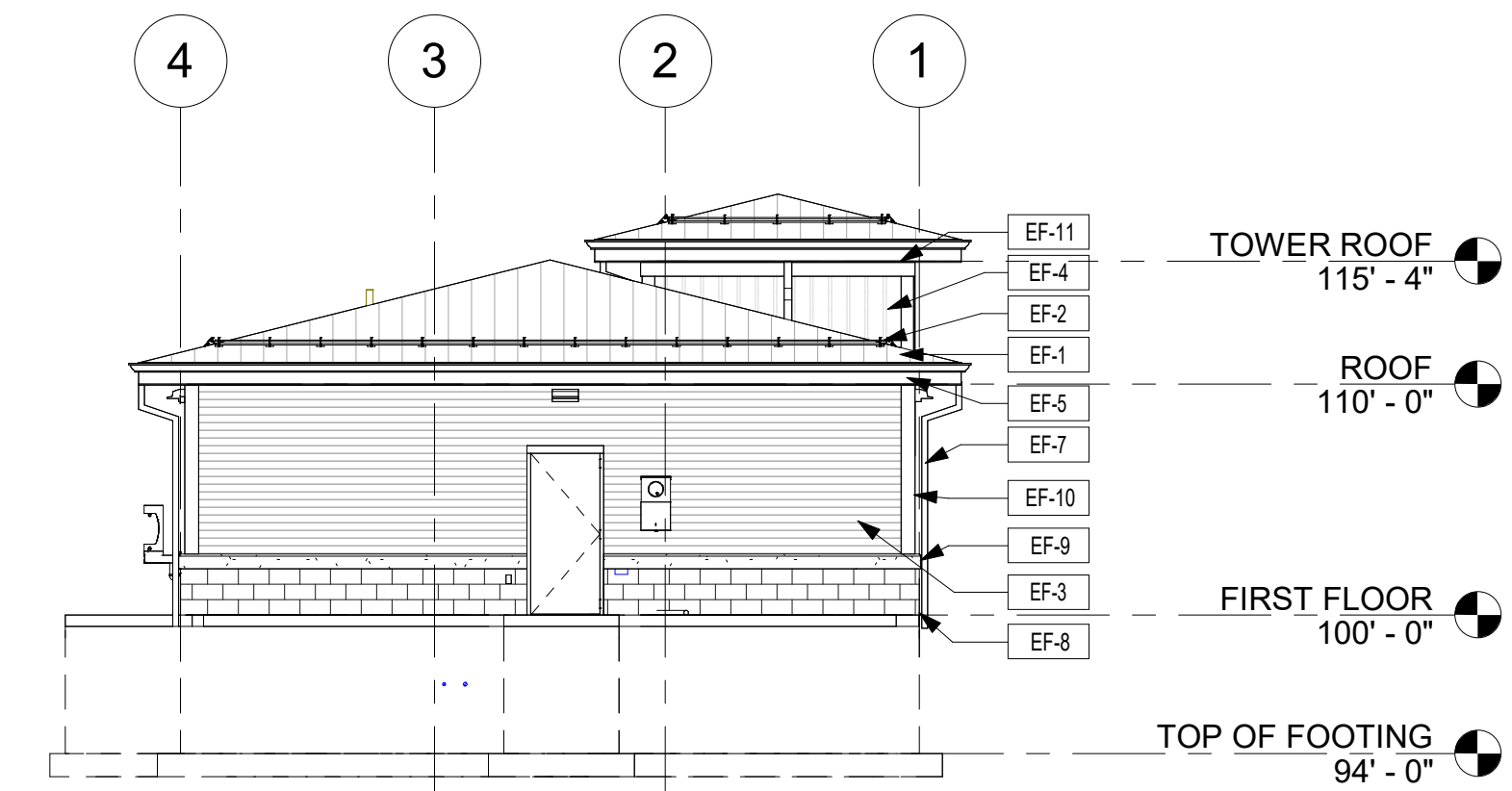
LUNGAARD PARK PAVILION  
4900 N LIGHTNING DR  
APPLETON, WISCONSIN 54913

MANAGING OFFICE:

