



# 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, August 24, 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

*Commissioner Dane appeared virtually and participated via Zoom.*

**Present:** 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

*Others present:*

*Aaron Breitenfeldt, Robert E. Lee & Associates  
Andrea Schaumberg, W5953 Easter Lily Drive  
Marcia & Bill Fellows, 1808 E. Longview Drive  
Jennifer Stephany, Appleton Downtown Inc.*

3. Approval of minutes from previous meeting

[22-1056](#)

City Plan Minutes from 8-10-22

**Attachments:** [City Plan Minutes 8-10-22.pdf](#)

**Fenton moved, seconded by Palm, that the Minutes be approved. Roll Call.  
Motion carried by the following vote:**

**Aye:** 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

4. Public Hearings/Appearances

[22-1057](#)

Special Use Permit #9-22 to remove an existing car wash and construct a new car wash use located at 1920 E. Longview Drive (Tax Id #31-1-6550-08), 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 #22-1058)

**Attachments:** [ClassIIPublicHearingNoticeNewspaper\\_1920ELongviewDr\\_SUP#9-22.pdf](#)  
[PublicHearingNoticeNeighborhood\\_1920ELongviewDr\\_SUP#9-22.pdf](#)

**This public hearing was held, and Aaron Breitenfeldt and Bill Fellows spoke on the item.**

[22-1059](#)

Rezoning #4-22 for the subject parcel located at 1430 N. Ballard Road (Tax Id #31-1-5207-00), including to the centerline of the adjacent one-half (1/2) right-of-way of N. Ballard Road, as shown on the attached maps, from M-2 General Industrial District to C-2 General Commercial District (Associated with Action Item #22-1060)

**Attachments:** [InformalPublicHearingNotice\\_1430NBallardRd\\_Rezoning#4-22.pdf](#)

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

## 5. Action Items

[22-1058](#)

Request to approve Special Use Permit #9-22 to remove an existing car wash and construct a new car wash use located at 1920 E. Longview Drive (Tax Id #31-1-6550-08), 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\\_1920ELongviewDr\\_SUP\\_For08-24-22.pdf](#)

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

**Aye:** 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

[22-1060](#)

Request to approve Rezoning #4-22 for the subject parcel located at 1430 N. Ballard Road (Tax Id #31-1-5207-00), including to the centerline of the adjacent one-half (1/2) right-of-way of N. Ballard Road, as shown on the attached maps, from M-2 General Industrial District to C-2 General Commercial District

**Attachments:** [StaffReport\\_EPS\\_Rezoning\\_For08-24-22.pdf](#)

*Proceeds to Council on September 21, 2022.*

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

**Aye:** 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

[22-1061](#)

**\*\*CRITICAL TIMING\*\*** Annual review and request to approve the Downtown Appleton Business Improvement District (BID) 2023 Operating Plan

**Attachments:** [StaffReport\\_2023BIDOperatingPlan\\_For08-24-22.pdf](#)

[2023 BID Operational Plan.pdf](#)

[2021 BID Annual Report.pdf](#)

[2021 BID Audit - Financial Statements.pdf](#)

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

**Aye:** 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

## 6. Information Items

[22-1062](#)

Next meeting (9-14-22) will include a presentation on the roles and responsibilities of the City Plan Commissioner

**This item was presented.**

## 7. Adjournment

**Fenton moved, seconded by Buetow, that the meeting be adjourned at 3:52 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek