

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that a regular meeting of the **Plan Commission** of the City of De Pere will be held on August 27, 2012 at 7:00 p.m. in the City Hall Council Chambers, 2nd floor of City Hall, 335 South Broadway, De Pere, WI 54115.

**** Items with an asterisk require City Council Approval***

AGENDA FOR SAID MEETING:

Roll call.

1. Approve the minutes of the regular meeting of the Plan Commission on July 23, 2012.
2. Review the Site Plan Request for a 4,680 square foot expansion for De Pere Cabinet, 1745 East Mathew Drive, Parcel WD-D0048-2. Agent: Chris Heyrman.
3. Review the Annexation Request for Parcel R-27. Owner Brian and Peggy Dorn. *
4. Review the Annexation Request for Parcel D-29-1. Owner Mask LLC. *
5. Review the CSM request for single lot by the City of De Pere. Surveyor: Steve Bieda. *
6. Future agenda items.
7. Adjournment.

Ken Pabich
Director of Planning and Economic Development

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

Any person wishing to attend this meeting who, because of disability, requires special accommodation should contact the City Administrator at 339-4044.

AGENDA SENT TO:

PLAN COMMISSION MEMBERS
ALDERPERSONS
BULLETIN BOARDS
NEWS MEDIA
DACC
TOWN OF LEDGEVIEW
TOWN OF LAWRENCE
TOWN OF ROCKLAND

ITEM 2:

CHRIS HEYRMAN
BURKARD DEVELOPMENT

HEYRMAN CONSTRUCTION

PO BOX 28046
1620 GRACE ST

GREEN BAY, WI 54324
DE PERE, WI 54115

ITEM 3:

STEVE BIEDA
BRIAN & MARY DORN

MAU & ASSOC

400 SECURITY BLVD
2730 RYAN RD

GREEN BAY, WI 54313
DE PERE, WI 54115

ITEM 4:

KARL SCHMIDT

BELMARK

600 HERITAGE RD

DE PERE, WI 54115

ITEM 5: NONE

JOINT MEETING
REDEVELOPMENT AUTHORITY AND CITY PLAN COMMISSION MEETING
De Pere, Wisconsin - July 23, 2012

A joint meeting of the Redevelopment Authority and the Plan Commission of the City of De Pere was held today at 7:00 p.m. in the Council Chambers of the De Pere City Hall.

REDEVELOPMENT AUTHORITY

1. Roll Call. William Patzke called the meeting to order at 7:00 p.m. Roll call was taken and the following members were present: Joe Van Deurzen, Bill Koms, Charles King, John Nusbaum, William Patzke. Members excused: Ted Penn, Jerry Henrigillis. Also present: City Attorney Judith Schmidt-Lehman, Building Inspector David Hongisto, and members of the public.

2. Approve minutes of the June 25, 2012 meeting.

John Nusbaum moved, seconded by Joe Van Deurzen, to approve the minutes. Upon vote, motion carried unanimously.

PLAN COMMISSION

3. Roll Call. Mayor Michael Walsh called the meeting to order at 7:05 p.m. Roll call was taken and the following members were present: Derek Beiderwieden, Alderperson Larry Lueck, Alderperson James Boyd, James Kalny, and Mayor Walsh. Member(s) excused: Elizabeth Runge. Also present: City Attorney Judith Schmidt-Lehman, Building Inspector David Hongisto, and members of the public.

4. Approve minutes of the June 25, 2012 meeting.

Larry Lueck moved, seconded by James Kalny, to approve the minutes. Upon vote, motion carried unanimously.

5. A Public Hearing to act on the creation of Tax Incremental Finance District #9 was scheduled for 7:00 p.m. City Attorney Schmidt-Lehman announced the Notice of Public Hearing was published in the City's Official Newspaper, the *De Pere Journal*, on July 5, and July 12, 2012.

5A. Mayor Walsh declared the public hearing open. No one wished to speak. Mayor Walsh declared the public hearing closed.

5B. After the hearing is held, Resolution #PC12-01, Recommending The Adoption of the Proposed Boundaries of Tax Incremental Financing District #9 And The Adoption Of The Tax Incremental Financing District #9 Project Plan. Mayor Walsh moved, seconded by Jim Kalny, to approve Resolution #PC12-01. Upon vote, motion carried unanimously.

REDEVELOPMENT AUTHORITY

6. Resolution #RDA12-01, Approving The Project Boundaries And Project Plan Of Tax Increment District #9 For The Re-Habilitation Of The Portion Of The West Side Business District. Joe Van Deurzen moved, seconded by John Nusbaum, to approve Resolution #RDA-12-01. Upon vote, motion carried unanimously.

7. Consider sale of 2,526 square feet from WD-657-1. Requestor: De Pere Joliet Square. Joe Van Deurzen moved, seconded by John Nusbaum, to approve the sale. Upon vote, motion carried unanimously.

8. Future agenda items. There was no discussion.

9. Joe Van Deurzen moved, seconded by John Nusbaum, the RDA adjourned its meeting. Upon vote, motion carried unanimously. Time: 7:15 p.m.

PLAN COMMISSION

10. A Public Hearing to act on the creation to Tax Incremental Finance District #10 was scheduled for 7:00 p.m. City Attorney Schmidt-Lehman announced the Notice of Public Hearing was published in the City's Official Newspaper, the *De Pere Journal*, on July 5, and July 12, 2012.

10A. Mayor Walsh declared the public hearing open. No one wished to speak. Mayor Walsh declared the public hearing closed.

10B. After the hearing is held, Resolution #PC12-02, Recommending The Adoption of the Proposed Boundaries of Tax Incremental Financing District #10 And The Adoption Of The Tax Incremental Financing District #10 Project Plan. James Kalny moved, seconded by Derek Beiderwieden, to approve Resolution #PC12-02, as presented. Upon vote, motion carried unanimously.

11. Review the Site Plan request for a 17,400 square foot mixed use building. Agent: John Versteegen. Mayor Walsh moved, seconded by James Kalny, to approve the Site Plan. Upon vote, motion carried unanimously.

12. Review the Precise Implementation Plan for a 98,101 square foot office building for Foth, located on the northeast corner of Southbridge Road and Innovation Court, Agent: Mark J. Robbins. James Kalny moved, seconded by Derek Beiderwieden, to approve the Precise Implementation Plan. Upon vote, motion carried unanimously.

13. Review the Site Plan Request for a 25,560 sq. ft. expansion for C.A. Lawton, 1900 Enterprise Drive, Parcel ED-F0111. Agent: Mark Koza.

Mayor Walsh moved, seconded by James Kalny, to open the meeting to the public. Upon vote, motion carried unanimously.

DRAFT

Jeff Rustick, Scheuler & Associates, 2711 N. Masion Street, Appleton, confirmed the new development will match the current color scheme of the existing building.

Mark Koza, C.A. Lawton, 1820 Enterprise Drive, De Pere, confirmed that they currently have a tracking pad so that any trucks that go back there the dirt will be knocked off. Mr. Koza confirmed that they will address the concerns noted in Planning's staff's review of the project.

Mayor Walsh moved, seconded by Derek Beiderwieden, to go back to regular order. Upon vote, motion carried unanimously.

James Kalny moved, seconded by James Boyd, to approve the Site Plan Request along with the following conditions as noted in Planning Staff's recommendations: 1) the northern entry will have concrete or asphalt added to reduce tracking onto Enterprise Drive; 2) asphalt is required when the second phase of the expansion occurs. In addition, the color of the siding is expected to match the existing siding. Upon vote, motion carried unanimously.

14. Review the Annexation Request for Parcel R-27. Owner: Peggy Dorn.

James Kalny moved, seconded by Mayor Walsh, to approve the Annexation Request. Upon vote, motion carried unanimously.

15. Review the CSM request for an extraterritorial 2 lot CSM in the Town of Rockland. Surveyor: Steve Bieda.

James Kalny moved, seconded by Mayor Walsh, to approve the CSM request. Upon vote, motion carried unanimously.

16. Future Agenda items. There was no discussion.

17. Mayor Walsh moved, seconded by James Kalny, the Plan Commission adjourned its meeting. Upon vote, motion carried unanimously. Time: 7:35 p.m.

Respectfully submitted,
Lori Phillips
Recording Secretary

Item # 2: Review a proposed expansion for De Pere Cabinet, Parcel WD-D0048-2. Applicant: Chris Heyrman.

Overview	The project shows a 4,680 square foot expansion for office use on the west side of the facility.
Public Works	Does the project meet the City's Stormwater Regulations? ☐ Yes ☒ No ☐ NA Sewer properly connected? ☒ Yes ☐ No ☐ NA Water properly connected? ☒ Yes ☐ No ☐ NA Access properly designed (driveway and sidewalks)? ☒ Yes ☐ No ☐ NA Are there any issues with easements or right-of-ways? ☐ Yes ☒ No ☐ NA Are there other items that need to be addressed? ☐ Yes ☒ No ☐ NA <i>Required Actions:</i> 1. Sanitary lateral hookup shall be inspected with engineering staff onsite. 2. If the existing catch basin is no longer used, it needs to be abandoned properly. 3. Storm water calculations need to be provided to the City showing that the expansion is treated by the new pond.
Forestry & Parks	Does the project meet the City's Landscaping Regulations? ☒ Yes ☐ No ☐ NA <i>Required Actions:</i> Expansion does not impact existing landscaping that is on site.
Fire	Does the project meet the City's Fire Codes? ☒ Yes ☐ No ☐ NA <i>Required Actions:</i> 1. Provide exit/emergency lighting throughout the means of egress. 2. Provide detailed egress information with travel distances and arrangements from new and existing. 3. Provide fire extinguishers at 75' travel distance throughout facility towards exits. 4. Provide sprinkler system drawings with calcs and cut sheets for approval prior to installation. 5. Provide fire alarm system drawings for approval prior to installation of this system. Fire alarm system must be monitored by a central station. 6. Install key box for fire department access.
Planning & Building Inspection	Does the project meet the design regulations (exterior building elevations/materials)? ☒ Yes ☐ No ☐ NA Does the project meet the City setback requirements? ☐ Yes ☒ No ☐ NA Does the project meet the City parking requirements? ☒ Yes ☐ No ☐ NA Does the project meet the City lighting requirements? ☒ Yes ☐ No ☐ NA Is the refuse properly sited and screened? ☐ Yes ☐ No ☒ NA Does the signage meet City code? ☐ Yes ☐ No ☒ NA Are there other items that need to be addressed? ☒ Yes ☐ No ☐ NA <i>Required Actions:</i> 1. Variance approval required to meet the setback requirements.

Recommendation

Staff in Planning, Zoning, Fire, and Public Works Departments reviewed the site plan. Based on these reviews, planning staff would recommend the following:

1. A variance is required for meeting the setback requirements.
2. Addressing and implementing any requirements submitted by Zoning, Forestry, Fire, and Public Works Departments.
3. Meeting all other state and local regulations.



CITY OF DE PERE

APPLICATION FOR
SITE PLAN REVIEW

Fee: \$ 245.00

Receipt #:

Date:

 033134
 Aug 22, 2012

Please print or type using black ink for duplicating purposes.

A. Property Owner: Name: Burkard Development LLCMailing Address: 1620 Grace Street De Pere WIPhone: (920) 337-2989Email: brad@deperecabinet.com

I hereby appoint the following as my agent for purposes of this application:

Agent:

Name: Heyrman Construction Co., Inc.Mailing Address: PO Box 28046 Green Bay WI 54324-0046Phone: (920) 347-0827Email: chris@heyрманconst.com

B. Property Information

Address/Location of Property: 1745 E Matthew Drive Parcel #: WD-D0048-2Parcel Dimension: Irregular Parcel Area: 5.35 acresLegal Description: Part of NE 1/4, NE 1/4, Sec. 32, T23N, R20E, Desc. as lot 1 in 15 CSM 215. Also lot 22 and north 75' of lot number 23

A Site Plan Review is requested as authorized by the De Pere Zoning Code, Section(s): Article XIII, Section 14.60.

