



Plan Commission

Regular Meeting

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

Agenda

Monday, June 24, 2024

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 24, 2024** at **7:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Plan Commission, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic 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.iqm2.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the May 28, 2024 Plan Commission meeting.
3. Annual Election of Vice Chair.
4. 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.
5. Consideration and possible action for a 2 lot CSM at 500 Fortune AV(Parcel WD-1041).
6. Consideration and possible action on a 10-lot extraterritorial preliminary plat of Little Rapids Subdivision at 1602 Torchwood TR in Lawrence (Parcels L-2279, L-2295).*
7. Consideration and possible action for a zoning map amendment from MX3 (Corridor Mixed-Use District) to C (Commercial District) at 2385 Lawrence DR (Parcel WD-L487).*
8. Consideration and possible action for a conditional use of landscape materials and supplies use in a C (Commercial) District at 2385 Lawrence DR (Parcel WD-L487).*
9. Discussion about information within the De Pere Zoning Ordinance, which is used by Plan Commission members and City staff.
10. Discussion about site plans received since the May 2024 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

Craig Kassner, VHC INC

Douglas E. Woelz, PLS, McMahon Associates

Town of Lawrence

Michael Leidig, Robert E Lee and Associates INC

Gerry Andrews, Andrews Retirement LLC



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 24, 2024

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the May 28, 2024 Plan Commission meeting.

ATTACHMENTS:

- PC_May2024_Minutes_Draft (PDF)



Plan Commission

Regular Meeting

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

Draft Minutes

Tuesday, May 28, 2024

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	
Pamela Gantz	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Mark Higgins	Commissioner	Present	
Shane Raymaker	Commissioner	Present	
Grant Schilling	Commissioner	Present	

Also present: Development Services Director Daniel Lindstrom and members of the public.

2. Approval of the minutes of the April 22, 2024 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Higgins, Commissioner
SECONDER:	Brenda Busch, Commissioner
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Raymaker, Schilling

3. Discussion on the draft conceptual layout for lands recently acquired by the City of De Pere currently located in the Town of Lawrence (Parcel IDs: L-481, L-517, L-520, and L-521-1). This agenda item is for discussion only and no formal action will be taken.

Development Services Director Daniel Lindstrom presented a summary of the draft conceptual southwest area development plan for lands recently acquired by the City of De Pere currently located in the Town of Lawrence. It consists of 75-80 acres of property which was purchased by the City in 2023. He outlined the steps in the process. Mark Higgins asked about the time frame for the project. Daniel stated that the City would like to get the annexation done by the end of the year. The City will need to decide if they want to be the developer of the project or contact it out to an RFP. It will be a traditional neighborhood development "light" with duplexes, multi-family, townhomes, smaller single-family lot sizes, green space and common open spaces with alleys. Mayor Boyd asked about the possibility of more affordable housing options. Daniel replied that the City can set aside a number of the available lots to go toward affordable housing and smaller lots and smaller homes are naturally more affordable. Ald. Gantz asked when the project would start and Daniel replied in 2025 with possible phases. He added that some expenses can be assisted with TID funds. Daniel stated that the preference is to hire a developer through the RFP process rather than the City take on the role of developer. Ald. Gantz noted that she likes the diversity of the project, with many different types of homes. Mark Higgins added that the concept fits in with the trends that are going on right now. Grant Schilling stated that he likes the aspect that it is a smaller project to start out with a plan like this. Daniel mentioned that the boundary agreement expires in a few years, so the timing is good for this project. Ald. Hansen asked what the average square footage would be for the homes. Daniel stated that the homes go up to 1800 square feet. The commissioners all stated that they are on board with the plan. This is a discussion-only item, so no action was taken.

RESULT: DISCUSSED

4. Discussion about site plans received since the April 2024 Plan Commission meeting and review of the status of recently approved development projects.

Development Services Director Daniel Lindstrom provided an update on the site plan reviews since the April 2024 Plan Commission meeting. Ald. Hansen asked about street closures in relation to the Caribou Coffee project. Daniel stated that he does not have that information since it is an Engineering Department approved permit. There were no other comments or questions.

RESULT: DISCUSSED**Adjournment**

Mayor Boyd moved, seconded by Ald. Hansen, to adjourn the meeting at 7:48 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 24, 2024

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Annual Election of Vice Chair.



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 24, 2024

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 24, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

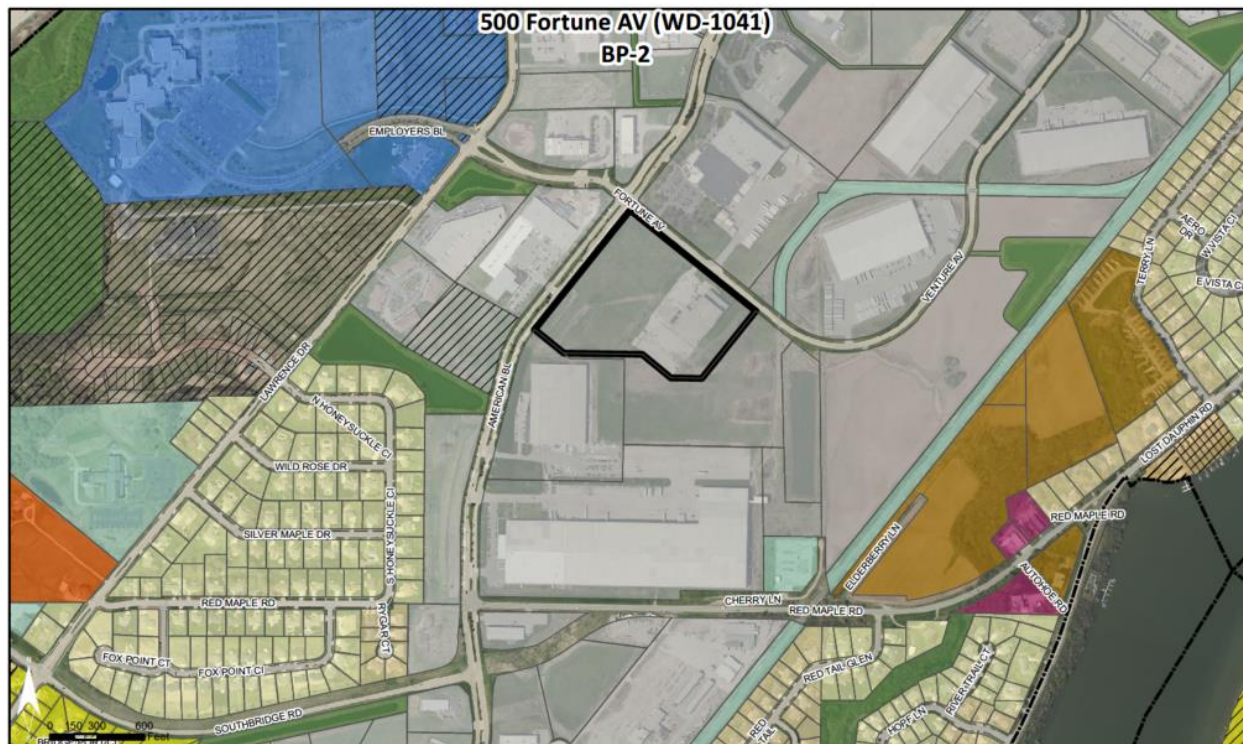
SUBJECT: Consideration and possible action for a 2 lot CSM at 500 Fortune AV(Parcel WD-1041).

ATTACHMENTS:

- PC Report - CSM (DOCX)
- Application and PRELIMINARY CSM - 14 May 2024 (PDF)

Item 5: Consideration and possible action for a 2 lot CSM at 500 Fortune AV(Parcel WD-1041).

SITE MAP



REQUESTED ACTION: Certified Survey Map Approval.

COMMON DESCRIPTION: 500 Fortune AV, located southeast from the Fortune AV and American BL intersection.

ZONING: BP-2 (Business Park 2 District).

SURROUNDING LAND USES: Business Park (BP-1) to the north, south, east, and west.

COMPREHENSIVE PLAN: Business Park.

APPLICANT / OWNERS: Authorized Representative and Property Owner
VHC INC
ATTN: Craig Kassner
3090 Holmgren WY
Green Bay, WI 54304

LAND USE HISTORY: After a review of air photographs, the proposed Lot 1 area developed in the early 1990s and the proposed Lot 2 area is undeveloped.

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.

- Lots 1 and 2 are proposed to develop with business park uses.

All conditions of approval are listed at the end of the report. The conditions are technical and can be overseen by staff.

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 land division provides development opportunities and does not impact the Comprehensive Plan negatively. 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 and Brown County Planning Commission.
2. Add the following note: "Access shall be off of Fortune Avenue unless approved by the City of De Pere."
3. Add the following note: "The City will provide storm water management via a regional storm water management pond designed to treat to current WDNR standards for storm water quality. City storm sewers are designed for five-year rainfall intensity events. Private storm sewers connecting to City storm sewers shall be designed for a five-year rainfall event to match the City allocated flow. Detention facilities may be required for higher flow volumes."
4. There appears to be an inlet on Lot 2 with the pipe connected to a storm structure on Lot 1. Identify the plan for the inlet when the lots are split.
5. Specifically list the City of De Pere in the Utility Easement Provisions.



