



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 22, 2026  
**To:** City Plan Commission  
**From:** Colin Kafka, Principal Planner  
**Subject:** Extraterritorial Final Plat – Gillett Street – Town of Grand Chute

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## GENERAL INFORMATION

**Owner:** Greater Fox Cities Habitat for Humanity, c/o Roger Roth

**Applicant:** Carow Land Surveying, c/o Brayden Leffler (owner's agent)

**Parcel Number(s):** 101062501

**Petitioner's Request:** The owner/applicant is proposing to subdivide the 1.6673 acre parcel into 4 lots in the Town of Grand Chute. The parcel is within the City's extraterritorial plat approval jurisdiction.

**Plan Commission Meeting Date:** April 22, 2026

**Common Council Meeting Date:** May 6, 2026

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## BACKGROUND

The subject area is within the City's extraterritorial plat approval jurisdiction, which includes the unincorporated area within three miles of the City, as described in the Subdivision Ordinance. The Extraterritorial Preliminary Plat for Gillett Street was approved by the Plan Commission on March 25, 2026 and by the Common Council on April 1, 2026. The Final Plat must also be reviewed and approved by the Town of Grand Chute and Outagamie County. The Final Plat was approved by the Town of Grand Chute Town Board on April 4, 2026 and Final Plat approval by Outagamie County is anticipated for April 28, 2026.

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## STAFF ANALYSIS

**Existing Conditions:** Parcel #101062501 currently contains a single-family house and two sheds and is situated east of North Gillett Street and north of West Evergreen Drive.

**Surrounding Zoning and Land Uses:** The surrounding area is under the jurisdiction of the Town of Grand Chute, and the nearby uses are generally residential and agricultural in nature. The surrounding zoning is the Town's RSF – Single-Family Residential District, R-4 Multi-Family Residence District, and AGD – General Agricultural District.

**Plan Appleton:** Community Development staff has reviewed *Plan Appleton* and determined this proposed subdivision is outside the City's future growth area.

**Review Criteria:** Community Development staff has reviewed the Extraterritorial Final Plat in accordance with the City of Appleton Subdivision Ordinance, as well as Zoning Ordinance requirements for single-family residential developments. The average size of the proposed lots is 0.6 acres or approximately 26,000 square feet. Typical lot dimensions are 60 feet by 250 feet. The lot widths for the proposed lots in this Town of Grand Chute subdivision are similar to Single-Family District minimum lot widths required by City of Appleton Zoning Ordinance, although, the lot sizes for the proposed lots are larger than Single-Family District minimums required by City of Appleton Zoning Ordinance.

**Development Review Team (DRT) Report:** This item appeared on the March 31, 2026 Development Review Team agenda. Technical comments were received from participating departments and provided to the applicant by a separate email from staff.

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## **RECOMMENDATION**

Based on the above, staff recommends that the Extraterritorial Final Plat – Gillett Street located in the Town of Grand Chute, as shown on the attached maps, **BE APPROVED**.



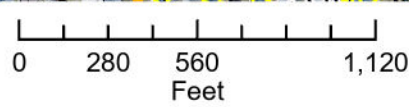
Extraterritorial Final Plat  
Gillett Street - Town of Grand Chute  
Aerial Map



Subject Area



HWY 41



# "HABITAT'S GILLETT STREET PLAT"

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 5331 AS RECORDED IN DOCUMENT NUMBER 1705644, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN.  
 PROPERTY OWNER OF RECORD: GREATER FOX CITIES AREA HABITAT FOR HUMANITY, INC., A WISCONSIN CORPORATION

