



# CITY OF APPLETON

## MEMORANDUM

**Date:** March 25, 2026  
**To:** City Plan Commission  
**From:** Colin Kafka, Principal Planner  
**Subject:** Extraterritorial Preliminary Plat – Gillett Street – Town of Grand Chute

---

## GENERAL INFORMATION

**Owner:** Greater Fox Cities Habitat for Humanity, c/o Roger Roth

**Applicant:** Carow Land Surveying, c/o Brayden Leffler (owner's agent)

**Parcel Number(s):** 101062501

**Petitioner's Request:** The owner/applicant is proposing to subdivide the 1.6673 acre parcel into 4 lots in the Town of Grand Chute. The parcel is within the City's extraterritorial plat approval jurisdiction.

**Plan Commission Meeting Date:** March 25, 2026

**Common Council Meeting Date:** April 1, 2026

---

## BACKGROUND

The subject area is within the City's extraterritorial plat approval jurisdiction, which includes the unincorporated area within three miles of the City, as described in the Subdivision Ordinance. The Preliminary Plat must also be reviewed and approved by the Town of Grand Chute and Outagamie County. The preliminary plat was approved by the Town Board on November 18, 2025.

---

## STAFF ANALYSIS

**Existing Conditions:** Parcel #101062501 currently contains a single-family house and two sheds and is situated east of North Gillett Street and north of West Evergreen Drive.

**Surrounding Zoning and Land Uses:** The surrounding area is under the jurisdiction of the Town of Grand Chute, and the nearby uses are generally residential and agricultural in nature. The surrounding zoning is the Town's RSF – Single-Family Residential District, R-4 Multi-Family Residence District, and AGD – General Agricultural District.

**Plan Appleton:** Community Development staff has reviewed *Plan Appleton* and determined this proposed subdivision is outside the City's future growth area.

**Review Criteria:** Community Development staff has reviewed the Extraterritorial Preliminary Plat in accordance with the City of Appleton Subdivision Ordinance, as well as Zoning Ordinance requirements for single-family residential developments. The average size of the proposed lots is

0.6 acres or approximately 26,000 square feet. Typical lot dimensions are 60 feet by 250 feet. The lot widths for the proposed lots in this Town of Grand Chute subdivision are similar to Single-Family District minimum lot widths required by City of Appleton Zoning Ordinance, although, the lot sizes for the proposed lots are larger than Single-Family District minimums required by City of Appleton Zoning Ordinance.

**Development Review Team (DRT) Report:** This item appeared on the March 17, 2026 Development Review Team agenda. No negative comments were received from participating departments.

---

## **RECOMMENDATION**

Based on the above, staff recommends that the Extraterritorial Preliminary Plat – Gillett Street located in the Town of Grand Chute, as shown on the attached maps, **BE APPROVED**.



Extraterritorial Preliminary Plat  
Gillett Street - Town of Grand Chute  
Aerial Map



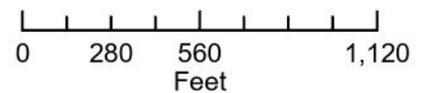
Subject Area

41

41

HWY 41

41



# PRELIMINARY PLAT OF "HABITAT'S GILLETT STREET PLAT"

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 5331 AS RECORDED IN DOCUMENT NUMBER 1705644, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