Planning/Zoning Application

Planning & Zoning Department

5.b

Submitted On:

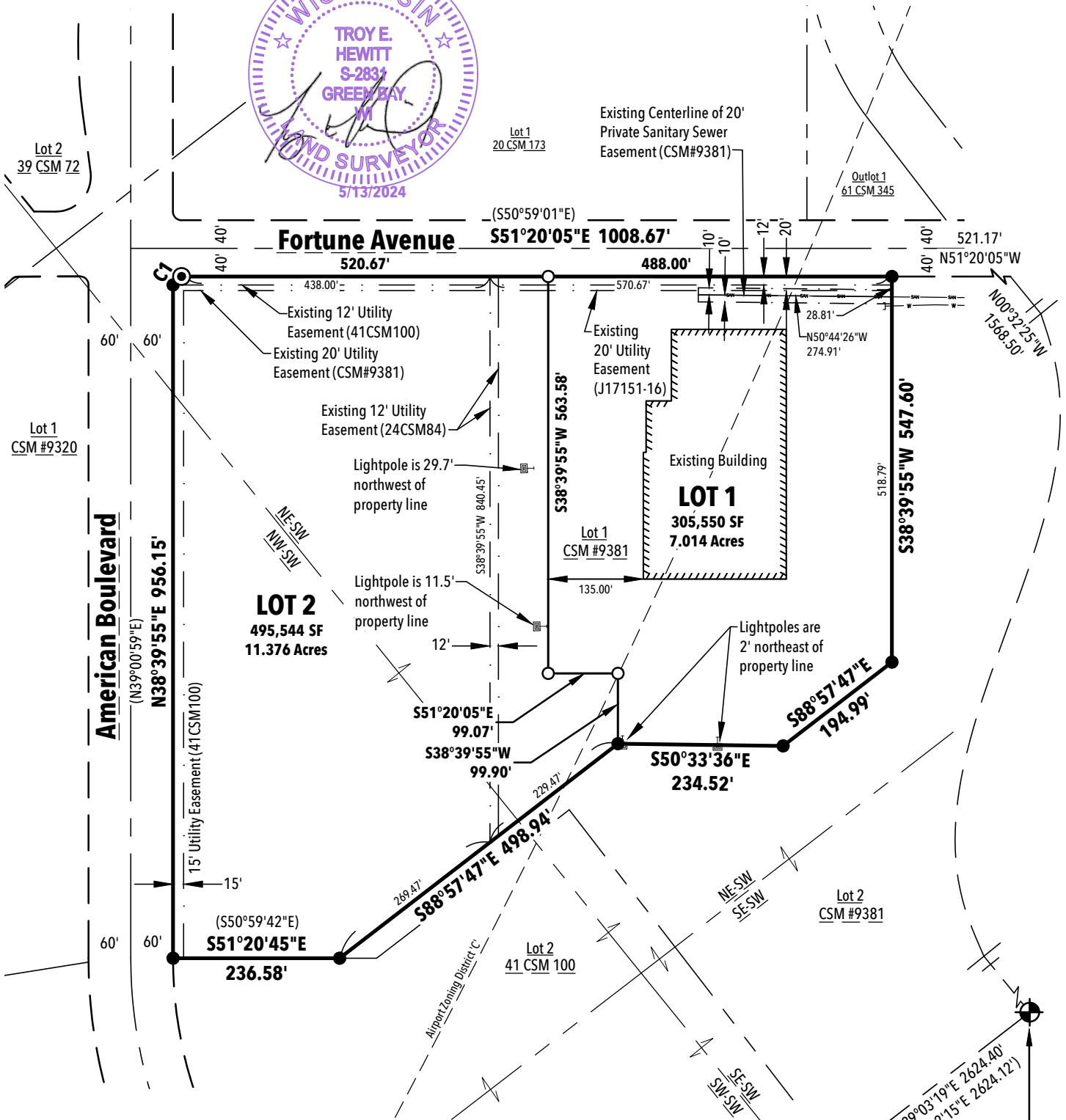
May 14, 2024, 02:35PM EDT

Parcel Number: (Include ALL parcels)	WD-1041
Nearest property address to the project site:	Street Address: 500 FORTUNE AVENUE City: DE PERE State: W Zip: 54115
Check each project type that is being applied for:	CSM
Number of lots in the CSM:	2
Number of outlots in the CSM:	0
Current De Pere Zoning Districts:	BP-2
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural Business Park/Industrial
Proposed Site Land Uses:	Business Park/Industrial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	No
Property Owner:	First Name: VHC Last Name: INC.
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 3090 HOLMGREN WAY Property Owner's Address: na City: GREEN BAY State: W Zip: 54304
Property Owner's Phone Number:	920-336-7278
Property Owner's Email Address:	CKassner@vhcinvest.com
Is someone processing the project for the property owner as their authorized representative?	No

Please attach 1 PDF copy of the CSM.		Preliminary CSM_5-13-24.pdf	5.b		
How do you plan on paying for your application?		Online with a credit card			
Total Due:		\$375.00			
Signature Data	First Name: Troy				
	Last Name: Hewitt				
	Email Address: thewitt@releeinc.com				
					
		Signed at: May 14, 2024 2:33pm America/New_York			
User's Session Information		IP Address: 24.106.22.82			
		Referrer URL:			

PRELIMINARY
CERTIFIED SURVEY MAP

ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 9381, DOCUMENT NUMBER 2979330,
LOCATED IN PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND PART OF THE
NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 32, TOWNSHIP 23 NORTH, RANGE 20
EAST, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.



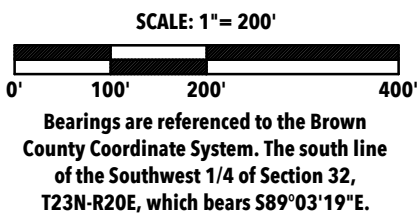
CURVE TABLE

Curve #	Delta	Radius	Length	Chord Direction	Chord Length	Tangent Bearing	Second Tangent Bearing
C1	90°00'00"	12.00'	18.85'	N83°39'55"E	16.97'	N38°39'55"E	S51°20'05"E

Southwest Corner
Section 32
T23N-R20E
1" Iron Pipe with Cap

South 1/4 Corner
Section 32
T23N-R20E
PK Nail w/ Washer

- LEGEND:
- Existing 2" Iron Pipe
 - Existing 1" Iron Pipe
 - Set 1" x 18" Iron Pipe with cap weighing 1.13 lbs./lin. ft.
 - County PLSS Monument
 - () Record bearing or distance



AFFECTED PARCEL:
WD-1041

REL Robert E. Lee
& Associates, Inc.

1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

R:\16001\1695\1695025\dwg\1695025_CSM.dwg

SHEET 1 OF 4

Packet Pg. 13

CERTIFIED SURVEY MAP

ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 9381, DOCUMENT NUMBER 2979330, LOCATED IN PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 32, TOWNSHIP 23 NORTH, RANGE 20 EAST, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.

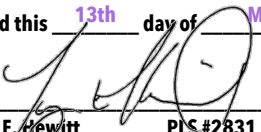
SURVEYOR'S CERTIFICATE:

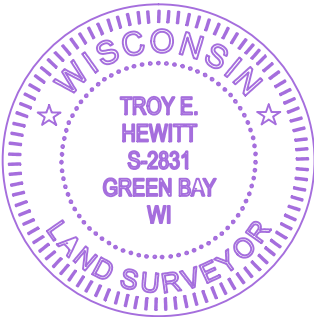
I, Troy E. Hewitt, Professional Land Surveyor, do hereby certify that by the order and under the direction of the owners listed hereon, I have surveyed, mapped and divided all of Lot 1, Certified Survey Map Number 9381, Document Number 2979330, located in part of the Northeast 1/4 of the Southwest 1/4 and part of the Northwest 1/4 of the Southwest 1/4 of Section 32, Township 23 North, Range 20 East, City of De Pere, Brown County, Wisconsin.

Said parcel contains 801,094 Square Feet (18.391 Acres) of land more or less. Subject to any and all easements and restrictions of record.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the City of De Pere in the surveying, mapping and dividing of the same.

Dated this 13th day of May, 2024.


Troy E. Hewitt PLS #2831
ROBERT E. LEE & ASSOCIATES, INC.



RESTRICTIVE COVENANTS:

1. The land on all side and rear lot lines of all lots not included in the drainage easement shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.
2. Each lot owner shall grade the property abutting a street to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks.
3. No poles, pedestals or buried cable are to be placed so as to disturb any survey stake or obstruct vision along any lot lines or street lines, a disturbance of survey stake by anyone is a violation of Section 236.32 of the Wisconsin statutes.

EROSION CONTROL NOTE:

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 City has an adopted soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

AIRPORT ZONING DISTRICT NOTE:

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.

UTILITY EASEMENT PROVISIONS:

A non-exclusive easement granted to public utilities including but not limited to electric, natural gas, communications, water distribution, sewer collection, drainage, etc., is hereby granted by

VHC, Inc., a Wisconsin Corporation, Grantors, to

Wisconsin Public Service Corp., a Wisconsin Corporation and other Public Utilities, Grantee(s),

their respective successors and assigns, to construct, install, operate, repair, maintain, and replace from time to time, facilities used in connection with underground public utilities for such purposes as the same is now or may hereafter be used, all in, under, across, along, and upon the property shown within those areas designated on the plat or CSM, 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/or roots as may be reasonably required incidental 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. Structures shall not be placed over Grantee's facilities or in, upon or over the property within the lines marked "Utility Easement" without the prior written consent of the Grantees.

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



1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

R:\1600\1695\1695025\dwg\1695025_CSM.dwg

CERTIFIED SURVEY MAP

ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 9381, DOCUMENT NUMBER 2979330, LOCATED IN PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 32, TOWNSHIP 23 NORTH, RANGE 20 EAST, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

As owners, we do hereby certify that we caused the land described on this Certified Survey Map to be surveyed, mapped, dedicated and divided as represented on this map. We also do further certify that this Certified Survey Map is required by s-236.34 to be submitted to the following for approval or objection: CITY OF DE PERE

VHC Inc., a Wisconsin corporation Date

Print name and title

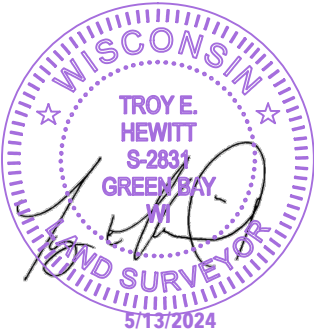
STATE OF WISCONSIN)
COUNTY) SS

Personally came before me this day of , 2024, the above named to me known to be the same person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

(print name)

My commission expires:





City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 24, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on a 10-lot extraterritorial preliminary plat of Little Rapids Subdivision at 1602 Torchwood TR in Lawrence (Parcels L-2279, L-2295).*

ATTACHMENTS:

- PC Report - PrePlat Lawrence Parkway Second Addition (DOCX)
- Application and REVISED PRELIMINARY PLAT - 20 Jun 2024 (PDF)

- ITEM 6:** Consideration and possible action on a 10-lot extraterritorial preliminary plat of Little Rapids Subdivision at 1602 Torchwood TR in Lawrence (Parcels L-2279, L-2295).*

SITE MAP



REQUESTED ACTION:	Preliminary Extraterritorial Plat Approval.	
COMMON DESCRIPTION:	1602 Torchwood TR, located northeast and northwest from the Torchwood TR and Little Rapids RD intersection.	
ZONING:	R-1 (Residential) in Lawrence.	
SURROUNDING LAND USES:	Developing residential to the north and east. Developing business to the north and west. Residential and natural areas to the south.	
COMPREHENSIVE PLAN:	Residential in Lawrence.	
APPLICANT/OWNER:	<u>Authorized Representative</u> Douglas E. Woelz, PLS, McMahon Associates 1445 McMahon DR Neenah, WI 54956	<u>Property Owner</u> Town of Lawrence 2400 Shady CT De Pere, WI 54115

LAND USE HISTORY:

The property remained undeveloped since air photos of 1938.

STAFF REVIEW:

When reviewing a plat, staff considers State Statutes 236 Sections 46-3 through 46-7 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 plat is 3,000-feet south of the De Pere city limits.
- The proposed plat will create 1 business/commercial lot and 9 residential lots.
- The site is located inside of the Lawrence sewer service area.
- Environmentally sensitive areas are reviewed by Brown County.
- The De Pere minimum acreage and frontage are 0.2 acres and 75'; the Town's minimum is 0.3 acres and 100'. All lots meet the minimum acreage and frontage criteria for De Pere and Lawrence.

The plat meets the criteria of State Statutes 236 and Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Code. The proposed land division does not impact the Comprehensive Plan negatively. The proposed lot size, frontage, and setbacks meet acceptable City requirements.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the preliminary extraterritorial plat and forwarding the plat to the Common Council for approval, subject to:

1. Meeting all other state and local regulations, including the City of De Pere, Town of Lawrence, and Brown County Planning Commission.
2. Add a certificate for City of De Pere. Include a line for the Common Council date of approval and a line for the City Clerk signature/date.



Planning/Zoning Application

Planning & Zoning Department

6.b

Submitted On:

May 28, 2024, 03:47PM EDT

Parcel Number: (Include ALL parcels)	L-2279 and L-2295
Nearest property address to the project site:	Street Address: 1615 Torchwood Trail City: DePere State: W Zip: 54115
Check each project type that is being applied for:	Plat, Preliminary
Number of lots in the Preliminary Plat: (PLEASE USE NUMERALS ONLY.)	10
Number of outlots in the Preliminary Plat: (PLEASE USE NUMERALS ONLY.)	0
Current De Pere Zoning Districts:	Not in De Pere
Extraterritorial Zoning Districts:	B1 Business Commercial
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural
Proposed Site Land Uses:	Residential Business Park/Industrial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: Town Last Name: of Lawrence
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 2400 Shady Court City: De Pere State: W Zip: 54115
Property Owner's Phone Number:	920-347-3710
Property Owner's Email Address:	patrickw@lawrencewi.gov

Is someone processing the project for the property owner as their authorized representative?		Yes	6.b
Authorized Representative's Name:		First Name: Douglas Last Name: Wbelz	
Authorized Representative's Business Name:		McMahon Associates	
Authorized Representative's Phone Number:		920-751-4200	
Authorized Representative's Email Address:		dwoelz@mcmgrp.com	
Please attach a PDF copy of the Preliminary Plat.		2024-05-23_Lawrence Parkway Second Addition_Preliminary Plat-22x34.pdf	
Please attach a CAD copy of the Preliminary Plat.		2024-05-28 Lawrence Parkway Second Addition_Preliminary Plat.dwg	
How do you plan on paying for your application?		Online with a credit card	
Total Due:		\$980.00	
Signature Data	First Name: Douglas Last Name: Wbelz Email Address: dwoelz@mcmgrp.com		
	Douglas C. Wbelz Signed at: May 28, 2024 3:45pm America/New_York		
User's Session Information		IP Address: 67.53.157.66 Referrer URL:	

PRELIMINARY PLAT
LAWRENCE PARKWAY SECOND ADDITIONALL OF LOTS 51 AND 67 OF LAWRENCE PARKWAY FIRST ADDITION, RECORDED AS DOCUMENT NO. 3050307, LOCATED IN LOTS 76, 77 AND 78
ACCORDING TO THE RECORDED PLAT OF THE SUBDIVISION OF THE WILLIAM'S GRANT, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN.BEARINGS ARE REFERENCED TO THE
SOUTHWESTERLY LINE OF LOT 78 OF
WILLIAM'S GRANT SUBDIVISION WHICH
BEARS S52°10'55"E PER THE PUBLISHED
WISCONSIN COUNTY COORDINATE
SYSTEM FOR BROWN COUNTY.100 50 0 100
SCALE - FEET
1" = 100'

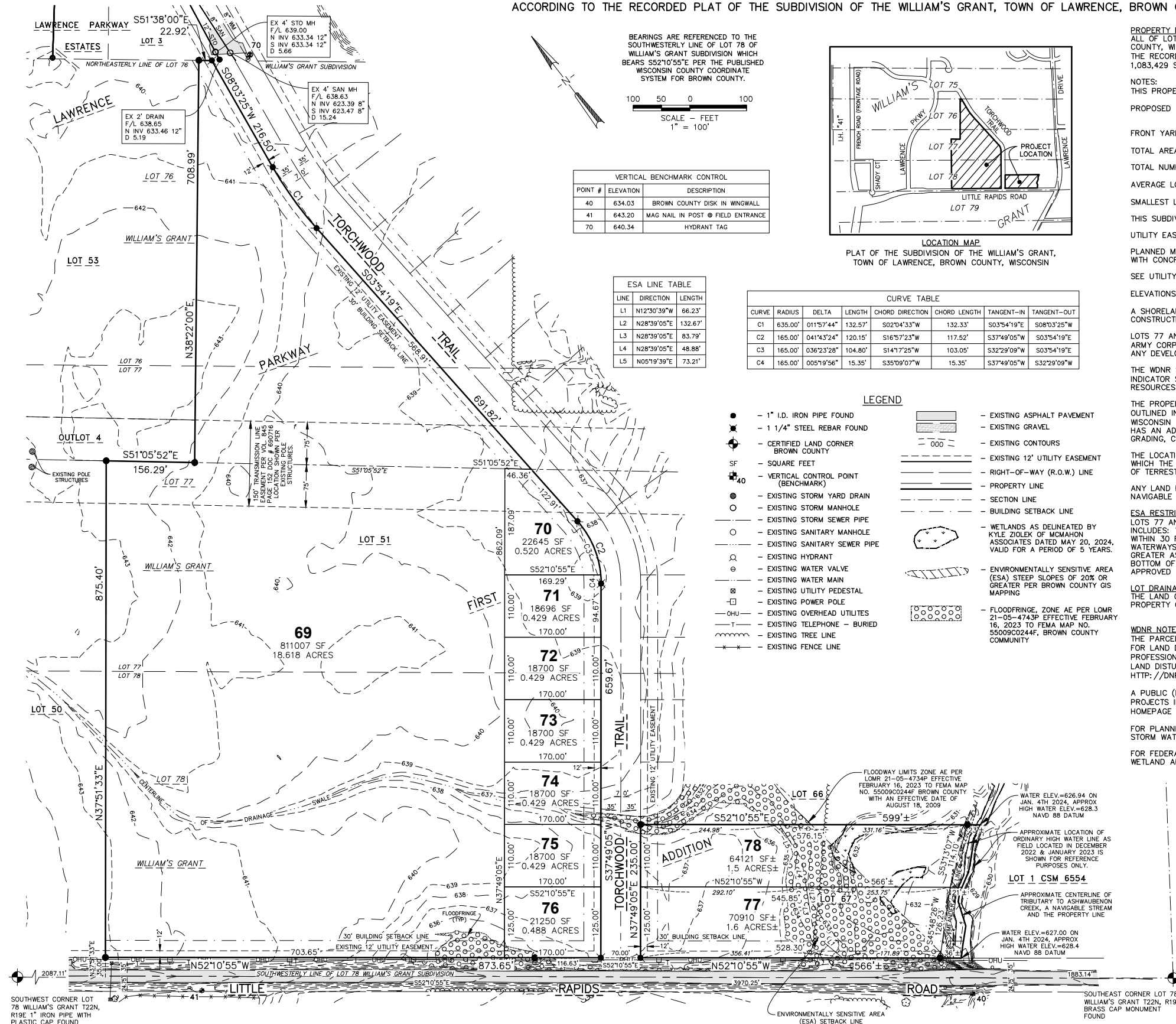
POINT #	ELEVATION	DESCRIPTION
40	634.03	BROWN COUNTY DISK IN WINGWALL
41	643.20	MAG NAIL IN POST @ FIELD ENTRANCE
70	640.34	HYDRANT TAG

LINE	DIRECTION	LENGTH
L1	N12°30'39"W	66.23'
L2	N28°39'05"E	132.67'
L3	N28°39'05"E	83.79'
L4	N28°39'05"E	48.88'
L5	N05°19'39"E	73.21'

CURVE	RADIUS	DELTA	LENGTH	CHORD DIRECTION	CHORD LENGTH	TANGENT-IN	TANGENT-OUT
C1	635.00'	011°57'44"	132.57'	S02°04'33"W	132.33'	S03°54'19"E	S08°03'25"W
C2	165.00'	041°43'24"	120.15'	S16°57'23"W	117.52'	S37°49'05"W	S03°54'19"E
C3	165.00'	036°23'28"	104.80'	S14°17'25"W	103.05'	S32°29'09"W	S03°54'19"E
C4	165.00'	005°19'56"	15.35'	S35°09'07"W	15.35'	S37°49'05"W	S32°29'09"W

