CITY OF
APPLETON

## MEMORANDUM

**Date:** July 23, 2025
**To:** Plan Commission
**From:** Don Harp, Principal Planner
**Subject:** Preliminary Plat – Glenmore Park

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### GENERAL INFORMATION

**Owner:** Douglas Purdy, c/o Apple Hill Farms, LLC

**Applicant:** Jason Mroz, c/o Apple Tree, LLC

**Parcel Number:** 31-1-9202-00

**Petitioner's Request:** The owner/applicant is proposing to subdivide the property into 141 lots and 5 outlots.

**Plan Commission Meeting Date:** July 23, 2025

**Common Council Meeting Date:** August 6, 2025

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### BACKGROUND

December 24, 2002 – The subject area was annexed to the City.

October 9, 2023 – The subject area is part of Certified Survey Map #8575.

June 26, 2025 – The subject area is being subdivided into four lots per Certified Survey Map (CSM) #10-25 which is currently under review by staff. CSM #10-25 reflects proposed Rezoning #7-25 ensuring the entire parcel will not have multiple zoning districts upon recording of the CSM at the register of deeds office.

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### STAFF ANALYSIS

**Associated Action Item:** Rezoning #7-25 is also being presented at this July 23, 2025 Plan Commission meeting.

**Purpose:** The purpose of a preliminary plat is to allow a preliminary review of a proposed subdivision layout before a final plat is submitted for review and approval by the City. The preliminary plat allows the City to provide early feedback to the owner/developer on the proposed layout of the subdivision and check for consistency with zoning regulations, Comprehensive Plan, Comprehensive Outdoor Recreation Plan, Trails Master Plan, Street Design Guide, policies,

stormwater management and infrastructure requirements. The preliminary plat is not intended to be the final recordable map as changes may be needed based upon staff review comments.

**Proposed Conditions:** Glenmore Park consists of approximately 60.79 acres and will be divided into 141 proposed lots for residential dwellings and 5 proposed outlots for stormwater detention and for other improvements related to the subdivision.

**Zoning Ordinance Review Criteria:** R-1B Single-family District lot development standards (Section 23-93, Chapter 23 Zoning Code) are as follows:

- Minimum lot area: 6,000 square feet.
    - *The proposed average lot size within this development is 13,727 square feet. All lots exceed the minimum lot area requirement, except it appears Outlot 4 does not satisfy this requirement.*
- Minimum lot width: 50 feet.
    - *All lots comply with this minimum requirement, except it appears Outlot 4 does not satisfy this requirement.*
- Minimum front, side and rear yard setbacks: Twenty (20) foot front yard, Six (6) foot side yard, and Twenty-five (25) foot rear yard.
    - *Required front yard setback has been shown on the Preliminary Plat. Required setbacks will be reviewed through the building permit review process.*
- Maximum building height: Thirty-five (35) feet.
    - *This will be reviewed through the building permit review process.*
- Maximum lot coverage. Fifty percent (50%).
    - *This will be reviewed through the building permit review process.*

**Compliance with the Appleton Subdivision Regulations:** This subdivision complies with the Appleton Subdivision Regulations, except for the code sections listed below.

Proposed lots that are 60 feet wide or greater and exceed a 2:1 depth-to-width ratio are, in practice, comparable in both overall size and depth to lots that are less than 60 feet wide and comply with the 2:1 ratio requirement. Therefore, such lots satisfy the intent of Section 17-26(g) of the Municipal code, which is to ensure that lot configurations promote uniformity, orderly layout, and adequate accessibility. The intent of the regulation is satisfied, even if the technical lot width to depth ratio is exceeded.

It appears, Outlot 4 does not satisfy the minimum 6,000 square foot lot size requirement of the R-1B Zoning District. Also, it appears the minimum 50 foot lot width requirement of the R-1B Zoning District is not satisfied. Outlots may be conveyed regardless of whether or not it may be used as a building site for a residential dwelling unit. However, the Municipal Code specifies all lots, including outlots, shall comply with the minimum lot size and width requirement of the respective zoning district.

*Analysis: Prior to Final Plat approval, Outlot 4 shall comply with Section 17-3(c)(6) and Section 23-93(g)(1) of the Municipal Code or add a note on the final plat specifying, "The lot is not buildable at this time as it does not meet the lot area and lot width (if applicable) requirements per the Appleton Municipal Code."*

Per Section 17-26(c)(2) of the Municipal Code, "Double frontage lots shall not be permitted except as required by the Common Council where they are desirable to provide separation of development from traffic arterials or inharmonious uses, or to overcome disadvantages of topography or situation.

*Analysis: Lots 45, 46 and 47 are double frontage lots. The creation of double frontage lots cannot be avoided because CTH "E" is governed by Outagamie County Highway Access Restrictions.*

Pursuant to Section 17-3(f) of the Municipal Code, when the Common Council finds that extraordinary hardship or injustice will result from strict compliance with this ordinance, it may vary the terms thereof to the extent deemed necessary and proper to grant relief, provided that the modification meets the following three standards:

(1) The modification is due to physical features of the site or its location.
(2) The modification is the least deviation from this ordinance which will mitigate the hardship.
(3) The modification is not detrimental to the public interest and is in keeping with the general spirit and intent of this ordinance.

Based upon the above analysis for the double frontage lots, it would appear the standards established by Section 17-3(f) Modification of Regulations have been met.

**Street Names and Prefixes:** All proposed street names shall satisfy Section 16-36 of the Municipal Code, the City Street Name Policy and Outagamie County 911 Service regulations. The final review of street names will occur at the Final Plat Review stage.

**Surrounding Zoning and Land Uses:** The surrounding zoning and uses (north, south, east, and west) are generally residential and agricultural in nature.

North: City of Appleton. AG Agricultural District. The adjacent land use to the north is undeveloped land.

South: Town of Freedom. The adjacent land uses to the south are residential.

East: Town of Freedom. The adjacent land uses to the east are residential.

West: City of Appleton. NC Nature Conservancy District. The adjacent land use to the west is YMCA of the Fox Cities "Bruce B. Purdy Nature Preserve".

**Appleton Comprehensive Plan 2010-2030:** The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future one/two family residential, multifamily residential, public park and open space and ponds/water. The proposed rezoning appears to be consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

*Goal 1 – Community Growth*
*Appleton will continue to provide opportunities for residential, commercial, and industrial growth, including appropriate redevelopment sites within the downtown and existing neighborhoods, and greenfield development sites at the City's edge.*

*Goal 3 – Housing Quality, Variety, and Affordability*
*Appleton will provide a variety of rental and ownership housing choices in a range of prices affordable to community residents, and ensure that existing housing is adequately maintained in terms of physical quality and market viability.*

*OBJECTIVE 5.3 Housing and Neighborhoods:*
*Provide a range of housing options that meet the needs and appeal to all segments of the community and allows residents to age in place.*

*Policy 5.3.3 Plan for a supply of developable land suitable for residential development.*

*7.1 OBJECTIVE: Provide a pattern of development that minimizes impacts to municipal services and utilities.*

*OBJECTIVE 10.1 Land Use:*
*Provide an adequate supply of suitable land meeting the demand for development of various land uses.*

**Dedication of Public Parks and/or Trails or Payment Fee in Lieu Thereof:** The City of Appleton Official Map, Appleton Trails Master Plan, Comprehensive Outdoor Recreation Plan and the City of Appleton 2010-2030 Comprehensive Plan Future Land Use Map recommend the need for public parkland within the boundary lines of parcel #31-1-9202-00. The preliminary plat does not identify any outlot(s) or easement(s) dedicated to the public for parkland. However, when Glenmore Reserve Plat located north of this plat boundary line is submitted to the City, the applicant intends to dedicate land for park purposes at that time.

**Development Review Team (DRT) Report:** This item appeared on the following internal staff meeting agendas:

June 17, 2025 and July 1, 2025 – DRT Agenda

Comments pertaining to stormwater management, drainage, erosion control, utilities, street design, parkland dedication, plat layout and other technical requirements have been received from participating departments and captured in the stipulations found below. Staff comments have been submitted to the applicant by a separate email by staff.

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**FUTURE ACTIONS**

An approved Preliminary Plat shall be deemed an expression of approval or conditional approval of the plat layout and used as a guide in the preparation of the Final Plat which will be subject to further consideration by the Plan Commission and Common Council.

The Final Plat materials shall be submitted within 36 months of last required approving authority of the Preliminary Plat, pursuant to Section 17-6(d) of the Municipal Code.

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**RECOMMENDATION**

The Preliminary Plat for Glenmore Park, **BE APPROVED** subject to the following conditions and as shown on the attached maps:

1. Grant relief from the double frontage lot requirements for proposed Lots 45, 46 and 47, per Section 17-26(c)(2) of the Municipal Code and as stated in the staff report.

2. The Preliminary Plat comments and conditions, including but not limited to, preliminary plat data, engineering feasibility plan – sanitary sewer, water, storm sewer, traffic, streets and intersections, stormwater & environmental – navigable waterways and shoreland zoning, wetlands, and city stormwater permit/SWMP/H&H Modeling, provided by the Department of Public Works, Engineering Division, Parks and Recreation Department, Community Development Department and the Appleton Fire Department dated July 17, 2025 shall be addressed by owner/applicant to the satisfaction of the respective City staff prior to City staff accepting and filing the final plat with the City Clerk's Office.

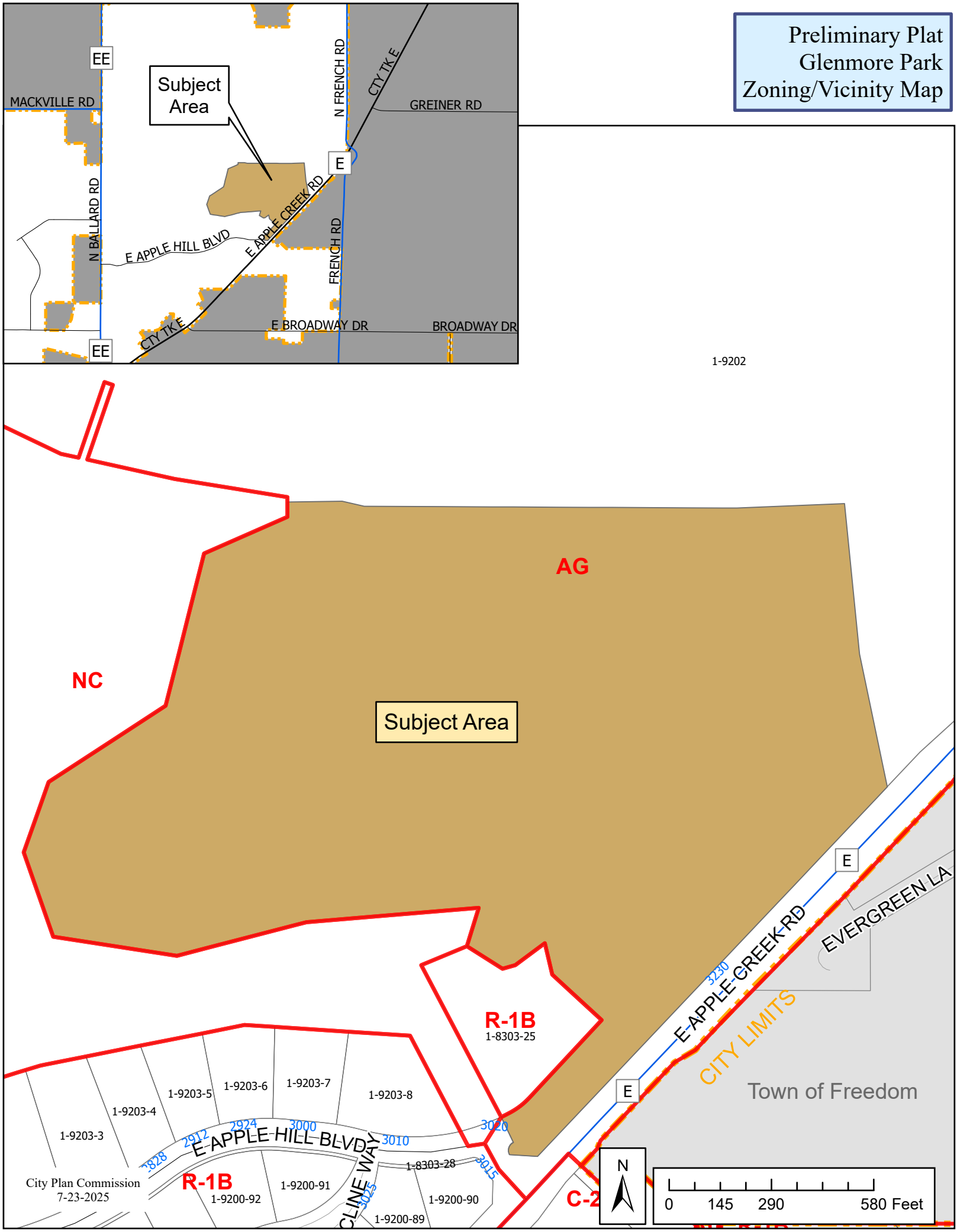
3. The Erosion & Sediment Control Plan shall be approved for each phase of the development by the Erosion Control Inspector prior to construction.

4. A Development Agreement is required between the City and owner/developer that identifies the duties and responsibilities with respect to the development of the subject land. The applicant and owner, Community Development Director, Public Works Director, City Engineer, City Attorney, and other applicable staff shall discuss the preparation and process of this agreement. City signatures will not be affixed to the Final Plat until the Development Agreement is executed by the owner/developer. All improvements for the Glenmore Park Plat shall be completed under the terms and conditions of said development agreement.

5. City signatures shall not be affixed to the Final Plat until objecting authorities, including but not limited to, the Department of Administration and Outagamie County review and notify the City that they do not object to the Final Plat.

6. All approvals and permits for development must be obtained from all appropriate regulatory agencies prior to construction.

7. The owner/applicant shall submit to the City the Final Plat within 36 months after the last required approval of the Preliminary Plat. If the Final Plat is not submitted within said 36 months, the City (and any other approving authority) may refuse to approve the Final Plat and shall recommence the procedure for Preliminary Plat approval or may extend the time for submission of the Final Plat.


Preliminary Plat
Glenmore Park
Zoning/Vicinity Map
Subject Area
EE
MACKVILLE RD
N FRENCH RD
CTY TK E
GREINER RD
E
N BALLARD RD
E APPLE HILL BLVD
E APPLE CREEK RD
FRENCH RD
CTY TK E
E BROADWAY DR
BROADWAY DR
EE
1-9202
AG
NC
Subject Area
E
E APPLE CREEK RD
EVERGREEN LA
3230
CITY LIMITS
R-1B
1-8303-25
E
Town of Freedom
1-9203-3
1-9203-4
1-9203-5
1-9203-6
1-9203-7
1-9203-8
2912
2924
3000
3010
3020
E APPLE HILL BLVD
CLINE WAY
1-8303-28
3015
R-1B
1-9200-92
1-9200-91
3025
1-9200-90
1-9200-89
C-2
N
0
145
290
580 Feet
City Plan Commission
7-23-2025

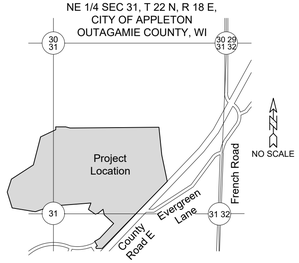
Preliminary Plat of

# Glenmore Park

Part of Lot 1 of Certified Survey Map 8575, being Part of the Northwest 1/4, the Northeast 1/4, the Southwest 1/4 and the Southeast 1/4 of the Northeast 1/4; Part of the Southeast 1/4 of the Northwest 1/4; and Part of the Northwest 1/4 of the Southeast 1/4; All in Section 31, Township 22 North, Range 18 East, City of Appleton, Outagamie County, Wisconsin.

## LOCATION MAP

NE 1/4 SEC 31, T 22 N, R 18 E,
CITY OF APPLETON
OUTAGAMIE COUNTY, WI




| LINE TABLE | | |
|---|---|---|
| Line | Bearing | Length |
| L1 | N 00°01'48" W | 41.90' |
| L2 | S 77°23'23" E | 64.03' |
| L3 | N 86°31'27" W | 79.47' |
| L4 | N 25°35'36" W | 80.00' |
| L5 | N 47°24'05" W | 92.04' |
| L6 | N 13°12'14" W | 91.42' |
| L7 | S 53°13'57" W | 104.21' |
| L8 | S 74°32'53" W | 37.85' |
| L9 | N 17°03'39" E | 113.72' |

| CURVE TABLE | | | | | | | |
|---|---|---|---|---|---|---|---|
| Curve | Radius | Chord Direction | Chord Length | Arc Length | Central Angle | Tangent Bearing-in | Tangent Bearing-out |
| C1 | 25.00' | N 17°53'33" E | 36.28' | 40.59' | 93°01'49" | N 28°37'21" W | N 64°24'28" E |
| C2 | 570.00' | N 62°53'34" E | 30.14' | 30.14' | 3°01'48" | N 64°24'28" E | N 61°22'40" E |
| C3 | 210.00' | N 52°08'16" E | 67.44' | 67.73' | 18°28'48" | N 61°22'40" E | N 42°53'52" E |

SURVEYOR'S CERTIFICATE

I, Scott R. Andersen, hereby certify that this Preliminary Plat is a correct representation of all existing land divisions and features, and that I have complied with the preliminary plat requirements for the **City of Appleton**.

WISCONSIN SCOTT R ANDERSEN S-3169 AMRO SURVEYOR
06/19/2025 9:43:36 AM
scott@davel.pro

Scott R. Andersen, P.L.S. No. S-3169 Date

| Sanitary Structures | | | | | | |
|---|---|---|---|---|---|---|
| Structure | # | Rim | Inv | Size | Material | Direction |
| MH | 1 | 775.01 | 740.62 | 18" | PVC | NW |
| | | | 740.59 | 18" | PVC | SE |
| | | | 740.87 | 8" | PVC | W |
| | | | 759.82 | 8" | PVC | W |
| MH | 2 | 785.71 | 768.91 | 8" | PVC | W |
| | | | 740.91 | 8" | PVC | W |
| | | | 740.91 | 18" | PVC | SE |
| | | | 740.91 | 18" | PVC | NE |
| MH | 3 | 786.53 | 773.11 | 8" | PVC | W |
| | | | 773.09 | 8" | PVC | E |
| MH | 4 | 806.17 | 791.14 | 8" | PVC | NE |
| MH | 5 | 803.32 | 791.90 | 8" | PVC | SW |
| | | | 792.13 | 8" | PVC | NW |
| MH | 6 | 808.19 | 793.15 | 8" | PVC | NW |
| | | | 793.00 | 8" | PVC | SE |

| Storm Structures | | | | | | |
|---|---|---|---|---|---|---|
| Structure | # | Rim | Inv | Size | Material | Direction |
| MH | A | 786.66 | 780.99 | 21" | RCP | NW |
| | | | 780.96 | 12" | PVC | SW |
| MH | B | 786.75 | 780.62 | 42" | RCP | N |
| | | | 780.70 | 12" | PVC | E |
| | | | 780.65 | 21" | RCP | SE |
| | | | 780.65 | 42" | RCP | SW |
| MH | C | 786.29 | 780.60 | 12" | PVC | W |
| | | | 780.46 | 12" | PVC | SE |
| MH | D | 786.71 | 780.08 | 42" | RCP | NE |
| | | | 780.11 | 42" | RCP | S |

**SUPPLEMENTARY DATA**
Total Area = 2,648,357 SF 60.7979 acres
R/W Area = 465,695 SF 10.6909 acres
Net Area = 2,182,662 SF 50.1070 acres
Number of Lots = 141 and 5 Outlots
Average lot size = 13,727 SF
Lineal feet of street = 7,483 LF
Existing zoning = AG
Proposed zoning = R-1B
Approving Authorities
City of Appleton
Objecting Authorities
Department of Administration
NOTES
- Utility and Drainage Easements will be shown on Final Plat
- Front Setback is mapped as 20'

Bearings are referenced to the West line of the Northeast 1/4, Section 31, T22N, R18E, assumed to bear S02°07'58"W, base on the Outagamie County Coordinate System.

## LEGEND

- Overhead Utility Lines
- Utility Guy Wire
- Sanitary Sewer (Pipe Size)
- Storm Sewer (Pipe Size)
- Water Main (Pipe Size)
- Treeline
- Culvert
- Index Contour - Existing
- Intermediate Contour - Existing
- Sanitary MH / Tank / Base
- Storm Manhole
- Inlet
- Hydrant
- Utility Valve
- Utility Pole
- Light Pole / Signal
- Guy Wire
- +799.9 Ex Spot Elevation
- Sign
- Post / Guard Post
- Deciduous Tree
- Coniferous Tree
- Bush / Hedge
- Benchmark
- Asphalt Pavement
- Concrete Pavement
- Gravel
- ¾" Rebar Found
- 1" Iron Pipe Found
- Government Corner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Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1666
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PRELIMINARY PLAT

Glenmore Park
City of Appleton, Outagamie County, WI
For: Apple Tree

Date: 06/19/2025
Filename: 8846Plat.dwg
Author: SRA
Last Saved by: scott
Page 1 of 1

Jun 19, 2025 - 09:42 AM J:\Projects\8846opp\dwg\Civil 3D\8846Plat.dwg Printed by: scott