Owner Signature

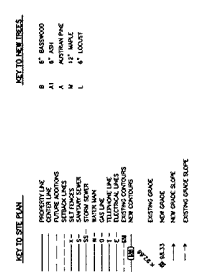
 8/7/12
 Date

Agent Signature

 8-10-12
 Date

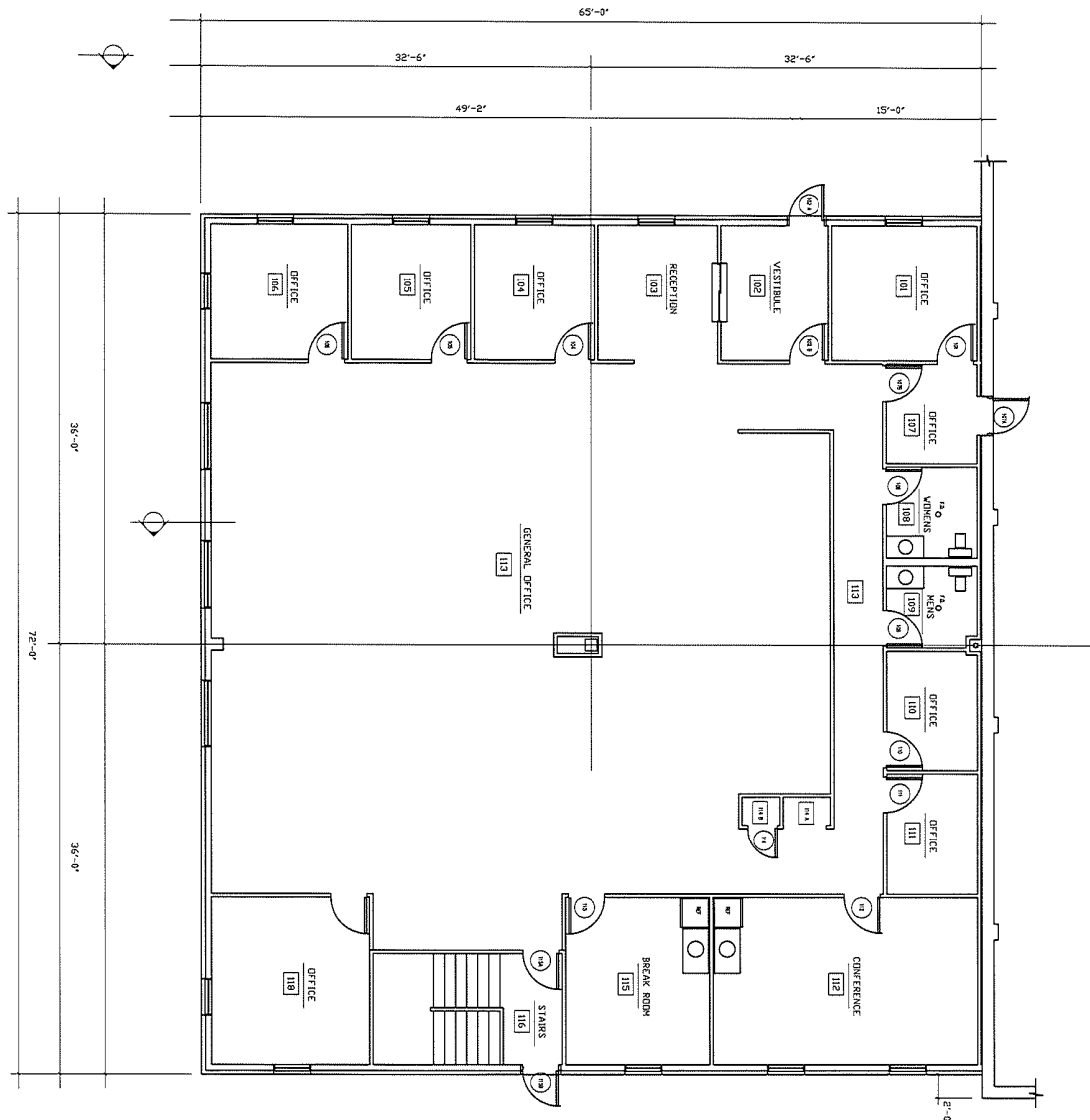
A plan consisting of all applicable information listed on the attached shall be submitted with this application. An AutoCAD drawing matching the state approved plans must be submitted in Brown County Coordinates before permits can be issued.

1208		DE PERE CABINET, INC.		DE PERE, WISCONSIN	
SITE PLAN AND TILE SHEET		HOFFMAN CONSTRUCTION COMPANY 1000 WAVER LANE, P.O. BOX 20046, GREEN BAY, WISCONSIN 54304 FAX: 920/337-4337		DATE: 8-11-12 DRAWN: CLM CHECKED:	
DATE	REVISION	DATE	REVISION	DATE	REVISION



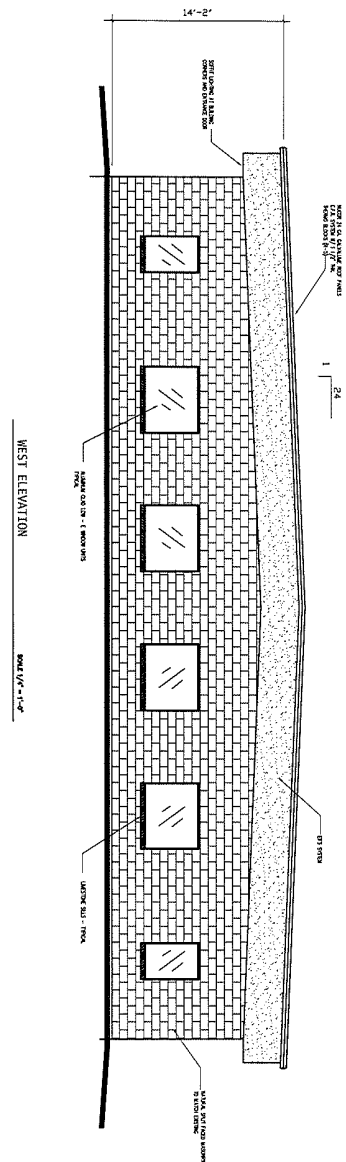
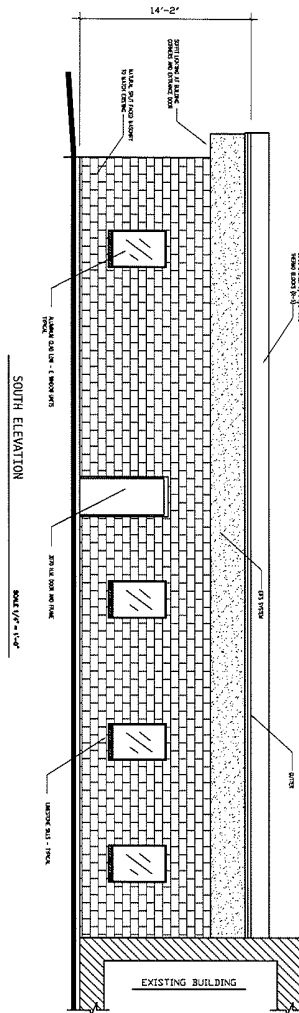
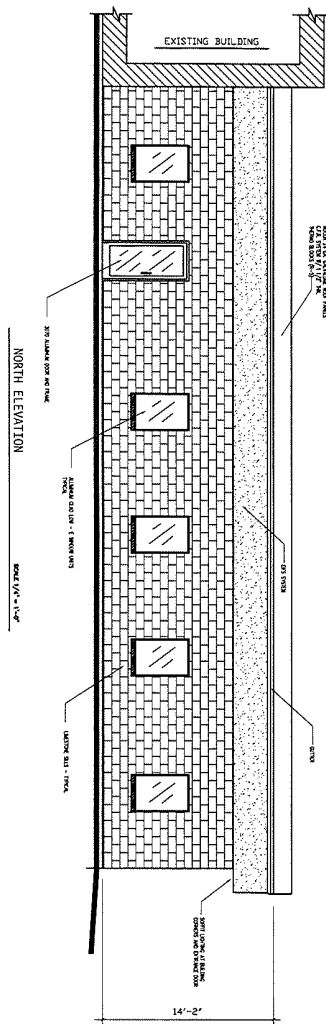
SHEET INDEX		DETAIL IDENTIFICATION																									
A-1	SITE PLAN & TITLE SHEET	 DIRECTION DETAIL IS CUT DETAIL NUMBER SHEET DETAIL IS LOCATED ON																									
A-2	MASTER FLOOR PLAN																										
A-3	FOUNDING / FOUNDATION PLAN AND CONCRETE DETAILS																										
A-4	CEILING PLAN, PARTITION WALLS, STAIRS AND CONCRETE DETAILS																										
A-5	FLOOR PLAN																										
A-6	BUILDING ELEVATIONS																										
A-7	BUILDING CROSS SECTIONS AND WALL SECTIONS	SYMBOLS <table><tr><td></td><td>CONCRETE</td><td></td><td>CONCRETE BLOCK</td></tr><tr><td></td><td>GRANULAR FILL</td><td></td><td>FACE BRICK</td></tr><tr><td></td><td>EARTH</td><td></td><td>STONE</td></tr><tr><td></td><td>RIGID INSULATION</td><td></td><td>FRAMING LUMBER</td></tr><tr><td></td><td>FIBERGLASS INSULATION</td><td></td><td>FINISH WOOD</td></tr><tr><td></td><td>STRUCTURAL STEEL</td><td></td><td></td></tr></table>			CONCRETE		CONCRETE BLOCK		GRANULAR FILL		FACE BRICK		EARTH		STONE		RIGID INSULATION		FRAMING LUMBER		FIBERGLASS INSULATION		FINISH WOOD		STRUCTURAL STEEL		
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A-8	ROOF DRAINAGE PLAN																										
		STRUCTURAL APPROVAL AREA:																									