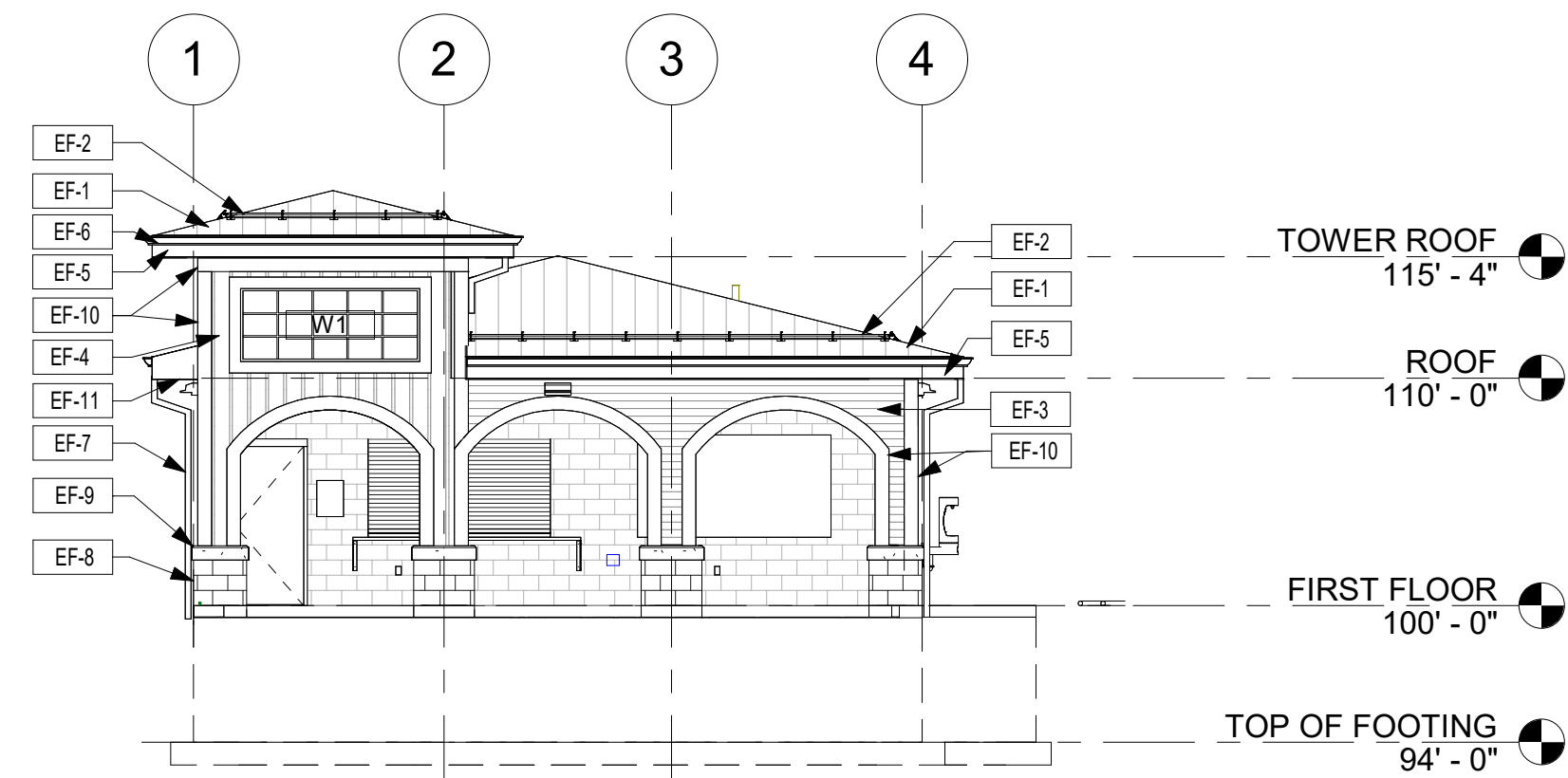
GREEN BAY OFFICE  
115 PINE STREET  
SUITE 300  
GREEN BAY, WISCONSIN 54301  
PHONE: 920.434.2128  
PROJECT MANAGER: LUKE PAPILLON  
EMAIL: LUKE.PAPILLON@ISGINC.COM



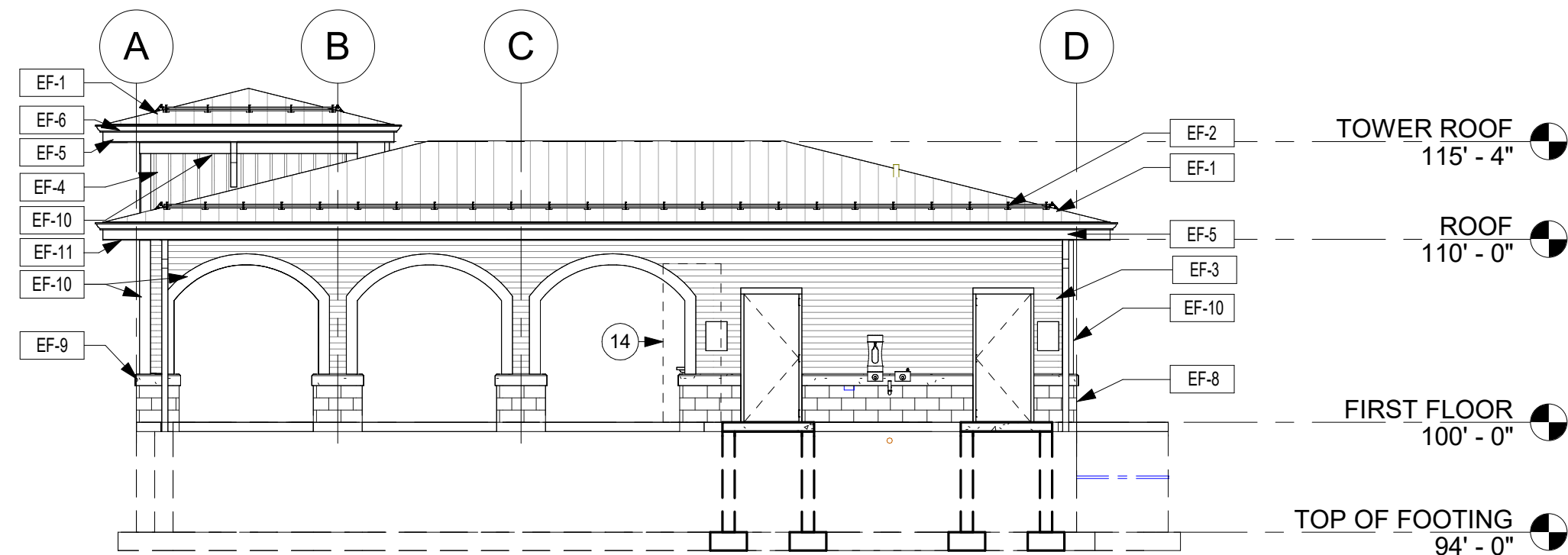




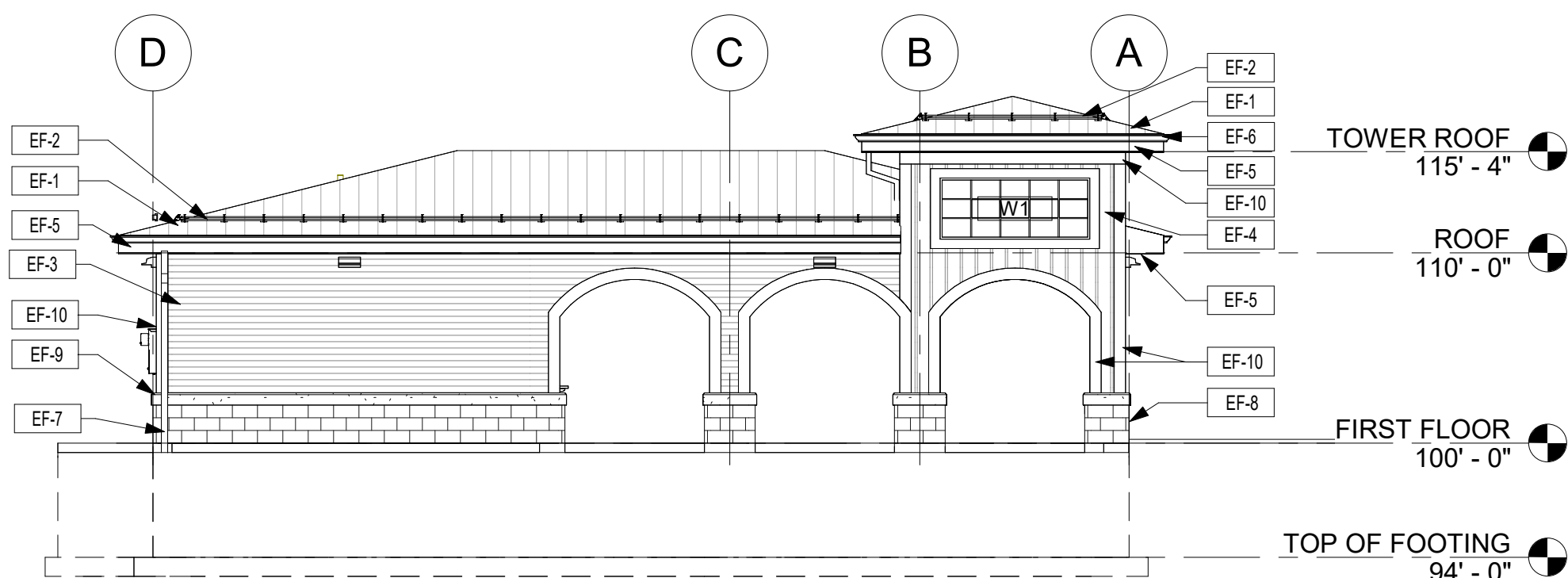
1 NORTH ELEVATION  
1/8" = 1'-0"



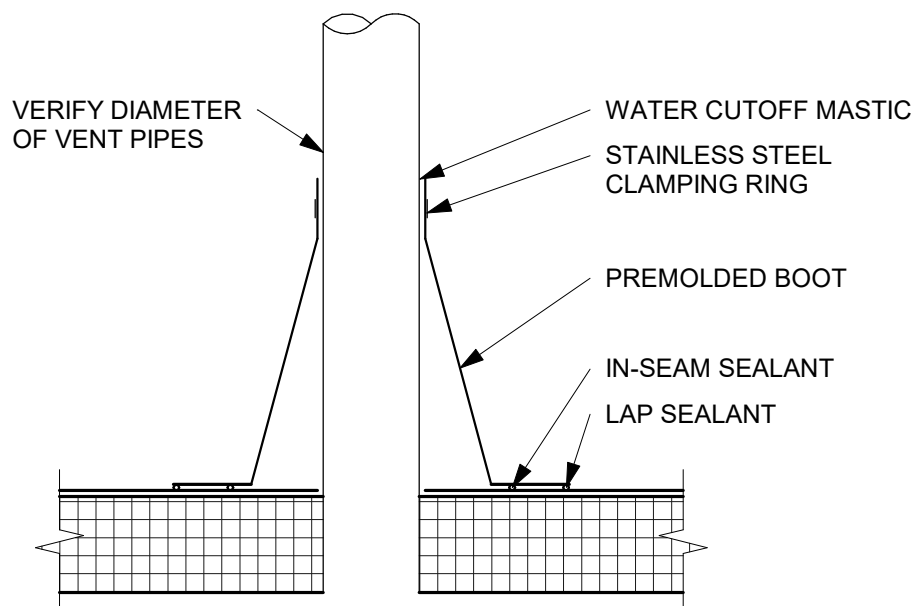
2 SOUTH ELEVATION  
1/8" = 1'-0"



