



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appletonwi.gov

## Meeting Agenda - Final City Plan Commission

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Wednesday, September 10, 2025

3:30 PM

Council Chambers, 6th Floor

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

[25-1039](#) City Plan Minutes from 8-27-25

Attachments: [City Plan Minutes 8-27-25.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

[25-1040](#) Request to approve the Bowman and Alksnis Annexation consisting of approximately 2.038 acres located at 1624 and 1720 East Melody Lane, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff memo

Attachments: [StaffMemo Bowman Alksnis-MelodyLn Annexation For09-10-25.pdf](#)

[25-0915](#) Request to approve the land disposition of a parcel located on Division Street, between West Franklin Street and West Washington Street (Tax Id #31-5-1056-00), in accordance with Wis. Stat. §62.23(5) pertaining to surplus of public lands, as shown on the attached map and subject to Common Council approval of the Offer to Purchase from Fox Cities PAC, LLC

Attachments: [StaffMemo DispositionofPublicLand 31-5-1056-00 For09-10-25.pdf](#)

### 7. Information Items

8. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Any questions about items on this meeting are to be directed to Kara Homan, Director, Community Development Department at 920-832-6468.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes - Final City Plan Commission

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Wednesday, August 27, 2025

3:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

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

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 5 - Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

**Excused:** 2 - Palm and Robins

*Others present:*

*Aldersperson Sheri Hartzheim, District #13  
Jennifer Stephany, Appleton Downtown Inc.  
Gary Schmitz, BID Board  
Walter Schonfeld, BID Board  
Kathleen Duffy, SmithGroup*

4. Approval of minutes from previous meeting

[25-0983](#)

City Plan Minutes from 8-13-25

**Attachments:** [City Plan Minutes 8-13-25.pdf](#)

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

**Aye:** 5 - Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

**Excused:** 2 - Palm and Robins

5. Public Hearing/Appearances

6. Action Items

[25-0556](#)

Request to approve the acceptance of the proposed dedication of a portion of 200 West College Avenue (Tax Id #31-2-0263-00) for public right-of-way for West Johnston Street per Wis. State Statute §62.23(5), as shown on the attached map and subject to Common Council approval of the permanent street occupancy permit

**Attachments:** [StaffMemo\\_Johnston Street\\_ROW Dedication\\_For08-27-25.pdf](#)

**Fenton moved, seconded by Neuberger, that the public dedication for W. Johnston Street be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

**Excused:** 2 - Palm and Robins

[25-0984](#)

Annual review and request to approve the Downtown Appleton Business Improvement District (BID) 2026 Operating Plan

**Attachments:** [StaffMemo\\_2026BIDOperatingPlan\\_For08-27-25.pdf](#)

[2026 BID Operating Plan.pdf](#)

[2024 BID Annual Report.pdf](#)

[2024 BID Audit - Financial Statements.pdf](#)

**Carpenter moved, seconded by Fenton, that Downtown BID 2026 Operating Plan be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

**Excused:** 2 - Palm and Robins

## 7. Information Items

[25-0985](#)

Proposed draft text amendments to the Municipal Code Chapter 23 Zoning relating to Article III. Section 23-54 Temporary Uses and Structures

**Attachments:** [StaffMemo\\_Sec 23-54 Temporary Use Code Amendments\\_For08-27-25.pdf](#)

[Draft Temporary Use Code Sec. 23-54 with Strikeouts.pdf](#)

[Draft Temporary Use Code Sec. 23-54 Clean Version.pdf](#)

**This item was presented and discussed.**

[25-0986](#)

Proposed draft text and map amendments to the Municipal Code Chapter 23 Zoning creating Article XI. Shoreland-Wetland Zoning District Regulations and amending Article XIX. Shoreland Zoning