LEGEND

- - 1" I.D. IRON PIPE FOUND
- ⊕ - 1 1/4" STEEL REBAR FOUND
- ⬢ - CERTIFIED LAND CORNER BROWN COUNTY
- SF - SQUARE FEET
- ⊕ - VERTICAL CONTROL POINT (BENCHMARK)
- ⊕ - EXISTING STORM YARD DRAIN
- ⊕ - EXISTING STORM MANHOLE
- ⊕ - EXISTING SANITARY MANHOLE
- ⊕ - EXISTING SANITARY SEWER PIPE
- ⊕ - EXISTING HYDRANT
- ⊕ - EXISTING WATER VALVE
- ⊕ - EXISTING WATER MAIN
- ⊕ - EXISTING UTILITY PEDESTAL
- ⊕ - EXISTING POWER POLE
- OHU— - EXISTING OVERHEAD UTILITIES
- T— - EXISTING TELEPHONE - BURIED
- - EXISTING TREE LINE
- *— - EXISTING FENCE LINE
- ▨ - EXISTING ASPHALT PAVEMENT
- ▨ - EXISTING GRAVEL
- - EXISTING CONTOURS
- - EXISTING 12' UTILITY EASEMENT
- - RIGHT-OF-WAY (R.O.W.) LINE
- - PROPERTY LINE
- - SECTION LINE
- - BUILDING SETBACK LINE
- ▨ - WETLANDS AS DELINEATED BY KYLE ZIOLEK OF MCMAHON ASSOCIATES DATED MAY 20, 2024, VALID FOR A PERIOD OF 5 YEARS.
- ▨ - ENVIRONMENTALLY SENSITIVE AREA (ESA) STEEP SLOPES OF 20% OR GREATER PER BROWN COUNTY GIS MAPPING
- ▨ - FLOODFRINGE, ZONE AE PER LOMR 21-05-4743P EFFECTIVE FEBRUARY 16, 2023 TO FEMA MAP NO. 55009C0244F, BROWN COUNTY COMMUNITY



PROPERTY DESCRIPTION:

ALL OF LOTS 51 AND 67 OF LAWRENCE PARKWAY FIRST ADDITION, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR BROWN COUNTY, WISCONSIN ON NOVEMBER 08, 2023, AS DOCUMENT NO. 3050307, LOCATED IN PART OF LOTS 76, 77 AND 78 ACCORDING TO THE RECORDED PLAT OF THE SUBDIVISION OF THE WILLIAM'S GRANT, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN CONTAINING 1,083,429 SQUARE FEET (24.872 ACRES) OF LAND MORE OR LESS.

NOTES:

THIS PROPERTY IS CURRENTLY ZONED: B1 BUSINESS/COMMERCIAL DISTRICT

PROPOSED ZONING: LOT 69 = B1 BUSINESS/COMMERCIAL DISTRICT
LOTS 70-78 = R-1 RESIDENTIAL DISTRICT

FRONT YARD BUILDING SETBACKS TO BE 30 FEET

TOTAL AREA OF DEVELOPMENT AND NET SUBDIVIDED AREA = 24.872 ACRES +/-

TOTAL NUMBER OF LOTS = 10 LOTS

AVERAGE LOT SIZE = 30,269 S.F. 0.695 ACRES (EXCLUDES LOT 69)

SMALLEST LOT SIZE = 18,696 S.F. 0.429 ACRES (LOT 71)

THIS SUBDIVISION IS ALL OF TAX PARCEL NOS. L-2279 AND L-2295

UTILITY EASEMENTS TO BE SHOWN ON THE FINAL PLAT.

PLANNED MUNICIPAL IMPROVEMENTS TO INCLUDE UTILITIES SUCH AS STORM SEWER, SANITARY SEWER, WATER MAIN, ASPHALT STREETS WITH CONCRETE CURB & GUTTER.

SEE UTILITY PLANS FOR EXISTING AND PROPOSED UTILITIES.

ELEVATIONS AS SHOWN ON THIS PLAN ARE REFERENCED TO NAVD 88 DATUM (07 ADJUSTMENT).

A SHORELAND PERMIT FROM THE BROWN COUNTY ZONING ADMINISTRATOR'S OFFICE IS REQUIRED FOR LOTS 77 AND 78 PRIOR TO CONSTRUCTION, FILL OR GRADING ACTIVITY WITHIN 300 FEET OF A STREAM.

LOTS 77 AND 78 INCLUDE WETLAND AREAS THAT MAY REQUIRE PERMITS FROM THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES, ARMY CORP OF ENGINEERS, BROWN COUNTY PLANNING COMMISSION, OR THE BROWN COUNTY ZONING ADMINISTRATOR'S OFFICE PRIOR TO ANY DEVELOPMENT ACTIVITY.

THE WDNR SURFACE WATER VIEWER MAP IDENTIFIES WETLAND INDICATOR SOIL TYPES WITHIN THE SUBJECT PROPERTY. DUE TO WETLANDS INDICATOR SOILS, AND/OR WATERWAYS WITHIN THE SUBJECT PROPERTY, COORDINATE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES REGARDING POTENTIAL PROTECTIVE AREAS.

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 HAS AN ADOPTED SOIL EROSION CONTROL ORDINANCE, IT SHALL GOVERN OVER THIS REQUIREMENT. THIS PROVISION APPLIES TO ANY GRADING, CONSTRUCTION, OR INSTALLATION-RELATED ACTIVITIES.

THE LOCATION OF THE APPROXIMATE ORDINARY HIGH WATER LINE SHALL BE THE POINT ON THE BANK OF THE NAVIGABLE STREAM UP TO WHICH THE PRESENCE AND ACTION OF SURFACE WATER IS SO CONTINUOUS AS TO LEAVE A DISTINCTIVE MARK BY EROSION, DESTRUCTION OF TERRESTRIAL VEGETATION, OR OTHER RECOGNIZED CHARACTERISTICS.

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.

ESA RESTRICTIVE COVENANT:

LOTS 77 AND 78 CONTAIN AN ENVIRONMENTALLY SENSITIVE AREA (ESA) AS DEFINED IN THE BROWN COUNTY SEWAGE PLAN. THE ESA INCLUDES: WETLANDS, ALL LAND WITHIN 50 FEET OF APPROXIMATE OR MODERATELY SUSCEPTIBLE WETLANDS; FLOODWAY, ALL LAND WITHIN 30 FEET OF THE FLOODWAY OR 75 FEET BEYOND THE ORDINARY HIGH WATER LINE - WHICHEVER IS GREATER; NAVIGABLE WATERWAYS, ALL LAND WITHIN 75 FEET OF THE ORDINARY HIGH WATER LINE 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. ANY 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.

LOT DRAINAGE RESTRICTIVE COVENANT:

THE LAND ON ALL SIDE AND REAR LOT LINES OF ALL LOTS SHALL BE GRADED BY THE LOT OWNER AND MAINTAINED BY THE ADJUTING PROPERTY OWNERS TO PROVIDE FOR ADEQUATE DRAINAGE OF SURFACE WATER.

WDNR NOTES:

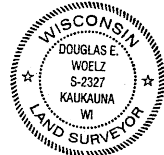
THE PARCEL HAS MAPPED WETLANDS AND/OR WETLAND INDICATOR SOILS PRESENT. IF THE CURRENT OR FUTURE LANDOWNER HAS PLANS FOR LAND DISTURBANCE, CONSTRUCTION WORK, GRADING/FILLING, ETC., THE FIRST STEP IS FOR THE LANDOWNER TO HIRE A WETLAND PROFESSIONAL TO REVIEW THE AREA FOR THE PRESENCE OF WETLANDS. A PROJECT THAT RESULTS IN FILLING OF WETLANDS (THROUGH LAND DISTURBING ACTIVITIES) WILL NEED TO COMPLY WITH WETLAND REGULATIONS. FOR MORE INFORMATION ON WETLANDS, PLEASE VISIT [HTTP://DNR.WI.GOV/TOPIC/WATERWAYS/CONSTRUCTION/WETLANDS.HTML](http://DNR.WI.GOV/TOPIC/WATERWAYS/CONSTRUCTION/WETLANDS.HTML).A PUBLIC (NAVIGABLE) WATERWAY MAY EXIST ON/WITHIN 500 FT OF THE PROPERTY. PERMITS MAY BE REQUIRED FOR PROPOSED PROJECTS IN/AROUND A PUBLIC WATERWAY. FOR MORE INFORMATION ON WATERWAY ACTIVITIES, PLEASE VISIT THE DEPARTMENT'S HOMEPAGE ON WETLAND/WATERWAY ACTIVITIES AT [HTTP://DNR.WI.GOV/TOPIC/WATERWAYS/](http://DNR.WI.GOV/TOPIC/WATERWAYS/).FOR PLANNED LAND DISTURBANCES OVER 1 ACRE, PLEASE VISIT [HTTP://DNR.WI.GOV/TOPIC/STORMWATER/](http://DNR.WI.GOV/TOPIC/STORMWATER/) TO LEARN IF YOU NEED A STORM WATER CONSTRUCTION SITE PERMIT.

FOR FEDERAL WETLAND REGULATIONS, PLEASE CONTACT THE ARMY CORPS OF ENGINEERS AT 920-448-2824 TO LEARN IF A FEDERAL WETLAND APPROVAL IS REQUIRED FOR SITE DEVELOPMENT.