PARCEL NUMBER: 101062501

DOCUMENT NUMBER: 2339646

SITE ADDRESS: 3822 N GILLETT STREET, APPLETON, WI 54913

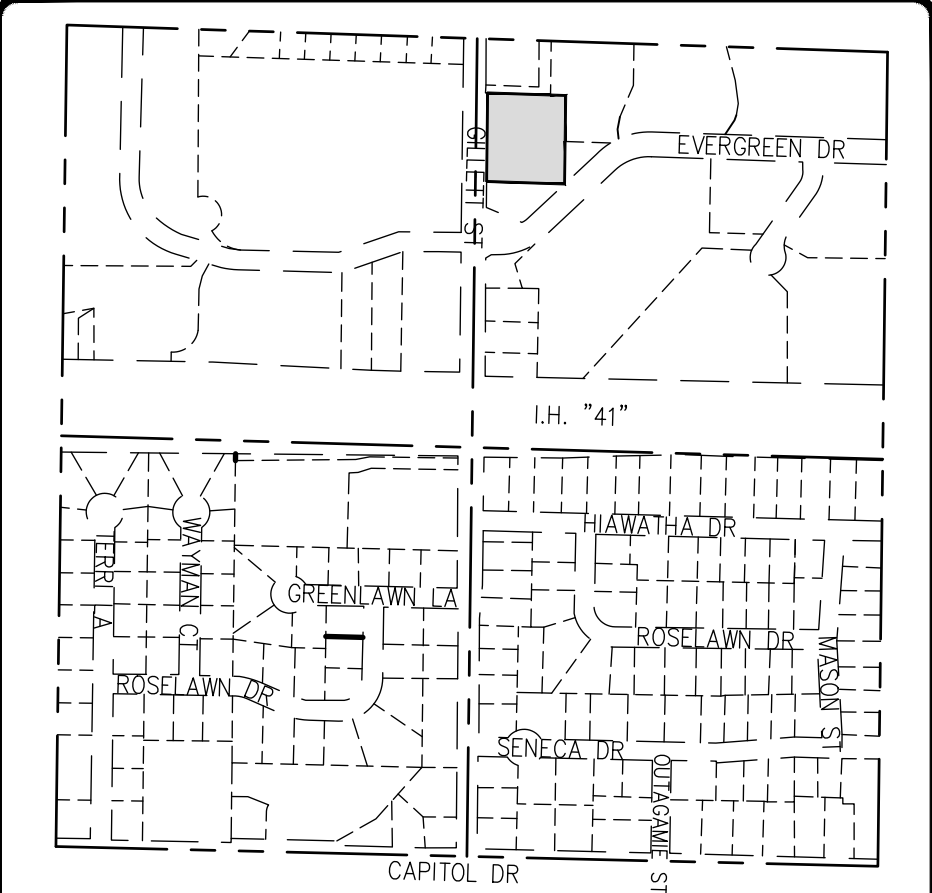
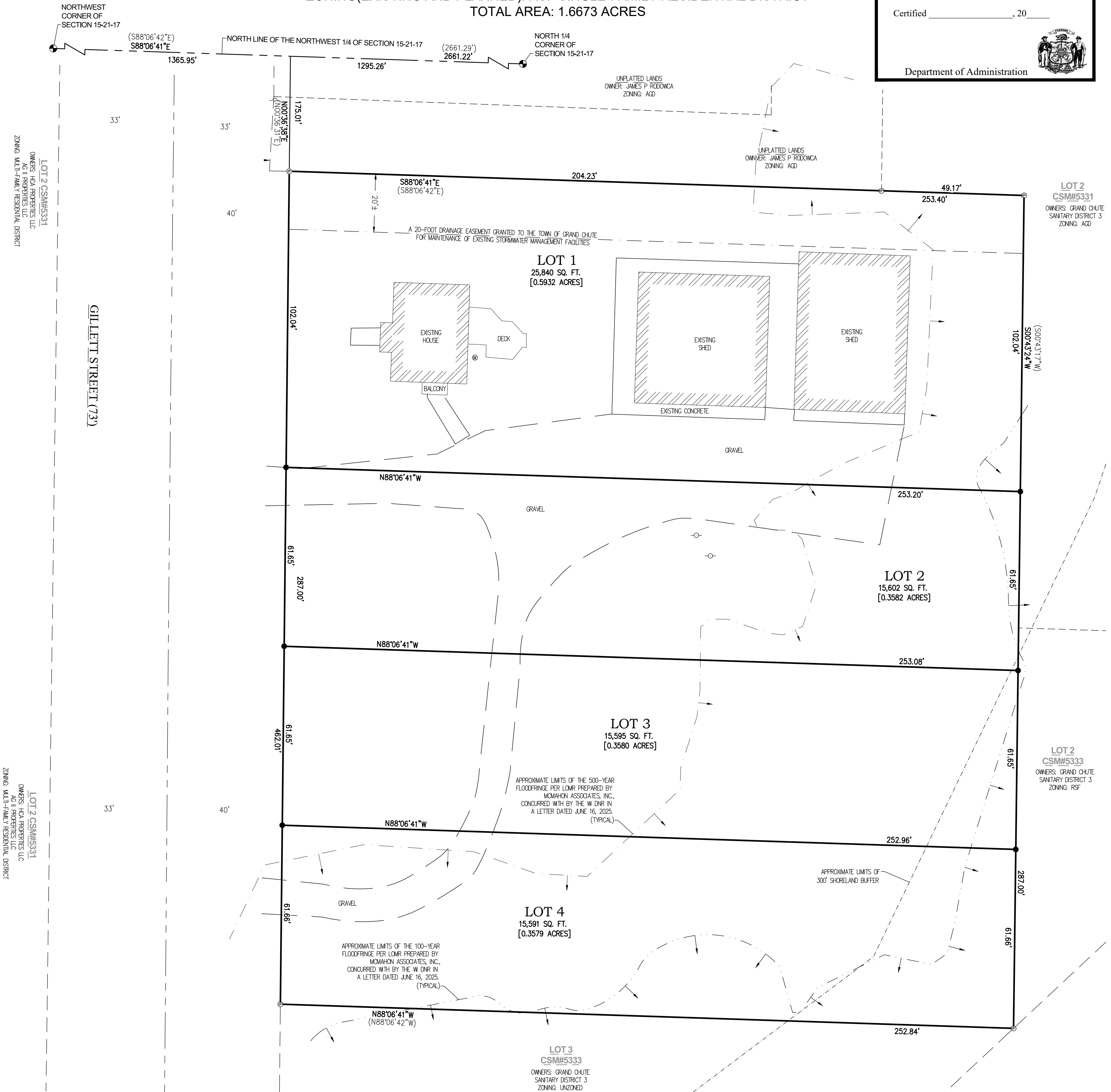
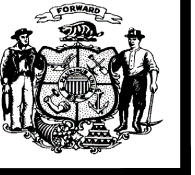
ZONING (EXISTING AND PLANNED): RSF SINGLE-FAMILY RESIDENTIAL DISTRICT

TOTAL AREA: 1.6673 ACRES

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_

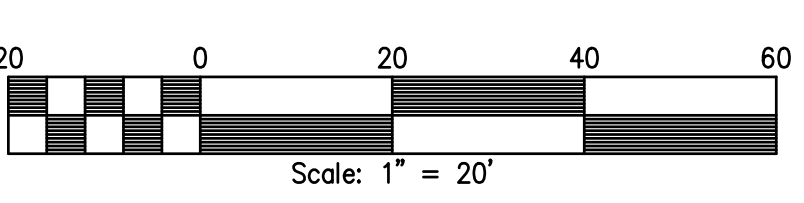
Department of Administration



SHOWING THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN. VICINITY MAP: NOT TO SCALE

- LEGEND:**
- = 1 1/2" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.68 LBS. PER LIN. FT.
  - ⊙ = 3/4" SOLID ROUND IRON REBAR FOUND
  - ⊙ = 1 1/2" O.D. ROUND IRON PIPE FOUND
  - ⊙ = BERNITSEN MONUMENT FOUND
  - ( ) = RECORDED AS BEARING OR DISTANCE
  - ⊙ = WELL

NORTH IS REFERENCED TO THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, WHICH BEARS S88°06'41"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM (OUTAGAMIE COUNTY)



**NOTES:**

-FIELD SURVEY DATE: 7/14/2025

-ALL ELEVATIONS ARE REFERENCED TO THE NAVD 88 DATUM.

-THIS FINAL PLAT IS SUBJECT TO ALL OF THE REQUIREMENTS OF § 475-15E OF THE CODE OF THE TOWN OF GRAND CHUTE. THE SUBDIVIDER, FOR HIMSELF AND HIS ASSIGNS, SHALL BE RESPONSIBLE FOR ALL MUNICIPAL IMPROVEMENTS, INCLUDING ASPHALT SURFACE STREETS, GRAVELED ROAD SHOULDERS OR CURB AND GUTTER, SEWER AND WATER, SEWER LIFT STATIONS, STORM SEWERS, DEDICATED CLEAR WATER DRAINAGE EASEMENTS, AND STREETLIGHTING, PURSUANT TO § 475-15E OF THE CODE OF THE TOWN OF GRAND CHUTE. THE TOWN OF GRAND CHUTE RESERVES THE RIGHT TO WITHHOLD BUILDING PERMITS FOR THIS SUBDIVISION IF THE ABOVE-STATED MUNICIPAL IMPROVEMENTS HAVE NOT BEEN COMPLETED BY THE SUBDIVIDER ACCORDING TO THE TERMS AND CONDITIONS OF § 475-15E. UTILITY CONNECTION FEES (AS LISTED ON THE TOWN FEE SCHEDULE) FOR SEWER, WATER AND STORM SERVICES SHALL BE PAYABLE BY EACH LOT WITHIN THE PLATTED SUBDIVISION TO THE TOWN OF GRAND CHUTE SANITARY DISTRICTS. FURTHERMORE, A SPECIAL STREETLIGHTING CHARGE, IN ACCORDANCE WITH THE PROCEDURES LISTED UNDER § 57-21, SPECIAL CHARGES FOR CURRENT SERVICES, SHALL BE ASSESSED ANNUALLY TO PROPERTY OWNERS OF EACH BUILDABLE LOT WITHIN THE SUBDIVISION FOR THE ENERGY AND FACILITY MAINTENANCE COSTS OF STREETLIGHTING WITHIN THE TOWN. ANY COSTS DUE TO STREETLIGHTING IN EXCESS OF THE STANDARDS WITHIN THE STREETLIGHTING POLICY, AS REQUESTED BY THE SUBDIVIDER OR PROPERTY OWNERS, SHALL BE ASSESSED DIRECTLY TO THE ABUTTING PROPERTY OWNERS.

-THE PROPERTY OWNERS, AT THE TIME OF CONSTRUCTION, SHALL IMPLEMENT THE APPROPRIATE SOIL EROSION CONTROL METHODS OUTLINED IN THE WISCONSIN CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL TECHNICAL STANDARDS (AVAILABLE FROM THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES) TO PREVENT SOIL EROSION. THIS PROVISION APPLIES TO ANY GRADING, CONSTRUCTION, OR INSTALLATION-RELATED ACTIVITIES.

EVERGREEN DRIVE (600)