[illegible]



FLOOR PLAN

SCALE 1/4" = 1'-0"



Item # 3: Review the Annexation Request for Parcel R-27. Owner: Brian and Peggy Dorn.

The City of De Pere has received the following attached petition for direct annexation by unanimous approval of approximately 3.84 acres of land from the Town of Rockland. The property is located on the 2730 Ryan Road.

Comprehensive Plan

This annexation would be consistent with the City of De Pere Comprehensive Plan as Single Family Residential District.

Municipal Services

The services that will need to be provided to this area should it be annexed are listed below. For each service, an assessment of the City's ability to provide this service is noted.

1. Municipal Water Service – Parcel would be required to hook up once service is provided.
2. Sanitary Sewer - Parcel would be required to hook up once service is provided.
3. Storm Sewer - The annexed area will be incorporated into the City's Storm Water Management Plan.
4. Road Service – Ryan Road services the property.
5. Weed Cutting – Not applicable.
6. Snow Plowing – The City already provides snow plowing.
7. Solid Waste Collection - The City of De Pere will be responsible for garbage and recycling pick up. This service can be extended from existing services currently provided in the area.
8. Street Lighting – Lighting not required.
9. Sidewalks – Sidewalks would be added once the site is developed or further improved.
10. Parks - A four-acre neighborhood park is located within the Trail Side Estates Subdivision. The next closest park is Optimist Park which is located approximately 1.5 miles to the north. In addition, the property is located near the Fox River Trail.
11. Police - The City of De Pere Police Department currently provides 24-hour services throughout the City and this area.
12. Fire/Rescue - The City of De Pere Fire/Rescue Department currently provides 24-hour services throughout the City and this area.

Land Use

Parcel is currently used as single family residential.

Recommendations

Based upon the conformance of the petitioned area to the City of De Pere Comprehensive Plan, the ability of the City to adequately provide services to the area without adversely affecting existing levels of services and if the State Department of Administration finds that the annexation is in the public interest; it is recommended that the area be annexed. It is further recommended that a zoning classification of R-1, Single Family Residence District be established for the proposed annexation. It is further recommended that the Plan Commission's recommendation be forwarded to the De Pere Common Council for the required action.

Request for Annexation Review

Wisconsin Department of Administration

RECEIVED

AUG 23 2012

DE PERE
CITY CLERK

Dept. of Administration
Municipal Boundary Review
101 E. Wilson Street, 9th Floor
Madison WI 53703

608-264-6102 Fax: 608-267-6917
wimunicipalboundaryreview@wi.gov

Petitioner Information

Name: Peggy Dorn
Address: 2730 Ryan Rd
De Pere, WI 54115
Email: —

Office use only:

1. Town where property is located: Rockland
2. Petitioned City or Village: City of De Pere
3. County where property is located: Brown
4. Population of the territory to be annexed: 2
5. Area (in acres) of the territory to be annexed: 3.84
6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel): R-27

920-680-7637
Petitioner's phone #
920-336-7380
Town Clerk's phone #
920-339-4050
City/Village Clerk's phone #

Contact Information if different than petitioner:

Representative's Name and Address:
N/A

Phone _____
E-mail _____

Surveyor or Engineering Firm's Name and Address:
Mau+Associates, LLP
Steve Bieda
400 Security Blvd. Green Bay, WI 54313
Phone 920-434-9670
E-mail Sbieda@mau-associates.com

Required Items to be provided with submission (to be completed by petitioner):

1. Legal Description meeting the requirements of s.66.0217(c) [see attached annexation guide]..... ☒
2. Map meeting the requirements of s. 66.0217 (g) [see attached annexation guide]..... ☒
3. Signed Petition or Notice of Intent to Circulate is included ☐
4. Indicate Statutory annexation method used:
 - Unanimous per s. 66.0217 (2), or,..... ☒
 - Direct by one-half approval per s. 66.0217 (3)..... ☐
5. Check or money order covering review fee [see reverse for fee calculation] ☒

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

Required Fees

There is an initial filing fee and a variable acreage fee

Initial Filing Fee (required with the first submittal of the petition only)		\$ 350.00
2 acres or less	\$200	
2.01 acres or more	\$350	

Acreage Fee		\$ 600.00
2 acres or less.....	\$200	
2.01 to 10 acres.....	\$600	
10.01 to 50 acres.....	\$800	
50.01 to 100 acres.....	\$1,000	
100.01 to 200 acres.....	\$1,400	
200.01 to 500 acres.....	\$2,000	
Over 500 acres.....	\$4,000	

TOTAL FEE DUE (Add the Filing Fee to the Acreage Fee).....		\$ 950.00
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Attach check or money order here, payable to: **Department of Administration**

**THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217 WISCONSIN STATUTES**

We, the undersigned constituting all of the electors residing in and all of the owners of the real property in the following territory of the Town of Rockland, Brown County, Wisconsin, laying contiguous to the City of De Pere petition the Common Council of the City of De Pere to annex the territory described in the attached Exhibit A and shown on the attached Scale Map marked Exhibit B, to the City of De Pere, Brown County, Wisconsin.

We, the undersigned elect that this annexation shall take effect to the fullest extent consistent with outstanding priorities of the other annexation, incorporation or consolidation proceedings, if any.

