



Plan Commission

Regular Meeting

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

Agenda

Monday, June 26, 2023

7:00 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Plan Commission** of the City of De Pere will be held on **June 26, 2023** at **7:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the May 22, 2023 Plan Commission meeting.
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.
4. Consideration and possible action for an extraterritorial 3-lot certified survey map at 1700 BLK Williams Grant DR in Lawrence (Parcel L-169).*
5. Consideration and possible action for a zoning map amendment from R1-45 (Single-Dwelling Detached District) to MX3 (Corridor Mixed-Use District) at 822-828 Main AV and 823-827 Oak ST (Parcels WD-534, WD-535, WD-533-1, WD-536).*
6. Consideration and possible action to review and approve the height of a wall sign in the MX2 (Neighborhood Mixed Use) District at 320 N Wisconsin ST (Parcel ED-880).
7. Consideration and possible action to change three street names and establish a name for a future bridge within the City of De Pere: Southbridge Road, part of Red Maple RD, and Rockland RD changing to Optimistic AV, and a future bridge between Red Maple RD and Rockland RD being named Arthur J. Altmeyer Bridge.*
8. Consideration and possible action to review and approve a Request For Proposal (RFP) to write a new 2023 Comprehensive Housing Study and Action Plan.
9. Consideration and Possible Action to recommend revisions and updates to the Common Council for the Zoning Ordinance and the Official Zoning Map. *

A. Plan Commission recommendation to approve revisions to Municipal Code Chapter 14 (Zoning Ordinance).

B. Plan Commission recommendation to approve revisions to the Official Zoning Map.

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

Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by noon on the day of the meeting so that arrangements can be made.

*Items with an asterisk require City Council approval.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Steven M. Bieda, PLS

Jennifer L Krawczyk and John A Krawczyk

Michael Leidig, Robert E Lee and Associates

Jamber Properties LLC



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the May 22, 2023 Plan Commission meeting.

ATTACHMENTS:

- PC_May2023_Minutes_Draft (PDF)



Plan Commission

Regular Meeting

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

Draft Minutes

Monday, May 22, 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 Schlein, and members of the public.

2. Approval of the minutes of the April 24, 2023 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Grant Schilling, Commissioner
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. Consideration and possible action on an extraterritorial 2-lot certified survey map at 1284 Mid Valley CT in the Town of Lawrence (Parcel L-206-1).*

City Planner Peter Scheinz reviewed the extraterritorial 2 lot CSM at 1284 Mid Valley Court in the Town of Lawrence. Staff recommended approval of the CSM, subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Raasch, to approve the CSM and forward it to the Common Council for final approval. Upon vote, motion carried unanimously. The Council will review this CSM on June 6, 2023.

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

5. Consideration and possible action on the update to the Official Map of the City of De Pere. *

City Planner Peter Schlein, reviewed the update to the Official Map of the City of De Pere. This reflects all the changes over the past several years. Staff recommended that the Official Map be approved and forwarded to the Common Council for final approval. Ald. Raasch moved, seconded by Shane Raymaker, to approve the update to the Official Map.

Upon vote, motion carried unanimously. Staff noted that going forward, this update would be done on an annual basis.

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

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

City Planner Peter Schleinz reviewed the monthly site plan update. No action needed to be taken.

RESULT:	DISCUSSED
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Adjournment

Mayor Boyd moved, seconded by Ald. Perock to adjourn the meeting at 7:09 PM.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: 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.



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

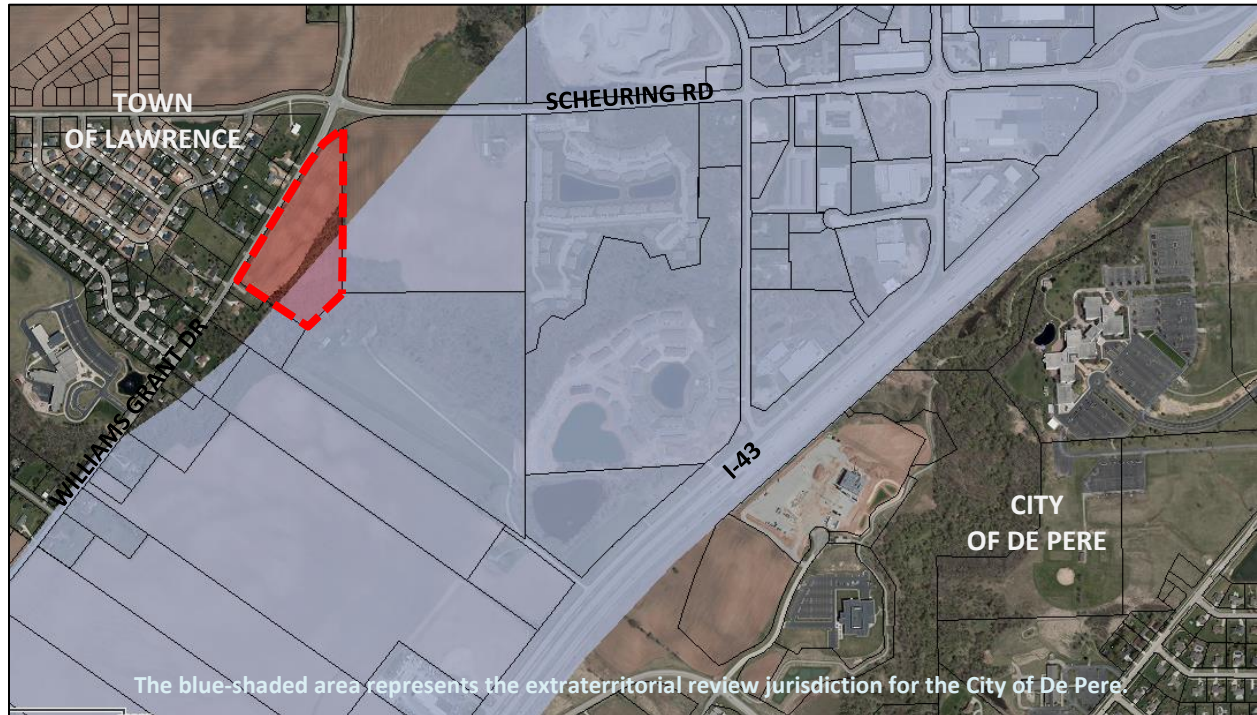
SUBJECT: Consideration and possible action for an extraterritorial 3-lot certified survey map at 1700 BLK Williams Grant DR in Lawrence (Parcel L-169).*

ATTACHMENTS:

- PC Report - Williams Grant DR (DOCX)
- Preliminary CSM - 22 May 2023 (PDF)

- Item 4: Consideration and possible action for an extraterritorial 3-lot certified survey map at 1700 BLK Williams Grant DR in Lawrence (Parcel L-169).*

SITE MAP



REQUESTED ACTION:	Extraterritorial Certified Survey Map Approval.	
COMMON DESCRIPTION:	1700 BLK Williams Grant DR, located southeast from the Williams Grant DR and Scheuring RD intersection in the Town of Lawrence.	
ZONING:	A-1 Agricultural District for the Town of Lawrence. <i>NOTE: Lots 1, 2, and 3 are in the process of being rezoned to R-1 Residential District that allows 0.28 acre lots by the Town of Lawrence.</i>	
SURROUNDING LAND USES:	Developing and existing residential to the north, south, east, and west. Natural areas to the southeast.	
COMPREHENSIVE PLAN:	Mixed Uses for the Town of Lawrence.	
APPLICANT/OWNER:	<u>Authorized Representative</u> Steven M. Bieda, PLS 400 Security BL, STE 1 Green Bay, WI 54313	<u>Property Owner</u> Jennifer L Krawczyk and John A Krawczyk 2054 Orange LN De Pere, WI 54115-9493
LAND USE HISTORY:	After a review of air photographs, the farm site has been undeveloped with natural areas since 1938.	

STAFF REVIEW:

When reviewing a Certified Survey Map, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

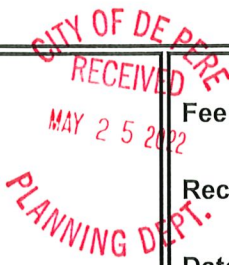
- The proposed CSM is 3,200' west of the De Pere city limits.
- The proposed land division will create three residential lots.
- The site is located inside of the sewer service area.
- The City of De Pere minimum acreage and frontage requirements are 0.18 acres and 75'; the Town of Lawrence minimums are 10 acres and 200', and 0.28 acres and 100' if a rezoning to R-1 District is successful.
 - Without a successful rezoning, Lots 1, 2, and 3 do not meet the Town of Lawrence minimum requirements.
 - To resolve this, the authorized representative stated that rezoning to R-1 District is in progress with the Town of Lawrence.

The Certified Survey Map meets the criteria of State Statutes 236 and Section 46-8 of the De Pere Platting and Division of Land Code. The proposed lot sizes, street frontages, and setbacks meet City requirements.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the certified survey map, subject to:

1. Meeting all other state and local regulations, including the City of De Pere, Town of Lawrence, and Brown County Planning Commission.
 - a. The applicant needs to successfully complete the rezoning of proposed Lots 1, 2, And 3 from A-1 to R-1, that allows for 0.28 acre lots with 100' of frontage, or the Town of Lawrence cannot approve the CSM.

	CITY OF DE PERE APPLICATION FOR CSM REVIEW		Fee: \$375.00 \$368.00
			Receipt #: 182492
			Date: 5-25-23
			

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) Steven M. Bieda	Authorized Representative	Title Professional Land Surveyor	
Mailing Address 400 Security Blvd, STE 1	City Green Bay	State WI	ZIP Code 54313
Email Address sbieda@mau-associates.com	Phone Number (incl. area code) (920)434-9670	Fax Number (incl. area code)	

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind. Org. or Entity) John and Jennifer Krawczyk	Contact Person John Krawczyk	Title	
Mailing Address 2054 Orange Lane	City De Pere	State WI	ZIP Code 54115
Email Address john@bayverte.com	Phone Number (incl. area code) 920-336-7440	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description 0 Williams Grant Drive	Parcel No. L-169
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SECTION 4: CSM Information

Existing Zoning:	AG-1
Present Use of Parcel:	AG-1
Proposed Use of Lots:	R-1

Please submit 1 hard copy and 1 PDF copy of the CSM if the property is located within the City or if the property is located within the extraterritorial jurisdiction.

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print)	Title <i>Mr Agent</i>	Phone Number 920-434-9670
Signature of Applicant <i>[Signature]</i>	Date Signed <i>3/16/23</i> 5/16/23	

TO BE COMPLETED BY CITY STAFF

CSM Review authorized by the De Pere Municipal Code, Chapter 46.	
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Certified Survey Map

Part of Government Lot 2 of Section 36, T23N-R19E, Town of
Lawrence, Brown County, Wisconsin.

Graphic Scale: 1" = 200'

NOTES

Bearings referenced to the North line of the Northeast 1/4 of
Section 36, T23N-R19E, assumed to be N89°34'44"E.

The County Monuments used in this survey are shown and
their ties have been found and verified and/or Brown County
Planning and Land Services has been notified of any
discrepancies.

Steven M. Breda
PLS-2275
May 16th, 2023



North



North 1/4 Corner of Section 36,
T23N-R19E, (mag w/washer found)

Northeast Corner of Section 36,
T23N-R19E, (gin spike found)

fence 2.4 feet
East of line

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
- power pole

overhead wires

- steep slopes
- approximate
wetland area

environmentally
sensitive area (esa)

fence line

ESA Line Table

Line #	Length	Direction
L1	55.65	N76°03'45"E
L2	110.13	N27°35'38"E
L3	77.59	N57°57'21"E
L4	353.66	N75°46'50"E

UNPLATTED
LANDS

meander line

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.

NOTES

This Certified Survey Map falls
in Airport Zoning District "C".
See Note on Sheet 3.

Curve Data

CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
1-2	329.11'	676.20	325.87'	N45°54'12"E	27°53'10"	S59°50'47"W & N31°57'37"E

Client: John Krawczyk
Tax Parcel: L-169
Drafted By: NDK
File: K-2122CSM 030923.dwg
Data File: K-2122.txt

Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet One of Eight
Project No.: K-2122
Drawing No.: L-11998
Fieldwork Completed: 04/05/23



Certified Survey Map

Part of Government Lot 2 of Section 36, T23N-R19E, Town of Lawrence, Brown County, Wisconsin.

