



REPORT TO CITY PLAN COMMISSION

Plan Commission Meeting Date: August 24, 2022 ***Critical Timing***

Common Council Meeting Date: September 7, 2022

Item: Annual Review of the Business Improvement District (BID) 2023 Operating Plan

Case Manager: David Kress, Principal Planner

GENERAL INFORMATION

On behalf of Jennifer Stephany, Executive Director of Appleton Downtown Inc., please find the attached 2023 Business Improvement District (BID) Operating Plan for your review and recommendation.

Staff has reviewed the Operating Plan, and there are two BID boundary changes proposed. As explained on page 5 of the Operating Plan, annual adjustments are made based on parcel combinations and divisions along the BID boundary. For this review period, impacted parcels include #31-5-1232-00 and #31-2-0159-00. The language included on pages 5, 7, and 8 is meant to clarify past/ongoing practice for creating the annual BID map, which is included in Appendix F.

Page 9 of the Operating Plan identifies the parcels that are removed from or added to the schedule of assessments. Only BID contributing parcels are listed in the schedule of assessments (Appendix E). The language on pages 7 and 8 clarifies how contributing versus non-contributing status is determined.

Business Improvement Districts are regulated by Section 66.1109 of the Wisconsin State Statutes. These Statutes require that a BID Operating Plan be reviewed and approved by the local legislative body on an annual basis. The Plan Commission is being asked to review and make recommendation to the Common Council in regard to the submitted 2023 Operating Plan.