



Plan Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Final Minutes

Monday, August 28, 2023

7:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 7:00 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Brenda Busch	Commissioner	Present	
Mark Higgins	Commissioner	Present	
Devin Perock	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Shane Raymaker	Commissioner	Present	
Grant Schilling	Commissioner	Present	

Also present: Development Services Director Daniel Lindstrom, City Planner Peter Schleinzi and members of the public.

2. Approval of the minutes of the June 26, 2023 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

3. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Plan Commission. §6-3(f) DPMC.

There were no public comments.

RESULT:	DISCUSSED
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4. A Public Hearing on the proposed project plan and boundary amendment for Tax Incremental Financing District No. 11 is scheduled for 7:00 PM, or as soon thereafter as can be heard.

A. Notice of Public Hearing for Tax Increment District No. 11 District Boundary Amendment and Project Plan Amendment.

Kelly Barker read the notice of public hearing, which was published in the Press-Times on August 18, 2023.

RESULT:	DISCUSSED
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B. Review Proposed Boundary Amendment and Project Plan Amendment for Tax Increment Financing District No. 11.*

Development Services Director Daniel Lindstrom reviewed the proposed boundary and project plan amendment for TID No. 11. He explained that the purpose of the boundary amendment is to add several parcels, primarily for a new building project for Wolter INC. There is also a building expansion project for Washworld. He added that, in addition to the boundary amendment, there is also a project plan amendment which will clarify additional costs related to the South

Bridge Connections Project and include other additional project costs necessary for the development within TID No. 11. This amendment will replace the previous project plan and will include updated maps to reflect the proposed boundary and updates to the City of De Pere Zoning Code. Staff recommended approval of the boundary and project plan amendment. Mayor Boyd moved to open the public hearing at 7:10 pm. There were no public comments and Mayor Boyd declared the public hearing closed at 7:11 pm. Ald. Raasch asked if the Washworld project has started yet and Dan said they have broken ground. He added that the terms of the Washworld development agreement will be presented at the September Finance & Personnel Committee meeting. Brenda Busch made a note that the Common Council members list on page 14 of the agenda packet needed to be updated as it still listed Kelly Ruh. Staff will make the correction to the draft project plan to add Pamela Gantz as the correct Council member. Mayor Boyd moved, seconded by Ald. Raasch, to approve boundary amendment no. 2 and project plan amendment no.1 for TID No. 11. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

C. Resolution PC23-01, Recommending Adoption of the Proposed Boundary Amendment No. 2 and Project Plan Amendment No. 1 for Tax Incremental Financing District No. 11.

Mayor Boyd moved, seconded by Ald. Raach, to approve Resolution PC23-01. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

5. Consideration and possible action for an extraterritorial 2-lot certified survey map at 2851 American BL in Lawrence (Parcel L-2191).*

City Planner Peter Schleinz reviewed the 2-lot extraterritorial CSM at 2851 American BL in the Town of Lawrence. Staff recommended approval of the CSM, subject to the conditions in the report. Mayor Boyd moved, seconded by Brenda Busch, to approve the CSM. Upon vote, motion carried unanimously. Council will review this item at its September 5, 2023 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Brenda Busch, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

6. Consideration and possible action for an extraterritorial 3-lot certified survey map at 2854 American BL in Lawrence (Parcel L-2186).*

City Planner Peter Schleinz reviewed the 3-lot extraterritorial CSM at 2854 American BL in the Town of Lawrence. Staff recommended approval of the CSM, subject to the conditions in the report. Mayor Boyd moved, seconded by Shane Raymaker, to approve

the CSM. Upon vote, motion carried unanimously. Council will review this item at its September 5, 2023 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Shane Raymaker, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

7. Consideration and possible action on a 35-lot and 2-outlot extraterritorial preliminary plat of Little Rapids Subdivision at 2700 BLK Lawrence DR in Lawrence (Parcel L-2184).*

City Planner Peter Schleinz reviewed the 35-lot and 2-lot extraterritorial preliminary plat of Little Rapids Subdivision at the 2700 BLK Lawrence DR in the Town of Lawrence. Staff recommended approval of the plat, subject to the conditions in the report. Brenda Busch moved, seconded by Ald. Perock, to approve the preliminary plat. Upon vote, motion carried unanimously. Council will review this item at its September 5, 2023 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brenda Busch, Commissioner
SECONDER:	Devin Perock, Alderperson
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