**Attachments:** [StaffMemo Shoreland-WetlandandShorelandOrdAmendments For08-27-25.pdf](#)  
[Draft Shoreland-Wetland and Shoreland Ord Amendments For08-27-25.pdf](#)  
[WDNR SWDV Wetlands Map 8-20-2025 For08-27-25.pdf](#)

**This item was presented and discussed.**

[25-0987](#)

Release of the Draft Plan Appleton (Update to the City's Comprehensive Plan)

**Attachments:** [StaffMemo Draft Plan AppletonFor08-27-25.pdf](#)  
[Draft Plan Appleton](#)  
[Appendix 1 Existing Conditions.pdf](#)  
[Appendix 2 Housing Assessment.pdf](#)  
[Appendix 3 Market and Retail Leakage Study Findings.pdf](#)  
[Appendix 4 Future Land Use Map.pdf](#)  
[Appendix 5 Phase 1 Fall Engagement Summary of Findings.pdf](#)  
[Appendix 6 Phase 2 Spring Engagement Summary of Findings.pdf](#)  
[Appendix 7 Past Plan Review.pdf](#)  
[Appendix 8 Northland Avenue and Richmond Street Subarea.pdf](#)  
[Appendix 9 S. Oneida Street Subarea.pdf](#)  
[Appendix 10 Wisconsin Avenue Subarea.pdf](#)  
[2025 0827 Appleton Plan Commission - Draft Plan.pdf](#)

*The presentation provided at the Plan Commission meeting is the last item attached.*

**This item was presented and discussed.**

## 8. Adjournment

**Fenton moved, seconded by Carpenter, that the meeting be adjourned at 4:37 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Mayor Woodford, Uitenbroek, Neuberger, Fenton and Carpenter

**Excused:** 2 - Palm and Robins



# CITY OF APPLETON

## MEMORANDUM

**Date:** September 10, 2025  
**To:** Plan Commission  
**From:** Don Harp, Principal Planner  
**Subject:** Petition for Direct Annexation by Unanimous Approval Where Owners/Electors Reside – Bowman and Alksnis Annexation – 1624 and 1720 East Melody Lane – Town of Grand Chute

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## GENERAL INFORMATION

**Owners/Petitioners:** Richard A. Alksnis & Tamara J. Alksnis, Owner; Richard Phillip Bowman II & Hilde Ann Bowman, Owner and Laura Ann Bowman, Elector

**Address/Parcel Numbers:** 1624 and 1720 East Melody Lane/102137800 and 102137900 – Town of Grand Chute

**Petitioner's Request:** The owners/petitioners are requesting direct annexation by unanimous approval where 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:** The property owners are requesting to receive City water service.

**Population of Such Territory:** 5

**Annexation Area:** 2.038 acres m/l

**Plan Commission Meeting Date:** September 10, 2025

**Common Council Meeting Date:** September 17, 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 September 2, 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

The Community Development Department staff has reviewed the annexation petition and identified the following:

- Currently, the subject properties are developed with single-family dwellings.
- The area proposed for annexation is contiguous to the existing City boundary located to the south and west of the annexation area.
- Annexation of the subject properties in question are consistent with the Intermunicipal Boundary Agreement with the Town of Grand Chute.
- City water infrastructure is already installed along East Melody Lane. Annexation to the City of Appleton is required before the subject properties could connect to the City's water main.
- The subject properties receive sanitary service from the Town of Grand Chute.
- The subject properties are adjacent to East Melody Lane and North Holiday Drive right-of-way.
- The City can provide Police and Fire services to the subject properties.
- The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future One/Two family residential.
- The owners are 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 as follows:

North: Town of Grand Chute. The adjacent land uses to the north are residential.

South: City of Appleton. R-1B Single-family District. The adjacent land uses to the south are residential.

East: Town of Grand Chute. The adjacent land uses to the east are residential uses.

West: City of Appleton and R-1B Single-family District. The adjacent land use to the west is North Holiday Drive.

Town of Grand Chute. The adjacent land use is undeveloped land.