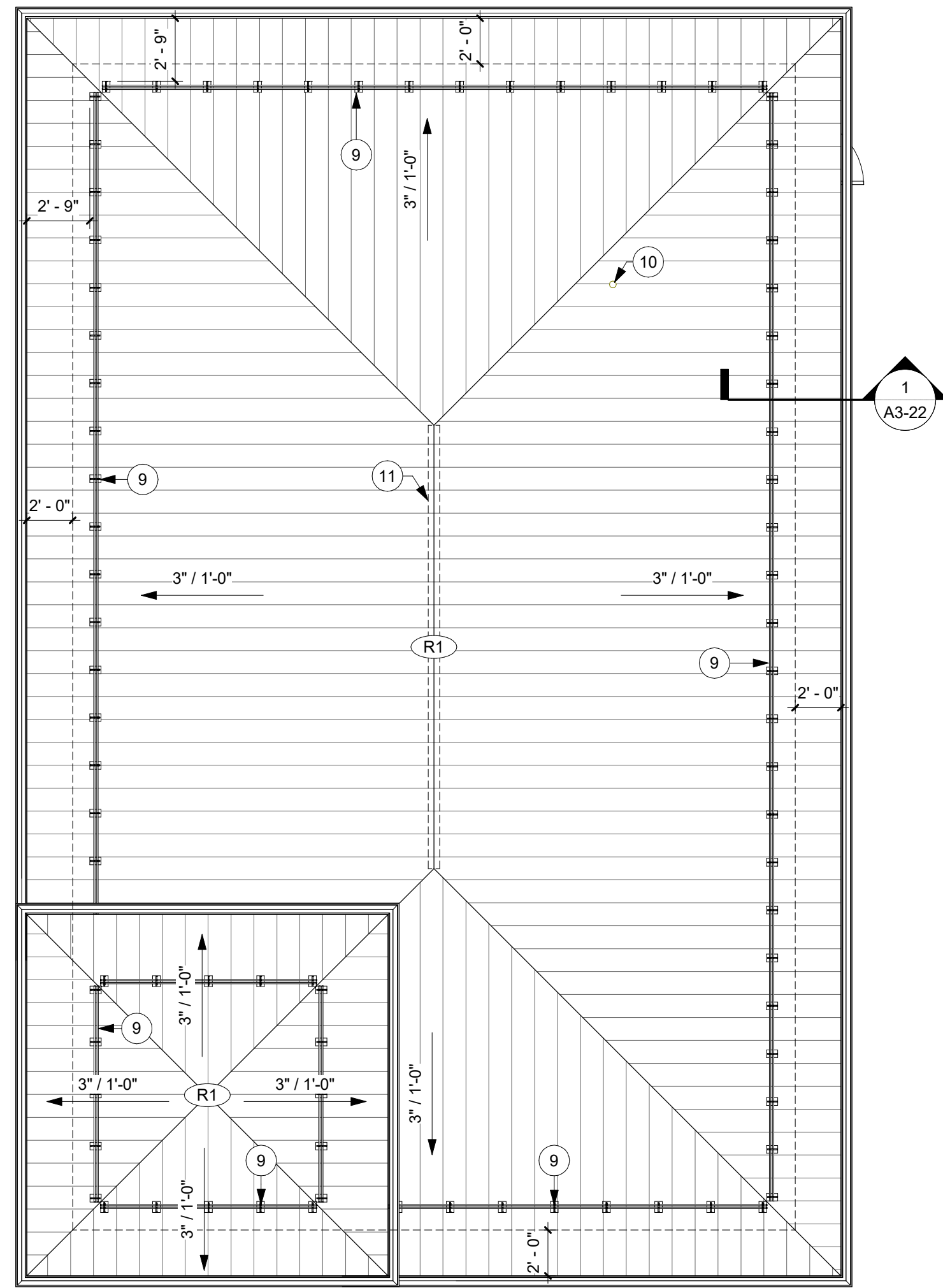
3 EAST ELEVATION  
1/8" = 1'-0"



4 WEST ELEVATION  
1/8" = 1'-0"



5 PIPING THROUGH ROOF  
1 1/2" = 1'-0"



6 ROOF PLAN  
3/16" = 1'-0"

KEYNOTE LEGEND	
9	ROOF SNOW GUARD
10	MECH PIPING THROUGH ROOF. REFER TO DETAIL 5/A1-71. REFER TO MECH DRAWINGS.
11	ROOF RIDGE VENT
14	DASHED LINES REPRESENT EXTENTS OF MOCKUP

EXTERIOR FINISH SCHEDULE					
MARK	MATERIAL TYPE	MANUFACTURER	MODEL / SIZE	COLOR	COMMENTS
EF-1	METAL	ENGLERT	A1000	COLONIAL RED	
EF-2	ROOF SNOW GUARD	SNO-BLOX	SNOBAR		
EF-3	HORIZONTAL HARDWOOD CLAPBOARD SIDING	JAMES HARDIE	LAP/SMOOTH/6"	TIMBER BARK	
EF-4	BOARD AND BATTEN COMPOSITE SIDING	JAMES HARDIE	PANEL/SMOOTH/8"	TIMBER BARK	
EF-5	FASCIA	ENGLERT		COLONIAL RED	
EF-6	OPEN FACE GUTTER			COLONIAL RED	
EF-7	DOWNSPOUT			TO MATCH EF-3	REFER TO CIVIL PLANS FOR TIE-IN LOCATIONS
EF-8	BURNISHED BLOCK	COUNTY MATERIALS CORPORATION	PREMIERE ULTRA BURNISHED BLOCK		
EF-9	SILL	COUNTY MATERIALS CORPORATION	HORIZON SMOOTH FACE		
EF-10	7 1/4" TRIM BOARD	JAMES HARDIE		COBBLESTONE	
EF-11	SOFFIT	ENGLERT		COLONIAL RED	

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PROJECT

## CITY OF APPLETON LUNDGAARD PARK PHASE 2

APPLETON

WISCONSIN

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

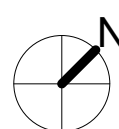
PROJECT NO.	24-30456
FILE NAME	30456 Arch R24.rvt
DRAWN BY	CJE
DESIGNED BY	AFC
REVIEWED BY	AFC
ORIGINAL ISSUE DATE	03/06/25
CLIENT PROJECT NO.	

TITLE

## ROOF PLAN AND EXTERIOR ELEVATIONS

SHEET

# A1-71





# CITY OF APPLETON

## MEMORANDUM

**Date:** April 7, 2025

**To:** Finance Committee

**From:** Jeri Ohman, Finance Director

**Subject:** Request to approve sole source contract with Truity Partners, LLC

---

The Finance Department continues to experience staff shortages due to a combination of medical leaves and vacant positions. We are currently using Truity Partners, LLC for the placement of a temporary staff member to assist with audit preparation and coverage of other duties. At the start of the current agreement, written quotes were received from agencies according to the Procurement Policy based on the expected timeframe and cost. However, with the continuation of shortages and workload of the department, I am asking that approval be given to continue the agreement up to an amount of \$40,000 using vacant salary dollars.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions.





## SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- ☐ **Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- ☐ **Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- ☐ **Health or Safety Concern:** When a health or safety concern exists that is **not** an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- ☒ **Continuity of design:** Consistency with current commodity or service.
- ☐ **Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- ☐ **Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- ☐ **Other:** Description provided below

Approval of sole source is being requested to continue working with current temporary staff located in the Finance Department as staffing issues continue.

### PROPOSED DETAILS

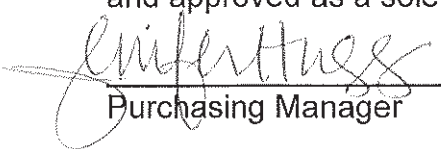
Requesting dept: Finance

Product/service: Temporary staff

Vendor name: Truity Partners, LLC

Total cost: \$40,000

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

  
Purchasing Manager

4/2/2025  
Date

**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

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**TO:** ☒ **Finance Committee**  
☐ **Municipal Services Committee**  
☐ **Utilities Committee**

**SUBJECT: Award of Contract**

---

**The Department of Public Works recommends that the following described work:**

Unit L-24 3001 Glendale Ave site improvements

---

**Be awarded to:**

Name: MCC Inc  
Address: 2600 N Roemer Rd  
Appleton, WI 54912

**In the amount of :** \$153,858.96

**With a 5.2 % contingency of :** \$8,000.00

**For a project total not to exceed :** \$161,858.96

**\*\* OR \*\***

**In an amount Not To Exceed :** \$0.00

Budget: \$200,000.00  
Estimate: \$250,000.00  
Committee Date: 03/24/25  
Council Date: 04/02/25

Owner: Appleton WI, City of  
Solicitor: Appleton WI, City of  
02/24/2025 01:45 PM CST