Graphic Scale: 1" = 120'

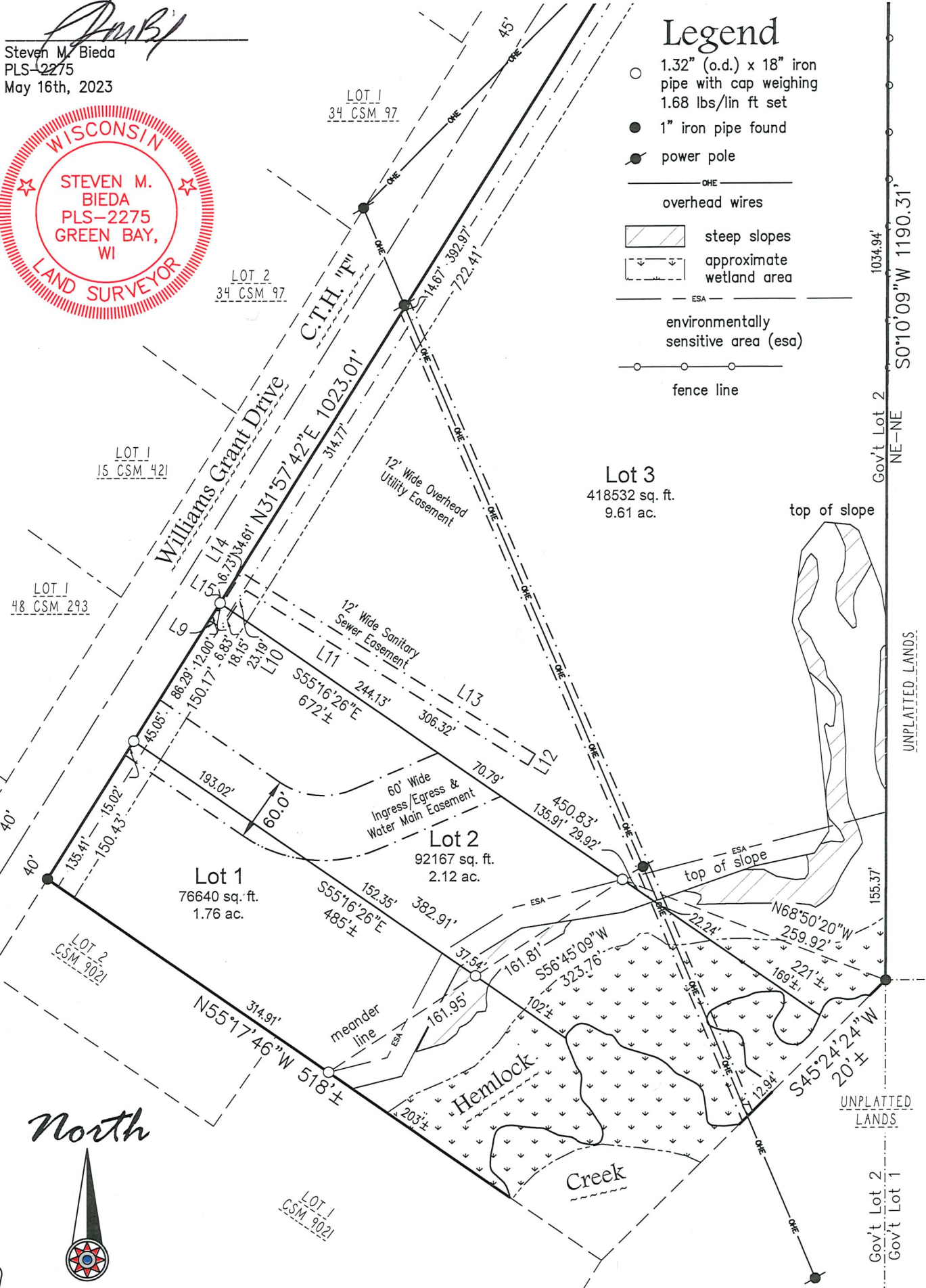


Steven M. Bieda
PLS-2275
May 16th, 2023



Legend

- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
- 1" iron pipe found
- power pole
- OHE — overhead wires
- ▨ steep slopes
- ▤ approximate wetland area
- ESA — environmentally sensitive area (esa)
- fence line



North





Certified Survey Map

Part of Government Lot 2 of Section 36, T23N-R19E, Town of
Lawrence, Brown County, Wisconsin.

Graphic Scale: 1" = 120'

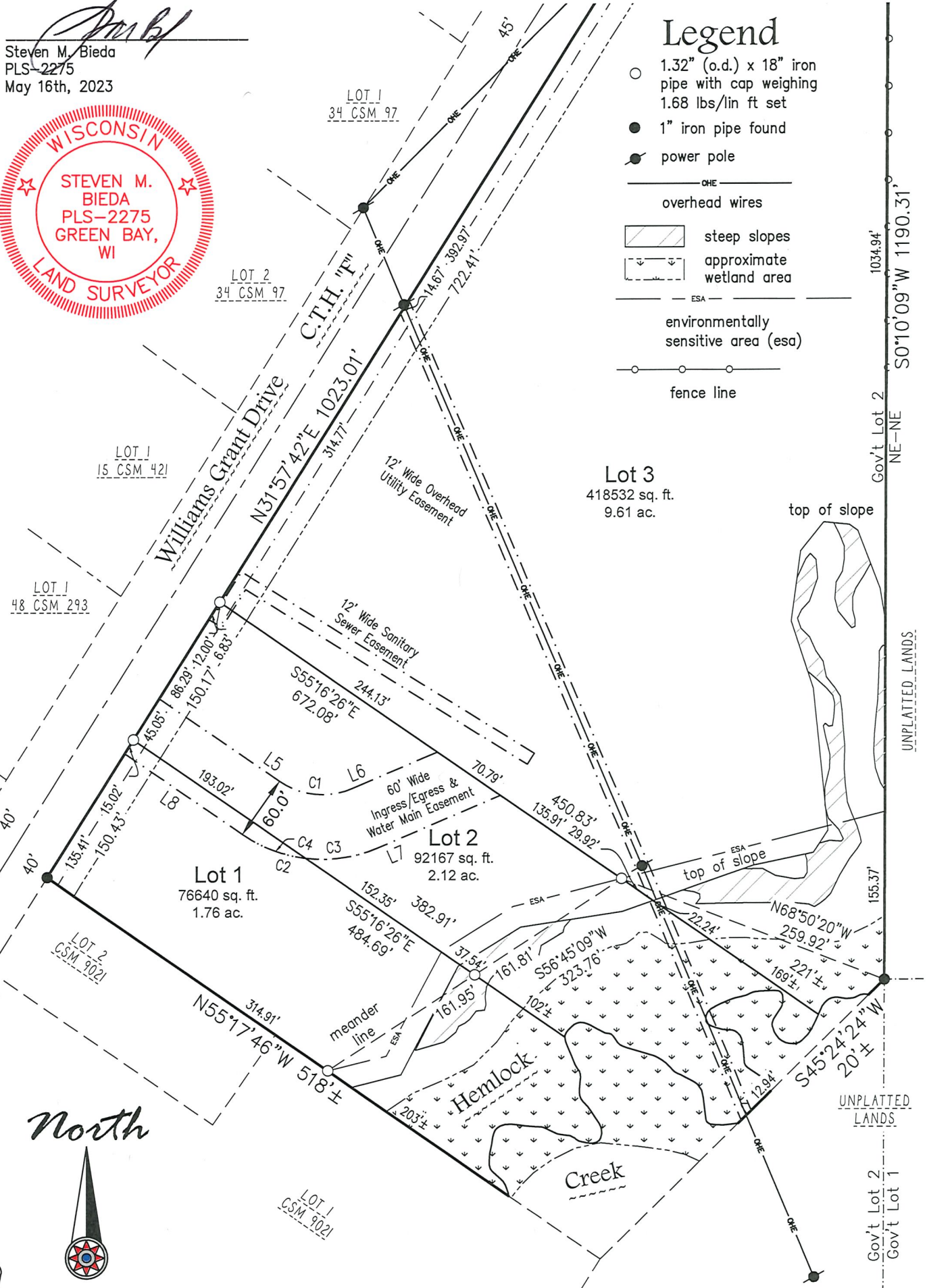


Steven M. Bieda
Steven M. Bieda
PLS-2275
May 16th, 2023



Legend

- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
- 1" iron pipe found
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- OHE — overhead wires
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- ○ — fence line





Certified Survey Map

Part of Government Lot 2 of Section 36, T23N-R19E, Town of
Lawrence, Brown County, Wisconsin.

Graphic Scale: 1" = 120'



Steven M. Bieda
Steven M. Bieda
PLS-2275
May 16th, 2023



Legend

- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
- 1" iron pipe found
- power pole
- OHE — overhead wires
- ▨ steep slopes
- ▤ approximate wetland area
- ESA — environmentally sensitive area (esa)
- — ○ — fence line

Lot 3
418532 sq. ft.
9.61 ac.

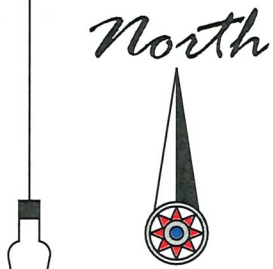
top of slope

UNPLATTED LANDS

UNPLATTED LANDS

Gov't Lot 2
NE-NE
S0°10'09"W 1190.31'

Gov't Lot 2
Gov't Lot 1





Certified Survey Map

Part of Government Lot 2 of Section 36, T23N-R19E, Town of
Lawrence, Brown County, Wisconsin.

Graphic Scale: 1" = 120'

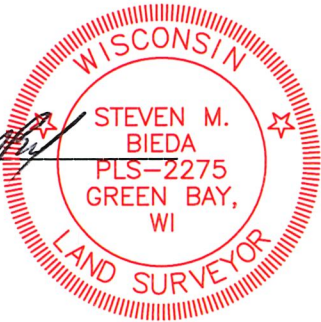


Easement Curve Table						
Curve #	Length	Radius	Central Angle	Chord	Bearing	Tangent
C1	70.80'	70.00'	57°57'07"	67.82'	S84°14'59"E	S55°16'26"E & N66°46'28"E
C2	131.49'	130.00'	57°57'07"	125.95'	S84°14'59"E	S55°16'26"E & N66°46'28"E
C3	68.42'	130.00'	30°09'22"	67.63'	N81°51'09"E	S83°04'10"E & N66°46'28"E
C4	63.07'	130.00'	27°47'45"	62.45'	S69°10'18"E	S55°16'26"E & S83°04'10"E

Easement Line Table		
Line #	Length	Direction
L5	134.57	S55°16'26"E
L6	85.12	N66°46'28"E
L7	122.68	S66°46'28"W
L8	131.67	N55°16'26"W
L9	14.09	S58°02'27"E
L10	41.34	N31°57'33"E
L11	306.32	S58°02'27"E
L12	12.00	N31°57'33"E
L13	318.32	N58°02'27"W
L14	41.34	S31°57'33"W

Easement Line Table		
Line #	Length	Direction
L15	2.09	N58°02'27"W
L16	566.78	S22°54'53"E
L17	247.92	S22°37'28"E
L18	252.73	N22°37'28"W
L19	558.31	N22°54'53"W


Steven M. Bieda
PLS-2275
May 16th, 2023





Certified Survey Map

Part of Government Lot 2 of Section 36, T23N-R19E, Town of Lawrence, Brown County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Steven M. Bieda, Professional Land Surveyor, PLS-2275, do hereby certify that I have surveyed, divided and mapped part of Government Lot 2 of Section 36, T23N-R19E, Town of Lawrence, Brown County, Wisconsin, more fully described as follows:

Commencing at the North $\frac{1}{4}$ Corner of Section 36, T23N-R19E; thence N89°34'44"E, 1325.77 feet along the North line of Government Lot 2 of said Section 36; thence S0°10'09"W, 134.91 feet along the East line of said Government Lot 2, also being the West line of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of said Section 36 to the Point of Beginning; thence S0°10'09"W, 1190.31 feet along said East line of Government Lot 2 to a point being N45°24'24"E, 20 feet more or less from the centerline of Hemlock Creek and the start of a meander line; thence N68°50'20"W, 259.92 feet along said meander line to a point N55°16'26"W, 221 feet more or less from the centerline of said Hemlock Creek; thence S56°45'09"W, 323.76 feet along said meander line to a point N55°17'46"W, 203 feet more or less from the centerline of said Hemlock Creek and the end of said meander line; thence N55°17'46"W, 314.91 feet along the North line of Lots 1 and 2, Map No. 9021, Certified Survey Maps, Document No. 2851623, Brown County Records; thence N31°57'42"E, 1023.01 feet along the East right of way of C.T.H. "F", also known as Williams Grant Drive; thence 329.11 feet along said East right of way being the arc of a 676.20 foot radius curve to the Right whose long chord bears N45°54'12"E, 325.87 feet to the Point of Beginning.

Parcel contains 587,339 square feet / 13.49 acres more or less.
Parcel subject to 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, the Town of Lawrence, and the Brown County Planning Commission code in surveying, dividing and mapping the same.

Steven M. Bieda
PLS-2275
May 16th, 2023



CERTIFICATE OF THE BROWN COUNTY PLANNING COMMISSION

Approved for the Brown County Planning Commission this ____ day of _____, 20__.

Karl Mueller
Senior Planner

CERTIFICATE OF THE BROWN COUNTY TREASURER

As duly elected Brown 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 Certified Survey Map as of the dates listed below.

Paul D. Zeller
Brown County Treasurer



Certified Survey Map

Part of Government Lot 2 of Section 36, T23N-R19E, Town of Lawrence, Brown County, Wisconsin.

CERTIFICATE OF THE TOWN OF LAWRENCE

Approved for the Town of Lawrence this ____ day of _____, 20____.

Cindy Kocken
Town Clerk

CERTIFICATE OF THE CITY OF DE PERE

Approved by the Common Council for the City of DePere on the ____ day of _____, 20____.

Carey E. Danen
City Clerk

Date

NOTES

The wetlands are approximate on Lots 1, 2 and 3 due to the large size of the lot and the location of the wetland and ESA. The wetland and ESA boundary shall be properly identified by the affected landowner, and delineated by the appropriate regulatory agency should any development on Lot 1 occur near or within the wetland or ESA. Any WDNR-approved wetland delineation report/map, along with the approval letter, shall be submitted to Brown County Planning Commission for verification.

Lots 1, 2, 3 and 4 contain steep slopes that are unsuitable for building. No development shall occur in areas labeled 'Steep Slope-Lands Unsuitable for Building' unless a geotechnical study is submitted to and approved by Brown County Planning Commission.

A Brown County Highway Department access permit must be obtained prior to any construction of a new street / road connection or driveway to a County Trunk Highway.

The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the Town of Lawrence has adopted a soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

A Shoreland Permit from the Brown County Zoning Administrator's office is required for Lots 1, 2, 3 and 4 prior to any construction, fill, or grading activity within 300 feet of a stream.

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.

Subject parcel lies within Airport Zoning District "C". The Austin Straubel International Airport Director shall be contacted for review and approval prior to any development and land disturbing activities within Airport Zoning Districts.

RESTRICTIVE COVENANTS

The land on all side and rear lot lines of all lots shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

Each lot owner shall grade the property to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks.

Lots 1, 2, 3 and 4 contain an environmentally sensitive area (ESA) as defined in the Brown County Sewage Plan. The ESA includes approximate wetlands and all land within 50' of approximate wetlands, navigable waterways, all land within 75 feet of the ordinary high water mark of navigable waterways, steep slopes of 20% or greater associated with any aforementioned water or natural resource features and a 20-foot setback from top and bottom of steep slopes. Development and land disturbing activities are restricted in the ESA unless amendments are approved by the Brown County Planning Commission and the Wisconsin Department of Natural Resources.

Steven M. Bieda
PLS-2275
May 16th, 2023





Certified Survey Map

Part of Government Lot 2 of Section 36, T23N-R19E, Town of Lawrence, Brown County, Wisconsin.

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas, and communications service is hereby granted by

John A. Krawczyk and Jennifer L. Krawczyk, WISCONSIN PUBLIC SERVICE CORPORATION, a Wisconsin corporation, Grantee,

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of grantees. This Utility Easement Provision does not prevent or prohibit others from utilizing or crossing the Utility Easement as the Utility easement(s) are non-exclusive.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

OWNER'S CERTIFICATE

As Owners, we hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. We also certify that this Certified Survey Map is required by S.236.10 or S.236.12 to be submitted to the following for approval or objection:

TOWN OF LAWRENCE
BROWN COUNTY PLANNING COMMISSION

John A. Krawczyk

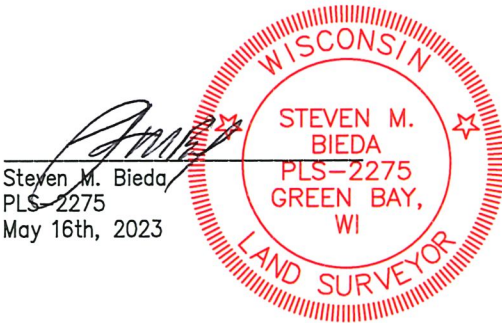
Jennifer L. Krawczyk

Personally came before me this ____ day of _____, 20____, the above named owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public
Brown County, Wisconsin

My Commission Expires _____

STATE OF WISCONSIN]
] SS
COUNTY OF BROWN]





City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

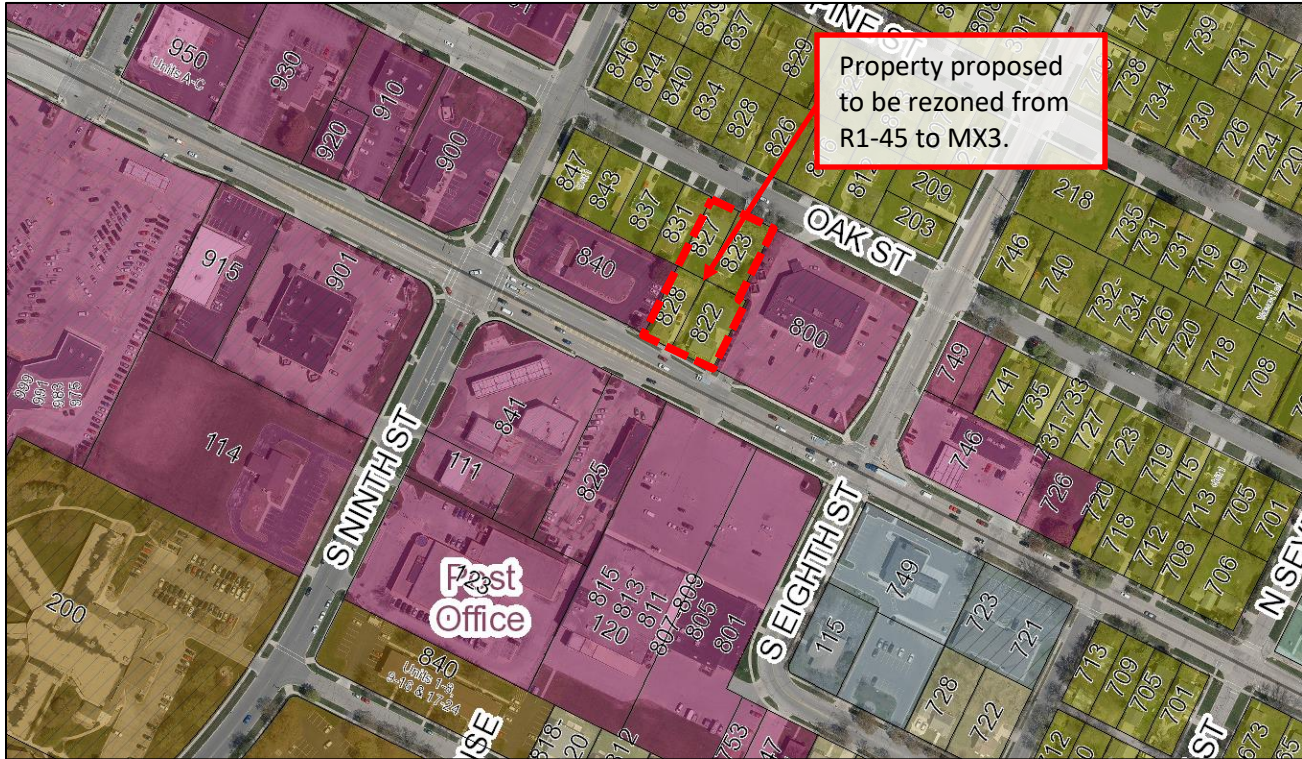
SUBJECT: Consideration and possible action for a zoning map amendment from R1-45 (Single-Dwelling Detached District) to MX3 (Corridor Mixed-Use District) at 822-828 Main AV and 823-827 Oak ST (Parcels WD-534, WD-535, WD-533-1, WD-536).*

ATTACHMENTS:

- PC Report - Rezoning (DOCX)
- Exhibit (ALTA Map) (PDF)
- Legal Description (DOCX)

- Item 5 : Consideration and possible action for a zoning map amendment from R1-45 (Single-Dwelling Detached District) to MX3 (Corridor Mixed-Use District) at 822-828 Main AV and 823-827 Oak ST (Parcels WD-534, WD-535, WD-533-1, WD-536).*

SITE MAP



REQUESTED ACTION:	Rezoning Request.	
COMMON DESCRIPTION:	822-828 Main AV and 823-827 Oak ST, located north and west from the Main AV and N Eighth ST intersection.	
SURROUNDING LAND USES:	Residential: Single-household (R1-45) to the north and west. Commercial: Financial service (MX3), vehicle sales and service (MX3), and retail sales (MX3) to the south, east and west.	
COMPREHENSIVE PLAN:	Commercial Redevelopment.	
APPLICANT / OWNER:	<u>Authorized Representative</u> Michael Leidig, EIT Robert E Lee and Associates 1250 Centennial Centre BL Hobart, WI 54155	<u>Property Owner</u> Jamber Properties LLC PO BOX 6131 De Pere, WI 54115
LAND USE HISTORY:	After an air photograph, the site developed for residential use in the 1940's-1960's.	
STAFF REVIEW:	When reviewing a zoning map amendment request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns. The proposed rezoning complies with the Comprehensive Plan and surrounding land uses, including matching adjacent existing uses.	

Comprehensive Plan

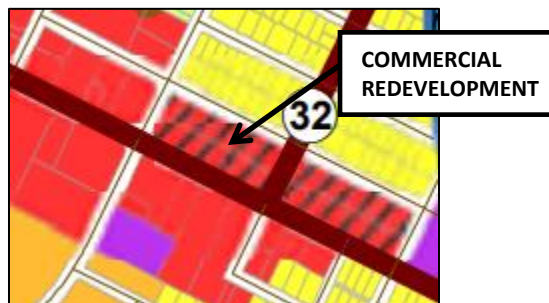
The 2010 Comprehensive Plan text and the Future Land Uses Map (Figure 2-6) identifies the future use as 'Commercial Redevelopment.' The proposed zoning map amendment change from residential use to a commercial use complies with the comprehensive plan. Adjacent properties have already been commercially redeveloped to the east (800 Main AV in 2011) and the west (840 Main AV in 1999, expanded in 2007).

Surrounding Land Uses

The existing site zoning and surrounding land uses are referenced near the beginning of this report. The Comprehensive Plan reflects the following:

- Future 'Neighborhood Residential (including Multi-Family)' to the north.
- Future 'Commercial' to the south.
- Future 'Commercial Redevelopment' to the east and west.

CLIP FROM FUTURE LAND USE MAP



Desired Development Patterns

If the Zoning Map remains unchanged as R1-45, residential and group living uses continue to be allowed. If the Zoning Map is amended from R1-45 to MX3, the site will have options for 24 permitted commercial uses and two conditional uses.

Note: Proposed Site plans are not reviewed with Zoning Map amendment requests. Interested neighbors can review any future filed site plans separately with Development Services staff at City Hall, and in the near future online using the City site plan portal.

The site is vehicle and pedestrian accessible with primary street frontage on Main AV and non-primary street frontage on Oak ST. Main AV provides a direct connection between I-43 and downtown De Pere.

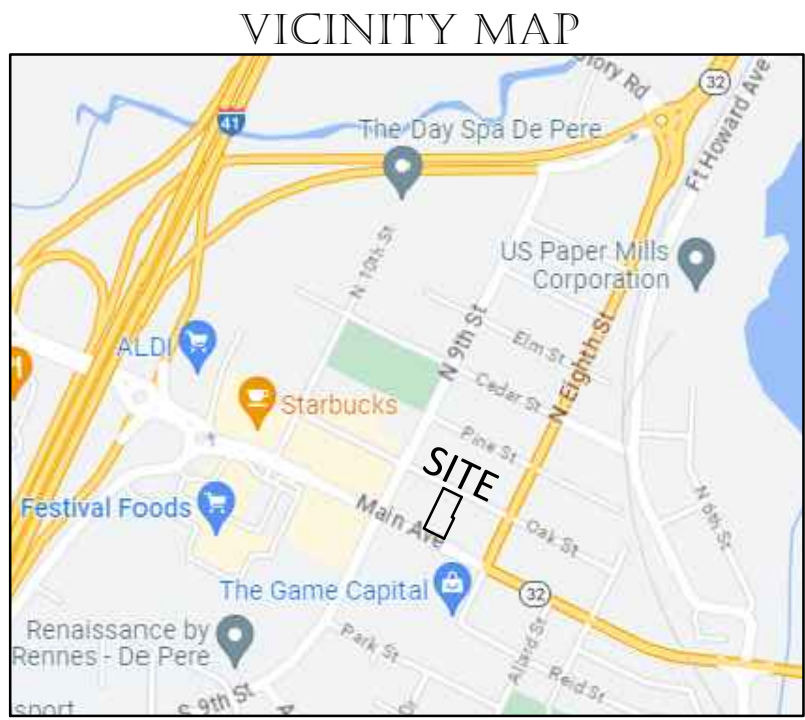
NEIGHBOR OUTREACH

All property owners within 300 feet of the subject area have been notified of the application via mail.

STAFF RECOMMENDATION:

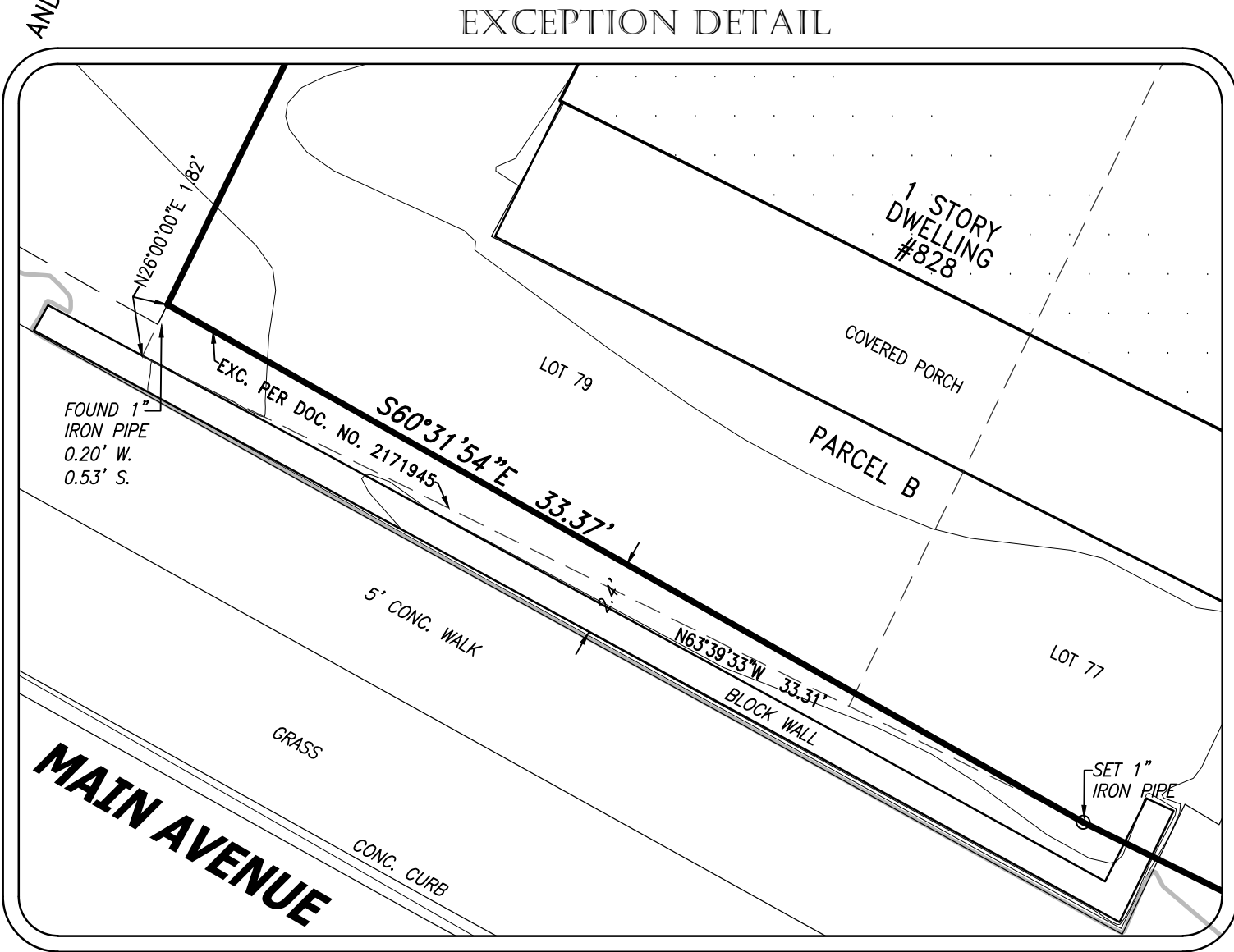
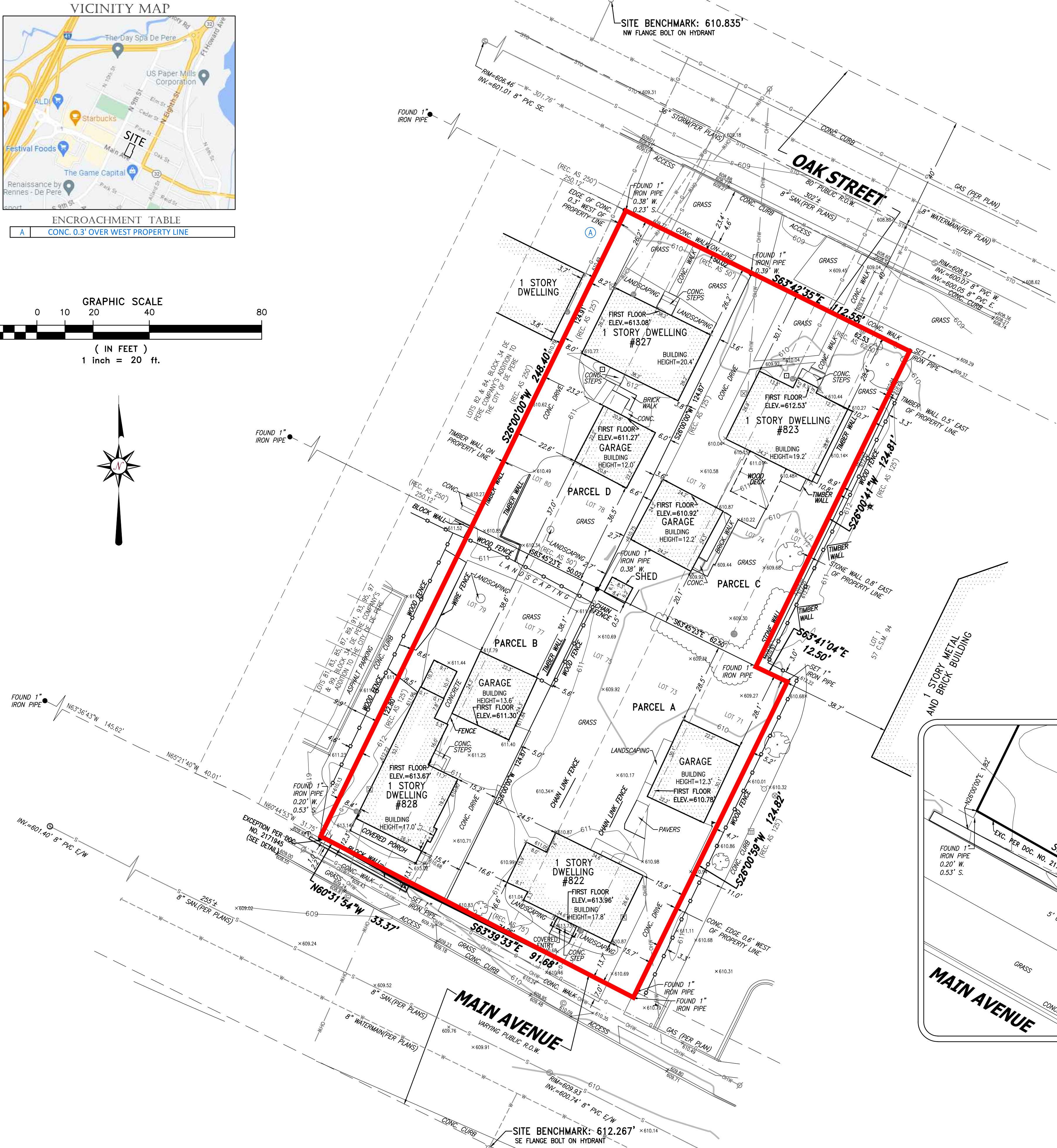
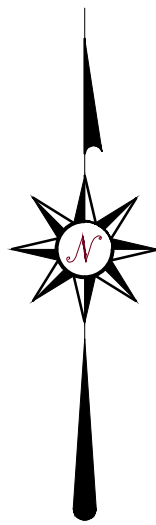
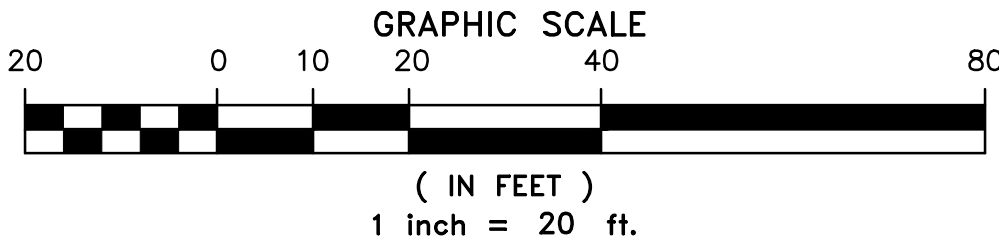
Staff recommends APPROVAL of the request for a zoning map amendment at 822-828 Main AV and 823-827 Oak ST from R1-45 (Single-Dwelling Detached) to MX3 (Corridor Mixed-Use), subject to the following:

1. Compliance with all state and local laws and regulations, including compliance with all the provisions of Chapter 14, De Pere Municipal Code.



ENCROACHMENT TABLE

A	CONC. 0.3' OVER WEST PROPERTY LINE
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LEGEND

● INDICATES FOUND 1" IRON PIPE	☐ TELEPHONE PEDESTAL
○ INDICATES SET 1" IRON PIPE	☐ CABLE PEDESTAL
+ INDICATES FOUND CHISELED CROSS	☐ CONTROL BOX
○ SANITARY MANHOLE	☐ FIBER OPTIC PEDESTAL/SIGN
⬆ SANITARY CLEANOUT OR VENT	⬆ TRAFFIC LIGHT
⊕ SEPTIC TANK ACCESS COVER	⬆ COMMUNICATION MANHOLE
⊙ M.I.S. MANHOLE	⊙ BOLLARD
⊙ UNKNOWN MANHOLE	+ SOIL BORING/MONITORING WELL
⊙ STORM MANHOLE	≡ WATER SURFACE
⊙ INLET (ROUND)	⬆ WETLANDS FLAG
⊕ INLET (SQUARE)	⬆ MARSH
☐ CURB INLET	⬆ FLAGPOLE
⌒ STORM SEWER END SECTION	⬆ PARKING METER
⌒ GAS VALVE	⬆ SIGN
⊙ GAS METER	⬆ MAILBOX
⊙ WATER VALVE	⬆ RAILROAD CROSSING SIGNAL
⌒ HYDRANT	⬆ HANDICAP SPACE
⊙ WATER MANHOLE	⬆ CONIFEROUS TREE
⊙ WATER SERVICE CURB STOP	⬆ DECIDUOUS TREE
⌒ WELL HEAD	— S SANITARY SEWER
⌒ STAND PIPE	— STO STORM SEWER
⌒ WALL INDICATOR VALVE	— W WATERLINE
⌒ LIGHT POLE	— M MARKED GAS MAIN
* SPOT/YARD LIGHT	— E MARKED ELECTRIC
⌒ UTILITY POLE	— OHW OVERHEAD WIRES
⌒ GUY POLE	— T MARKED TELEPHONE
⌒ GUY WIRE	— TV MARKED CABLE TV LINE
⊙ ELECTRIC MANHOLE	— FO MARKED FIBER OPTIC
☐ ELECTRIC PEDESTAL	— BE BURIED ELECTRIC SERVICE
⊙ ELECTRIC METER	— B BOARD FENCE
⊙ TELEPHONE MANHOLE	— C CHAIN LINK FENCE
	— W WIRE FENCE

ALTA/NSPS LAND TITLE SURVEY

CLIENT

North Shore Bank

SITE ADDRESS

822 and 828 Main Avenue, City of De Pere, Brown County, Wisconsin.

823 and 827 Oak Street, City of De Pere, Brown County, Wisconsin.

LEGAL DESCRIPTION

PARCEL A:

Lots Seventy-one (71), Seventy-three (73) and Seventy-five (75) in Block Thirty-four (34) of DE PERE COMPANY'S ADDITION TO THE CITY OF DE PERE, West side of the Fox River, in the City of De Pere, Brown County, Wisconsin.

PARCEL B:

Lots Seventy-seven (77) and Seventy-nine (79), Block Thirty-four (34) according to the recorded Plat of DE PERE COMPANY'S ADDITION TO THE CITY OF DE PERE, in the City of De Pere, West side of the Fox River, Brown County, Wisconsin, excepting therefrom that part thereof described as Document No. 2171945 and corrected by an Affidavit of Correction recorded on February 11, 2005, as Document No. 2172699, and further excepting therefrom all parts thereof used for road purposes.

PARCEL C:

The West One-half (1/2) of Lot Seventy-two (72), and all of Lots Seventy-four (74) and Seventy-six (76), Block Thirty-four (34) according to the recorded Plat of DE PERE COMPANY'S ADDITION TO THE CITY OF DE PERE, in the City of De Pere, West side of the Fox River, Brown County, Wisconsin.

PARCEL D:

Lots Seventy-eight (78) and Eighty (80), Block Thirty-four (34) Plat of DE PERE COMPANY'S ADDITION TO WEST DE PERE, West side of the Fox River, in the City of De Pere, Brown County, Wisconsin.

BASIS OF BEARINGS

Bearings are referenced to the South line of Oak Street, which is assumed to bear South 63°42'35" East.

VERTICAL DATUM

-Vertical Datum is based on NAVD-88

-Starting Benchmark is a Private Claim Corner designated 30Q-11/12, which has an elevation of 606.52

TITLE COMMITMENT

This survey was prepared based on First American Title Insurance Company Commitment No. 2304A0126, effective date of April 3, 2023 which lists the following easements and/or restrictions from schedule B-I:

1, 5, 6, 7, 8 & 16 visible evidence shown, if any.

2, 3, 4, 9-15 & 17 not survey related.

TABLE "A" ITEMS

- According to the flood insurance rate map of the County of Brown, Community Panel No.55009C0254G, effective date of May 9, 2023, this site falls in Zone X (Areas determined to be outside the 0.2% annual chance floodplain).
- The Land Area of the subject property is 29,003 square feet or 0.6657 acres.
- A zoning report has not been provided.
- There are 0 regular parking spaces and 0 handicap space marked on this site.
- Evidence of underground utilities existing on or serving the surveyed property as determined by markings requested by the surveyor pursuant to a Diggers Hotline One-call center utility locate. Ticket Number 20231801949, 20231801964, 20231802001, 20231802008, 20231802104, 20231802127, 20231802132 and 20231802211. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. Client understands only utility lines with imbedded electric tracer wires or utilities made of materials capable of electric connectivity can be marked at the surface and located. Depth of utilities may prohibit their location even with electric connectivity.

TO: North Shore Bank
Beckett, LLC, a Wisconsin limited liability company
First American Title Company

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1, 2, 3, 4, 5, 6(a), 7(a), 7(b)(1), 7(c), 8, 9, 11(b), 19 and 20(b) of Table A thereof. The field work was completed on May 3, 2023.

Date of Map: May 17, 2023

DANIEL
BEDNAR
S-2812
GERMANTOWN
WI
LAND SURVEYOR

Daniel E. Bednar

Daniel E. Bednar
Professional Land Surveyor
Registration Number S-2812

CHAPUT
LAND SURVEYS

234 W. Florida Street
Milwaukee, WI 53204

414-224-8068
www.chaputlandsurveys.com

This document is an instrument of professional service, and may be protected by the surveyors work product doctrine or surveyor / client privilege. The information shown hereon is intended solely for the use of the client and client directed third parties.
Drawing No. 4450-SWC

Legal Description for Job No. 4450

PARCEL A:

Lots Seventy-one (71), Seventy-three (73) and Seventy-five (75) in Block Thirty-four (34) of DE PERE COMPANY'S ADDITION TO THE CITY OF DE PERE, West side of the Fox River, in the City of De Pere, Brown County, Wisconsin.

822 Main Avenue, De Pere, WI 54115

Tax Key No. WD-534

PARCEL B:

Lots Seventy-seven (77) and Seventy-nine (79), Block Thirty-four (34) according to the recorded Plat of DE PERE COMPANY'S ADDITION TO THE CITY OF DE PERE, in the City of De Pere, West side of the Fox River, Brown County, Wisconsin, excepting therefrom that part thereof described as Document No. 2171945 and corrected by an Affidavit of Correction recorded on February 11, 2005, as Document No. 2172699, and further excepting therefrom all parts thereof used for road purposes.

828 Main Avenue, De Pere, WI 54115

Tax Key No. WD-535

PARCEL C:

The West One-half (1/2) of Lot Seventy-two (72), and all of Lots Seventy-four (74) and Seventy-six (76), Block Thirty-four (34) according to the recorded Plat of DE PERE COMPANY'S ADDITION TO THE CITY OF DE PERE, in the City of De Pere, West side of the Fox River, Brown County, Wisconsin.

823 Oak Street, De Pere, WI 54115

Tax Key No. WD-533-1

PARCEL D:

Lots Seventy-eight (78) and Eighty (80), Block Thirty-four (34) Plat of DE PERE COMPANY'S ADDITION TO WEST DE PERE, West side of the Fox River, in the City of De Pere, Brown County, Wisconsin.

827 Oak Street, De Pere, WI 54115

Tax Key No. WD-536



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action to review and approve the height of a wall sign in the MX2 (Neighborhood Mixed Use) District at 320 N Wisconsin ST (Parcel ED-880).

ATTACHMENTS:

- 06-26-23 Memo to PC - Wall Sign (DOCX)
- Sign Permit Application (PDF)

For a
CITY OF DE PERE
MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator

Date: June 26, 2023

RE: Consideration and possible action to review and approve the height of a wall sign in the MX2 (Neighborhood Mixed Use) District at 320 N Wisconsin ST (Parcel ED-880).

Summary

On June 7, 2023, an authorized agent for the property owner of 320 N Wisconsin ST submitted a sign permit application to Development Services for a wall sign. The wall sign met the design criteria except for the height, which was 24' high instead of the allowed 20' high.

- Zoning Ordinance 14-111 Table 11-4 establishes the maximum wall sign height at 20' in the MX2 District. The height of a wall sign in the MX2 District may be *"higher by Plan Commission approval"* without applying for a sign variance.

On June 2, 2023, the authorized representative submitted a request for Plan Commission to consider approving the wall sign height of 24'.

Reason for Request

The authorized agent identified the following two reasons for a 24' high wall sign at 320 N Wisconsin ST.

1. *It is the center location of the building which makes the location pleasing to the eye.*
2. *There are architectural details that prevent any other location. (Brick, Windows, Awning)*

Staff Review

The frieze on the existing building, where a wall sign typically is placed, is between the parapet and the row of decorative horizontal brick detail. The frieze is between 19' to 26' high and the midpoint of any wall sign that is centered within the frieze is approximately 22.5' high.

A wall sign that was placed at the Zoning Ordinance allowed height of 20' would cover the decorative brick below the frieze if the distance from the top and bottom edges of the wall sign exceeds 1'. For size comparison, the proposed sign in the photograph is 2'.

Staff Recommendation

Staff recommends that Plan Commission approve a height of 24' for the proposed wall sign to appear to be properly placed on the frieze at 320 N Wisconsin ST.

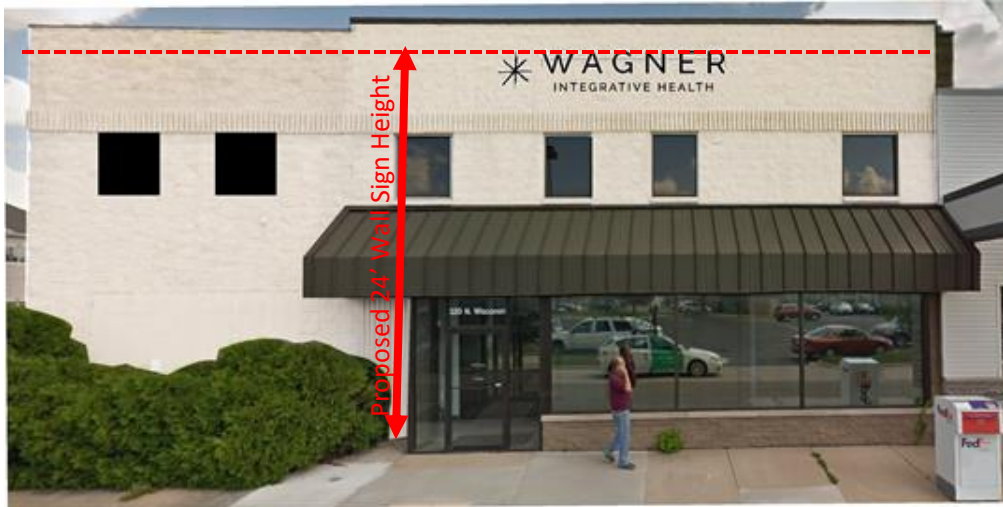


TABLE 11-4 – SIGN REGULATIONS: MIXED-USE DISTRICTS

Sign Type	Zoning District	Max. Number Per Street Frontage	Maximum Height (ft.)	Maximum Area (sq. ft.)	Minimum Clearance	Minimum Setback (ft.)	Allowed Illumination
Marquee	MX1, MX2, GX1	1 per tenant	20, but not higher than bottom of 2nd floor window	1 per linear foot of frontage, not to exceed 30	7	7	External, backlit, halo, EMS
	MX3, GX2			1 per linear foot of frontage, not to exceed 60			
Menu Board (drive through)	MX2, MX3, GX1, GX2, C	1 per drive through lane	8	40	NA	10	External, backlit, halo, digital/monitor
Monument	MX1, MX2, GX1	1	6	30	NA	5	External, backlit, halo, EMS
	MX3, GX2	1		50			
Pole	MX3, GX2	1	15	50	10	10	External, backlit, halo
Projecting	MX1, MX2, MX3, GX1, GX2	1 per first floor tenant with street frontage. Upper floors may share 1 sign per building.	20, but not higher than bottom of 2nd floor window	8	7	NA	External, backlit, halo
Sandwich Board	MX1, MX2, MX3, GX1, GX2	1	4 (2 foot max. width)	8	NA	0 (see J)	None
Wall	MX1, MX2, GX1	1 per tenant on first floor with street frontage	20, higher by Plan Commission approval	25 (each sign) or 1 per linear foot of frontage (each sign), not to exceed 50	NA	NA	External, backlit, halo, internal if lettering only
	MX3, GX2		Below parapet, 20 if no parapet exists	25 (each sign) or 1.5 per linear foot of frontage (each sign), not to exceed 75			External, backlit, halo, internal
Window	MX1, MX2, MX3, GX1, GX2	1 per street fronting window (2 window signs maximum)	NA	30% of 1st floor street fronting window area	NA	Inside window only	None
Interior (visible from ROW)	MX1, MX2, MX3, GX1, GX2	1 per street fronting window (2 interior signs maximum)	NA	30% of 1st floor street fronting window area	NA	5 (from interior of window)	NA

City of De Pere

335 S. Broadway
De Pere, WI 54115
Phone: (920) 339-4053
FAX: (920) 330-9491
E-Mail: djensen@deperewi.gov



SIGN PERMIT Application & Record

Permit #: _____
Fee: _____
Receipt #: _____
Date: _____

Property Owner: LKW HOLDINGS LLC
Address: 2057 LOST DAUPHIN, DE PERE WI 54115
(920) 327-7056 lynnkwagner@icloud.com
Phone E-Mail

Setbacks:

Front: _____
Right: _____
Left: _____

Business Owner/Lessee: Wagner Intergrative Health
Address: 320 N. Wisconsin Ave, De Pere, WI 54115
(920) 327-7056 lynnkwagner@icloud.com
Phone E-Mail

Scope of Work:

- ☐ Erect
- ☐ Alteration
- ☐ Repair
- ☐ Relocate
- ☐ Enlarge
- ☐ Encroach in ROW
- ☒ Other:

Contractor: Wonder Sign
Address: Green Bay, WI 54303
Green Bay, WI 54303
Phone 920-857-2564 E-Mail joel@wondersignage.com

Illumination:

- ☒ Internally Illuminated
- ☐ Externally Illuminated
- ☐ Non-illuminated
- ☐ Halo lit/back lit

Address of Sign Location:

320 N. Wisconsin Ave

Sign Copy:

WAGNER Integrative Health

Type of Sign:

- ☒ Fascia/Wall
- ☐ Ground/Monument
- ☐ Projecting
- ☐ Pylon/Pole
- ☐ Temporary
- ☐ Banner
- ☐ Window
- ☐ Awning/Canopy
- ☐ Other:

Square Footage of Sign: 24 sq ft

Height Above Grade: 22ft

Height of Sign: 2ft

Width of Sign: 12ft

Number of Faces: 1

Sign Voltage: 12v

Amps: _____

U.L. #: E517127

Sign Manufacturer & Address:

Wonder Sign
1313 Velp Ave, Green Bay, WI 54303

Insurance Company Name & Address:

Paroubek Insurance
400 Destiny Dr, De Pere, WI 54115

☒ Electric Permit Required

Electrician Name & Address:

Deleers Construction
1860 Mid Valley Drive

De Pere, WI 54115

ESTIMATED COST OF SIGN:

\$5800

Approval Conditions:

Permit Application Conditions:

The undersigned hereby applies for a permit to do work according to the above description and the plans and specifications submitted herewith. The undersigned agrees that such work will be done as described and that they will comply with all applicable statutes of the State of Wisconsin and Ordinances of the City of De Pere, Wisconsin.

Signs Encroaching on Right-of-Way:

1. Property owner/lessee agrees to save and hold the City of De Pere harmless from any and all injury that may occur to any party as the result of the requested sign encroachment upon the right-of-way referenced hereunder. This provision is intended to indemnify and hold harmless the City of De Pere to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought which can fairly be said to be under the intent and purpose of this hold harmless agreement. To secure such hold harmless agreement, property owner/lessee shall maintain a general liability insurance policy on its business operations in an amount of not less than One Million Dollars per occurrence and has produced a Certificate of Insurance that the City is named as an additional insured and is entitled to coverage thereunder under the terms and conditions of this permit.
2. If the City right-of-way is required for another use deemed by the City of De Pere to be inconsistent with continued encroachment under this permit or if the City determines that the sign installation creates conditions adverse to the best interests of right-of-way users, the general public, or presents a threat to street safety, then property owner/lessee, upon notification by the Building Inspector, shall promptly remove the encroaching sign from the right-of-way upon ten (10) day written notice to property owner/lessee. The sign shall be removed by property owner/lessee at property owner/lessee's sole cost and in accordance with all rules and regulations then applicable.
3. The authority to encroach upon right-of-way shall not transfer to any new business or property owner. A new permit is required.

Lynn Wagner

Signature of Property Owner

6/7/23

Date

Lynn Wagner

Signature of Lessee

6/7/23

Date

Contractor:

Wonder Sign - Joel Ruzziconi

De Pere License Number: S21-17

Application Date: 6/7/23

Building Inspector:

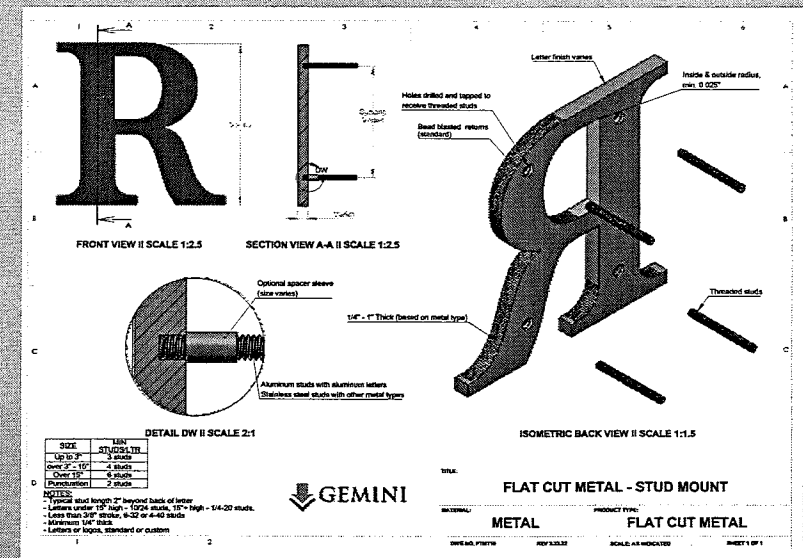
Approval Date: _____

1/1/2023

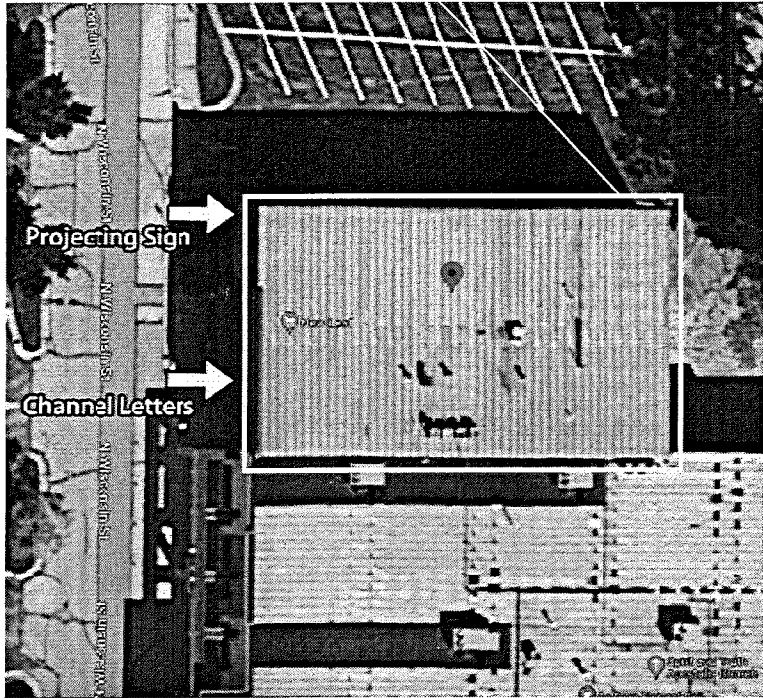


Finished Size of proposed sign 144x24
 Aluminum Letter with Acrylic Faces
 and LED - Raceway is Aluminum
 Painted to Match Building

"INTEGRATIVE HEALTH"
 1/4 Inch Aluminum Letters
 Stud mounted into the
 building - Painted Black



Building Location - No other signs on the property or buildings.





City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action to change three street names and establish a name for a future bridge within the City of De Pere: Southbridge Road, part of Red Maple RD, and Rockland RD changing to Optimistic AV, and a future bridge between Red Maple RD and Rockland RD being named Arthur J. Altmeyer Bridge.*

ATTACHMENTS:

- Memo to PC - Street Name Changes (DOCX)

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator

Date: June 26, 2023

RE: **Consideration and possible action to change three street names and establish a name for a future bridge within the City of De Pere: Southbridge Road, part of Red Maple RD, and Rockland RD changing to Optimistic AV, and a future bridge between Red Maple RD and Rockland RD being named Arthur J. Altmeyer Bridge.***

Summary:

The Southern Bypass has been planned in Brown County, which will connect I-41 to Monroe RD (CTH GV). Part of the Southern Bypass in De Pere includes the existing Southbridge Road, part of Red Maple RD, Rockland RD, and a new bridge that crosses the Fox River. To minimize confusion due to multiple names for the same bypass, the following street name changes and bridge name are proposed:

1. Southbridge RD changing to Optimistic AV (*red line on map*);
2. Part of Red Maple RD changing to Optimistic AV (*blue line on map*);
3. Future bridge between Red Maple RD and Rockland RD being named Arthur J. Altmeyer Bridge (*orange line on map*);
4. Rockland RD changing to Optimistic AV (*green line on map*).

The Reason for the City Selected Names:

At the recommendation of the De Pere Historical Society, the Mayor, and City Staff, the street name 'Optimistic AV' has been selected to convey a future prospective without appearing controversial or political. A consistent name for the full length of the street reduces confusion.

From the same recommendation, the bridge name, 'Arthur J. Altmeyer Bridge' has been selected due to his role in establishing the Social Security program. Arthur J. Altmeyer was born in De Pere, referred to by President Roosevelt as Mr. Social Security, and was the first Commissioner of the Social Security Administration.

No Staff Recommendation Made:

Unlike many other project reviews, the decision to change street and bridge names is subjective and the Development Services department does not provide a recommendation. However, if recommended for approval, various agencies are notified of the change so that updates can be made to maps and other records.

If an approval recommendation is considered by Plan Commission, it should include the following two conditions:

1. West side street names do not change name until the interchange is complete, and the east side roads do not change until project segments 3-5 are complete.
2. Add to the official map as "future road".





City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action to review and approve a Request For Proposal (RFP) to write a new 2023 Comprehensive Housing Study and Action Plan.

ATTACHMENTS:

- 06-26-23 Memo to PC - Housing Study-Action Plan RFP (DOCX)
- DE PERE RFP - 26 Jun 2023 for PC (PDF)

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator

Date: June 26, 2023

RE: Consideration and possible action to review and approve a Request For Proposal (RFP) to write a new 2023 Comprehensive Housing Study and Action Plan.

Summary

The City of De Pere plans to prepare a comprehensive housing study and action plan to help elected officials, City staff, stakeholders, and community members develop a meaningful sense of the housing market, as well as an understanding of key housing issues, and how they affect the City of De Pere. The study and action plan are intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions. The study should help guide decisions related to the allocation of public funds and other resources. To accomplish this task, City staff proposes a *Request for Proposal* (RFP) to seek a consultant team to assist City staff with the drafting of a 2023 Comprehensive Housing Study and Action Plan.

Proposed Comprehensive Plan and Vision Plan Elements

Although not all-encompassing, the RFP identifies that the Comprehensive Housing Study and Action Plan address the following:

1. Demographic review and projections with special attention to poverty, homelessness, sensitive populations, disabled, etc. and identify any concentrated areas of poverty about developing fair housing policies.
2. Inventory of existing housing stock.
3. Housing needs analysis and prioritization.
4. Summary of results from focus groups, surveys, and interviews with stakeholders and City Staff.
5. Project recommendations for Zoning Ordinance revisions, Comprehensive Plan revisions, housing assistance programs, housing related investments, and marketing efforts.
6. Comparative analysis of the cost of development in De Pere vs our neighboring communities.
7. Case studies and examples of innovative housing programs in similarly situated communities.

Timeline and Cost

The RFP identifies a maximum budget assigned to the project of \$50,000. Respondents are requested to provide a proposed timeline with expectations to complete the project by the first quarter of 2024 .

Plan Commission Review Process

The Plan Commission makes either an approval, approval with changes, or a rejection decision.

Staff Recommendation

Staff recommends that Plan Commission approve the RFP.



REQUEST FOR PROPOSALS

2023 Comprehensive Housing Study and Action Plan

City of De Pere, Wisconsin

Development Services Department

Issued: June 30, 2023

Proposals Due: July 31, 2023 by 4:00PM CT

City of De Pere Request for Proposals – 2023 Comprehensive Housing Study and Action Plan
335 S Broadway ST, De Pere WI 54115

A. SUMMARY

The City of De Pere seeks proposals from qualified planning individuals or project teams to prepare a comprehensive housing study and action plan to help elected officials, City staff, stakeholders, and community members develop a meaningful sense of the housing market, as well as an understanding of key housing issues, and how they affect the City of De Pere. The study and action plan are intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions. The study should help guide decisions related to the allocation of public funds and other resources.

The process must include updated background information and demographics from the 2020 census information. Furthermore, the Plan should be streamlined to a public-friendly and usable document. To that end, the format of the document should be modernized and formatted to utilize modern tables and graphics to the greatest extent possible.

Both the housing study and action plan shall be referenced collectively as “Plans” throughout this RFP.

B. COMMUNITY OVERVIEW

The 25,353 people, who call the City of De Pere, Wisconsin home, know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The city has two excellent school districts, an urban private college, a dynamic downtown, successful business parks and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents.



The residences, businesses, and commercial areas are connected by a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

C. SCOPE OF WORK

The City of De Pere anticipates a scope like the following. These are general requirements for the planning process and are not intended to be a comprehensive list of tasks and deliverables. It is expected that project teams will provide the City with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on housing study and action plan projects.

Required Elements:

- a. Demographic review and projections with special attention to poverty, homelessness, sensitive populations, disabled, etc. and identify any concentrated areas of poverty about developing fair housing policies.
- b. Inventory of existing housing stock.
- c. Housing needs analysis and prioritization.
- d. Summary of results from focus groups, surveys, and interviews with stakeholders and City Staff.
- e. Project Recommendations:
 - Zoning Ordinance Revisions.

- Comprehensive Plan Revisions.
 - Housing Assistance Programs.
 - Housing Related Investments.
 - Marketing Efforts
 - Project Recommendations:
- f. Comparative analysis of the cost of development in De Pere vs our neighboring communities.
 - g. Case studies and examples of innovative housing programs in similarly situated communities.

Document design features:

- a. The Housing Study and Action Plan needs to be easy to navigate and translate by City Staff and the public.
- b. Text that is supported and enhanced with charts, graphics, images, and photos is needed. A graphic rich document is of utmost importance.
- c. The document needs to be colorful.
- d. The document needs to function online on the City webpage.
- e. Maps and graphics need to link directly to document subsections that the maps or graphics represent.
- f. A clear, concise, and well-defined document layout is desired.

General Questions that the Plans should Answer:

- a. Building off the data in the housing chapter of the 2010 Comprehensive Plan Update and the 2020 Green Bay Housing Market Study, how will future economic, employment, and population growth impact housing demand, especially when it comes to sensitive populations and workforce housing needs?
- b. Based on market information, what are the current, 5-year, and 10-year housing needs in our City? Where do gaps exist in terms of housing types and price ranges? Where should the needed housing types be located?
- c. Does the City have the right balance between owner-occupied and rental housing? What strategies are needed to improve the balance?
- d. What are the City's strategic options for promoting and attracting market rate developers and affordable housing developments, especially those willing to build speculative homes?
- e. What are the housing demand shortfalls?
- f. How are workforce and sensitive population housing needs impacted by price and community livability? What steps are needed to remedy that?
- g. What strategies and programs does the City need to provide for the development and redevelopment of needed housing within the community? How should the community maximize the use of limited public funds to support the potential housing market?
- h. How can community partners (e.g., major employers, hospital, school district) support the City as the community of choice, and the preferred location for employees to live? How can community partners support the development of quality housing or rehabilitation of existing housing?
- i. Does the Zoning Ordinance allow for the recommended strategies? If not, what needs to change?

Specific Project Focuses:

- a. Help the city identify concepts for creative, realistic, and impactful low-income housing projects (e.g., going beyond the idea of backyard cottages for low-income seniors). Concepts may include but are not limited to Identify any successful models for rent-to-own programs or policies.

- b. Include exploration of private philanthropy models, community development, financial institutions, use of bonds, and low-interest loan options.
- c. Identify existing or potential down payment assistance programs for first-time home buyers and low-income households that could be available in the City. Assess the value and limits of these programs in the current market, along with opportunities to pair them with affordable homeownership programs that may be implemented by the City and partners.
- d. Include options for a City program to help convert underutilized and older housing developments into affordable housing projects under a land trust, cooperative model, or redevelopment.
- e. Include strategies to target existing regional partners that qualify low-income prospective homebuyers for ownership, such as credit counseling, debt repair, and financial literacy.
- f. Include feasibility and support needed for an effective Tenant Opportunity to Purchase program or regulation, Right of First Refusal, notice of sale of low-income housing, or similar policies.
- g. Identify other communities that are doing well in similar endeavors and creating meaningful impacts.

Project process and Support Information:

- a. Project Management: Project Management includes effective coordination with staff, representative committees, and the Common Council. Consultant shall conduct an initial project management team meeting with City Staff and prepare a project process roadmap that that will guide the project management team and lists the project phases, schedule of events/activities, and products on a timeline and assigns roles and responsibilities for each task. Project management tasks shall include at a minimum the following:
 - Conduct an initial project management team meeting to create a shared understanding of the project purpose, process, and schedule between the project team and City Staff.
 - Conduct an initial stakeholder analysis by identifying key stakeholders, their issues, levels of involvement, and strategies for outreach.
 - Prepare the necessary draft project management materials.
- a) Assessment: Assessment includes conducting an initial review of the existing community planning reports and studies. Links to the City website for documents and GIS are provided in the below list of plans and ordinances:
 - [Housing and Housing Affordability Reports](#)
 - [Zoning Ordinance](#)
 - [2010 Comprehensive Plan](#)
 - [Downtown Master Plan \(2010\)](#)
 - [Cultural District Master Plan \(2018\)](#)
 - [Historic Districts, Structures, Sites \(GIS Historic Layer\)](#)
- a. Public Engagement: The City of De Pere values the participation of citizens in every stage of the decision-making process. Participation of citizens, landowners, business owners, appointed and elected officials, and other stakeholders throughout the community is paramount to the success of the Housing Study and Action Plan; therefore, the City will look for a project team that has facilitation skills.
- b. Staff Support: The City has several staff members with significant experience in public engagement and expects to participate in the engagement process. The selected project team will be responsible for working with City Staff to prepare the framework for the most impactful

ways to obtain public participation. The project team will be responsible for organizing and then co-leading public events with City Staff.

D. DELIVERABLES

All items delivered as part of this project shall be the sole property of the City of De Pere. The consultant shall be responsible for the submittal and execution of the following:

- a. Progress Reports and Research: The consultant shall be responsible for submitting monthly progress reports and research information relative to the project. The consultant shall clearly communicate how the document may differ from Wisconsin regulations, Zoning Ordinance regulations, and other County and City documents.
- b. Draft Document and Maps: Copies of the draft documents are required during the development stages of the project for review, presentation, and use by the Plan Commission and City Staff.
- c. Meetings: The consultant will be responsible for meeting with City Staff, Plan Commission, and Common Council for document reviews and approvals. The consultant will also meet with City Staff as the project develops on a regular basis. The number and frequency of the meetings will be determined in consultation with all parties before the project begins. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction, and review progress.
- d. Final Work Products: The final Comprehensive Housing Study and Action Plan must be provided in both print and electronic format compatible with the City website. Easy-to-use and editable charts, checklists, graphics, and images/photos within the document are required. The consultant shall provide the following specific ordinance products:
 - One (1) electronic Microsoft Word version and PDF version of the document, in a format that can be edited by the City Staff.
 - A copy of the map data that is compatible with the City's GIS System, in a format that can be edited by the City Staff.
 - A digital version/shape files of maps with the individual parcel level for use in and compatible with the City's Geographic Information System, which uses ESRI platform and can be edited by the City Staff.

E. SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided in Section E by Friday, June 16, 2023. Answers will be provided via the City website as a part of addenda to the RFP as they become available. Multiple addenda may be released.

F. SUBMISSION REQUIREMENTS

Respondent shall submit one (1) complete original hard copy proposals and one (1) electronic copy in PDF format on USB Flash Drive of the entire proposal in a sealed package with the project name, "De Pere 2023 Comprehensive Housing Study and Action Plan" marked on the front of the package. To be considered, proposals must be received no later than 4:00 PM, Central Time, July 31, 2023, and delivered to:

Peter Schlein, Senior Planner | Zoning Administrator
 City of De Pere
 335 S. Broadway
 De Pere, WI 54115

Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted. Postmarks before the deadline are not sufficient for acceptance. The City will not be responsible for any errors or omissions in the proposals or any delivery delays.

Proposals should include the following information, presented in a clear, comprehensive, and concise manner, to illustrate the project teams' capabilities and technical approach to the work. Each proposal must include the following information, in order as shown below:

- a. Title Page and/or Cover Letter. Show the proposal title, the name of the organization, address, telephone number(s), email address, name of the primary contact person, the date, and other relevant company information. Provide the name(s) of the person(s) authorized to make representations for your team, their title(s), address, email address, and telephone number(s). Include a list of contact information for any proposed sub-consultants and the work they will perform.
- b. Statement of Qualifications. Brief introduction of the Project Team organization. Summary of your understanding of the project and why your team is best suited to complete the scope of work.
- c. Key Staff. Identify the designated project manager or primary contact and key supporting staff. Include resumes for each of the individuals and identify any sub-consultants.
- d. Experience and Examples. Describe your team's experience in the required areas of expertise, and its ability to provide the needed services for the City. Include at least three examples in the last five years. List a minimum of three references related to similar work; references matching the three examples are preferred but not required. The focus of provided examples should be on work performed by the key staff members involved in the project.
- e. Scope and Approach. State the services your team is proposing to provide. Describe the process and timeline that would be utilized to complete the project.
- f. Schedule. Illustrate the Scope and Approach including a breakdown of tasks, timeline, meetings, deliverables, and task responsibility.
- g. Cost. Provide a fee to complete the project.

Failure to complete the above documentation may be grounds to declare an RFP non-responsive and the City may reject the statement of qualifications in whole or in part.

G. EVALUATION CRITERIA

Proposals will be evaluated based on the overall approach, team experience and qualifications, budget, organizational structure, methodology, schedule and fit with the City of De Pere. Proposals will be evaluated according to the following:

- a. Project approach and scope. (20 points).
- b. Qualifications of the project team and individual members. Particular attention will be given to the experience and the demonstrated ability of the project manager to complete all project tasks. (20 points).
- c. Project Team experience and examples (20 points).
- d. Understanding of required project work. (20 points).
- e. Project cost. (15 points).
- f. Quality of the proposal design. (5 points)

H. SELECTION PROCESS

The Project Team selection process will involve the following primary steps.

- a. Proposal Review. The proposal review will be based on a comparative assessment and scoring of each document in accordance with the Evaluation Criteria. The City will then select one or more finalist Project Teams to advance in the selection process. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposing teams, or to allow corrections of errors or omissions. The City reserves the right to verify any information contained in proposals.
- b. Interviews. The City will determine whether interviews are needed, or it may select based on the proposals alone. If determined necessary by the City, the finalist teams will be requested to present their experience, proposed approaches, and personnel in an interview to members of the City's selection team and/or City Council. (Further interview instructions will be provided to the selected finalist team(s).) The City will then review the presentation(s) and select a team to advance in the process.
- c. Steering Committee and Plan Commission Review. Based on the results of the selection process, the City's selection team will recommend to the Plan Commission and the Common Council for approval. The final contract must also be approved by the Common Council.
- d. Award of Contract. The City will enter negotiations with a team based on the City's selection team recommendations. Negotiations will be conducted beginning with the team ranked first. If a contract that is satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award will be made to that team. Otherwise, negotiations with the team ranked first will be formally terminated and negotiations conducted with the team ranked second, and so on until a contract can be negotiated at a fair and reasonable price. The City reserves the right to reject any and all proposals submitted.

I. BUDGET

The City has budgeted \$50,000 for this project. This funding is considered sufficient to accomplish the defined scope with assistance from the City in engagement and mapping. Proposals should provide a work plan that best meets the above objectives and scope including all travel and incurred costs. The proposal should also illustrate additional items that could be out of budget but feel would be a benefit to the project.

J. TENTATIVE TIMELINE

RFP Distribution:	June 30, 2023
Questions Due:	July 21, 2023
City Responses Due:	July 26, 2023
Submittal Deadline (4:00 PM CT):	July 31, 2023
City Review of Responses:	August 1-4, 2023
Interviews (if necessary):	August 10-14, 2023
Consultant Completes Project:	November 15, 2023

K. MISCELLANEOUS AND GENERAL PROVISIONS

- a. Non-Discrimination Statement: The City of De Pere does not discriminate based on race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs, or activities.
- b. Rejection of Proposals: The City reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the City's sole judgment, can best perform the scope of services required.
- c. Withdrawal of Proposals: the proposer upon submission of a written request may withdraw Proposals.

- d. Ownership of all data, material, and documentation originated and prepared for the City pursuant to the RFP shall belong to the City and be subject to public inspection in accordance with the Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by the Project Team shall not be subject to public disclosure under (FOIA) unless otherwise required by law or a court.
- e. The City is not liable for any costs incurred by any Project Team in connection with this RFP or any response by any Project Team to this RFP. The expenses incurred by a Project Team in the preparation, submission, and presentation of the proposal are the sole responsibility of the Project Team and may not be charged to the City, regardless of whether a Project Team's Proposal is ultimately selected by the City for completion of the work detailed in this RFP.
- f. Each Project Team should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or specifications to be provided to the City under this RFP is subject to negotiations with the successful Project Team, and final approval of the City.
- g. The Project Team shall maintain, during the life of the Agreement, public liability, and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages that may arise from the performance of work under the Agreement.



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: A. Plan Commission recommendation to approve revisions to
Municipal Code Chapter 14 (Zoning Ordinance).

ATTACHMENTS:

- Zoning Code Memo - 2nd Qtr 2023 - 26 Jun 2023 (DOCX)
- Zoning Ordinance Redlined Summary - 2nd Quarter 2023 FINAL for PC (PDF)

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator

Date: June 26, 2023

RE: **Recommendation from Plan Commission to approve revisions to the Zoning Ordinance and the Official Zoning Map.**

A. Plan Commission recommendation to approve revisions to Municipal Code Chapter 14 (Zoning Ordinance).

B. Plan Commission recommendation to approve revisions to the Official Zoning Map.

Summary:

The Common Council approved a new Zoning Ordinance and new Official Zoning Map on December 20, 2022, which became effective on January 1, 2023. The new Zoning Ordinance and Official Zoning Map were designed to have a quarterly review for potential revisions and updates. This is the second of the year 2023 quarterly updates.

Potential Revisions and Updates:

To maintain transparency with Plan Commission, Common Council, and the public, the attached document redlines the potential revisions to the Zoning Ordinance and the Zoning Map. Staff proposes 32 Zoning Ordinance revisions and four Zoning Map revisions.

Prior to a recommendation, staff requests a discussion take place about the following specific topics:

- Attached residential garage sizes.
- MX1 District parking requirements.
- Mini-warehouse/Condominium warehouse clarification (requested by Plan Commission in March 2023).

Plan Commission Recommendations:

- A. Common Council approve the revisions to the Zoning Ordinance, Municipal Code Chapter 14.
- B. Common Council approve the revisions to the Official Zoning Map.

Redlined Revisions for Zoning Ordinance

Plan Commission Review June 26, 2023

Common Council Decision July 18, 2023

Section 14-21(7)

***THIS SECTION REQUIRES A PLAN COMMISSION DISCUSSION.**

(7) Private Residential Garages

Private residential garages that are attached to the primary building may not exceed ~~40%~~ 50% of the principal building first floor footprint. Private residential garages that are attached to the primary building may not exceed 50% of the ~~living area of the principal dwelling unit~~ principal building front façade (street facing). Detached garages are subject to any size limitations that apply to accessory buildings.

Sections 14-22 Table 2-3(c), 14-23 Table 2-4(c), 14-24 Table 2-5(c), 14-24 Table 2-6(c), 14-26 Table 2-7(d), 14-27 Table 2-8(c), 14-28 Table 2-9(c) for accessory and parking lot siting, and for backyard cottages building siting

Minimum Building Separation (feet)	10 5
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Section 14-33(3)(a) Table 3-3

TABLE 3-3 – STOREFRONT BUILDING REGULATIONS

		DISTRICTS			REFERENCES
		MX1	MX2	MX3	
(a) Building Siting					
1	Minimum Primary Frontage Coverage (%)	95	95	95 60	See 14-33(4) for allowed courtyards.
9	Permitted Driveway Access Location	Alley only; if no alley exists, off non-primary street	Alley only; if no alley exists, off non-primary street 1 per 100 feet of street frontage	See 14-33(4) for allowed courtyards.	

New or Modified Sections 14-33(4)(d), 14-34(4)(c), 14-35(4)(e), 14-36(4)(e), 14-38(4)(a)

Limited Side Yard Parking. Limited side yard parking means one double- or single-loaded aisle, with the centerline of the aisle perpendicular to the street, is permitted in the interior side yard. Maximum width of double-loaded is 60 feet and 40 feet for single-loaded, measured along the right-of-way. Parking screening is required in accordance with 14-103. The width of limited side parking can be subtracted from the primary frontage width.

New Section 14-38(4)

(4) Supplemental Civic Building Regulations. The supplemental regulation of this section apply to civic buildings:

Section 14-53(2)(c)1.**1. Maximum District Area**

~~In order to maintain the intended low-intensity, neighborhood-scale character of the PI-1 district, the maximum contiguous PI-1 zoned area may not exceed 3 acres.~~

Section 14-70 Table 7-1

TABLE 7-1 — PRINCIPAL USE TABLE																		
USE CATEGORY	Districts																Definition & Regulations	
Use Subcategory	Residential				Mixed-Use				Commercial & Employment				Special [1]					
Specific Use Type	R1	R2	RM-1	RM-2	MX1	MX2	MX3	GX1	GX2	O	C	BP-1	BP-2	I	AG	PI-1		PI-2
RESIDENTIAL																		
Household Living																		
Single-Household	●	●	●	●	●	●	●	●	●	-	-	-	-	-	●	-	-	14-71(1)
Two-Household	-	●	●	●	●	●	●	●	●	-	-	-	-	-	-	-	-	14-71(1)
Three-to-Six-Household	-	-	●	●	●	●	●	●	●	-	-	-	-	-	-	-	-	14-71(1)
Seven+-Household	-	-	-	●	●	●	●	●	●	-	-	-	-	-	-	-	-	14-71(1)
Live-Work	-	-	-	-	●	●	●	●	●	-	-	-	-	-	-	-	-	14-71(1)
Neighborhood Clubhouse	●	●	●	●	-	-	-	-	-	-	-	-	-	-	-	-	-	14-71(1)

New Section 14-71(1)(f)**(f) Neighborhood Clubhouse**

Neighborhood Clubhouse. A building that is owned and maintained privately with an open area for events and smaller rooms for classes or activities with a primary function is to help neighbors engage with other neighbors. A community clubhouse may have a catering kitchen, a dining room, a lounge, a fireplace, a patio, a fire pit, a swimming pool, a sports court, and a sports field.

Section 14-74(3)(c)

***THIS SECTION REQUIRES A PLAN COMMISSION DISCUSSION.**

(c) Warehouse, Mini (Self-Storage)

An enclosed use that provides separate, small-scale, self-service storage facilities leased or rented to individuals or small businesses. Facilities are designed and used to accommodate interior access to storage lockers or drive-up access from passenger vehicles.

New Section 14-75(1)**(1) Composting, Yard Waste**

A composting and yard waste facility that or operated or managed by the city.

(1)(2) Construction or Demolition Debris

Establishments that receive and process general construction or demolition debris for recycling.

(2)(3) Consumer Material Drop-off Station

An establishment that (1) accepts consumer recyclable commodities directly from the consuming party; (2) is staffed by personnel during times when recyclables are accepted from consumers; and (3) stores materials temporarily before transferring them to recyclable material processing facilities. Establishments that process recyclable material are classified as “consumer material processing” establishments. (Note: dumpsters and recyclable material bins are regulated as accessory uses,

(3)(4) Consumer Material Processing**Section 14-78(e)2****2—Building Separation**

~~Accessory buildings must be separated by a minimum distance of 10 feet from the principal building on the lot, unless the accessory building is located entirely within the principal building setbacks, in which case no separation is required. Structures less than 24 inches in height are not subject to building separation requirements.~~

Section 14-81(1)

***THIS SECTION REQUIRES A PLAN COMMISSION DISCUSSION.**

(a) **Minimums.** No Minimum off-street motor vehicle parking ratios apply to nonresidential uses in the MX1 District ~~when the building area is less than ____ square feet. If the building area is ____ square feet or greater than 50% of the parking ratio is required to be onsite and the remainder of the parking ratio does not apply.~~

Section 14-81(1) Table 8-1

TABLE 8-1 — PARKING RATIOS	
USE CATEGORY	Minimum Number of Motor Vehicle Parking Spaces Required (see 14-84 for more information on bicycle parking)
Use Subcategory	
Specific Use Type	
RESIDENTIAL	
Household Living	
Single-Household	2 per DU (at least one of which must be enclosed)
Two-Household	2 per DU (at least one space per dwelling must be enclosed)
Three+-Household	1 per DU in MX1; 1.25 per DU + 0.25 per bedroom for 2+ bedroom DU in all other districts (at least one space per dwelling must be enclosed)
Group Living	
	1 per 4 driving-age residents + 1 per 2 employees; minimum 2 spaces
Neighborhood Clubhouse	
	1 per 10 units the clubhouse serves, including future neighborhood phases
PUBLIC AND CIVIC	

Section 14-87(1)(e)

- (e) ~~New R District~~ Two-way drives must lead to the nearest garage door. Existing developed R District two way drives, without conforming enclosed parking, must lead to the nearest parking space.

Section 14-87(1)(g)

- (g) New construction and ~~reconstruction~~ expansion requires a site plan. Reconstruction, the removal and replacement of pavement material (up to 2,000 SF), requires a site plan and driveway permit. ~~Rehabilitation, Maintenance and repair, and renovation~~ does not require a site plan or driveway permit.

Section 14-91 Table 9-1

TABLE 9-1 — ALLOWED MAJOR FACADE MATERIALS						
MAJOR FACADE MATERIAL (alphabetical)		DISTRICTS				
		X, P	RM	O	C	BP, I
A	Brick full dimensional, unit, face brick	●	●	●	●	●
	Brick economy size; or thin, veneer	-	-	●	●	●
B C	Concrete Masonry Units architectural, minimum 3" depth, "artisan stone" look, varied sizes, (Eschelon Masonry or approved equal), "stone" face, "hewn stone", rock cut	●	●	●	●	●
	Concrete Masonry Units minimum 3" depth, split-faced, burnished/ground face, glazed, or honed,	-	-	●	●	●
D	Fiber Cement Board finished lap siding or shingles	● Commercial Manor and Row Building only	●	-	-	-
E	Glass curtain wall system	● except Commercial Manor and Row Building	●	●	●	●
	Metal architectural panel system with 35% ground level brick, approved concrete masonry units, or stone	● MX1, GX1 only	-	-	-	●
	Stone natural veneer	●	●	●	●	●
F	Wood painted, stained, or treated lap siding, shingles	● Commercial Manor and Row Building only	●	-	-	-

Section 14-92(11)**(11) Mechanical Equipment & Appurtenances**

The design regulations of this subsection apply to the RM, X, O, C, BP, I and PI Districts. Mechanical equipment and appurtenances can have a negative visual impact and detract from the quality of the design of a building. The purpose of these regulations is to ensure that the visual impact of mechanical equipment and appurtenances is minimized. See Figure 9-11 for illustrations.

Section 14-92(2)(g)

- (g) Landscaping is required around screening enclosures ~~that are less than 50 feet from an abutting R District. wherever they abut a non-paved surface or a required landscape area.~~ Required landscaping shall be a coniferous species that is at least 3 feet tall and planted no more than 5 feet apart on center.

Section 14-101(1)

- (1) The landscape and screening regulations of this article apply in ~~RM~~, X, O, C, BP, I, and P zoning districts, as further identified in the individual subsections of this article.

Section 14-101(2)

- (2) The landscape and screening regulations do not apply to any of the following:
- (a) ~~Residential uses with one or two units;~~
 - ~~(a)(b)~~ Agricultural uses;
 - ~~(b)(c)~~ Public parks and open spaces;
 - ~~(c)(d)~~ Reconstruction...

Section 14-111 Table 11-3, Table 11-4, Table 11-5, Table 11-6, Table 11-7, Table 11-8

Remove the word "~~halo~~" from the 'Allowed Illumination' column from all six Tables because the term is not used in the Zoning Ordinance.

Section 14-111(4) Table 11-4 for Business Center

Table 11-4 PERMANENT SIGN REGULATIONS: MIXED-USE DISTRICTS							
Sign Type	Zoning District	Max. Number Per Street Frontage	Maximum Height (ft.)	Maximum Area (sq. ft.)	Minimum Clearance	Minimum Setback (ft.)	Allowed Illumination
Business Center	MX1, MX2, GX1	1	20 6	80	7 NA	5	External, backlit, halo, EMS
	GX2			160			External, backlit, halo, EMS
	MX3						

Section 14-113(3)(c)

- ~~(c) Electronic message signs are prohibited on business center signs.~~

Section 14-113(8)(d)

~~(d) For multiple story buildings in mixed-use districts, wall signs are permitted only as follows (except as provided for in this chapter):~~

- ~~1. On the building frieze;~~
- ~~2. In the area between the first floor and the window sill of the 2nd story window; if no windows are present, then no higher than 20 feet.~~

Section 14-118(1)**(1) Sign Height**

- (a) The height of a sign is measured by calculating the distance from the base of the sign at normal grade to the top of the ~~following: sign face. Normal grade is the lower of:~~
 - ~~1. The top of the sign face for awning, wall, window, and canopy signs; or,~~
 - ~~2. The top of the sign face and sign structure for all other signs.~~
- (b) The normal grade is the lower of:
 1. The existing grade prior to construction; or,
 2. The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
- ~~(b)~~(c) Architectural, structural design and similar elements of the sign are allowed to exceed maximum stated sign heights by up to 2 feet for a ground-mounted sign and up to 4 feet for a pole sign.