**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.*

**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.*

**Development Review Team (DRT) Report:** This item appeared on the August 19, 2025 Development Review Team agenda. No negative comments were received from participating departments.

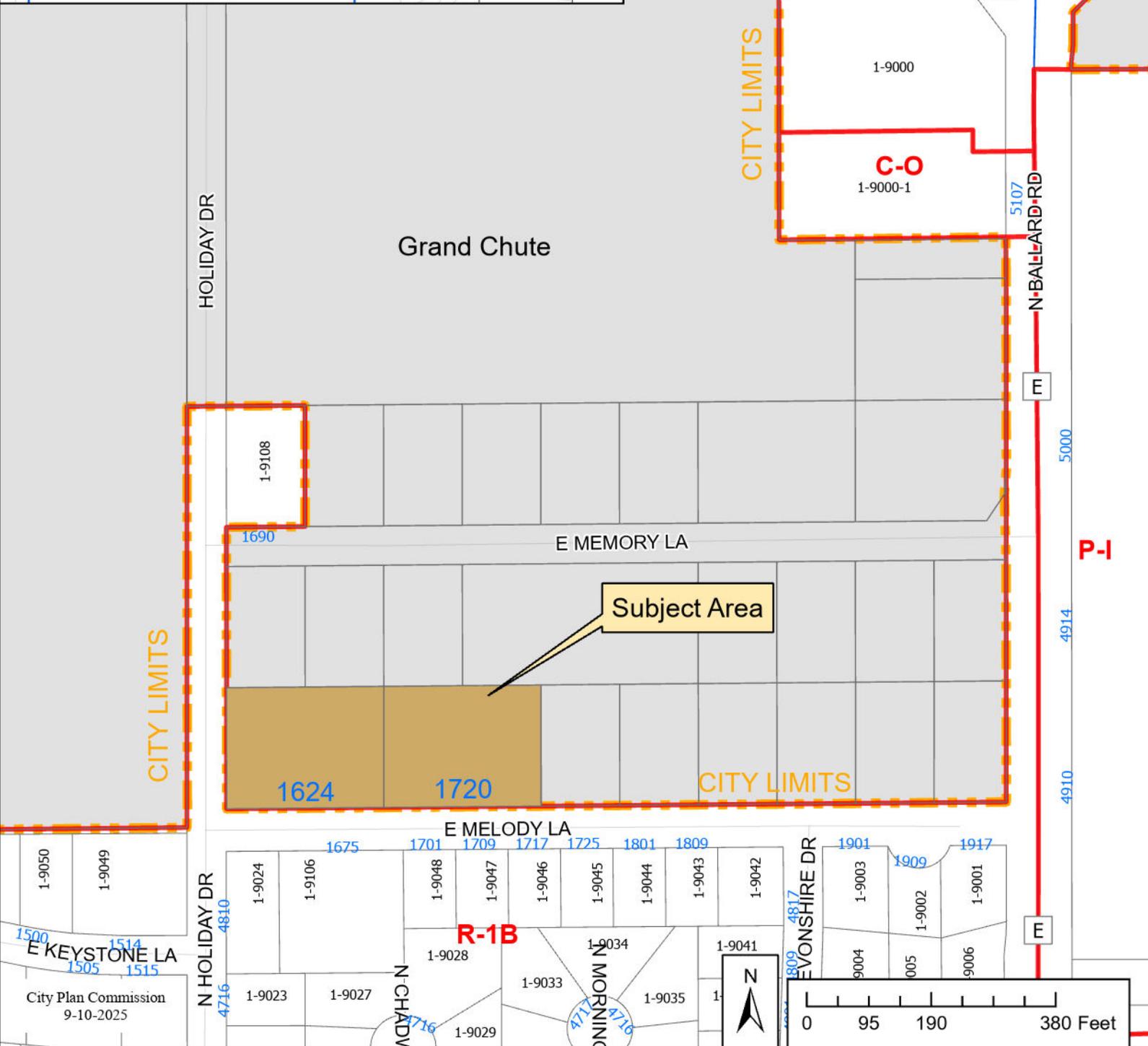
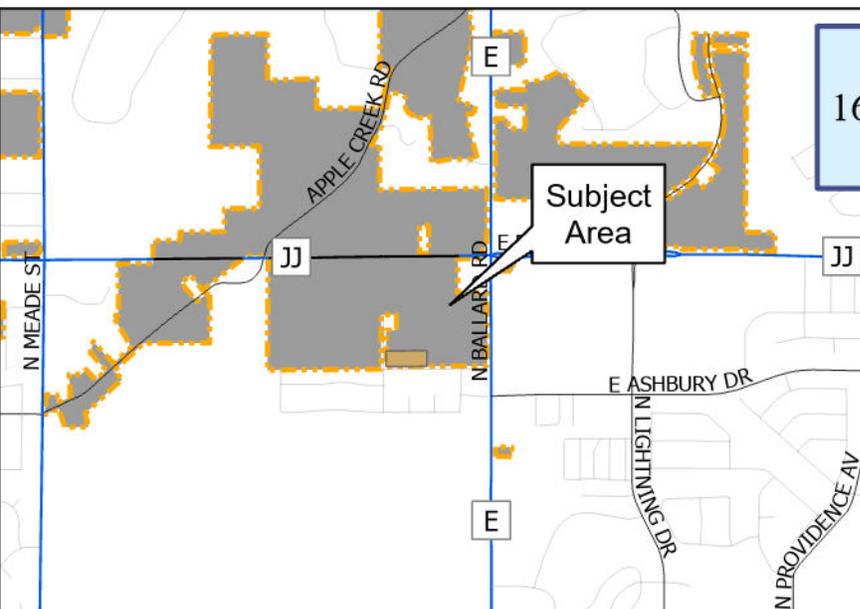
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**RECOMMENDATION**

