



# CITY OF APPLETON

## MEMORANDUM

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

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## GENERAL INFORMATION

**Owner:** Town of Grand Chute, c/o Mike Patza

**Applicant:** JT Engineering, c/o Brett Karns (owner's agent)

**Parcel Numbers:** 101032901

**Petitioner's Request:** The owner/applicant is proposing to subdivide the 8.857acre parcel into 22 lots and one outlot in the Town of Grand Chute. The parcel is within the City's extraterritorial plat approval jurisdiction.

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

**Common Council Meeting Date:** March 4, 2026

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## 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.

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## STAFF ANALYSIS

**Existing Conditions:** Parcel #101032901 is currently undeveloped and is situated west of N. White Hawk Drive and north of W. Grand Chute Boulevard. According to the preliminary plat map, a portion of the west side of the parcel is within a regulatory floodway.

**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 institutional in nature. The surrounding zoning is the Town's RSF – Single-Family Residential District, CP – Planned Commercial District, and PDD – Planned Development 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 6,000 square feet. Typical lot dimensions are 55 feet by 100 feet. The lot sizes and lot widths for the proposed lots in this Town of Grand Chute subdivision are similar to R-1A and R-1B Single-Family District minimums required by City of Appleton Zoning Ordinance.

**Development Review Team (DRT) Report:** This item appeared on the February 17, 2026 Development Review Team agenda. Comments were received from participating departments and captured in the “Extraterritorial Preliminary Plat – Foxport – City of Appleton Comment Sheet” attached with this report.

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## **RECOMMENDATION**

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



# CITY OF APPLETON

## Extraterritorial Preliminary Plat – Foxport – City of Appleton Comment Sheet

### Community Development Department

- Per Sec. 17-26 of the Appleton 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. A planting screen easement of at least twenty (20) feet, and across which there shall be no right of access, may be required along the line of lots abutting such traffic arterials or other inharmonious use.”
- Per Sec. 17-7(b)(25) of the Appleton Municipal Code, a tabulation of gross area, street area, other dedicated and reserved area, and net subdivided area should be displayed on the plat.

### Department of Public Works

#### Wisconsin Chapter 236 Platting Lands and Recording and Vacating Plat and Chapter A-E 7-Minimum standards for property surveys comments:

- s. 236.20(5)(b) Show the navigable stream along the West side of the Preliminary Plat.
- s. 236.20(5)(c) Label the water elevations for the navigable stream at the Preliminary Plat boundary.
- s. 236.20(6) Add the following note to the final plat per the WI DOA approval letter. “Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution”.

#### Additional comments:

- Add the City extraterritorial review certificate-see example below.

City of Appleton Approval (Extraterritorial)

Resolved, that the plat of Auburn Estates in the Town of Grand Chute, Outagamie County, Cypress Homes, Inc., owner, is hereby approved by the Common Council of the City of Appleton.

  
Mayor

8/23/2022  
Date

I hereby certify that the foregoing is a copy of a resolution adopted by the the Common Council of the City of Appleton.

  
Clerk

8/22/2022  
Date

- What are the implications on the buildable area of Lot 1 of White Hawk Meadows due to setback from Foxport Drive.

- CTH "A" is access restricted per CSM 4941.
- Outagamie County has a published bearing/distance of N89°30'56"W, 2661.93 feet along the section line. The Preliminary Plat shows S89°31'10"E, 2661.88 feet.
- The recorded as distance is missing from the N46°14'13"E, 219.79' meander line in Lot 13. The recorded as bearing (N89°34'04"W) along the North line of the Preliminary Plat is not from CSM 4941. What does the \* indicate as shown?
- The lots/outlots adjacent to the navigable stream should have the area shown as more or less or +/- . The meandered lots/outlots should show the approximate area to the centerline of the navigable stream.
- Below is an example of the Surveyor's certificate for a Preliminary Plat.

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify that this preliminary plat is a true and correct representation of all the adjacent existing land divisions and of the boundary of the preliminary plat and features.

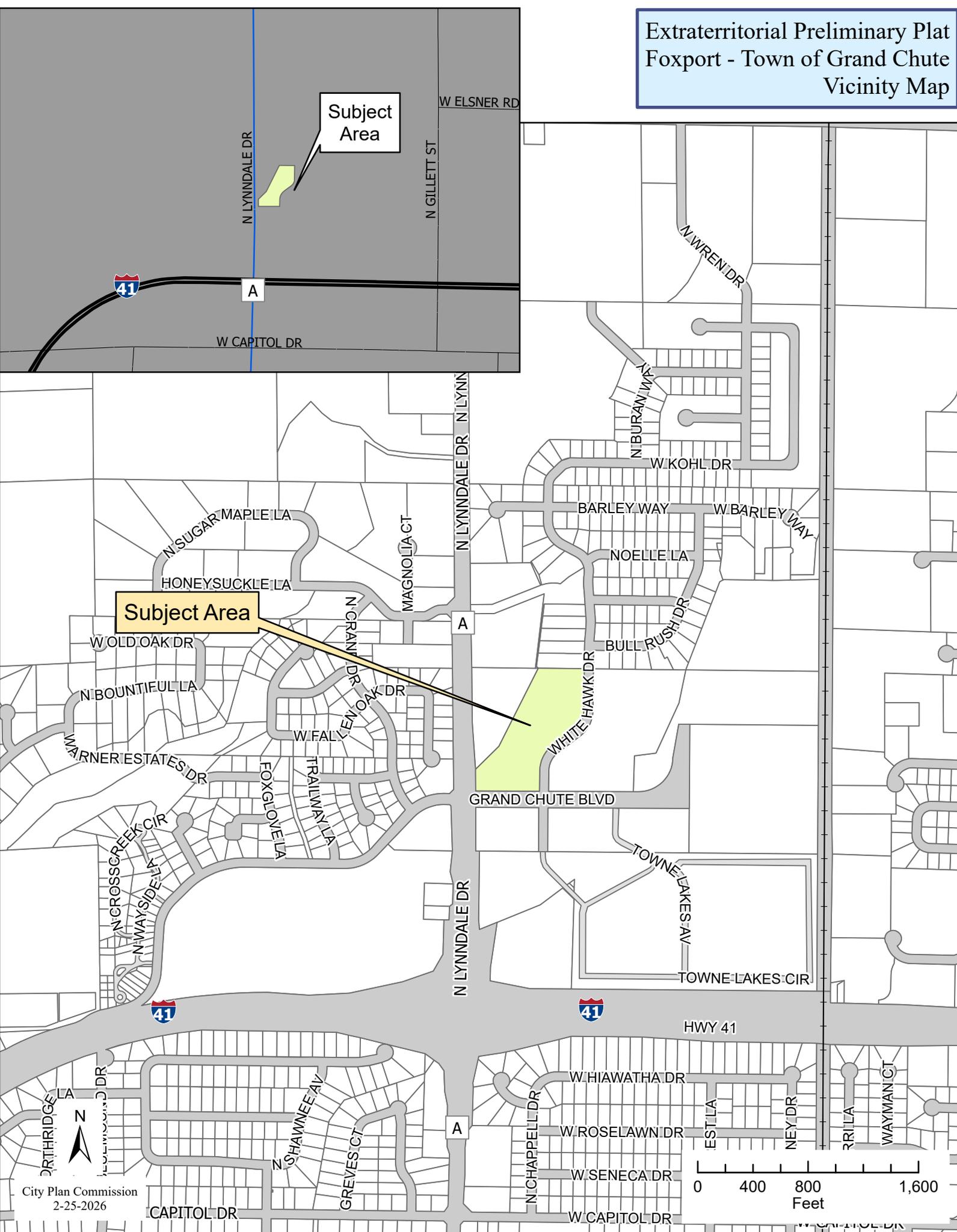
That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and Chapter 17 of the City of Appleton Subdivision Ordinance in surveying, dividing and mapping of the same.

