



# 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 DIVISION ST

W WASHINGTON ST

Performing Arts Center

W JOHNSTON ST

N WALNUT ST

W COLLEGE AV

S WALNUT ST

ALLEY

N STATE ST

S STATE ST

N

0 75 150 300 Feet