Section Title	Item	Item Description	UofM	Quantity	MCC, Inc.		Vinton Construction Company		BEST Enterprises, LLC		Northeast Asphalt, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
L-24 BASE BID						\$144,468.96		\$153,229.76		\$159,996.52		\$235,041.45
	1	Mobilization	L.S.	1	\$31,700.00	\$31,700.00	\$31,000.00	\$31,000.00	\$9,985.00	\$9,985.00	\$6,125.00	\$6,125.00
	2	Furnish, Install, Maintain, and Remove Erosion Control	L.S.	1	\$1,700.00	\$1,700.00	\$0.01	\$0.01	\$1,250.00	\$1,250.00	\$1,000.00	\$1,000.00
	3	Furnish, Install, Maintain, & Remove Inlet Protection (Type D-M)	EA	3	\$130.00	\$390.00	\$105.00	\$315.00	\$140.00	\$420.00	\$155.00	\$465.00
	4	Furnish, Install, Maintain, & Remove Silt Fence	L.F.	593	\$3.05	\$1,808.65	\$2.19	\$1,298.67	\$2.75	\$1,630.75	\$4.50	\$2,668.50
	5	Furnish, Install, Maintain, & Remove Trackout Control Practices	EA	1	\$1,085.00	\$1,085.00	\$0.01	\$0.01	\$1,650.00	\$1,650.00	\$1,750.00	\$1,750.00
	6	Furnish & Install Manufactured Ditch Check	EA	7	\$86.00	\$602.00	\$57.90	\$405.30	\$125.00	\$875.00	\$140.00	\$980.00
	7	Dewatering	L.S.	1	\$750.00	\$750.00	\$0.01	\$0.01	\$2,500.00	\$2,500.00	\$3,600.00	\$3,600.00
	8	Excavate 6-inch Existing Surface Material	S.Y.	7502	\$1.00	\$7,502.00	\$2.24	\$16,804.48	\$2.58	\$19,355.16	\$2.75	\$20,630.50
	9	Obtain Clay Samples	L.S.	1	\$350.00	\$350.00	\$1,500.00	\$1,500.00	\$350.00	\$350.00	\$2,200.00	\$2,200.00
	10	Common Excavation	C.Y.	2400	\$10.50	\$25,200.00	\$15.38	\$36,912.00	\$7.31	\$17,544.00	\$29.00	\$69,600.00
	11	Furnish & Install 2-Foot Clay Liner in Pond Area	S.Y.	1441	\$11.55	\$16,643.55	\$0.01	\$14.41	\$16.08	\$23,171.28	\$24.00	\$34,584.00
	12	Furnish & Install 4-Inch Topsoil	S.Y.	5916	\$2.50	\$14,790.00	\$3.09	\$18,280.44	\$3.70	\$21,889.20	\$4.00	\$23,664.00
	13	Excavation Contaminated Materials	S.Y.	520	\$2.50	\$1,300.00	\$9.67	\$5,028.40	\$24.92	\$12,958.40	\$3.90	\$2,028.00
	14	Furnish & Install Anti-Seep Collar	EA	1	\$1,400.00	\$1,400.00	\$475.00	\$475.00	\$650.00	\$650.00	\$1,545.00	\$1,545.00
	15	Furnish & Install Outlet Control Structure	EA	1	\$5,400.00	\$5,400.00	\$5,585.00	\$5,585.00	\$6,484.85	\$6,484.85	\$5,960.00	\$5,960.00
	16	Furnish & Install 15-Inch Storm Sewer	L.F.	48	\$135.00	\$6,480.00	\$74.35	\$3,568.80	\$117.96	\$5,662.08	\$149.00	\$7,152.00
	17	Connect to Existing Storm Manhole	EA	1	\$2,000.00	\$2,000.00	\$600.00	\$600.00	\$750.00	\$750.00	\$2,200.00	\$2,200.00
	18	Reconstruct Sanitary Manhole	EA	1	\$4,250.00	\$4,250.00	\$2,475.00	\$2,475.00	\$2,865.00	\$2,865.00	\$4,700.00	\$4,700.00
	19	Abandon Existing Culvert	EA	1	\$115.00	\$115.00	\$380.00	\$380.00	\$750.00	\$750.00	\$1,300.00	\$1,300.00
	20	Furnish & Install Turf-Grass Seed Mix #1 and Mulch	S.Y.	489	\$1.75	\$855.75	\$2.30	\$1,124.70	\$2.25	\$1,100.25	\$2.45	\$1,198.05
	21	Furnish & Install Low-Mow Fescue Seed	S.Y.	5916	\$0.44	\$2,603.04	\$0.63	\$3,727.08	\$0.80	\$4,732.80	\$0.85	\$5,028.60
	22	Furnish & Install Erosion Control Mat, Class I Urban, Type A	S.Y.	3903	\$1.49	\$5,815.47	\$1.69	\$6,596.07	\$1.55	\$6,049.65	\$1.60	\$6,244.80
	23	Furnish & Install Erosion Control Mat, Class II, Type B	S.Y.	1798	\$1.75	\$3,146.50	\$2.21	\$3,973.58	\$1.95	\$3,506.10	\$2.00	\$3,596.00
	24	Furnish & Install Erosion Control Mat, Class III, Type B	S.Y.	104	\$14.25	\$1,482.00	\$11.20	\$1,164.80	\$28.00	\$2,912.00	\$30.50	\$3,172.00
	25	Temporary Stockpiling of Contaminated Material; Complete as Directed	S.Y.	100	\$4.00	\$400.00	\$0.01	\$1.00	\$12.05	\$1,205.00	\$6.50	\$650.00
	26	Place stockpiled milled asphalt / concrete	LS	1	\$6,700.00	\$6,700.00	\$12,000.00	\$12,000.00	\$9,750.00	\$9,750.00	\$23,000.00	\$23,000.00
						\$144,468.96		\$153,229.76		\$159,996.52		\$235,041.45
Alternate						\$9,390.00		\$17,700.00		\$18,600.00		\$18,000.00
	27	8-Foot Chain Link Fence with Privacy Slats	L.F.	300	\$31.30	\$9,390.00	\$59.00	\$17,700.00	\$62.00	\$18,600.00	\$60.00	\$18,000.00