SURVEYOR'S CERTIFICATE

THE PROPERTY AS SHOWN AND DESCRIBED ON THIS MAP WAS SURVEYED UNDER MY DIRECTION AND CONTROL ACCORDING TO THE WISCONSIN ADMINISTRATIVE CODE, CHAPTER A-67 OF MINIMUM STANDARDS FOR PROPERTY SURVEYS, AND IS A CORRECT REPRESENTATION OF SAID SURVEY, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

5-23-2024

DOUGLAS E. WOELZ
WI PROFESSIONAL LAND SURVEYOR S-2327
Revised this 20th day of June, 2024OBJECTING AUTHORITIES:
- DEPARTMENT OF ADMINISTRATIONAPPROVING AUTHORITIES:
- TOWN OF LAWRENCE
- CITY OF DE PERE
- BROWN COUNTY PLANNING COMMISSIONLAND SURVEYOR:
DOUGLAS E. WOELZ
MCMAHON ASSOCIATES
1445 MCMAHON DRIVE
NEENAH, WISCONSIN 54956
PHONE #920-751-4200OWNER & SUBDIVIDER:
TOWN OF LAWRENCE
2400 SHADY CT
DE PERE WI 54115



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 24, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

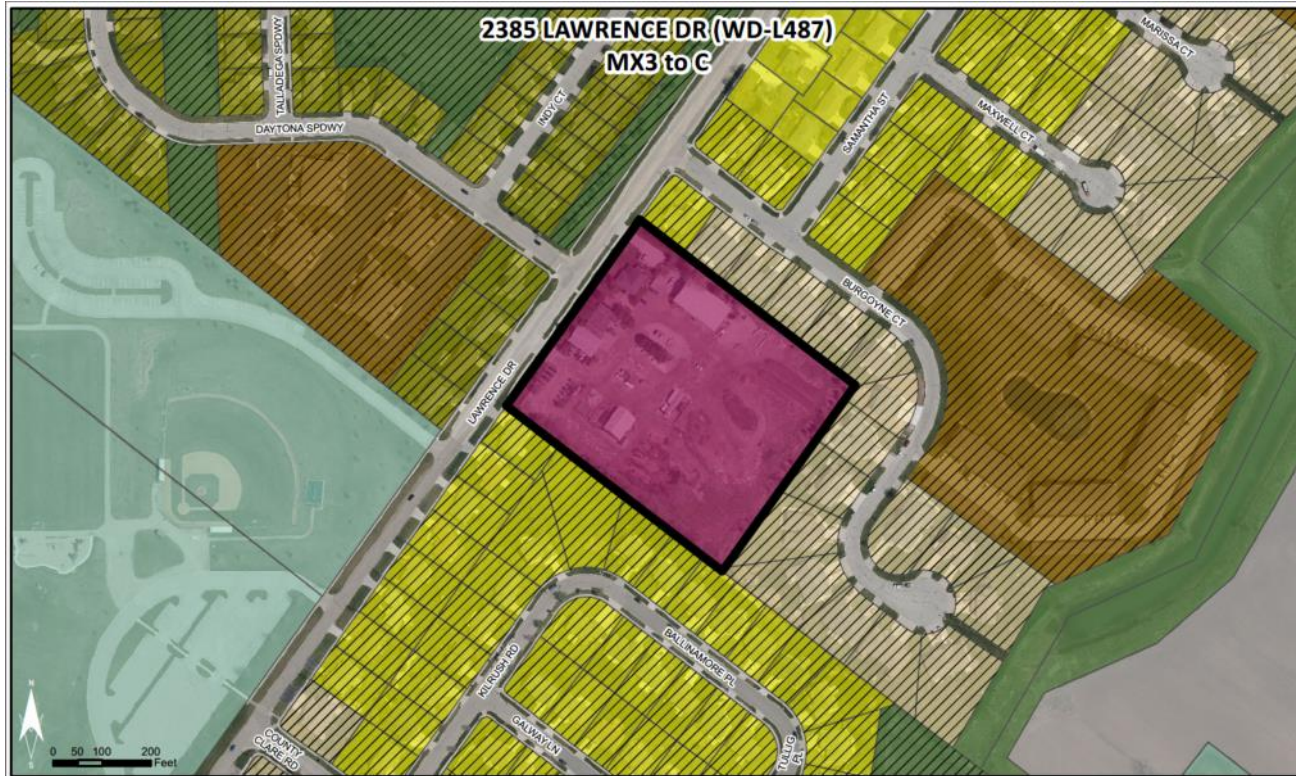
SUBJECT: Consideration and possible action for a zoning map amendment from MX3 (Corridor Mixed-Use District) to C (Commercial District) at 2385 Lawrence DR (Parcel WD-L487).*

ATTACHMENTS:

- PC Report - Zoning Map Amendment (DOCX)
- Zoning Map Amendment - Draco Property Management (PDF)
- Application Form (PDF)
- Supporting Information from Applicant (PDF)
- Petitioner Mailed Neighborhood Mailer_05132024_MRL (PDF)
- Neighborhood letter for ZMA and CU requests at 2385 Lawrence DR (MSG)

Item 7: Consideration and possible action for a zoning map amendment from MX3 (Corridor Mixed-Use District) to C (Commercial District) at 2385 Lawrence DR (Parcel WD-L487).*

SITE MAP



REQUESTED ACTION: Zoning Map Amendment Request.

COMMON DESCRIPTION: 2385 Lawrence DR, located east of the Lawrence DR and Daytona SPDWY intersection.

SURROUNDING LAND USES: Two-unit houses (R1-60, R2-60) to the north and east.
Detached houses (R1-60, R1-45, CON) to the south and west.

COMPREHENSIVE PLAN: Neighborhood Residential (including multi-family).

APPLICANT / OWNERS:

Authorized Representative

Michael Leidig
Robert E Lee and Associates INC
1250 Centennial Centre BL
Hobart, WI 54155

Property Owner

Andrews Retirement LLC
ATTN: Gerry Andrews
1608 Lone Oak DR
Neenah, WI 54956

LAND USE HISTORY: After a review of air photographs, the site developed to landscape materials and supplies use in the 1990'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.

Existing Zoning District

When the new Zoning Map and Zoning Ordinance were adopted in January 2023, the subject property was placed into a MX3 District as the best-fit for a mixed-use retail sales type of use. In December 2023 the specific use "Landscape materials and supplies" was refined and allowed with a conditional use in the C, BP-2, and I Districts. This zoning map amendment, if approved, will change the zoning district to allow the petitioner to apply for a conditional use.

Surrounding Land Uses

The existing site zoning and surrounding land uses are referenced near the beginning of this report. The 2010 Comprehensive Plan Update identifies future land uses as Neighborhood Residential (Including Multi-Family) and Natural Areas.

CLIP FROM FUTURE LAND USE MAP



**FUTURE
NEIGHBORHOOD
RESIDENTIAL
AND NATURAL
AREAS**

Desired Development Patterns

If part of the Zoning Map changes from MX3 to C then 43 residential, public and civic, commercial, industrial, recycling, and agricultural uses are permitted with 6 conditional uses. The uses are summarized in Zoning Ordinance 14-70 Table 7-1.

The site is vehicle accessible with street frontage on Lawrence DR. There are developed sidewalks and bicycle lanes along the street frontage.

NEIGHBOR OUTREACH

All property owners within 300 feet of the subject area have been notified of the application via mail. The authorized representative informed staff that they sent an additional mailing to property owners within 300-feet of the subject area.

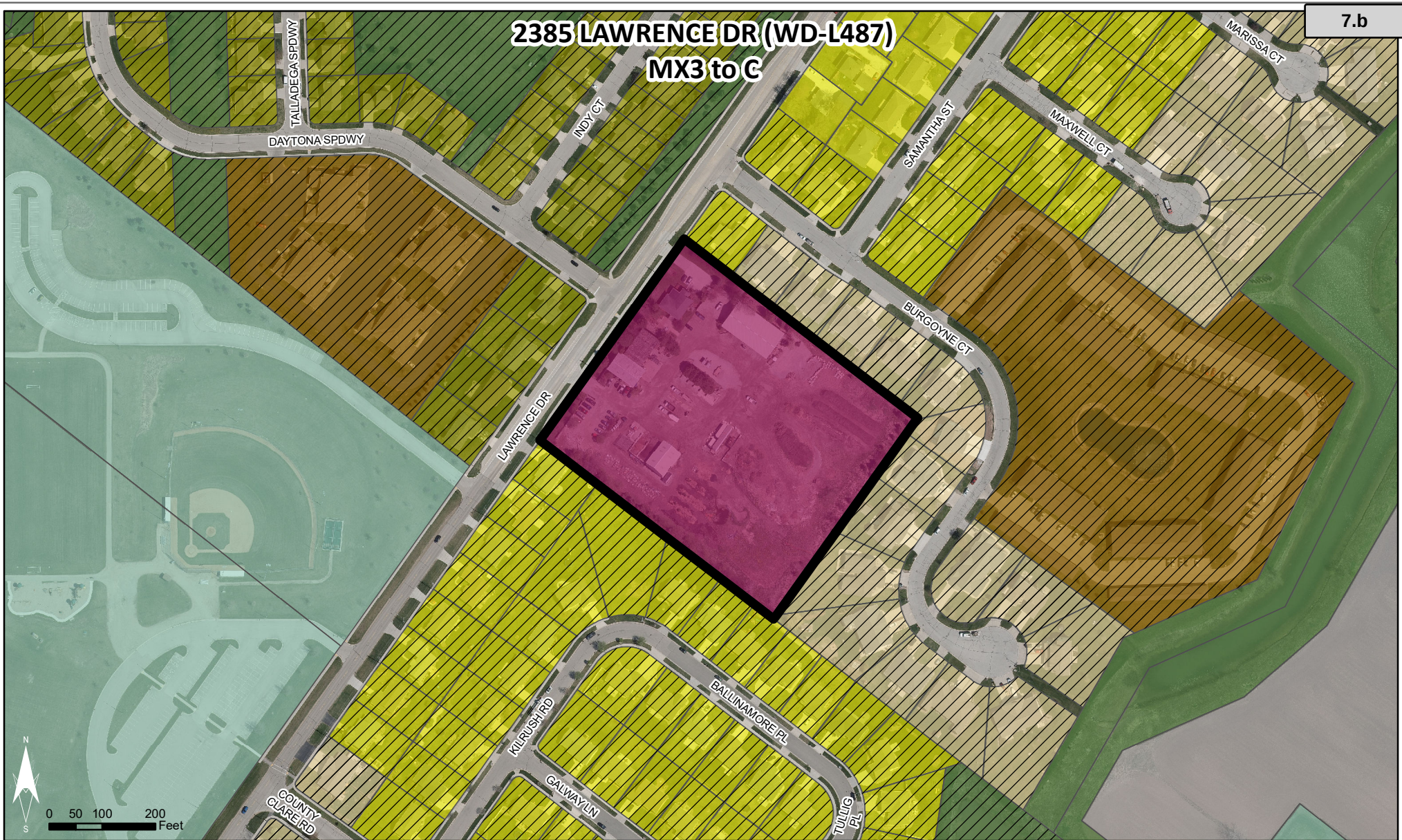
Staff received two telephone inquiries about the zoning map amendment. One of the two telephone calls inquired about Plan Commission and Common Council meeting dates.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the request for a zoning map amendment from MX3 (Corridor Mixed-Use District) to C (Commercial District) at 2385 Lawrence DR. A zoning map amendment must comply with 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.