8. Consideration and possible action on a 21-lot and 2-outlot extraterritorial final plat of Lawrence Parkway First Addition at 2200-2300 BLK Little Rapids RD in Lawrence (Parcels L-458-6, L-2118, L-2117, L-2116, L-2115, L-2114, L-458, L-456, L-456-2, L-457-3).*

City Planner Peter Schleinz reviewed the 21-lot and 2-outlot extraterritorial final plat of Lawrence Parkway First Addition at the 2200-2300 BLK Little Rapids RD in the town of Lawrence. Staff recommended approval of the final plat, subject to the single condition in the report. Mayor Boyd moved, seconded by Mark Higgins, to approve the final plat. Upon vote, motion carried unanimously. Council will review this item at its September 5, 2023 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

9. Consideration and possible action to reaffirm the street name Scotchwood RD and the street name Hardwoods CT as formal names for two streets in the City of De Pere.*

City Planner Peter Schleinz reviewed this item to reaffirm the street names of Scotchwood Road and Hardwoods Court. He explained that the Briarwood Estates subdivision was recorded in 1997 with the street names Dogwood RD, Weathered Wood CT and Briarwood CT. A year later, the Briarwood Estates First Addition was recorded with the street names Scotchwood RD, Hardwoods, CT, and Briarwood CT. Thus, the City has two streets, each having two different names. To correct this, the street names of Scotchwood RD and Hardwoods CT need to be reaffirmed. Staff recommended reaffirming approval of the 1998 recorded plat with the street names of Scotchwood RD and Hardwoods CT and forwarding the recommendation to the Common Council for approval in a resolution. Ald. Perock moved, seconded by Grant Schilling, to approve the reaffirmation. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Grant Schilling, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

10. Consideration and possible action for a new 12-foot-wide public utility easement at 1900 BLK Venture AV (Parcel WD-D0079-A).*

City Planner Peter Schleinz reviewed the easement request for a new 12-foot wide public utility easement at the 1900 block of Venture Avenue. The new easement will connect existing street-fronted public utility easements that are located to the north and south of the railroad spur. Staff recommended approval of the easement request and forwarding the recommendation to the Common Council for final approval at a future meeting. Ald. Raasch moved, seconded by Brenda Busch, to approve the easement request. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Brenda Busch, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

11. Consideration and possible action to approve a \$4,900 proposal from Duncan Associates to incorporate year 2023 quarterly Zoning Ordinance updates into the Zoning Ordinance.*

City Planner Peter Schleinz reviewed a \$4900 proposal from Duncan Associates to incorporate year 2023 quarterly Zoning Ordinance updates into the Zoning Ordinance. Development Services Director Daniel Lindstrom noted that this is to establish a new contract or amend the original contract based on city attorney recommendations. Mayor Boyd moved, seconded by Mark Higgins, to approve the proposal. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

12. Consideration and possible action to award a contract for a 2023 Comprehensive Housing Study and Action Plan to Camoin Associates.*

City Planner Peter Schleinz reviewed the request to award a contract for a 2023 Housing Study and Action Plan to Camoin Associates. Staff recommended approval of the proposal from Camoin Associates for the 2023 Comprehensive Housing Study and Action Plan as outlined in the RFP and forward the recommendation to the Common Council for approval. Mayor Boyd moved, seconded by Shane Raymaker, to approve the request. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Shane Raymaker, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

13. Discussion about site plans received since the June 2023 Plan Commission meeting and review of the status of recently approved development projects.

City Planner Peter Schleinz noted that the site plan update is now active on the City's website. The public can access the project update by clicking on the "Projects" button on the home page of the website. Then they would click on development & site plan projects. Mayor Boyd asked when the project is completed if it will drop off the list. Peter explained that a project will stay active for 2 months once it's built and then it will drop off. Development Services Director Daniel Lindstrom noted that there will be an archive of the projects. This is a discussion-only item, so no action was taken.

RESULT: DISCUSSED

Adjournment

Mayor Boyd moved, seconded by Ald. Raasch to adjourn the meeting at 7:38 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker