

Full Meeting
City Plan Commission
Wed, Jun 25, 2025 3:30PM

Aldersperson Denise Fenton (District 6) 00:01

Good afternoon. I'd like to call to order this meeting of the City Planning Commission for Wednesday, June 25 2025 at 3:30pm. You may have noticed Mayor Woodford is away today, so I'm Aldersperson Denise Fenton, the Vice Chair of the plan commission, and I will be chairing today's meeting. Please rise and join me for the Pledge of Allegiance.

All Present 00:24

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all. **[Aldersperson Fenton does not say the words "under God".]**

Aldersperson Denise Fenton (District 6) 00:43

Roll call of membership. Let the record show that all members of the Plan Commission are present with the exception of Mayor Woodford who is excused.

Aldersperson Denise Fenton (District 6) 00:52

So, our first action item is the approval of the minutes from our previous meeting, 25-0697, the city plan minutes from June 11, 2025. All right, I have a—all right, I have a motion and a second. Are there any corrections or updates to the minutes? Hearing none, we'll go ahead and vote. All those in favor please signify by saying aye. Aye. That passes six zero. Did I count that right? Yes.

Aldersperson Denise Fenton (District 6) 01:24

All right. We have two public hearings today. The first is 25-0696, comprehensive plan 2010-2030 future land use map amendment number 2-25 for the subject parcels generally located west of County 00/US highway 441 interchange (the list of tax IDs are present) from future business industrial land use designation to future commercial land use designation, as shown on the attached maps and approve the attached resolution, which is attached with action item number 25-0699. Principal Planner Harp, do we talk—do we give the staff report before we get into the hearing? Or? Okay, so Principal Planner Harp is going to fill us in on this. District or director?

Principal Planner Don Harp 02:25

Sorry.

Aldersperson Denise Fenton (District 6) 02:26

Thought that's the one I put out there. Okay.

Principal Planner Don Harp 02:28

Thank you. Plan Commission had taken some action back in May on an annexation of territory that's incorporated into this request from the town of Grand Chute to the City of Appleton that since has been annexed to the city. Also, there are some properties that had been annexed to the city about 30 plus years ago that are currently undeveloped except for a warehouse building that's situated along Winslow Avenue.

Principal Planner Don Harp 02:58

The request to amend the future land use map from Business Industrial designation to Commercial designation is primarily predicated also on the location of this property, which is at the interchange of 441/Northland Avenue, which makes it very highly visible and also lends itself to traffic access is a good quality for this location for people that use the interchange—or highway 41, 441, and Northland Avenue to get easy access on and off to this site.

Principal Planner Don Harp 03:34

Also, the location also provides an opportunity for commercial uses, as well as potentially for light industrial because as part of the comprehensive land use plan amendment, there will be a action to look at zoning change on this property from M1 Industrial Park District and Agricultural District to C-2 commercial. So, this is kind of incorporating the next action item. So, the reason why I just had mentioned the potential for commercial and light industrial, the C-2 district does allow for commercial and light industrial. So, there would be a variety of opportunity that could be developed on this vacant land.

Principal Planner Don Harp 04:17

Also based on the findings of fact that are incorporated in our staff report, we feel it's consistent with the goals and objectives that were found the—in the findings in our staff analysis, and we're recommending approval of the comprehensive land use plan amendment to change the future designation from Business Industrial to Commercial.

Aldersperson Denise Fenton (District 6) 04:46

Thank you. I want to make a note for the record Commissioner Robbins advises me that I might have misstated the number of this action item, 25—it's 25-0698. Thank you. This is a public hearing. Is there anyone who wishes to speak? This is a public hearing. Is there anyone who wishes to speak? Legally, I'm required to say it three times. This is a public hearing. Is there anyone who wishes to speak?

Aldersperson Denise Fenton (District 6) 05:19

All right, seeing none, I declare this public hearing closed, and we will move on to the associated action item number 25-0699, request to approve comprehensive plan 2010-2030 future land use map amendment number 2-25 for the subject parcels generally located west of county highways OO/US Highway 441 exchange from future business industrial land use designation to future commercial land use designation as shown on the attached maps, and approve the attached resolution. Can I get a motion?

Commission Member 05:55

So move.

Sabrina Robins (Commissioner) 05:56

Second.

Aldersperson Denise Fenton (District 6) 05:58

All right, we have a motion and a second. Any questions, comments from the Commission?

Unknown Person 06:07

Is this a motion to approve?

Commissioner 06:08

We went to the action.

Alderson Denise Fenton (District 6) 06:08

We went to the action item on the—are you okay—are we okay with that?