2385 LAWRENCE DR (WD-L487)
MX3 to C



Zoning Map Amendment Detail (Draft For Review - June 2024)

Parcels	A: Agricultural	RM-2 Multi-Unit Districts	C: Commercial
Pre-Existing PDD (Prior to Jan 1, 2023)	R1-80: Single-Dwelling Detached	MX1: Downtown Mixed-Use District	BP-1: Business Park 1
	R1-60: Single-Dwelling Detached	MX2: Neighborhood Mixed-Use District	BP-2: Business Park 2
	R1-45: Single-Dwelling Detached	MX3: Corridor Mixed-Use District	I: Industrial
	R2-60: Two-Unit	GX1: Office-Residential Mix District	CON: Conservancy
	R2-45: Two-Unit	GX2: Neighborhood Office-Residential	PI-1: Neighborhood Public & Institutional District
	RM-1: Multi-Unit Districts	O: Office	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.



Planning/Zoning Application

Planning & Zoning Department

7.c

Submitted On:

May 15, 2024, 03:44PM EDT

Parcel Number: (Include ALL parcels)	WD-L487
Nearest property address to the project site:	Street Address: 2385 Lawrence Drive City: De Pere State: W Zip: 54115
Check each project type that is being applied for:	Conditional Use Zoning Map Amendment (Rezoning)
What is the conditional use for?	Commercial Service
A Conditional Use request requires a detailed narrative (project description) and site plan graphics. For the detailed narrative, would you prefer to attach a PDF document or enter the information directly into this application form?	Attach a PDF
Please attach a DETAILED NARRATIVE that answers the following conditional use criteria and standards: 1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare. 2. That the uses, values and enjoyment of surrounding properties for purposes already permitted in the district will be not be substantially impaired or diminished by the establishment, maintenance or operation of the proposed conditional use. 3. That establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district. 4.	

That adequate utilities, access roads, drainage and other necessary improvements have been or are being provide. 5. That adequate measures have been or will be taken to provide ingress and egress that will minimize on- and off-site traffic congestion. 6. That the conditional use complies with all other applicable regulations of this zoning ordinance. Finally, provide details that will help with decisionmaking about the operation of the use. Include hours and days of operations, seasonal operation, shipment/delivery requirements and hours, parking requirements, drop-off zones, queuing lines, height oand width of existing and new structures (for wireless telecommunications, site plan details, etc.	
Please attach a SITE PLAN GRAPHIC that details the Conditional Use location.	6497001D-SITE MAP.pdf
Current De Pere Zoning Districts:	MX3
Proposed De Pere Zoning Districts:	C
Existing Site Land Uses:	Commercial
Proposed Site Land Uses:	Commercial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: Gerry Last Name: Andrews
Is the property owner's address the same as the nearest property address?	Yes
Property Owner's Phone Number:	920-360-7400

Property Owner's Email Address:		mleidig@releeinc.com	7.c
Is someone processing the project for the property owner as their authorized representative?		Yes	
Authorized Representative's Name:		First Name: Michael Last Name: Leidig	
Authorized Representative's Business Name:		Robert E. Lee and Associates	
Authorized Representative's Phone Number:		920-662-9641	
Authorized Representative's Email Address:		mleidig@releeinc.com	
Please attach an EXHIBIT MAP with the zoning boundary.		6497001D-SITE MAP.pdf 20240515143033.pdf	
Please attach a WORD DOCUMENT with the boundary legal description.		Legal.docx	
How do you plan on paying for your application?		Online with a credit card	
Total Due:		\$700.00	
Signature Data	First Name: Michael Last Name: Leidig Email Address: mleidig@releeinc.com		
			
		Signed at: May 15, 2024 3:27pm America/New_York	
User's Session Information		IP Address: 24.106.22.82 Referrer URL:	

May 15, 2024

Mr. Peter Schleinz
CITY OF DE PERE
335 S. Broadway
De Pere, WI 54115

RE: Proposed Commercial Landscaping Development – Conditional Use Permit

Dear Mr. Schleinz:

On behalf of Draco Property Management, Robert E. Lee & Associates, Inc. is submitting the attached conditional use application and associated documentation for the commercial landscape development in the City of De Pere. The commercial landscape development includes the paving of existing gravel areas, the creation of landscape berms and buffers, and future new buildings being requested.

While there is an existing landscape business located on the property, a conditional use permit is required to allow for the sale of landscape materials on-site. Per City of De Pere Zoning Ordinance 14-73 (13)(d)2 – Landscape Materials and Supplies Supplemental Regulations, the proposed development acknowledges/proposes to address those conditions as stated below:

- A. Hours of operation will be limited to 7:30 a.m. to 7:30 p.m.
- B. Sand, soil and aggregates will not be moved outside the hours of 9:00 a.m. and 5:00 p.m.
- C. As shown on the concept plan, storage areas for sand, soil, and aggregates or similar materials will be set back at least 200' from R zoned lots, and at least 100' from the right-of-way.
- D. There will be no outdoor storage of dead plants, dead trees, dead logs, or dead stumps.
- E. As shown on the plan, outdoor storage of sand, soil, aggregates, and other similar materials will be screened from view by opaque fences or walls.
- F. Any outdoor storage of landscape vehicles and equipment will be screened and comply with the trucking and transportation terminal regulations.
- G. There will be no outdoor storage of semi-trailers.
- H. It is acknowledged that the outdoor storage of living plants and trees for sale does not require screening.
- I. There will be no storage of living plants and trees for sale inside the required building setbacks.
- J. All vehicles and equipment on-site with a backup alarm will only use low frequency backup alarms that meet OSHA standards.

Mr. Peter Schleinz
CITY OF DE PERE
RE: Proposed Commercial Landscaping Development – Conditional Use Permit

Please do not hesitate to contact me regarding any questions.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

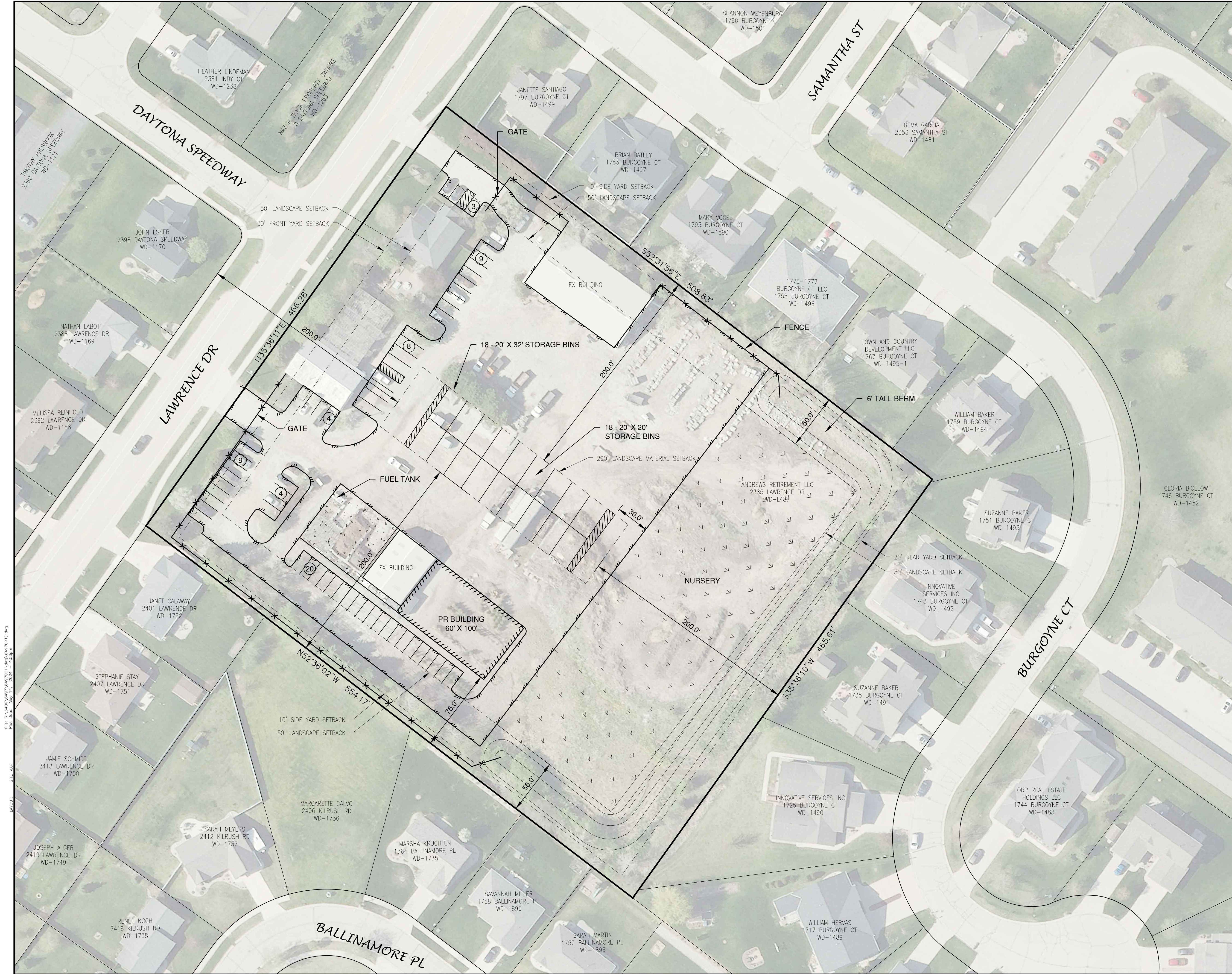


Michael R. Leidig, E.I.T.
Project Engineer

MRL/NJM

ENC.





