



REPORT TO CITY PLAN COMMISSION

Plan Commission Meeting Date: September 13, 2023

Common Council Meeting Date: September 20, 2023

Item: Annual Review of the Business Improvement District (BID) 2024 Operating Plan

Case Manager: David Kress, Deputy Director of Community & Economic Development

GENERAL INFORMATION

On behalf of Jennifer Stephany, Executive Director of Appleton Downtown Inc., please find the attached 2024 Business Improvement District (BID) Operating Plan for your review and recommendation.

Staff has reviewed the Operating Plan, and there is one BID boundary change proposed. 501 N. Richmond Street (parcel # 31-5-1283-00) became part of the BID at the point in time when it changed from tax-exempt to taxable, since the property is contiguous to the existing BID. This function occurred automatically based on how a business improvement district is defined in Section 66.1109(b) of the Wisconsin State Statutes. The proposed change is illustrated on the annual BID map, which is included in Appendix F.

Page 9 of the Operating Plan identifies the parcels that are removed from or added to the schedule of assessments. Only BID contributing parcels are listed in the schedule of assessments (Appendix E). The language on page 8 clarifies how contributing versus non-contributing status is determined.

Business Improvement Districts are regulated by Section 66.1109 of the Wisconsin State Statutes. These Statutes require that a BID Operating Plan be reviewed and approved by the local legislative body on an annual basis. The Plan Commission is being asked to review and make recommendation to the Common Council in regard to the submitted 2024 Operating Plan.