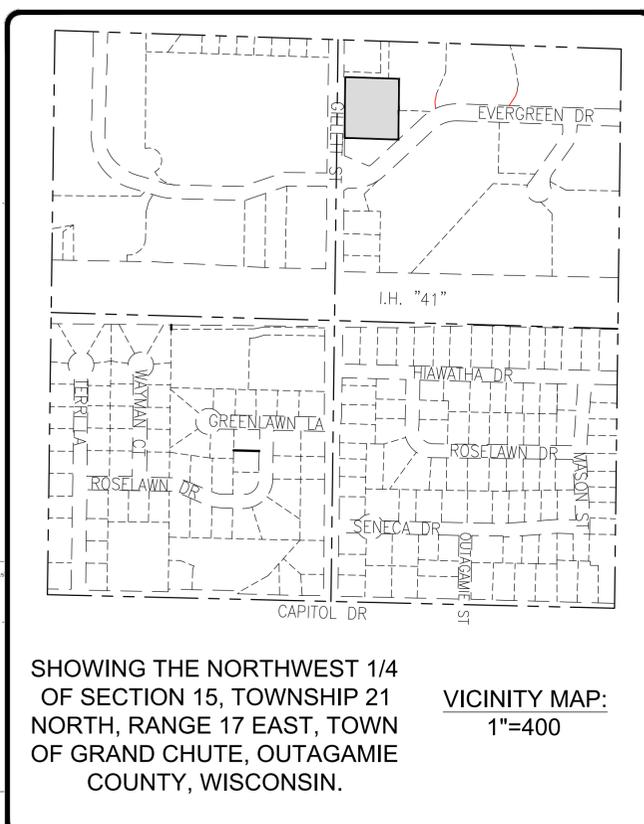
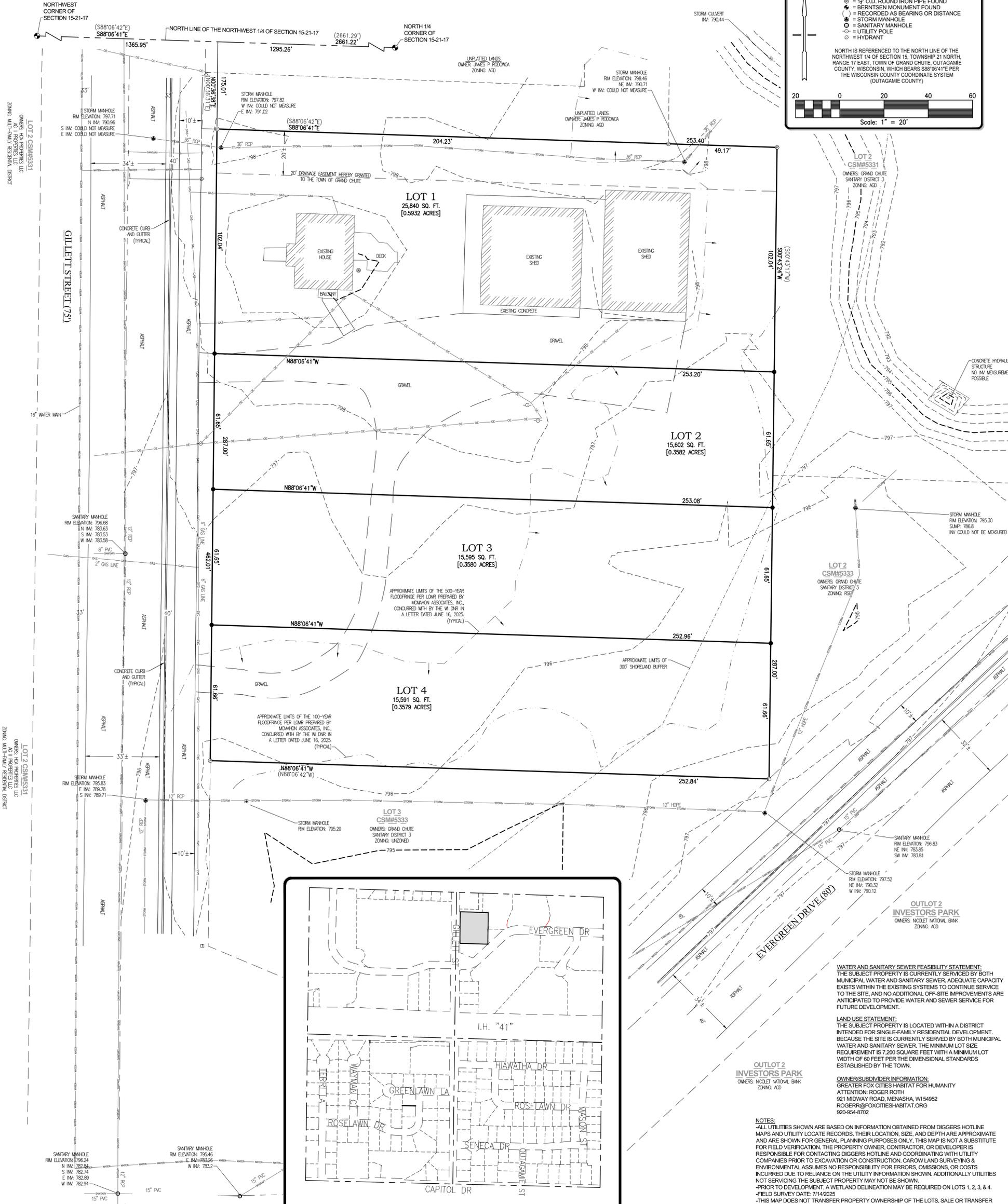
PARCEL NUMBER: 101062501  
SITE ADDRESS: 3822 N GILLETT STREET, APPLETON, WI 54913  
ZONING (EXISTING AND PLANNED): RSF SINGLE-FAMILY RESIDENTIAL DISTRICT  
TOTAL AREA: 1.6673 ACRES