LEGEND

CONCRETE PAVEMENT

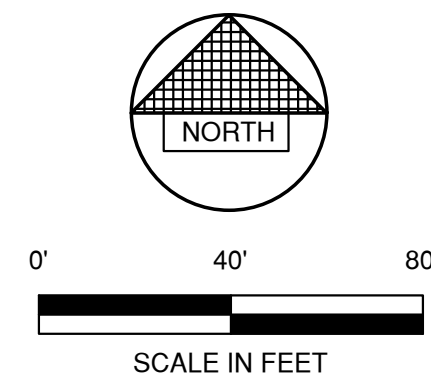
GREEN SPACE

NOTE
ALL DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

PARKING DATA
TOTAL PARKING STALLS PROVIDED = 57
HANDICAP ACCESSIBLE PARKING STALLS = 3
TOTAL PARKING STALLS REQUIRED = 24 (1 PER 800 S.F.)

SITE DATA
TOTAL AREA = 5.92 ACRES, 258,090 S.F.
BUILDING AREA = 0.32 ACRES, 13,997 S.F. (5.4%)
SIDEWALK/PARKING LOT AREA = 4.14 ACRES, 180,543 S.F. (69.9%)
GREEN SPACE = 1.46 ACRES, 63,550 S.F. (24.7%)

ZONING
MX3 - CORRIDOR MIXED USE
(REZONE IN PROGRESS TO C - COMMERCIAL)
PARCEL NO.
WD - L487



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN KDC
								CHECKED
								DESIGNED JGS

SITE DEVELOPMENT
FOR DRACO PROPERTY MANAGEMENT
CITY OF DE PERE
BROWN COUNTY, WISCONSIN

SITE PLAN

DATE 03/2024	 Robert E. Lee & Associates, Inc. 1250 Centennial Centre Blvd Hobart, WI 920-662-9641 releinc.com	SHEET NO. 1
FILE 6497001D		
JOB NO. 6497001		

May 16, 2024

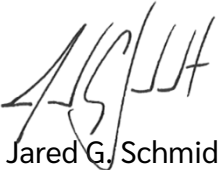
Dear Neighbors:

We wish to inform you that your neighbor, Landscape Associates, is undergoing potential site changes. The property is currently under contract to be sold, and with this sale, the new owner desires to update and upgrade the site to continue operating as a landscape company. In addition, the new business will now also likely incorporate the retail sale of landscape supplies on site and as such, a rezoning permit is being applied for. You will be receiving additional information from the City regarding upcoming proposed rezone which will include information regarding the public meetings.

If you have any questions, please contact Jared Schmidt, P.E. at (920) 662-9641 jschmidt@releeinc.com or City of De Pere Senior Planner, Peter Schlein, at (920) 339-4043.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Jared G. Schmidt, P.E., V.P.
Civil/Municipal Engineering Manager

JGS/NJM

Kelly Barker

From: Jared G. Schmidt <jschmidt@releeinc.com>
Sent: Wednesday, June 19, 2024 12:15 PM
To: Peter Schleinz
Cc: Michael Leidig
Subject: Neighborhood letter for ZMA and CU requests at 2385 Lawrence DR
Attachments: Neighborhood Mailer_05132024_MRL.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Peter ~ I talked with three property owners adjacent to WD-L487. These calls were triggered by the letter sent (attached) to nearby residents utilizing the mailing list provided by the City, which I believe corresponds to the mailing list used for the rezone request notification the City sent. The following summarizes my discussions with each individual based on my interpretation of the calls:

- 5/22 – George Schroepfer – 1791 Burgoyne Ct
 - o Mr Schroepfer stated that he was in support of the project, but would like to see the property cleaned up, specifically removal of dead trees.
- 5/22 – Delvin Johnson – 1775 Burgoyne Ct
 - o Mr Johnson is supportive of the project, but would like to see the dead trees removed and the fence cleaned up. He stated at multiple times he has had to prop up the fence from leaning onto his property.
- 6/3 – Susan Baker – 1735 Burgoyne Ct
 - o Ms Baker did not specifically voice support or opposition to the property but would like to see the dead trees removed and the property cleaned up. Woodchucks are also an issue •• .

In general each property owner was curious as to what was taking place and why. I explained the desire of the potential purchaser to continue the use as a landscape business, but add a retail component. And that the zoning change was needed to support these activities as the property, in the current zoning may not be most applicable for the use on the property. I stated that over time the desire of the new owner is to clean up and modernize the site.

If I receive any additional calls or correspondences in advance of the meeting on Monday I will let you know. Thanks, Jared

Jared G. Schmidt, P.E. | VP
 Civil/Municipal Engineering Manager



Engineering | Environmental | Surveying | Ecological

1250 Centennial Centre Boulevard, Hobart, Wisconsin 54155

O: 920 662-9641 • | D: 920 544-4487 • | M: 920 883-1137

jschmidt@releeinc.com • | releeinc.com



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 24, 2024

DEPARTMENT: Planning

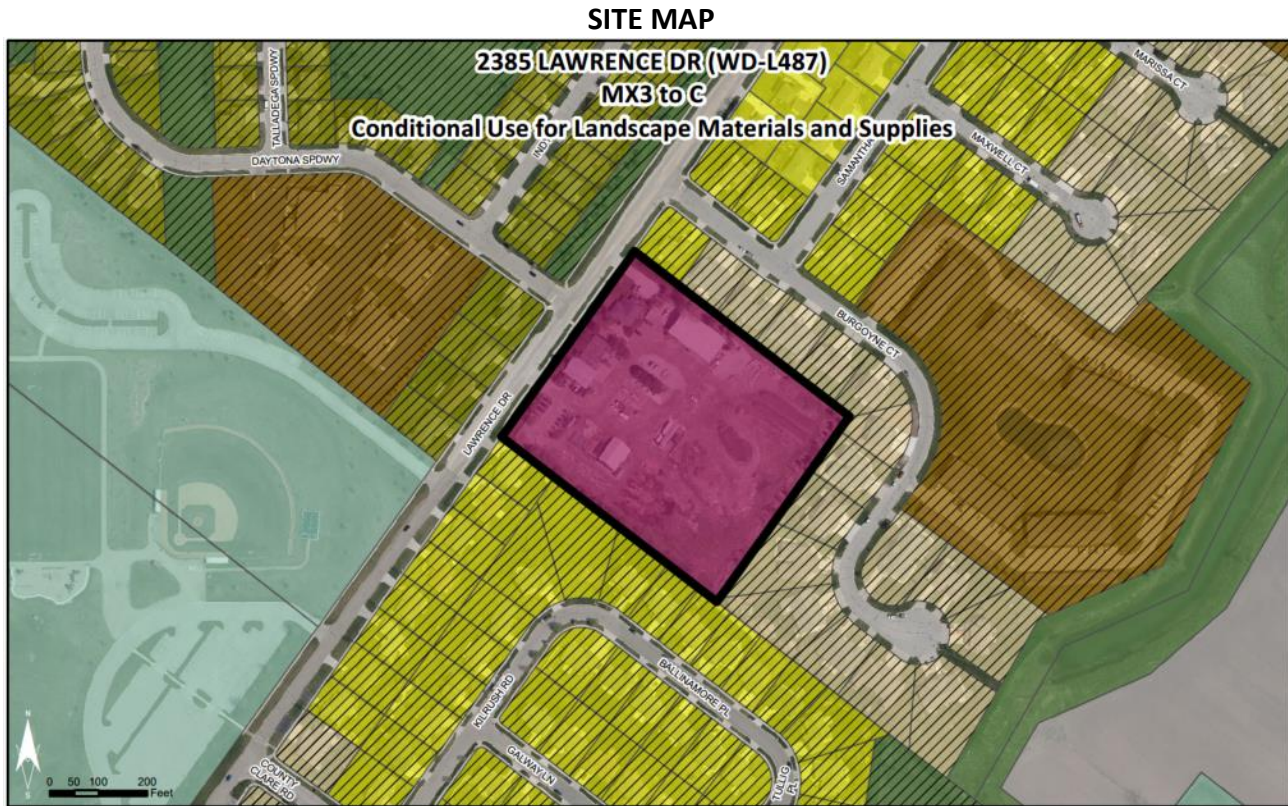
FROM: Peter Schleinz

SUBJECT: Consideration and possible action for a conditional use of landscape materials and supplies use in a C (Commercial) District at 2385 Lawrence DR (Parcel WD-L487).*

ATTACHMENTS:

- PC Report - CU (DOCX)
- Conditional Use - Draco Property Management(PDF)
- Application Form (PDF)
- Supporting Information from Applicant 19 Jun 2024 (PDF)
- Petitioner Mailed Neighborhood Mailer_05132024_MRL (PDF)
- Neighborhood letter for ZMA and CU requests at 2385 Lawrence DR (MSG)

Item 8: Consideration and possible action for a conditional use of landscape materials and supplies use in a C (Commercial) District at 2385 Lawrence DR (Parcel WD-L487).*



REQUESTED ACTION:	Conditional use request.	
COMMON DESCRIPTION:	2385 Lawrence DR, located east of the Lawrence DR and Daytonia SPDWY intersection.	
SURROUNDING LAND USES:	Two-unit houses (R1-60, R2-60) to the north and east. Detached houses (R1-60, R1-45, CON) to the south and west.	
COMPREHENSIVE PLAN:	Neighborhood Residential (including multi-family).	
APPLICANT / OWNER:	<u>Authorized Representative</u> Michael Leidig Robert E Lee and Associates INC 1250 Centennial Centre BL Hobart, WI 54155	<u>Authorized Representative</u> Michael Leidig Robert E Lee and Associates INC 1250 Centennial Centre BL Hobart, WI 54155
LAND USE HISTORY:	After a review of air photographs, the site developed to landscape materials and supplies use in the 1990's.	
STAFF REVIEW:	When reviewing a conditional use request, staff and Plan Commission consider the following: <u>Six review criteria and standards</u>, from Zoning Ordinance 14-123(9), are required for all conditional use requests. The criteria are listed below with the petitioner's responses from the application form.	

