



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final City Plan Commission

*Any questions about items on this meeting are to be directed  
to the Community and Economic Development Department,  
920-832-6468.*

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Wednesday, September 14, 2022

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. Roll call of membership

**Present:** 5 - Robins, Mayor Woodford, Fenton, Dane and Uitenbroek

**Excused:** 2 - Palm and Buetow

*Others present:*

*Aldersperson Maiyoua Thao, District #7*

*Aldersperson Joss Thyssen, District #8*

*Aldersperson Vaya Jones, District #10*

*Aldersperson Nate Wolff, District #12*

*Aldersperson Sheri Hartzheim District #13*

*Nicholas Charles, Wisconsin Distilling Company LLC*

*Melissa Toonen, Toonen Consulting LLC*

3. Approval of minutes from previous meeting

[22-1128](#)

City Plan Minutes from 8-24-22

**Attachments:** [City Plan Minutes 8-24-22.pdf](#)

**Fenton moved, seconded by Robins, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 5 - Robins, Mayor Woodford, Fenton, Dane and Uitenbroek

**Excused:** 2 - Palm and Buetow

4. **Public Hearings/Appearances**

[22-1129](#)

Special Use Permit #10-22 for a craft-distillery with a tasting room and an outdoor patio with alcohol sales and consumption use located at 516 W. Lawrence Street (Tax Id #31-3-1006-00), as shown on the attached materials and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (Associated with Action Item #22-1130)

**Attachments:** [ClassIIPublicHearingNoticeNewspaper\\_516WLawrenceSt\\_SUP#10-22.pdf](#)  
[PublicHearingNoticeNeighborhood\\_516WLawrenceSt\\_SUP#10-22.pdf](#)

This public hearing was held, and Nicholas Charles spoke on the item.

[22-1131](#)

Comprehensive Plan 2010-2030 Text Amendment #3-22 to amend Chapter 14: Downtown Plan, Section 4: Downtown Development Concept, Opportunity Site #7 Soldier's Square/YMCA Parking Ramp on Pages 314, 318 and 319, as identified in the attached documents and approve attached Resolution (Associated with Action Item #22-1132)

**Attachments:** [ClassIIPublicHearingNoticeNewspaper\\_SoldiersSquare\\_CompPlanAmend#3-22.pdf](#)

This public hearing was held, and no one spoke on the item.

## 5. Action Items

[22-1130](#)

Request to approve Special Use Permit #10-22 for a craft-distillery with a tasting room and an outdoor patio with alcohol sales and consumption use located at 516 W. Lawrence Street (Tax Id #31-3-1006-00), as shown on the attached materials and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (2/3 vote of Common Council required for approval)

**Attachments:** [StaffReport\\_516WLawrenceSt\\_SUP\\_For09-14-22.pdf](#)

Fenton moved, seconded by Uitenbroek, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Robins, Mayor Woodford, Fenton, Dane and Uitenbroek

**Excused:** 2 - Palm and Buetow

[22-1132](#)

Request to approve Comprehensive Plan 2010-2030 Text Amendment #3-22 to amend Chapter 14: Downtown Plan, Section 4: Downtown Development Concept, Opportunity Site #7 Soldier's Square/YMCA Parking Ramp on Pages 314, 318 and 319, as identified in the attached documents and approve attached Resolution

**Attachments:** [StaffReport\\_SoldiersSquare\\_CompPlanTextAmend\\_For09-14-22.pdf](#)

*Proceeds to Council on October 19, 2022.*

**Fenton moved, seconded by Robins, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Robins, Mayor Woodford, Fenton, Dane and Uitenbroek

**Excused:** 2 - Palm and Buetow

[22-0350](#)

Request to approve the Stone Ridge Estates West Final Plat as shown on the attached maps and subject to the conditions in the attached staff report

**Attachments:** [StaffReport\\_StoneRidgeEstatesWest\\_FinalPlat\\_For09-14-22.pdf](#)

**Fenton moved, seconded by Uitenbroek, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Robins, Mayor Woodford, Fenton, Dane and Uitenbroek

**Excused:** 2 - Palm and Buetow

**6. Information Items**

[22-0870](#)

Review Roles and Responsibilities of the City Plan Commission

**Attachments:** [Role of City Plan Commission 9-14-22.pdf](#)

**This item was presented and discussed.**

**7. Adjournment**

**Fenton moved, seconded by Robins, that the meeting be adjourned at 4:10 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Robins, Mayor Woodford, Fenton, Dane and Uitenbroek

**Excused:** 2 - Palm and Buetow