## Memorandum

**TO:** Fox Cities Transit Commission  
**FROM:** Ron McDonald, General Manager  
**DATE:** March 20, 2025  
**RE:** Award Recommendation for Security Services

### **BACKGROUND**

Valley Transit utilizes a contractor, STAR Protection & Patrol, to provide a security officer at the downtown Appleton Transit Center and adjacent areas. The current agreement with Star Protection and Patrol ends June 30, 2025.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The RFP document was sent directly to known vendors; posted on Valley Transit's website and posted on the State of Wisconsin's Vendornet system. Proposals were due on February 21, 2025. Two proposals were received: STAR Protection & Patrol (Oshkosh, WI); and Total Security & Safety (Oshkosh, WI).

Both proposals met the mandatory requirements and moved forward in the evaluation process.

### **ANALYSIS**

An evaluation team was assembled to review the written proposals and costs. Each proposal was evaluated based on the vendor's experience/qualifications, standard post orders & policies, training and cost.

After considering all factors, the evaluation team unanimously concluded that STAR Protection & Patrol (Oshkosh, WI) had proposed the best service and value for Valley Transit.

STAR Protection & Patrol had experience providing security officers at the transit center as the incumbent over the past several years. The City of Appleton Police Department has a working relationship with STAR Protection & Patrol due to their interaction at the transit center and other city events. STAR Protection & Patrol's proposal was well-organized and included a clear training program with continuing training annually for officers. STAR Protection & Patrol proposed daily supervisor contact and weekly site visits of assigned officers.

The Total Security & Safety proposal was considered not responsive to the main written portion of the RFP as it did not address many required questions.

### **FISCAL IMPACT**

Valley Transit's 2025 budget includes adequate funding for contracted security service. The project will have a total year-one fiscal impact of approximately \$96,000, which is the current budget.

STAR Protection & Patrol's cost proposal includes an annual increase of approximately 5% to their cost per hour in years 2-4 of the contract.

**RECOMMENDATION**

Staff recommends authorization for Valley Transit to enter into a 4-year contract with three 1-year optional extensions with STAR Protection & Patrol to provide security services.

**42-25**

**AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.**

(Municipal Services Committee 04-02-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby repealed:

***Ord. 13-04:*** “Stopping, standing and parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from Florida Avenue to a point 520 feet south of Capitol Drive.”

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

**43-25**

**AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.**

(Municipal Services Committee 04-02-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Stopping/standing/parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from Florida Avenue to a point 170 feet north of Florida Avenue.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

#### **44-25**

**AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.**  
(Municipal Services Committee 04-02-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on east side of Durkee Street a point 170 feet north of Florida Avenue to a point 422 feet north of Florida Avenue.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

#### **45-25**

**AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.**  
(Municipal Services Committee 04-02-2025)

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Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Stopping/standing/parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from a point 422 feet north of Florida Avenue to a point 535 feet south of Capitol Drive.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

#### **46-25**

**AN ORDINANCE AMENDING CHAPTER 23 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON AND THE OFFICIAL ZONING MAP WHICH IS A PART THEREOF, BY MAKING THE FOLLOWING CHANGES IN THE DISTRICT AS NOW PROVIDED.**

(City Plan Commission 4-16-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Zoning Ordinance, Chapter 23 of the Municipal Code of the City of Appleton and the Official Zoning Map, which is a part thereof, is amended by making the following changes:

To rezone lands located at 1930 West College Avenue (Tax ID #31-7-0004-00 and #31-7-0004-02), 1932 West College Avenue (Tax ID #31-7-0006-00), and 120 North Woods Edge Drive (Tax ID #31-7-0004-01), including to the centerline of the adjacent street right-of-way from M-2 General Industrial District to C-2 General Commercial District. (Rezoning #1-25 – Brewski Enterprises/John Onopa, applicant and Gary and Pamela Bichel, owners)

#### **LEGAL DESCRIPTION:**

Parcel No. 31-7-0004-00 | 1930 West College Avenue



ALL OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 6849  
RECORDED AS DOCUMENT NUMBER 2020092, LOCATED IN PART  
OF THE NORTHEAST QUARTER (NE1/4) OF THE SOUTHEAST  
QUARTER(SE1/4) AND PART OF THE SOUTHEAST QUARTER (SE1/4)  
OF THE SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-  
EIGHT (28), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE  
SEVENTEEN (17) EAST, CITY OF APPLETON, OUTAGAMIE COUNTY,  
WISCONSIN, INCLUDING TO THE CENTER LINE OF THE ADJACENT  
PUBLIC RIGHT-OF-WAY.

Parcel No. 31-7-0004-01 | 120 North Woods Edge Drive

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 4793  
RECORDED AS DOCUMENT NUMBER 1608336, LOCATED IN PART  
OF THE EAST HALF (E1/2) OF THE SOUTHEAST QUARTER (SE1/4)  
OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-ONE (21)  
NORTH, RANGE SEVENTEEN (17) EAST, CITY OF APPLETON,  
OUTAGAMIE COUNTY, WISCONSIN INCLUDING TO THE CENTER  
LINE OF THE ADJACENT PUBLIC RIGHT-OF-WAY.

Parcel No. 31-7-0004-02 | 1930 West College Avenue

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 6849  
RECORDED AS DOCUMENT NUMBER 2020092, LOCATED IN PART  
OF THE NORTHEAST QUARTER (NE1/4) OF THE SOUTHEAST  
QUARTER(SE1/4) AND PART OF THE SOUTHEAST QUARTER (SE1/4)  
OF THE SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-  
EIGHT (28), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE  
SEVENTEEN (17) EAST, CITY OF APPLETON, OUTAGAMIE COUNTY,  
WISCONSIN.

Parcel No. 31-7-0006-00 | 1932 West College Avenue

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 2899  
RECORDED AS DOCUMENT NUMBER 1232645, LOCATED IN PART  
OF THE NORTHEAST QUARTER (NE1/4) OF THE SOUTHEAST  
QUARTER(SE1/4) AND PART OF THE SOUTHEAST QUARTER (SE1/4)  
OF THE SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-  
EIGHT (28), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE  
SEVENTEEN (17) EAST, CITY OF APPLETON, OUTAGAMIE COUNTY,  
WISCONSIN, INCLUDING TO THE CENTER LINE OF THE ADJACENT  
PUBLIC RIGHT-OF-WAY.

**COMMON DESCRIPTION:**

1930 W. College Avenue (Tax ID #31-7-0004-00 & #31-7-0004-02), 1932 W. College Avenue (Tax ID #31-7-0006-00) and 120 N. Woods Edge Drive (Tax ID #31-7-0004-01), including to the centerline of the adjacent street right-of-way.

**Section 2:** This Ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication the Director of Community Development is authorized and directed to make the necessary changes to the Official Zoning Map in accordance with this Ordinance.

## **47-25**

### **AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF APPLETON, WISCONSIN.**

(Dorn Annexation | MBR Number: 14742)

The Common Council of the City of Appleton does ordain as follows:

**Section 1. Territory Annexed.** In accordance with §66.0217 of the Wisconsin Statutes for 2023 – 2024 and the *Unanimous Petition for Direct Annexation* filed with the City Clerk on February 21, 2025, along with a revised map and legal description filed on March 27, 2025, the following described territory in the Town of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton, is hereby annexed to the City of Appleton, Wisconsin:

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 8713, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND ALL OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTHEAST 1/4 AND NORTHWEST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 11, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST 1/4 CORNER OF SAID SECTION 11; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 292.48 FEET; THENCE SOUTH 89 DEGREES 51 MINUTE 01 SECONDS EAST, ALONG THE SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 433.31 FEET; THENCE NORTH 00 DEGREES 08 MINUTES

59 SECONDS EAST, ALONG THE EAST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 187.95 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 01 SECONDS WEST, ALONG THE NORTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 429.85 FEET; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 849.60 FEET; THENCE SOUTH 89 DEGREES 26 MINUTE 21 SECONDS EAST, ALONG THE NORTH LINE OF SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 2560.33 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 1311.48 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.47 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 24 SECONDS WEST, ALONG THE NORTH LINE OF MARSHALL HEIGHTS II AND MARSHALL HEIGHTS III, A DISTANCE OF 2595.85 FEET; THENCE NORTH 01 DEGREES 04 MINUTES 11 SECONDS EAST, ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.80 FEET TO THE POINT OF BEGINNING. CONTAINING 4,179,159 SQUARE FEET [95.940 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

*The current population of such territory is 0 people.*

**Section 2. Effect of Annexation.** From and after the date of this ordinance, the territory described in Section 1 shall be a part of the City of Appleton for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Appleton.

**Section 3. Ward Designation.** The territory described in Section 1 of this ordinance is hereby made a part of the Twenty-second (22<sup>nd</sup>) Ward, attached to the Seventh (7<sup>th</sup>) Aldermanic District of the City of Appleton, Outagamie County, subject to the ordinances, rules and regulations of the City governing wards.

**Section 4. Zoning Classification.** The territory described in Section 1 is hereby zoned as follows, pursuant to §66.0217(7)(a), Stats., and §23-65(e), Appleton Municipal Code:

AG (Agricultural District)

**Section 5. Severability.** If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance, which can be given without the invalid or unconstitutional provision or application.

**Section 6. Effective Date.** This ordinance shall take effect upon passage and publication.