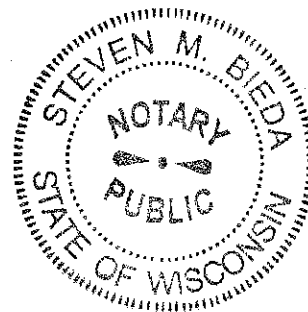
Peggy J. Leppiaho 8/23/12 Address or Description of Parcel:
Property Owner and Elector Date 2730 Ryan Road De Pere, WI 54115
Peggy J. Leppiaho
a/k/a Peggy L. Dorn

Brian M. Dorn 23 AUG 12
Elector Date
Brian M. Dorn

ACKNOWLEDGEMENT

The current population of the territory is 2.

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

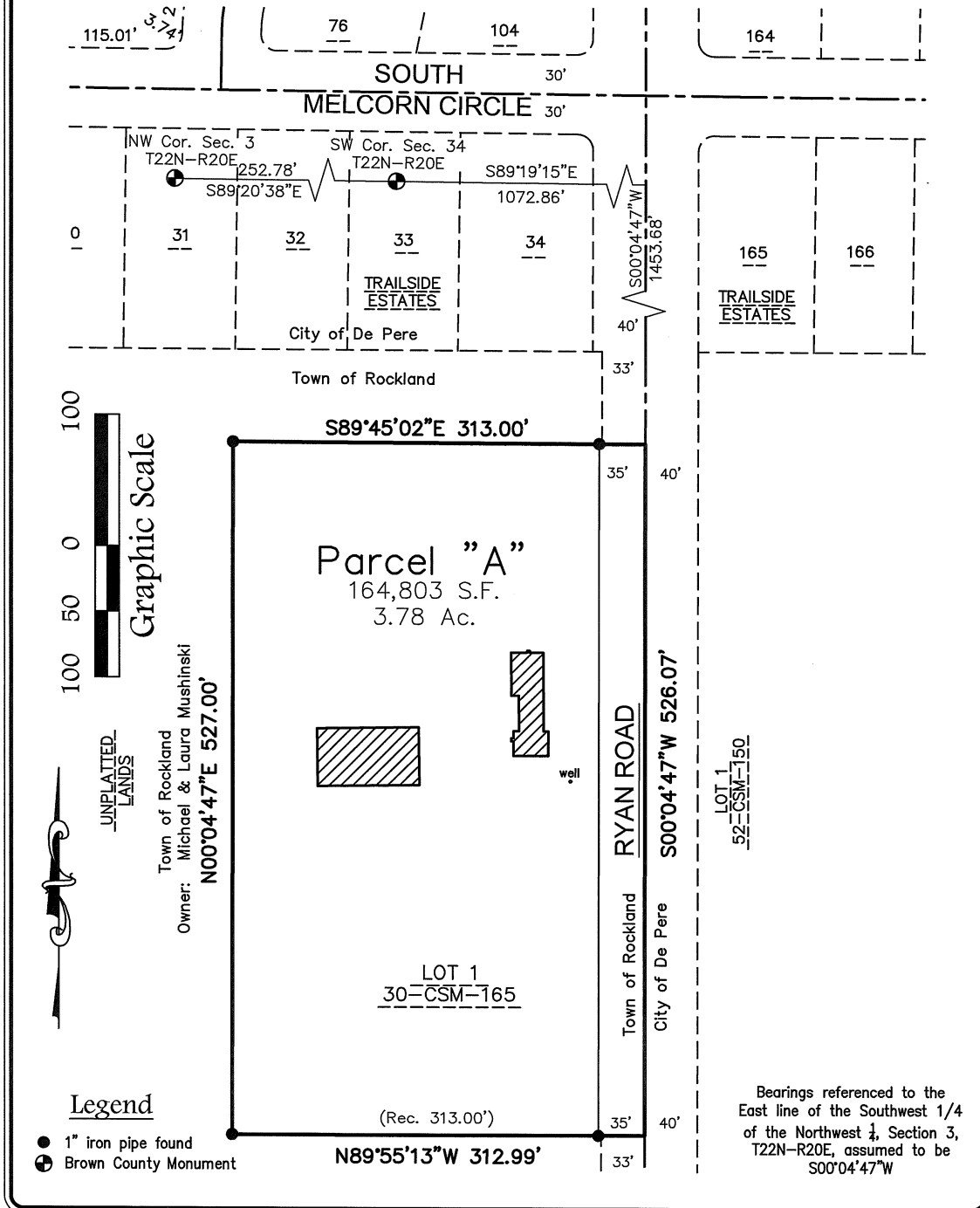


Personally came before me this 23rd day of August, 2012, the above named Peggy J. Leppiaho + Brian M. Dorn to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Steven M. Bieda
* Steven M. Bieda
Notary Public, State of Wisconsin

Annexation Exhibit

Part of the Southwest 1/4 of the Northwest 1/4,
Section 3, T22N-R20E, Town of Rockland, Brown
County, Wisconsin



Client: Dorn, Peggy

Drafted By: SMB

File: D-16511Annexation 060712.dwg

Scale: 1"=100'

Tax Parcel Number
R-27

Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

Sheet One of Two

Project No.: D-16511

Drawing No.: L-8178

LEGAL DESCRIPTION:

Part of the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, Section 3, T22N-R20E, Town of Rockland, Brown County, Wisconsin more fully described as follows;

Commencing at the Northwest corner of Section 3, T22N-R20E, thence S89°20'38"E, 252.78 feet along the north line of said Northwest $\frac{1}{4}$, Section 3; thence S89°19'15"E, 1072.86 feet along said line; thence S00°04'47"W, 1453.68 feet along the east line of said Northwest $\frac{1}{4}$ Northwest $\frac{1}{4}$, Section 3 to the point of beginning; thence continuing S00°04'47"W, 526.07 feet along the east line of the Southwest $\frac{1}{4}$ —Northwest $\frac{1}{4}$, also being the centerline of Ryan Road; thence N89°55'13"W, 312.99 feet along the south line of Lot 1, Volume 30, Certified Survey Maps, Page 165, Map No. 4713, Document No. 1400920, Brown County Records and its extension; thence N00°04'47"E, 527.00 feet along the west line of said Certified Survey Map; thence S89°45'02"E, 313.00 feet along the north line of said Certified Survey Map and its extension, to the point of beginning.

Parcel Contains 164,803 square feet/3.78 Acres more or less.
Parcel subject to any easements and restrictions of record.

ANNEXATION REVIEW QUESTIONNAIRE
WISCONSIN MUNICIPAL BOUNDARY REVIEW

1. Territory to be annexed: R-27	From: TOWN OF ROCKLAND	To: CITY OF DE PERE
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2. Area (Acres): 3.78 Approx. Equalized (full) value: Land:\$39,800 Improvements:\$ 136,100

3. Property Tax Payments	OR	Boundary Agreement (circle one)
a. Annual town property tax on territory to be annexed: \$399.30 b. Total that will be paid to Town (annual tax multiplied by 5 years): \$1996.50 c. Paid by: <u>Petitioner</u> <u>City/Village</u> (circle one) Other		a. Title of boundary agreement _____ b. Year adopted _____ c. Participating jurisdictions _____ d. Statutory authority (circle one) 66.0307 66.0225 66.0301

4. Approximate present land use of territory:	Resident Population: 1
Undeveloped: 50 % Residential 50 % Commercial: % Recreational % Industrial: %	Electors: 1 Total: 2

5. If territory is undeveloped, what is the anticipated use?

Commercial: %	Residential 100 %	Other:
Industrial: %	Recreational %	

Comments: _____

6. Has a preliminary ___ or final ___ plat been submitted to the Plan Commission: ___ Yes X No

7. What is the nature of land use adjacent to this territory in the city or village?

Residential

In the town?: Agricultural

8. What are the basic service needs that precipitated the request for annexation?

Sanitary sewer _____	Police/Fire protection _____
Water supply _____	EMS _____
Storm sewers _____	Zoning _____

Other Adjacent to existing residential in De Pere

9. Is the city/village or town capable of providing needed utility services?

City/Village ☒ Yes ☐ No.Town ☐ Yes ☐ No

If yes, approximate time table for providing service:

Sanitary Sewers immediately
or, write in number of years.

City/Village

5

Town

Water Supply immediately,
or, write in number of years.5

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☒ Yes ☐ No. If yes, identify the nature of the anticipated improvements and their probable costs:Utilities will be extended

10. Parks and Recreation:

Total acreage: 310Annual park program appropriation: \$ 640,000 Operational

Describe proximity of parks from annexation territory:

Neighborhood park within 1/4 mile. Fox River Trail within 1/4 mile. Regional Park within 2 miles.

11. Schools:

What school district(s) serve the territory to be annexed? Unified School District of De Pere

12. Planning:

1. Do you have a comprehensive plan for the City/Village/Town? ☒ Yes ☐ NoIf yes, when was it prepared? 2000When Updated? 2010Who prepared the plan? Brown County Plan Commission2. Annual appropriation for planning? \$ 150,0003. How is the annexation territory now zoned? Residential4. How will the land be zoned and used if annexed? Residential

14. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: Ken PabichTitle: Director of PlanningPhone: 920-339-4043Date: July 12, 2012Please **RETURN PROMPTLY** to:

Municipal Boundary Review

PO Box 1645

Madison, WI 53701

(608) 264-6102 (608) 264-6104 FAX

wimunicipalboundaryreview@wi.gov EMAIL

Item #4: Review the Annexation Request for Parcel D-29-1. Owner – Mask, LLC.

The City of De Pere has received the following attached petition for direct annexation by unanimous approval of approximately 4.637 acres of land from the Town of Ledgeview. The property is located on the corner of HWY 57 and CTH X.

Comprehensive Plan

This annexation would be consistent with the City of De Pere Comprehensive Plan as industrial use.

Municipal Services

The services that will need to be provided to this area should it be annexed are listed below. For each service, an assessment of the City's ability to provide this service is noted.

1. Municipal Water Service – Provided.
2. Sanitary Sewer - Provided.
3. Storm Sewer - The annexed area will be incorporated into the City's Storm Water Management Plan.
4. Road Service – ST HWY 57.
5. Weed Cutting – Not applicable.
6. Snow Plowing – Provided by County on HWY 57.
7. Solid Waste Collection – Private collection.
8. Street Lighting – Lighting not required.
9. Sidewalks – Sidewalks are not required.
10. Parks - The property is located near the Fox River Trail and also with half mile of regional park.
11. Police - The City of De Pere Police Department currently provides 24-hour services throughout the City and this area.
12. Fire/Rescue - The City of De Pere Fire/Rescue Department currently provides 24-hour services throughout the City and this area.

Land Used

Parcel is currently vacant and used for parking.

Recommendations

Based upon the conformance of the petitioned area to the City of De Pere Comprehensive Plan, the ability of the City to adequately provide services to the area without adversely affecting existing levels of services and if the State Department of Administration finds that the annexation is in the public interest; it is recommended that the area be annexed. It is further recommended that a zoning classification of I-1, Industrial Park District be established for the proposed annexation. It is further recommended that the Plan Commission's recommendation be forwarded to the De Pere Common Council for the required action.

Request for Annexation Review

Wisconsin Department of Administration



Dept. of Administration
Municipal Boundary Review
101 E. Wilson Street, 9th Floor
Madison WI 53703

608-264-6102 Fax: 608-267-6917
wimunicipalboundaryreview@wi.gov

Petitioner Information

Name: MASK LLC
Karl A. Schmidt, Managing Member

Address: 2085 Sandalwood CT,
Green Bay, WI 54304

Email: karls@belmark.com

Office use only:

1. Town where property is located: Town of Ledgeview
2. Petitioned City or Village: City of De Pere
3. County where property is located: Brown County
4. Population of the territory to be annexed: 0
5. Area (in acres) of the territory to be annexed: 4.637 Acres
6. Tax parcel number(s) of territory to be annexed: D-29-1
(if the territory is part or all of an existing parcel)

920-336-2848
Petitioner's phone #

920-336-3360 ext 108
Town Clerk's phone #

920-339-4050
City Clerk's phone #

Contact Information if different than petitioner:

Representative's Name and Address:

Phone _____

E-mail _____

Surveyor or Engineering Firm's Name and Address:

Robert E. Lee & Associates

4664 Golden Pond Park Ct.

Hobart, WI 54155

Phone 920-662-9141

E-mail www.releeinc.com

Required Items to be provided with submission (to be completed by petitioner):

1. Legal Description meeting the requirements of s.66.0217 (c) [see attached annexation guide]..... ☒
2. Map meeting the requirements of s. 66.0217 (g) [see attached annexation guide]..... ☒
3. Signed Petition or Notice of Intent to Circulate is included ☒
4. Indicate Statutory annexation method used:
 - Unanimous per s. 66.0217 (2), or,..... ☒
 - Direct by one-half approval per s. 66.0217 (3)..... ☐
5. Check or money order covering review fee [see reverse for fee calculation] ☒

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

Required Fees

There is an initial filing fee and a variable acreage fee

Initial Filing Fee (required with the first submittal of the petition only)	\$350
2 acres or less	\$200
2.01 acres or more	\$350

Acreage Fee	\$600
2 acres or less.....	\$200
2.01 to 10 acres.....	\$600
10.01 to 50 acres.....	\$800
50.01 to 100 acres.....	\$1,000
100.01 to 200 acres.....	\$1,400
200.01 to 500 acres.....	\$2,000
Over 500 acres.....	\$4,000

TOTAL FEE DUE (Add the Filing Fee to the Acreage Fee)..... \$950

Attach check or money order here, payable to: **Department of Administration**

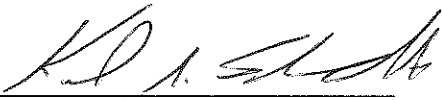
**THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217 WISCONSIN STATUTES**

We, the undersigned constituting all of the owners of the real property in which zero electors reside in the following territory of the Town of Ledgeview, Brown County, Wisconsin, laying contiguous to the City of De Pere petition the Common Council of the City of De Pere to annex the territory described in the attached Exhibit A and shown on the attached Scale Map marked Exhibit B, to the City of De Pere, Brown County, Wisconsin.

We, the undersigned elect that this annexation shall take effect to the fullest extent consistent with outstanding priorities of the other annexation, incorporation or consolidation proceedings, if any.



MASK LLC

Karl A. Schmidt, Member

8-22-12

Date

Address or Description of Parcel:

HWY 57 and County "X"

ACKNOWLEDGEMENT

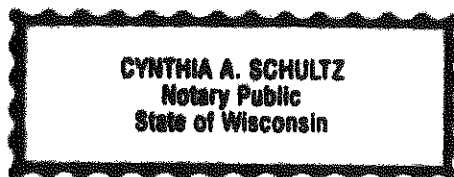
The current population of the territory is 0.

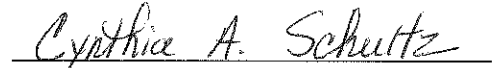
STATE OF WISCONSIN)

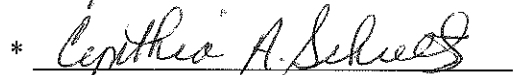
) SS

COUNTY OF BROWN)

Personally came before me this 22 day of August, 2012, the above named Karl A. Schmidt, to me known to be the persons who executed the foregoing instrument and acknowledged the same.





* 

Notary Public, State of Wisconsin

My Commission: 3-13-16

Part Lot 1, Volume 24 of Certified Survey Maps, Page 29, Map Number 4016 and part of Government Lot 1, Section 33, T23N, R20E, Town of Ledgeview, Brown County, Wisconsin, more fully described as follows:

Commencing at the East 1/4 corner of said Section 33;

thence N00°33'04"E, 1332.61 feet on the east line of Government Lot 2 of said Section 33 to the southeast corner of said Lot 1, the **POINT OF BEGINNING**;

thence continuing N00°33'04"E, 542.10 feet on the east line said Government Lot 1 to the southerly right of way Heritage Road;

thence N60°23'21"W, 53.83 feet on said southerly right of way to the easterly right of way State Trunk Highway 32/57 (STH "32/57") extended southerly;

thence N29°36'26"E, 62.46 feet along said easterly right of way;

thence 34.36 feet on the arc of a 2799.93 foot radius curve to the right, having a long chord which bears N29°39'52"E, 34.36 feet on said easterly right of way to said east line of Government Lot 1;

thence N00°33'04"E, 248.08 feet on said east line to the northwesterly right of way of STH "32/57";

thence 251.80 feet on the arc of a 2929.93 foot radius curve to the left, having a long chord which bears S31°46'54"W, 251.72 feet on said northwesterly right of way;

thence S29°36'26"W, 311.58 feet on said northwesterly right of way to the southeast corner of lands described in Volume 838, Records, Page 152, Brown County Records;

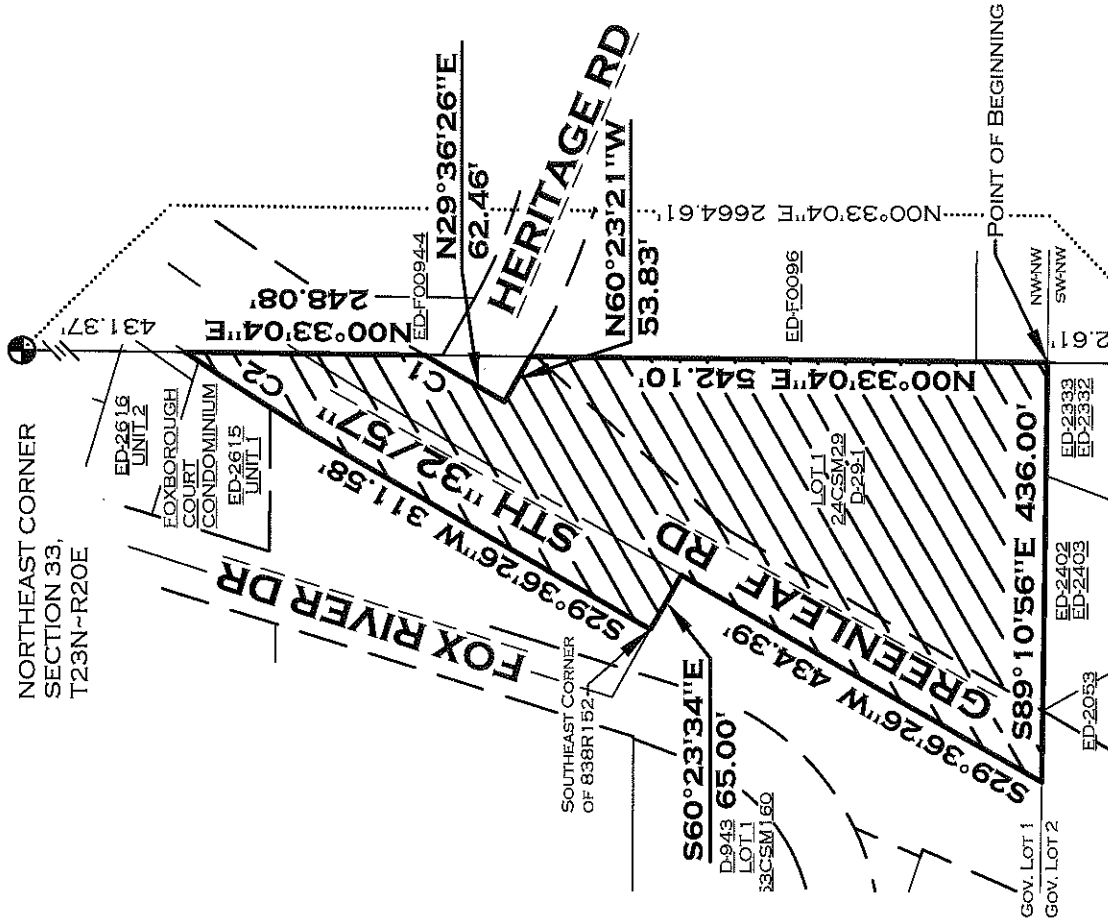
thence on a line perpendicular to the reference line of STH "32/57", S60°23'34"E, 65.00 feet to said reference line;

thence S29°36'26"W, 434.39 feet on said reference line to the south line of said Government Lot 1;

thence S89°10'56"E, 436.00 feet on said south line to the southeast corner of Lot 1, Volume 24 of Certified Survey Maps, Page 29, Map Number 4016, the Point of Beginning.

Said parcel contains 201,993 Square Feet (4.637 Acres) of land more or less.

