



# City of Appleton

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

## Meeting Minutes - Final City Plan Commission

---

Wednesday, December 13, 2023

3:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

Meeting called to order by Vice Chair Fenton at 3:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 5 - Palm, Robins, Uitenbroek, Neuberger and Fenton

**Excused:** 2 - Mayor Woodford and Dane

*Others present:*

*Aldersperson Sheri Hartzheim, District #13*

*Jordan Stini, Xavier High School*

*Gracie Gonzalez, Xavier High School*

*Tom Klister, Fore Development*

*Jeff F., Menasha*

4. Approval of minutes from previous meeting

[23-1428](#)

City Plan Minutes from 10-25-23

**Attachments:** [City Plan Minutes 10-25-23.pdf](#)

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

**Motion carried by the following vote:**

**Aye:** 5 - Palm, Robins, Uitenbroek, Neuberger and Fenton

**Excused:** 2 - Mayor Woodford and Dane

5. Public Hearing/Appealances

[23-1429](#)

Rezoning #9-23 for the subject parcel located on the southwest corner of E. Wisconsin Avenue and N. Lawe Street (Tax Id #31-1-0017-00), 1212 N. Union Street (Tax Id #31-1-0024-00), and 605 E. Wisconsin Avenue (Tax Id #31-1-0025-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from C-2 General Commercial District to C-1 Neighborhood Mixed Use District (Associated with Action Item #23-1430)

**Attachments:** [InformalPublicHearingNotice\\_NLawe-1212NUnion-605EWisconsin\\_Rezoning#9-23.pdf](#)

*This public hearing was held and no one spoke.*

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

## 6. Action Items

[23-1430](#)

Request to approve Rezoning #9-23 for the subject parcel located on the southwest corner of E. Wisconsin Avenue and N. Lawe Street (Tax Id #31-1-0017-00), 1212 N. Union Street (Tax Id #31-1-0024-00), and 605 E. Wisconsin Avenue (Tax Id #31-1-0025-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from C-2 General Commercial District to C-1 Neighborhood Mixed Use District

**Attachments:** [StaffReport\\_NLawe-1212NUnion-605EWisconsin\\_Rezoning\\_For12-13-23.pdf](#)

*Proceeds to Council on January 17, 2024.*

**Robins moved, seconded by Neuberger, that Rezoning #9-23 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Palm, Robins, Uitenbroek, Neuberger and Fenton

**Excused:** 2 - Mayor Woodford and Dane

[23-1431](#)

Request to approve Certified Survey Map #19-23, which crosses a plat boundary, for 1741 N. Richmond Street (Tax Id #31-5-2548-00 and #31-5-3265-00) to combine 2 parcels into 1 lot as shown on the attached map and subject to the conditions in the attached staff report

**Attachments:** [StaffReport\\_1741NRichmondSt\\_CSM19-23\\_CrossingPlatBoundary\\_For12-13-23.pdf](#)

**Palm moved, seconded by Uitenbroek, that Certified Survey Map #19-23 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Palm, Robins, Uitenbroek, Neuberger and Fenton

**Excused:** 2 - Mayor Woodford and Dane

[23-1432](#)

Request to approve the Southpoint Commerce Park Plat No. 4 Final Plat as shown on the attached maps and subject to the conditions in the attached staff report

**Attachments:** [StaffReport\\_SouthpointCommerceParkPlat4\\_FinalPlat\\_For12-13-23.pdf](#)

**Neuberger moved, seconded by Robins, that Southpoint Commerce Park Plat No. 4 Final Plat be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Palm, Robins, Uitenbroek, Neuberger and Fenton

**Excused:** 2 - Mayor Woodford and Dane

[23-1433](#)

Request to approve City acquisition and accept the dedication of the proposed outlots identified for public trail purposes within Southpoint Commerce Park, per Wis. State Statute §62.23(5), as shown on the attached maps and the 2017 Trails Master Plan

**Attachments:** [Memo\\_PlanCommission\\_Southpoint\\_TrailAcquisitionandDedication\\_For12-13-23.pdf](#)

**Robins moved, seconded by Palm, that the City acquisition and acceptance of the dedication of the proposed outlots identified for public trail purposes within Southpoint Commerce Park be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Palm, Robins, Uitenbroek, Neuberger and Fenton

**Excused:** 2 - Mayor Woodford and Dane

**7. Information Items**

**8. Adjournment**

**Uitenbroek moved, seconded by Palm, that the meeting be adjourned at 3:43 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Palm, Robins, Uitenbroek, Neuberger and Fenton

**Excused:** 2 - Mayor Woodford and Dane