New Section 14-118(2)(c)

- (c) The area of signs that are composed of individually installed writing, representation, emblem, or any figure of similar character on a sign is measured using the area of the smallest polygon containing a maximum of eight (8) right angle sides that encloses the individually installed grouping.
- ~~(c)~~(d) If the area of a sign structure and sign base is more than 3 times the area of the supported sign, then the area of the sign structure and sign base is included in calculating the area of the sign.
- ~~(d)~~(e) The following artistic design features are not counted as part of area of sign:

14-122(5)(c)**(c) Posted**

At least one notice sign must be posted on each street frontage abutting the subject property at least 7 days before the plan commission meeting. ~~A notice sign is not required when removing a PDD overlay only.~~

14-161(8)(a)(1)

1. Required setbacks are measured from the applicable lot line, right-of-way, or specific location referred to in the applicable regulation. Building setbacks are measured to the nearest exterior building wall, ~~window, or chimney.~~ Minimum setbacks that apply to other features (parking areas, fences, storage

areas) are measured from the nearest point of the area or feature for that a setback is required. Unless otherwise expressly stated, no part of any structure may be located within the street right-of-way.

14-163(8)

Household. One or more persons living in a dwelling unit with common housekeeping arrangements, ~~except that no more than 5 unrelated persons living together on the premises may constitute a "household."~~

14-163(15)

Occupied Space. Space in a building other than a habitable room wherein people normally work, assemble, or remain for a period of time.

14-163(8)

Sign, Backlit/~~Halo~~. A sign that has a source of ~~copy~~ illumination designed to project lighting against the surface behind the writing, representation, emblem, or any figure of similar character ~~copy~~. The light source is not visible.

14-163(8)

Sign face. The part of a sign that writing, representation, emblem, or any figure of similar character is placed on.



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

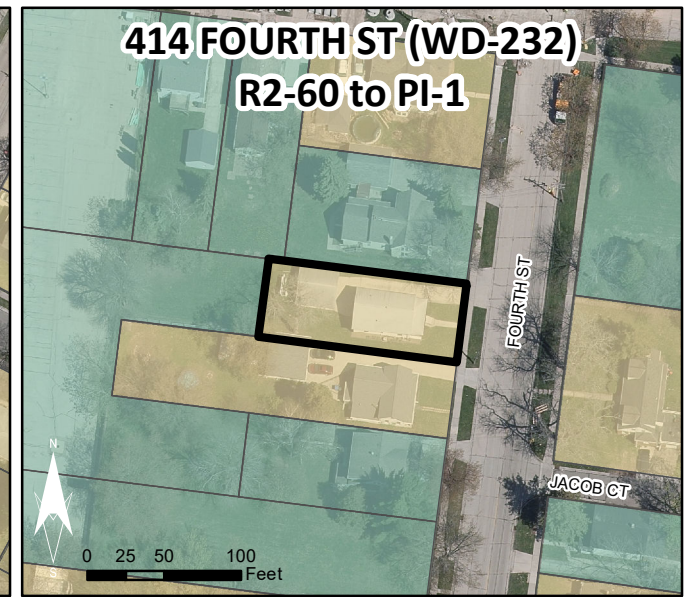
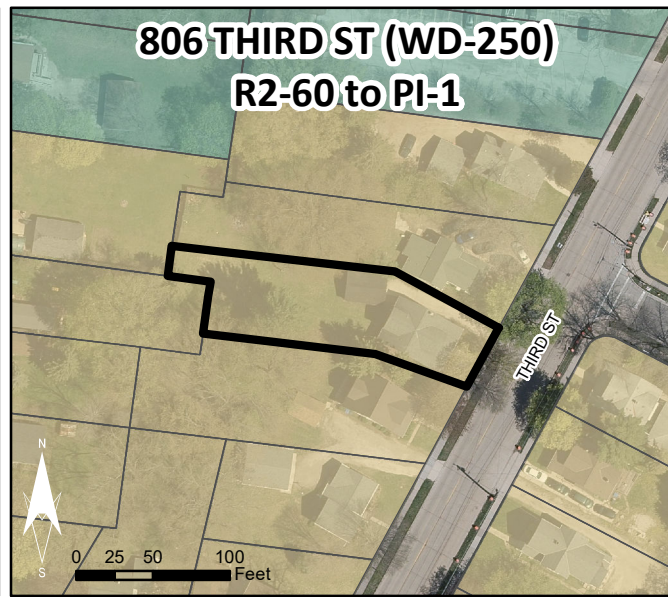
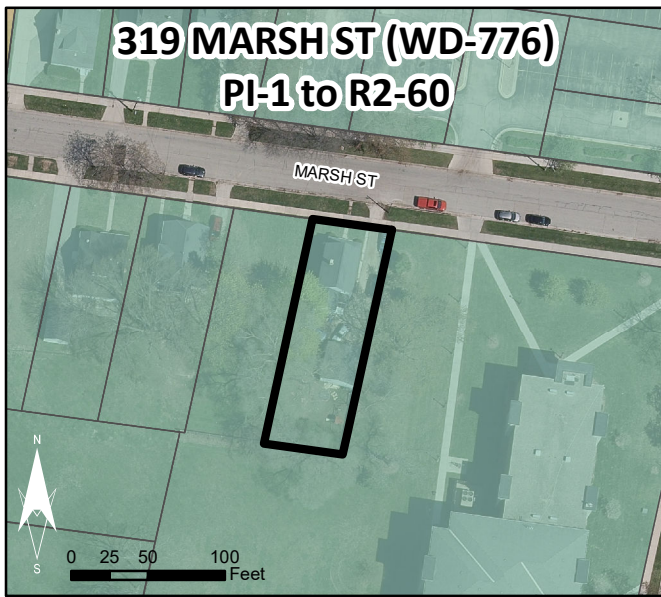
DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: B. Plan Commission recommendation to approve revisions to the Official Zoning Map.

ATTACHMENTS:

- DRAFT Zoning Map for Review - Detailed (June 2023) (PDF)



Zoning Map Amendments Detail (Draft For Review - June 2023)

Parcels

Pre-Existing PDD (Prior to Jan 1, 2023)

- A: Agricultural
- R1-80: Single-Dwelling Detached
- R1-60: Single-Dwelling Detached
- R1-45: Single-Dwelling Detached
- R2-60: Two-Unit
- R2-45: Two-Unit
- RM-1: Multi-Unit Districts

- RM-2 Multi-Unit Districts
- MX1: Downtown Mixed-Use District
- MX2: Neighborhood Mixed-Use District
- MX3: Corridor Mixed-Use District
- GX1: Office-Residential Mix District
- GX2: Neighborhood Office-Residential
- O: Office

- C: Commercial
- BP-1: Business Park 1
- BP-2: Business Park 2
- I: Industrial
- CON: Conservancy
- PI-1: Neighborhood Public & Institutional District
- PI-2: Campus Public & Institutional District

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 26, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

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

ATTACHMENTS:

- Site Plan Reviews Memo - June 2023 (DOCX)
- Site Plan Status Spreadsheet - 21 Jun 2023 (PDF)

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator

Date: June 26, 2023

RE: **Discussion about site plans received since the May 2023 Plan Commission meeting and review of the status of recently approved development projects.**

Summary:

The City of De Pere approved a new Zoning Ordinance that became effective on January 1, 2023. The new Zoning Ordinance speeds up the site plan review process by allowing staff to approve site plan proposals that comply with the Zoning Ordinance and site plan proposals with a minor design exception(s). Plan Commission review is required for site plan proposals that require a major design exception(s) and when a requirement for Plan Commission consideration is identified in the Zoning Ordinance.

Maintaining Transparency:

The attached 'Site Plan Review Status' list has been provided to the Plan Commission for transparency. The list identifies site plan projects that are either under review, denied, approved, permitted/under construction, or obtaining occupancy permits.

Site Plan status changes since the last Plan Commission meeting:

For convenience, the following is a list of site plan proposals that have been considered by staff since the last Plan Commission meeting:

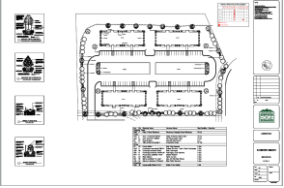
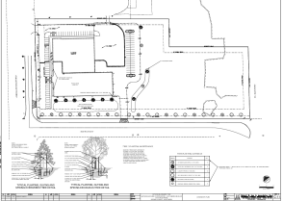
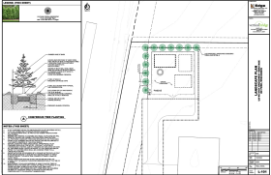
- Pre-consultations: Three.
- Under staff review:
 - Kwik Trip Parking Lot Addition – 726-746 Main AV.
- Staff reviewed but not yet approvable:
 - None.
- Staff approved:
 - New Preserve Development Clubhouse – 2000 N Honeysuckle Cl.
 - Bedford Paper Vestibule Addition – 1891 Commerce DR.

Staff Request:

Review the attached list. Ask staff questions, if any, about specific site plan projects.

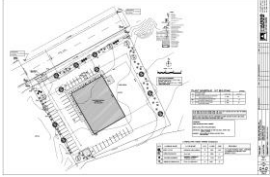
2023 SITE PLAN REVIEW STATUS

Last Updated June 21, 2023

NEW WATERVIEW HEIGHTS APARTMENTS		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
	-	Plan Commission reviewed on Oct. 24, 2022.
		Site plan denied.
	-	Site plan approved on May 10, 2023.
410-416 Willie Mays Cl (Street under construction.)	>	Permits issued/under construction.
		Occupancy permit issued.
BAYSIDE MACHINE BUILDING ADDITION		
	-	Site plan, application and review fee submitted.
	>	Developer revising site plan.
		Staff review in progress.
	-	Plan Commission reviewed on Oct. 24, 2022.
		Site plan denied.
		Site plan approved on ____.
2257 American BL		Permits issued/under construction.
		Occupancy permit issued.
NEW WIRELESS CELL TOWER		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
	-	Plan Commission reviewed on Sep. 26, 2022.
		Site plan denied.
	-	Site plan approved on October 19, 2022.
747 Heritage RD	>	Permits issued/under construction.
		Occupancy permit issued. (Permit not required)
NEW COVANTAGE CREDIT UNION		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
	-	Plan Commission reviewed on Sep. 26, 2022.
		Site plan denied.
	-	Site plan approved on November 10, 2022.
1225 Lawrence DR	>	Permits issued/under construction.
		Occupancy permit issued.
NOVAK-CHASE RENOVATION		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
	-	Site plan approved on February 6, 2023.
441 Main AV	>	Permits issued/under construction.
		Occupancy permit issued.

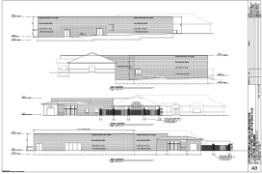
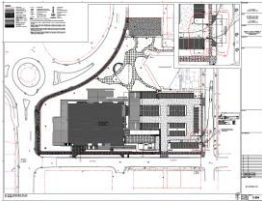
2023 SITE PLAN REVIEW STATUS

Last Updated June 21, 2023

NEW ONE SOURCE TECHNOLOGIES		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
	-	Plan Commission reviewed on Sep. 26, 2022.
		Site plan denied.
	-	Site plan approved on October 20, 2022.
2051 Profit PL	>	Permits issued/under construction.
		Occupancy permit issued.
STORAGE SHOP USA PHASE 2 & 3 ADDITION (PIP)		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
	-	Plan Commission reviewed on Sep. 26, 2022.
		Site plan denied.
	-	Site plan approved on October 4, 2022.
701 Millennium CT	>	Permits issued/under construction.
		Occupancy permit issued.
NEW TACO BELL (PIP)		
	-	Site plan, application and review fee submitted.
	>	Developer revising site plan.
		Staff review in progress.
	-	Plan Commission reviewed on August 22, 2022.
		Site plan denied.
		Site plan approved on ____.
1610 Lawrence DR		Permits issued/under construction.
		Occupancy permit issued.
NEW STARBUCKS (PIP)		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
	-	Plan Commission reviewed on July 25, 2022.
		Site plan denied.
	-	Site plan approved on August 2, 2022.
1360 Scheuring RD	>	Permits issued/under construction.
		Occupancy permit issued.
CAMPBELL WRAPPER BUILDING ADDITION		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
	-	Plan Commission reviewed on June 27, 2022.
		Site plan denied.
	-	Site plan approved on July 25, 2022.
1415 Fortune AV	>	Permits issued/under construction.
		Occupancy permit issued.

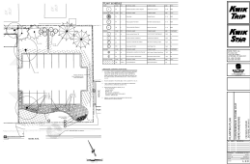
2023 SITE PLAN REVIEW STATUS

Last Updated June 21, 2023

CHICAGO STREET PUB AND THE SWAN CLUB NEW PATIO ADDITION		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
	-	Site plan approved on February 8, 2023.
875 Heritage RD	>	Permits issued/under construction.
		Occupancy permit issued.
MULVA CULTURAL CENTER AND TRUCK DRIVEWAY MODIFICATION		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
	-	Site plan approved on February 16, 2023.
221 S Broadway ST	>	Permits issued/under construction.
		Occupancy permit issued.
SUSTANA FIBERS FLASH DRYER SYSTEM ADDITION		
	-	Site plan, application and review fee submitted.
	>	Developer revising site plan.
		Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
		Site plan approved on ____.
1751 W Matthew ST		Permits issued/under construction.
		Occupancy permit issued.
WASHWORLD BUILDING ADDITION		
	-	Site plan, application and review fee submitted.
	>	Developer revising site plan.
		Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
		Site plan approved on ____.
2222 American BL		Permits issued/under construction.
		Occupancy permit issued.
NEW NELSON PAVILION AT VOYAGEUR PARK		
	-	Site plan, application and review fee submitted.
	>	Developer revising site plan.
		Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
		Site plan approved on ____.
100 William ST		Permits issued/under construction.
		Occupancy permit issued.

2023 SITE PLAN REVIEW STATUS

Last Updated June 21, 2023

BEDFORD PAPER ADDITION		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	-	Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
	>	Site plan approved on June 12, 2023.
1891 Commerce DR		Permits issued/under construction.
		Occupancy permit issued.
NEW PRESERVE DEVELOPMENT CLUBHOUSE		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	>	Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
		Site plan approved on ____.
2000 N Honeysuckle CI		Permits issued/under construction.
		Occupancy permit issued.
KWIK TRIP PARKING LOT ADDITION		
	-	Site plan, application and review fee submitted.
	-	Developer revising site plan.
	>	Staff review in progress.
		Plan Commission review (if needed).
		Site plan denied.
		Site plan approved on ____.
726-746 Main AV		Permits issued/under construction.
		Occupancy permit issued.