EXHIBIT A



SCALE: 1"=200'

0' 100' 200' 400'

CURVE #	DELTA	RADIUS	LENGTH	CURVE TABLE	
				CHORD	CHORD
				DIRECTION	LENGTH
C1	0°42'11"	2799.93'	34.36'	N29°39'52"E	34.36'
C2	4°55'27"	2929.93'	251.80'	S31°46'54"W	251.72'

LEGEND



AREA TO BE ANNEXED = 4.637 ACRES

PREPARED BY:

ROBERT E. LEE & ASSOCIATES, INC.

ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
4664 GOLDEN POND PARK CT.
HOBART, WI. 54155 PHONE: (920) 662-9641
FAX: (920) 662-9141 INTERNET: WWW.RELEINC.COM

Consent of Voting Shareholders

The undersigned, being all of the voting shareholders of MASK, LLC, a Wisconsin Corporation, hereby consent to the following:

BE IT RESOLVED, that Karl A. Schmidt, as the managing member of MASK, LLC has the authority to sign all documents for MASK, LLC.

Furthermore, BE IT RESOLVED, that MASK, LLC approves the annexation of tax parcel number D-29-1 to the City of De Pere, WI, 54115

IN WITNESS WHEREOF, the undersigned have executed this Consent of the Voting Shareholders as of the 21st day of August, 2012.

MASK, LLC

By: 

Karl A. Schmidt, Managing Member

Item #5: Review the CSM request for a single lot by the City of De Pere. Surveyor: Steve Bieda.

Mau has submitted a one (1) lot CSM for the City of De Pere. The single lot is 6.4 acres (278,781 square feet). The CSM also had an outlot which the City is reserving for future Commerce Drive. The CSM is for the land sale to Straubel Company and their future expansion.

Recommendation

Staff would recommend approval of the CSM, and that it be forwarded to the Common Council for approval.

Part of Lot 2 of the East Side Industrial Park, (Vol. 18, Plats, pg. 41,
Doc. No. 1113369, Brown County Records, located in the NW $\frac{1}{4}$ of
the SW $\frac{1}{4}$, Section 34, T23N-R20E, City of De Pere, Brown County,
Wisconsin

Part of Lot 2 of the East Side Industrial Park, (Vol. 18, Plats, pg. 41,
Doc. No. 1113369, Brown County Records, located in the NW $\frac{1}{4}$ of
the SW $\frac{1}{4}$, Section 34, T23N-R20E, City of De Pere, Brown County,
Wisconsin

S89°03'31"E 339.53'
(Rec. N89°31'50"E)

(Rec. N89°16'44"E)
S89°18'37"E
80.00'

Unplatted Lands

NW Corner
Section 34,
T23N-R20E
(Fd Brass
Cap Mon)

S00°33'04"W
2664.61'

West 1/4 Corner
Section 34,
T23N-R20E
(Fd 1" pipe)

S00°39'48"W
1341.19'

S88°53'29"E
331.10'

N0°41'23"E 802.37' (Rec. S00°43'16"E, 802.40')

S0°41'23"W 802.95'

Outlot 1
64,217 sq.ft.
1.47 acres

Bearings referenced to the
Westerly line of the NW $\frac{1}{4}$,
Section 34, T23N-R20E,
assumed to be S00°33'04"W

Legend

- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
- 1" iron pipe found
- ⊕ Brown County Monument - type noted

N88°53'29"W 325.17'
(Rec. N89°42'05"E, 325.16')

Unplatted Lands

Lot 1
3781 sq.ft.
40 acres

Lot 2
East Side Industrial Park

August 6, 2012

S11°05'39"W 882.47' (16.5' Utility Easement)
 (Rec. N09°41'00"E 882.54')
 Wisconsin Department of Transportation

Lot 3
20-CSM-79

Graphic Scale

Lot 3
30-CSM-211

Client: City of De Pere
Drafted By: JMP
Tax Parcel Number: ED-344-102
File: D-12112CSM 080612.dwg

Scale: 1"=100'



Mau & Associates 
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

Sheet One of Three
Project No.: D-12112
Drawing No.: L-8228

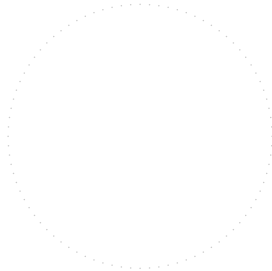
SURVEYOR'S CERTIFICATE

I, Steven M. Bieda, Registered Land Surveyor, S-2275, do hereby certify that I have surveyed, divided and mapped part of Lot 2 of the East Side Industrial Park, (Vol. 18, Plats, pg. 41, Doc. No. 1113369, Brown County Records), located in the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 34, T23N-R20E, City of De Pere, Brown County, Wisconsin, more fully described as follows:

Commencing at the West $\frac{1}{4}$ Corner, Section 34, T23N-R20E; thence S00°39'48"W, 1341.19 feet along the West line of the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section; thence S88°53'29"E, 331.10 feet along the South line of said Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the point of beginning; thence N00°41'23"E, 802.37 feet along a West line of Lot 2 of the East Side Industrial Park, (Vol. 18, Plats, pg. 41, Doc. No. 1113369, Brown County Records); thence S89°18'37"E, 80.00 feet along the South right of way of Commerce Drive; thence 101.81 feet along the arc of a 65.00 foot radius curve to the left whose long chord bears N45°48'56"E, 91.72 feet; thence S89°03'31"E, 339.53 feet along the South line of Lot 1, Volume 32, Certified Survey Maps, page 319, Map No. 5037, Document No. 1468186, Brown County Records; thence S11°05'39"W, 882.47 feet along the East line of said Lot 2; thence N88°53'29"W, 325.17 feet along the South line of said Lot 2 to the point of beginning.

Parcel contains 342998 square feet / 7.87 acres more or less.
Parcel subject to any easements and restrictions of record.

That such plat is a correct representation of all the exterior boundaries of the land survey and the division thereof. That I have made such a survey, land division and plat by the direction of the owners listed hereon. That I have fully complied with the provisions of Chapter 236, section 236.34 of the Wisconsin Statutes and the City of De Pere in surveying, dividing and mapping the same.



August 6, 2012

CERTIFICATE FOR THE CITY OF DE PERE

Approved for the City of DePere this ____ day of _____, 20____.

Ken Pabich
Director of Planning

TREASURER'S CERTIFICATE

As duly elected Brown County Treasurer, I hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments affecting any of the lands included in this Certified Survey Map as of the dates listed below.

Kerry M. Blaney Date
Brown County Treasurer

As Owners, We hereby certify that we caused the land described and easements granted on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. We understand that the City will discontinue any public improvements upon discovery or notice of any other condition requiring abnormal public improvement costs. We further acknowledge that the City's action or inaction in this regard shall not be construed as an admission of liability for hazardous waste clean-up or burial site preservation costs.

STATE OF WISCONSIN]
] SS
COUNTY OF BROWN]

Sheet Three of Three
Project No.: D-12112
Drawing No.: L-8228