**LEGEND:**

- = 1 1/2" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.68 LBS. PER LIN. FT.
- ⊙ = 3/4" SOLID ROUND IRON REBAR FOUND
- ⊗ = 1 1/2" O.D. ROUND IRON PIPE FOUND
- ⊕ = BERTINSEN MONUMENT FOUND
- ( ) = RECORDED AS BEARING OR DISTANCE
- ⊙ = STORM MANHOLE
- ⊕ = SANITARY MANHOLE
- = UTILITY POLE
- = HYDRANT

NORTH IS REFERENCED TO THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, WHICH BEARS S88°06'41"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM (OUTAGAMIE COUNTY)

Scale: 1" = 20'



**WATER AND SANITARY SEWER FEASIBILITY STATEMENT:**  
THE SUBJECT PROPERTY IS CURRENTLY SERVICED BY BOTH MUNICIPAL WATER AND SANITARY SEWER. ADEQUATE CAPACITY EXISTS WITHIN THE EXISTING SYSTEMS TO CONTINUE SERVICE TO THE SITE, AND NO ADDITIONAL OFF-SITE IMPROVEMENTS ARE ANTICIPATED TO PROVIDE WATER AND SEWER SERVICE FOR FUTURE DEVELOPMENT.

**LAND USE STATEMENT:**  
THE SUBJECT PROPERTY IS LOCATED WITHIN A DISTRICT INTENDED FOR SINGLE-FAMILY RESIDENTIAL DEVELOPMENT. BECAUSE THE SITE IS CURRENTLY SERVICED BY BOTH MUNICIPAL WATER AND SANITARY SEWER, THE MINIMUM LOT SIZE REQUIREMENT IS 7,200 SQUARE FEET WITH A MINIMUM LOT WIDTH OF 60 FEET PER THE DIMENSIONAL STANDARDS ESTABLISHED BY THE TOWN.

**OWNER/SUBDIVIDER INFORMATION:**  
GREATER FOX CITIES HABITAT FOR HUMANITY  
ATTENTION: ROGER ROTH  
921 MIDWAY ROAD, MENASHA, WI 54952  
ROGER@FOXCIESTHABITAT.ORG  
920-854-8702

**NOTES:**  
-ALL UTILITIES SHOWN ARE BASED ON INFORMATION OBTAINED FROM DIGGERS HOTLINE MAPS AND UTILITY LOCATE RECORDS. THEIR LOCATION, SIZE, AND DEPTH ARE APPROXIMATE AND ARE SHOWN FOR GENERAL PLANNING PURPOSES ONLY. THIS MAP IS NOT A SUBSTITUTE FOR FIELD VERIFICATION. THE PROPERTY OWNER, CONTRACTOR, OR DEVELOPER IS RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE AND COORDINATING WITH UTILITY COMPANIES PRIOR TO EXCAVATION OR CONSTRUCTION. CAROW LAND SURVEYING & ENVIRONMENTAL ASSUMES NO RESPONSIBILITY FOR ERRORS, OMISSIONS, OR COSTS INCURRED DUE TO RELIANCE ON THE UTILITY INFORMATION SHOWN. ADDITIONALLY UTILITIES NOT SERVICING THE SUBJECT PROPERTY MAY NOT BE SHOWN.  
-PRIOR TO DEVELOPMENT, A WETLAND DELINEATION MAY BE REQUIRED ON LOTS 1, 2, 3, & 4.  
-FIELD SURVEY DATE: 7/14/2025  
-THIS MAP DOES NOT TRANSFER PROPERTY OWNERSHIP OF THE LOTS. SALE OR TRANSFER OF THE LOTS REQUIRES A DEED.  
-ALL ELEVATIONS ARE REFERENCED TO THE NAVD 88 DATUM.



CHRISTOPHER E. PERREAULT, PLS-2249  
DATED 9/9/2025

1/1

SHEET NO.

SCALE 1" = 20'

DATE 9/9/2025

PROJECT NO. B2507.10

GREATER FOX CITIES HABITAT FOR HUMANITY

ATTN: ROGER ROTH  
921 MIDWAY ROAD  
MENASHA, WI 54952

DESIGNED

DRAWN BTL

CHECKED RFR

CAROW

LAND SURVEYING & ENVIRONMENTAL

CAROW LAND SURVEYING & ENVIRONMENTAL

615 N. LYNNDALE DRIVE, APPLETON, WISCONSIN 54914  
PHONE: (920)731-4168

N5841 STATE HIGHWAY 47-55, SHAWANO, WISCONSIN 54166  
PHONE: (920)731-4168

INT.	DATE	REVISIONS
BTL	1/15/2026	STORM
BTL	1/20/2026	REVIEW COMM