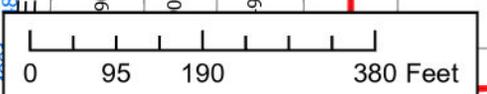
Staff recommends that the Bowman and Alksnis Annexation – 1624 and 1720 East Melody Lane Annexation, as shown on the attached maps, **BE APPROVED** with the following stipulation:

1. The Plan Commission initiates the zoning map amendment (rezoning) for the subject property from AG Agricultural District to the zoning classification of R-1B Single Family District, pursuant to 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.

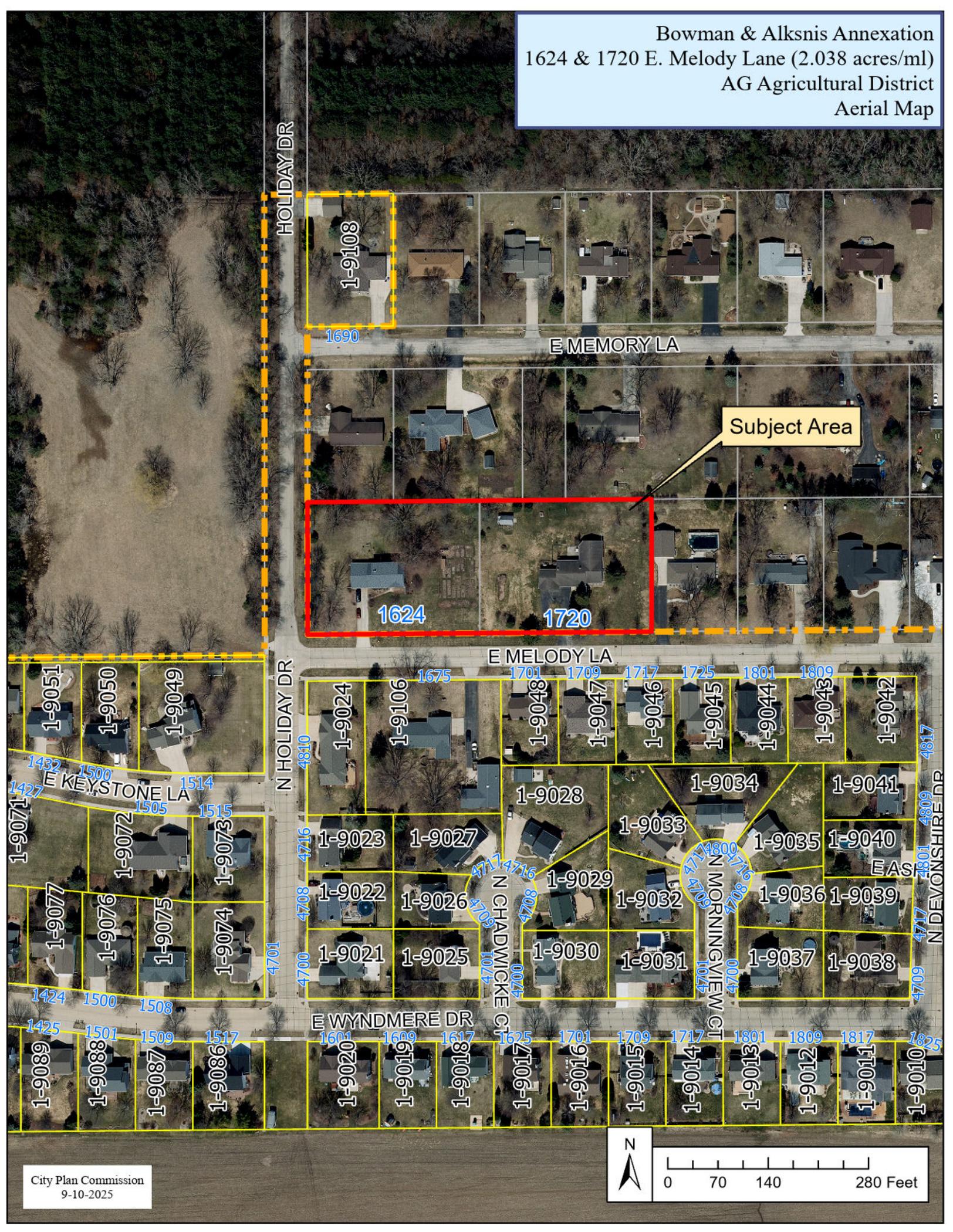
Bowman & Alksnis Annexation  
1624 & 1720 E. Melody Lane (2.038 acres/ml)  
AG Agricultural District



City Plan Commission  
9-10-2025

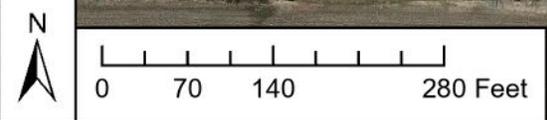


Bowman & Alksnis Annexation  
1624 & 1720 E. Melody Lane (2.038 acres/ml)  
AG Agricultural District  
Aerial Map



Subject Area

1624 1720





# CITY OF APPLETON

## **PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES WHERE ELECTORS RESIDE IN TERRITORY**

We, the undersigned, constituting all of the owners of the real property and all of the electors that 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(s) to the City of Appleton, Outagamie County, Wisconsin.

Legal description(s) of proposed territory to be annexed:

Parcel A (Tax Parcel #102137800):

**LOT 1 IN BLOCK 1 OF EDGEWOOD SUBDIVISION, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 12, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN CONTAINING: 44,400 SQUARE FEET OR ACRES: 1.019 M/L**

Parcel B (Tax Parcel #102137900):

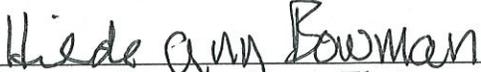
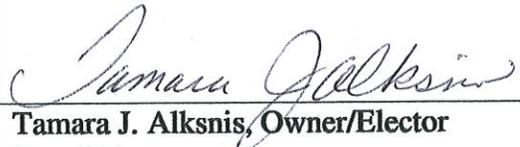
**LOT 2 IN BLOCK 1 OF EDGEWOOD SUBDIVISION, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 12, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN. CONTAINING: 44,400 SQUARE FEET OR ACRES: 1.019 M/L**

Total area of lands to be annexed contains 2.038 acres m/l.