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Ryan Wilgreen, P.L.S. S-2647  
ryan.wilgreen@excelengineer.com  
Excel Engineering, Inc.  
Fond du Lac, Wisconsin 54935  
Project No. 240061800

- The legal description should be described as Lot 2 of CSM 4941 and not by metes and bounds per s. 236.34(3). In a recorded CSM, lots and outlots must be described by the CSM number, volume, page, and county for all purposes, including but not limited to conveyance, assessment, taxation, devise, and decent.
- The Preliminary Plat exterior boundary does not match the exterior boundary of Lot 2 CSM 4941. The West line of Lot 2 CSM 4941 is defined by the centerline of the navigable stream. This could create a title issue.

Extraterritorial Preliminary Plat  
Foxport - Town of Grand Chute  
Vicinity Map



Subject Area

Subject Area

Extraterritorial Preliminary Plat  
Foxport - Town of Grand Chute  
Aerial Map



A

A

A

BARLEY WAY

NOELLE LA

SOPHIA LA

BULL RUSH DR

MAGNOLIA CT

HONEYSUCKLE LA

WHITE HAWK DR

N LYNNDALE DR

N CRANE DR

W FALLEN OAK DR

W GRAND CHUTE BLVD

OLIVER CT

TRAILWAY LA

GRAND CHUTE BLVD

N W

Subject Area

HAWK DR

TOWNE LAKES AV

TOWNE LAKES CIR



City Plan Commission  
2-25-2026



HWY 0 200 400 800  
Feet





# FOXPORT SUBDIVISION

## -PRELIMINARY PLAT-

LOT 2 OF CERTIFIED SURVEY MAP NO. 4941 (V. 28 CERTIFIED SURVEY MAPS DOCUMENT NO. 1637094, OUTAGAMIE COUNTY RECORDS), BEING IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, T21N-R17E, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE**

I, BRETT C. KARNS, REGISTERED LAND SURVEYOR, HEREBY CERTIFY:

THAT IN FULL COMPLIANCE WITH THE PROVISIONS OF CHAPTER 236, WISCONSIN STATUTES, AND THE SUBDIVISION REGULATIONS OF THE CITY OF GRAND CHUTE AND OUTAGAMIE COUNTY AND UNDER THE DIRECTION OF THE OWNERS LISTED HEREON, I HAVE SURVEYED, DIVIDED AND MAPPED "FOXPORT SUBDIVISION" AND THAT SUCH PLAT CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES AND THE SUBDIVISION OF THE LAND SURVEYED AND IS ALL OF LOT 2 OF CERTIFIED SURVEY MAP 4941, RECORDED AS DOC. NO. 1637094, OUTAGAMIE COUNTY RECORDS, LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, T21N, R17E, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 9, R21N, R17E;  
 THENCE S89°31'10"E, 78.03 FEET ALONG THE SOUTH SECTION LINE OF SECTION 9;  
 THENCE N0°00'00"W, 437.09 FEET TO A POINT ON THE EAST RIGHT OF WAY OF N. LYNDALE AND THE SOUTHWEST CORNER OF LOT 2, CSM 4941 AND THE POINT OF BEGINNING;  
 THENCE N0°37'35"W, 156.57 FEET ALONG THE EAST RIGHT OF WAY OF N. LYNDALE DRIVE;  
 THENCE N46°46'50"E, 236.00 FEET ALONG THE WEST LINE OF SAID LOT 2;  
 THENCE N26°05'32"E, 636.78 FEET ALONG THE WEST LINE OF SAID LOT 2 TO THE NORTH LINE OF SAID LOT 2;  
 THENCE S89°22'58"E, 336.58 FEET ALONG THE NORTH LINE OF SAID LOT 2 TO THE WEST RIGHT OF WAY LINE OF N. WHITE HAWK DRIVE;  
 THENCE S0°37'04"W, 303.96 FEET ALONG SAID WEST RIGHT OF WAY LINE;  
 THENCE CONTINUING ALONG SAID WEST RIGHT OF WAY LINE 153.20 FEET ALONG THE ARC OF A TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 167.00 FEET, WHOSE LONG CHORD BEARS S26°53'53"W, 147.88 FEET TO A POINT OF TANGENCY;  
 THENCE S53°10'43"W, 199.25 FEET ALONG SAID WEST RIGHT OF WAY LINE;  
 THENCE CONTINUING ALONG SAID WEST RIGHT OF WAY LINE 212.28 FEET ALONG THE ARC OF A TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 233.00 FEET, WHOSE LONG CHORD BEARS S27°03'26"W, 205.01 FEET TO A POINT OF TANGENCY;  
 THENCE S0°57'26"W, 150.86 FEET ALONG SAID WEST RIGHT OF WAY LINE TO THE NORTH RIGHT OF WAY OF GRAND CHUTE BLVD;  
 THENCE N89°43'03"W, 461.38 FEET ALONG SAID NORTH RIGHT OF WAY LINE TO THE POINT OF BEGINNING.