Unknown Staff Member 06:16

0699?

Alderson Denise Fenton (District 6) 06:18

Yes.

Unknown Staff Member 06:18

Correct.

Alderson Denise Fenton (District 6) 06:19

So, I went from the public hearing on that one to the action item on that one. All right, any discussion from commission? All right, seeing none, we'll go ahead and vote. All those in favor please signify by saying aye. That passes six zero.

Alderson Denise Fenton (District 6) 06:36

Moving back up to our second public hearing, number 25-0700 rezoning number 6-25 for the subject parcels generally located west of county highway 00/US highway 441 interchange (tax IDs included there) including the adjacent right of way, as shown on the attached maps, from M1 Industrial Park District and AG agricultural district to C2 general commercial district associated with action item number 25-0701. Principal Planner Harp.

Principal Planner Don Harp 07:19

Now this area currently has the agricultural district for the newly annexed territory and also M1 for the existing land in the city. Based on the plan commission action on the conference of land use plan amendment, we find that this would be consistent with that past action to amend the zoning map from M1 and Agricultural to the C2 general commercial district for the territory that's identified on the attached map. So, we're recommending approval of the rezoning request.

Alderson Denise Fenton (District 6) 07:51

Thank you. This is a public hearing. Is there anyone who wishes to speak? This is a public hearing. Is there anyone who wishes to speak? This is a public hearing. Is there anyone who wishes to speak? Seeing none, I declare that public hearing closed.

Alderson Denise Fenton (District 6) 08:11

And we will move to the associated action item number 25-0701, request to approve rezoning number 6-25 for the subject parcels generally located west of county highway 00/US Highway 441 interchange (tax IDs included) including the adjacent right of way as shown on the attached maps, from M1 Industrial Park District and AG agricultural district to C2 general commercial district. Can I get a motion?

Commissioner 08:43

So moved.

Other Commissioner 08:43

Second.

Alderson Denise Fenton (District 6) 08:45

All right, we have a motion and a second. Is there any discussion of this item? All right, seeing none, we'll go ahead and vote. All those in favor please signify by saying aye. Aye. That passes six, zero.

Alderson Denise Fenton (District 6) 09:02

We have one more action item, 25-0702, request to approve certified survey map number 9-25 which crosses a plat boundary to divide the parcels into three proposed lots and one out lot, generally located west of the county highway OO/US highway 441 interchange (tax IDs of the parcels included here) and to approve the city's release of their interest in the public utility easement, subject to the conditions in the attached staff memo, and as shown on the attached maps. Can I get a motion?

Commissioner 09:40

Second.

Alderson Denise Fenton (District 6) 09:41

All right, and Principal Planner Harp—has the floor again.

Principal Planner Don Harp 09:45

This certified survey map is related to the past two actions, the comprehensive land use plan amendment and the rezoning. The reason why it's before the plan commission is because the plat crosses an existing plat boundary line—the industrial park plat number 3—and also there's some meets and bounce properties that were annexed from Grand Chute to the city of Appleton. So based on the state statute, this requires it to be approved in the same manner as a final plat. So, it's before the Plan Commission for recommendation to the Common Council who has the final authority.

Principal Planner Don Harp 10:17

The properties that are identified on the certified survey map all would comply with the C2 designation in terms of lot size, lot width requirements. Also with this is public easement release. Back in 1995ish there was two releases that were drafted and recorded; however, there was some language that identified that the city releases their interest to the industrial park plat, rather than releasing it—just releasing it their interest in the easement. So there—it's more of a housekeeping measure to go back through the process. There was a new release document drafted that would clarify the city's interest in releasing the easement rather than releasing it to the industrial park plat. So that would clean up the technicality in the previous release easement documents.

Principal Planner Don Harp 11:19

Staff is recommending approval of the certified survey map in addition to the public easement release, and there are no public utilities within that six-foot easement just to clarify that. We had discussions with our Public Works staff; we clarified that there's no existing utilities in there, and that was supported by public works.

Alderson Denise Fenton (District 6) 11:40

Thank you. Any discussion from the Commission? All right, seeing none, we'll go ahead and vote. All those in favor please signify by saying aye. Aye. That passes six zero.

Alderson Denise Fenton (District 6) 11:54

We have no information items so we can move to item eight.

Commissioner 11:59

Move to adjourn.

Other Commissioner 12:02
Second.

Aldersperson Denise Fenton (District 6) 12:03

All right, we have a motion and a second. All in favor? Aye. We are adjourned. Thank you all very much.