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.

We further understand the subject property will be assigned a zoning classification of AG Agricultural District, pursuant to Section 23-65(h)(3) of the Appleton Zoning Ordinance with no public hearing required. We further respectfully request that the City Plan Commission initiate a rezoning for the proposed territory to be annexed from AG Agricultural District to a zoning classification of R-1B Single-family District.

The current population of such territory is 5. The number of electors that reside on the land to be annexed is 5.

Signature of Petitioners	Date of Signing	Address of Petitioners (Include Zip Code)
 Richard Phillip Bowman II, Owner/Elector Parcel A	8/9/25	1624 E. Melody Ln, Appleton, WI 54913
		
 Hilde Ann Bowman, Owner/Elector Parcel A	8-10-25	1624 E. Melody Ln, Appleton, WI 54913
 Laura Ann Bowman, Elector Parcel A	8/10/25	1624 E. Melody Ln, Appleton, WI 54913
 Richard A. Alksnis, Owner/Elector Parcel B	8/8/2025	1720 E. Melody Ln, Appleton, WI 54913
 Tamara J. Alksnis, Owner/Elector Parcel B	8/8/2025	1720 E. Melody Ln, Appleton, WI 54913

# ANNEXATION EXHIBIT MAP

NOTE:  
- PROPERTY HAS NOT BEEN FIELD SURVEYED AT THIS TIME

## LEGAL DESCRIPTION OF PROPOSED TERRITORY TO BE ANNEXED:

LOT 1 IN BLOCK 1 OF EDGEWOOD SUBDIVISION, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 12, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

HOLIDAY DRIVE (60')

(ZONING: R1B)  
CITY OF APPLETON

TOWN OF GRAND CHUTE  
(ZONING: RSF)

1ST ADDITION

EDGEWOOD

SUBDIVISION

EAST

16

15

240'

14

13

30'

30'

185'

BLOCK 1

6" UTILITY EASEMENT PER PLAT

185'

1

EDGEWOOD

ADDRESS:  
1624 E. MELODY LN.  
APPLETON, WI 54913  
PIN: 102137800

2

SUBDIVISION

NORTH IS REFERENCED TO THOSE BEARINGS SHOWN ON THE RECORDED PLAT OF EDGEWOOD SUBDIVISION AS RECORDED IN DOCUMENT NO. 534077

(ZONING: RSF)  
TOWN OF GRAND CHUTE

(ZONING: R1B)  
CITY OF APPLETON

TOWN OF GRAND CHUTE  
(ZONING: RSF)

N0°27'E

WEST

CITY OF APPLETON  
(ZONING: R1B)

240'

CITY OF APPLETON  
(ZONING: R1B)

S0°27'W

SOUTH LINE OF THE NE 1/4 OF THE NE 1/4 OF SECTION 12-21-17

30'

MELODY LANE (60')



SCALE: 1" = 50'

CAROW LAND SURVEYING & ENVIRONMENTAL

615 NORTH LYNNDALE DRIVE

APPLETON, WI 54914

DATE: 7/18/2025

SCALE: 1" = 50'

DRAWN BY: FNZ

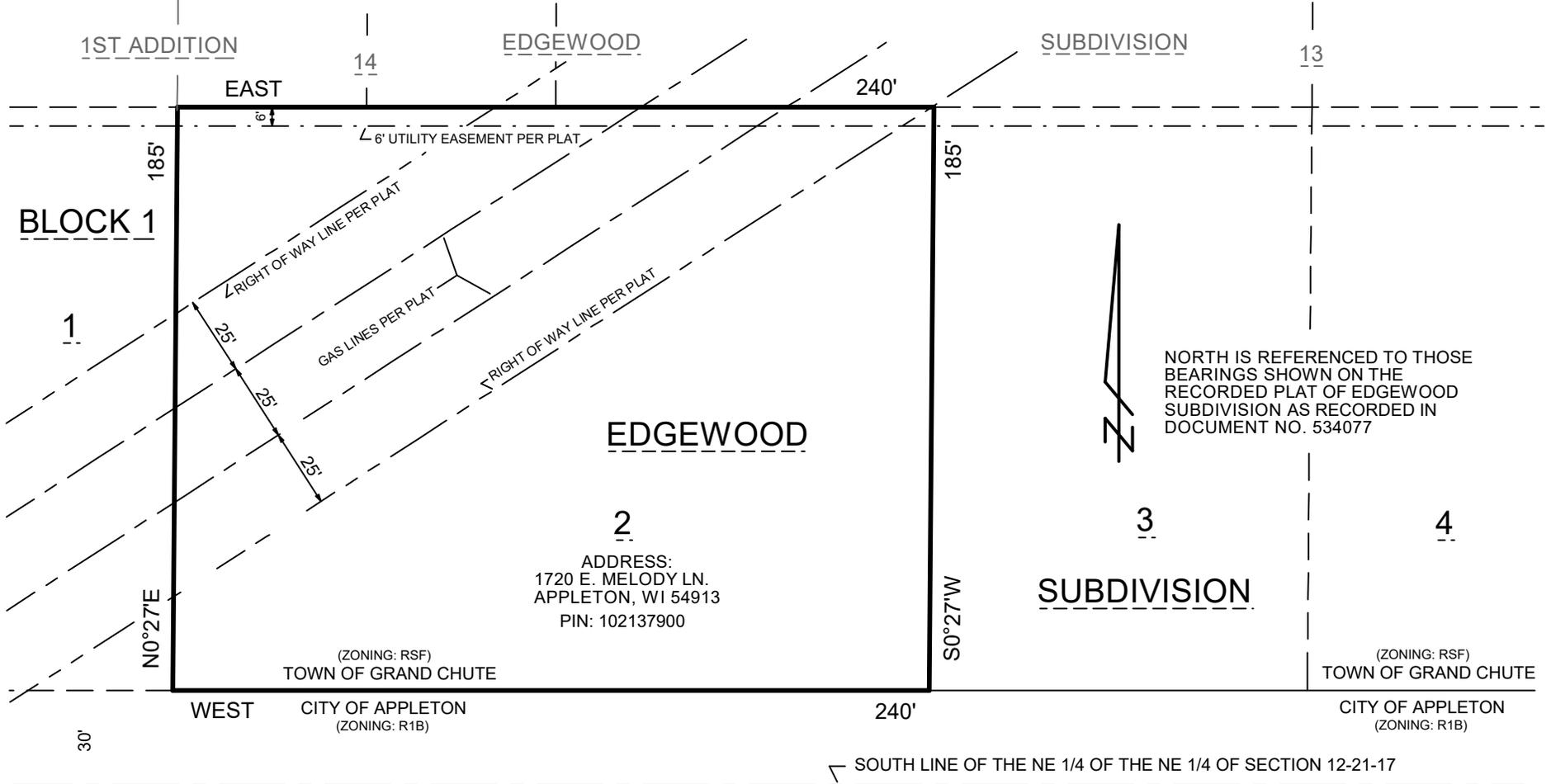
A2507.25-1

# ANNEXATION EXHIBIT MAP

NOTE:  
- PROPERTY HAS NOT BEEN FIELD SURVEYED AT THIS TIME

## LEGAL DESCRIPTION OF PROPOSED TERRITORY TO BE ANNEXED:

LOT 2 IN BLOCK 1 OF EDGEWOOD SUBDIVISION, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 12, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN.