THIS PARCEL CONTAINS:  
 • 362,326 SQUARE FEET / 8.318 ACRES TO THE MEANDER LINE  
 • 385,908 SQUARE FEET / 8.859 ACRES TOTAL  
 ROAD DEDICATION CONTAINS 65,096 SQUARE FEET / 1.494 ACRES, MORE OR LESS.  
 PARCELS ARE SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

BRETT C. KARNS, PLS S-2874

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

**OWNER'S CERTIFICATE**

AS OWNERS, WE HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON "FOXPORT SUBDIVISION" TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THIS PLAT. WE ALSO CERTIFY THAT THIS PLAT IS REQUIRED BY S.236.10 AND S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION:

TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY DEVELOPMENT AND LAND SERVICES DEPARTMENT, CITY OF APPLETON, AND THE DEPARTMENT OF ADMINISTRATION.

TOWN OF GRAND CHUTE

PERSONALLY CAME BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ THE ABOVE NAMED OWNER, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

\_\_\_\_\_ COUNTY, \_\_\_\_\_

STATE OF WISCONSIN ]

\_\_\_\_\_ ] SS

COUNTY OF \_\_\_\_\_ ]

**TOWN BOARD APPROVAL CERTIFICATE**

A PLAT KNOWN AS "FOXPORT SUBDIVISION", WHICH HAS BEEN DULY FILED FOR APPROVAL OF THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, AND IS HEREBY APPROVED AS REQUIRED BY CHAPTER 236, WISCONSIN STATUTES. APPROVED FOR THE TOWN BOARD OF GRAND CHUTE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

VILLAGE CLERK

**TOWN OF GRAND CHUTE TREASURER'S CERTIFICATE**

AS DULY ELECTED TOWN TREASURER, I HEREBY CERTIFY THAT THE RECORDS IN OUR OFFICE SHOW NO UNREDEEMED TAX SALES AND NO UNPAID TAXES OR SPECIAL ASSESSMENTS AFFECTING ANY OF THE LANDS INCLUDED IN THIS PLAT AS OF THE DATES LISTED BELOW.

VILLAGE TREASURER \_\_\_\_\_ (DATE) \_\_\_\_\_

**OUTAGAMIE COUNTY TREASURER'S CERTIFICATE**

AS DULY ELECTED OUTAGAMIE COUNTY TREASURER, I HEREBY CERTIFY THAT THE RECORDS IN OUR OFFICE SHOW NO UNREDEEMED TAXES AND NO UNPAID OR SPECIAL ASSESSMENTS AFFECTING ANY OF THE LANDS INCLUDED IN THIS PLAT AS OF THE DATE LISTED BELOW

OUTAGAMIE COUNTY TREASURER \_\_\_\_\_ (DATE) \_\_\_\_\_

**OUTAGAMIE COUNTY DEVELOPMENT AND LAND SERVICES DEPARTMENT**

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

ZONING ADMINISTRATOR \_\_\_\_\_

There are no objects to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_

Department of Administration 



SURVEY PREPARED BY:

- PRELIMINARY PLAT OF -  
**FOXPORT SUBDIVISION**  
 TYCORE BUILT



TYCORE BUILT  
 445 CARDINAL LN, STE. 102  
 GREEN BAY, WI 54313

SURVEY PREPARED FOR:

DRAWN BY: SMR	CHECKED BY: BCK	JT NUMBER: 250089	DATE: Revised 01/16/2026 NOVEMBER 19, 2025
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