ADDRESS:  
1720 E. MELODY LN.  
APPLETON, WI 54913  
PIN: 102137900

NORTH IS REFERENCED TO THOSE BEARINGS SHOWN ON THE RECORDED PLAT OF EDGEWOOD SUBDIVISION AS RECORDED IN DOCUMENT NO. 534077



SCALE: 1" = 50'

A2507.25-2

<b>CAROW LAND SURVEYING &amp; ENVIRONMENTAL</b>		
615 NORTH LYNNDALE DRIVE		
APPLETON, WI 54914		
DATE: 7/18/2025	SCALE: 1" = 50'	DRAWN BY: FNZ



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>

September 2, 2025

PETITION FILE NO. 14787

AMY MOLITOR, 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: BOWMAN ANNEXATION

The proposed annexation submitted to our office on August 11, 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 14787 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=2861>  
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:** September 10, 2025  
**To:** City Plan Commission  
**From:** Kara Homan, AICP, Community Development Director  
Lily Paul, Economic Development Specialist  
**Subject:** Disposition of Land (Parcel ID 31-5-1056-00) per Wis. Stat. § 62.23(5)

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## GENERAL INFORMATION

**Owner/Applicant:** City of Appleton

**Parcel Number/Location:** Tax Id #31-5-1056-00, triangular-shaped parcel adjacent to the north of Fox Cities Performing Arts Center (PAC), off of Division Street, between West Franklin Street and West Washington Street (exhibit attached).

**Request:** The City is requesting to dispose of parcel number 31-5-1056-00.

**Plan Commission Meeting Date:** September 10, 2025

**Community Development Committee Meeting Date:** September 10, 2025

**Common Council Meeting Date:** September 17, 2025

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## BACKGROUND

Wis. Stat. § 62.23(5) states that the sale of land that was intended to be used as public land shall be referred to the Plan Commission for its consideration and report before final action is taken by the Common Council.

Fox Cities PAC, LLC (PAC) has submitted an offer to purchase for parcel 31-5-1056-00 which is the property directly north of the PAC site. The PAC currently leases the property from the City for PAC-related parking use. Gaining control of this property is in the interest of the PAC due to the proximity and long-term operational needs of the PAC.

Please see File #25-1055 on the September 10<sup>th</sup> Community Development Committee Agenda for more details on the offer to purchase. Plan Commission's jurisdiction on this matter is only as it relates to the above-mentioned State Statute (e.g. whether the land is not needed for City purposes and can be disposed of). Discussion/consideration of terms of the sale are the jurisdiction of the Community Development Committee and Common Council.

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## STAFF ANALYSIS

**Lot Area:** Approximately 48,012 square feet or 1.1 acres

**Zoning:** CBD – Central Business District

**Street Frontage:** ~308.6 feet

**Easements:** Utility easements located on the south lot line of the property. Sanitary easement located through the middle of the property.

**Other Relevant Information:** As mentioned, the PAC currently leases this property from the City for PAC-related parking purposes. The City has no plans nor need for long term use of their site.

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## FUTURE ACTION

The disposition of this parcel is dependent on Community Development Committee recommending approval of the offer to purchase terms to Common Council, and Common Council approving it.

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## RECOMMENDATION

In accordance with Wis. Stat. § 62.23(5), Staff recommends the disposition of parcel number 31-5-1056-00, surplus of public lands, as shown on the attached map, **BE APPROVED**.

# Parcel 31-5-1056-00 Reference Map

SHERMAN PL

W FRANKLIN ST

ADKINS ALLEY

N STATE ST

N DIVISION ST

31-5-1056-00

W WASHINGTON ST

Performing Arts Center

W JOHNSTON ST

N WALNUT ST

W COLLEGE AV

S STATE ST

S WALNUT ST

ALLEY