- Ten supplemental regulations, from Zoning Ordinance 14-73(13)(d)2, are specifically for landscape materials and supplies uses. The criteria are listed below with the petitioner's responses from a separate document.

Conditional Use Review Criteria and Standards

1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare;

Petitioner's response: There will not be any detrimental effects or endangerments. This is an expansion of an existing use on the property that has existed since the 1990's.

2. That the uses, values and enjoyment of surrounding properties for purposes already permitted in the district will not be substantially impaired or diminished by the establishment, maintenance or operation of the proposed conditional use;

Petitioner's response: As an existing use, there will not be any impairments to values and enjoyments of existing properties.

3. That establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district;

Petitioner's response: As an existing use, there will not be any impediments to the normal and orderly development of surrounding properties.

4. That adequate utilities, access roads, drainage and other necessary improvements have been or are being provided;

Petitioner's response: As an existing use, utilities, access roads, drainage, etc. already exist on the site.

5. That adequate measures have been or will be taken to provide ingress and egress that will minimize on- and off-site traffic congestion; and

Petitioner's response: As an existing use, utilities, access roads, drainage, etc. already exist on the site

6. That the conditional use complies with all other applicable regulations of this zoning ordinance.

Petitioner's response: The proposed conditional use concept plan appears to comply with Zoning Ordinance regulations. A site plan is required for any changes to the existing site.

Conditional Use Supplemental Regulations

- a. Hours of operation are limited to 7:30 a.m. to 7:30 p.m.

Petitioner's response: Hours of operation will be limited to 7:30 a.m. to 7:30 p.m.

- b. Hours of operation for the moving of sand, soil, and aggregates are limited to 9:00 a.m. to 5:00 p.m.

Petitioner's response: Sand, soil and aggregates will not be moved outside the hours of 9:00 a.m. and 5:00 p.m.

- c. Storage areas for sand, soil, aggregates, and similar materials must be set back at least 200 feet from R-zoned lots within the City of De Pere and at least 100 feet from street rights-of-way.

Petitioner's response: As shown on the concept plan, storage areas for sand, soil, and aggregates or similar materials will be set back at least 200' from R zoned lots, and at least 100' from the right-of-way.

- d. Outdoor storage of dead plants, trees, logs, and stumps is prohibited.

Petitioner's response: There will be no outdoor storage of dead plants, dead trees, dead logs, or dead stumps.

- e. Outdoor storage of sand, soil, aggregates, and other materials must be screened from view by an opaque fence, wall or berm that is at least 6' high. Chain-link, hardware cloth, and untreated wood are not permitted.

Petitioner's response: As shown on the plan, outdoor storage of sand, soil, aggregates, and other similar materials will be screened from view by opaque fences or walls.

- f. Outdoor storage of landscaping vehicles and equipment must be screened in accordance with the trucking and transportation terminal regulations of 14-89(2).

Petitioner's response: Any outdoor storage of landscape vehicles and equipment will be screened and comply with the trucking and transportation terminal regulations.

- g. Outdoor storage of semi-trailers is prohibited.

Petitioner's response: There will be no outdoor storage of semi-trailers.

- h. Outdoor storage of living plants and trees for sale does not require screening.

Petitioner's response: It is acknowledged that the outdoor storage of living plants and trees for sale does not require screening.

- i. Living plants and trees for sale must be located outside of all required setbacks.

Petitioner's response: There will be no storage of living plants and trees for sale inside the required building setbacks.

- j. Vehicles and equipment with backup alarms must use only low-frequency back-up alarms that meet OSHA safety standards.

Petitioner's response: All vehicles and equipment on-site with a backup

alarm will only use low frequency backup alarms that meet OSHA standards.

Staff Review Summary

The proposed C District zoned property (if a zoning map amendment is approved by Common Council) may allow a landscape materials and supplies use if a conditional use is successfully approved. Specific conditions must be adhered to. If any conditions are violated, the city may retract the conditional use and the use must cease. Thus, it is extremely important that the petitioner, and future property owners, are aware of all the conditions that are included with an approved conditional use, in addition to Zoning Ordinance regulations.

All conditions that the petitioner has agreed to are listed within the 'Staff Recommendation' section of this report.

NEIGHBOR OUTREACH

All property owners within 300 feet of the subject area have been notified of the application via mail. The authorized representative informed staff that they sent an additional mailing to property owners within 300-feet of the subject area.

Staff received two telephone inquiries about a related zoning map amendment but none about conditional uses. One of the two telephone calls inquired about Plan Commission and Common Council meeting dates.

STAFF RECOMMENDATION:

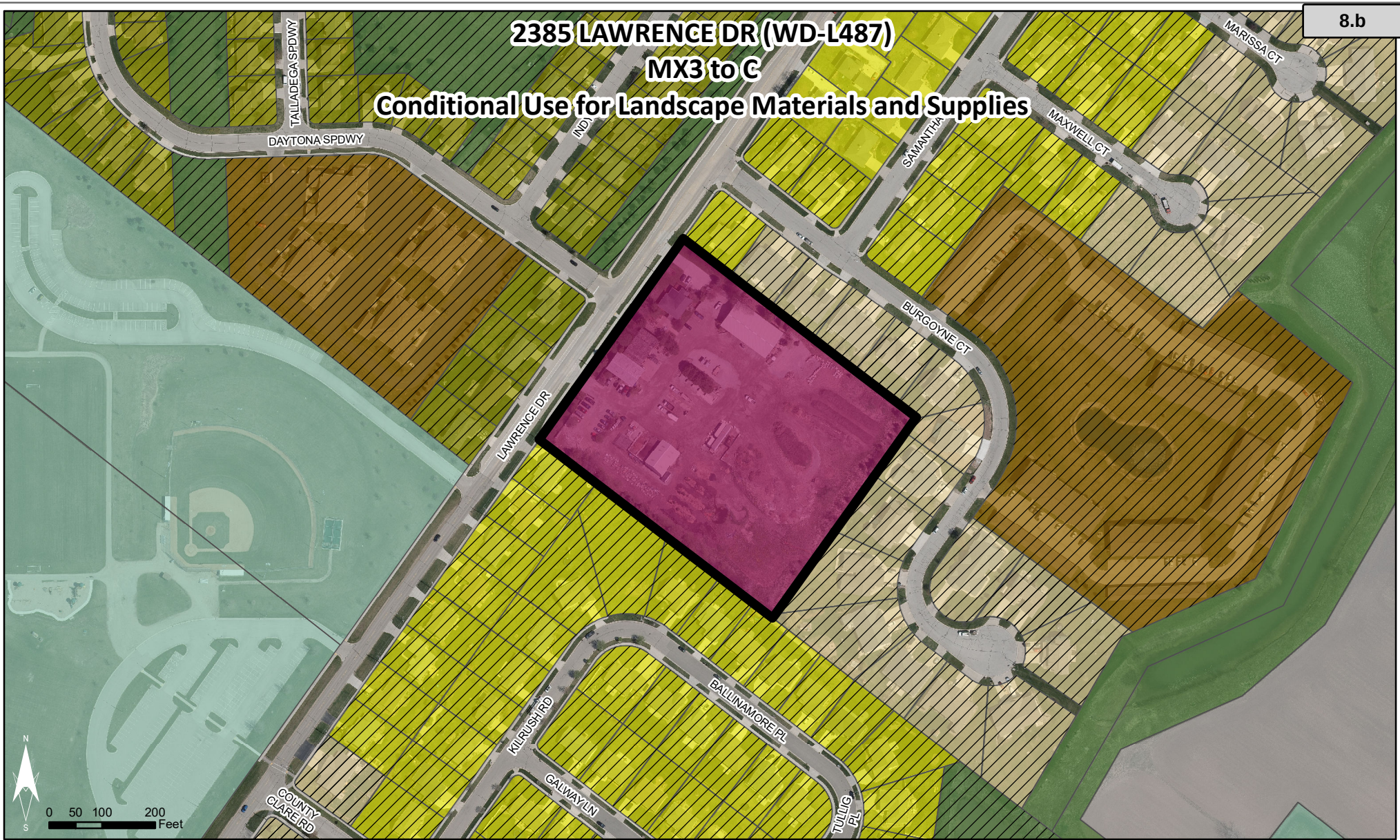
Staff recommends APPROVAL of the conditional use request for a landscape materials and supplies use in a C (Commercial) District at 2385 Lawrence DR, subject to the following:

1. Subject to the successful Common Council approval of a zoning map amendment of Parcel WD-L487 from MX3 District to C District prior to Common Council considering this conditional use.
2. Compliance with all state and local laws and regulations, including compliance with all the provisions of Chapter 14, De Pere Municipal Code.
3. Compliance with the following conditional use supplemental regulations and utilizing the petitioner's responses in this report and the petitioner provided supplemental regulations document to comply:
 - a. Hours of operation are limited to 8:00 a.m. to 5:00 p.m., exceeding conditional use minimum regulations, per petitioner.
 - b. Hours of operation for the moving of sand, soil, and aggregates are limited to 9:00 a.m. to 5:00 p.m.
 - c. Storage areas for sand, soil, aggregates, and similar materials must be set back at least 200 feet from R-zoned lots within the City of De Pere and at least 100 feet from street rights-of-way.
 - d. Outdoor storage of dead plants, trees, logs, and stumps is prohibited.
 - e. Outdoor storage of sand, soil, aggregates, and other materials must be screened from view by an opaque fence, wall or berm that is at least 6' high. Chain-link, hardware cloth, and untreated wood

permitted.

- f. Outdoor storage of landscaping vehicles and equipment must be screened in accordance with the trucking and transportation terminal regulations of 14-89(2).
- g. Outdoor storage of semi-trailers is prohibited.
- h. Outdoor storage of living plants and trees for sale does not require screening.
- i. Living plants and trees for sale must be located outside of all required setbacks.
- j. Vehicles and equipment with backup alarms must use only low-frequency backup alarms that meet OSHA safety standards.

2385 LAWRENCE DR (WD-L487)
MX3 to C
Conditional Use for Landscape Materials and Supplies



Conditional Use Detail (Draft For Review - June 2024)

- | | | | |
|---|---------------------------------|--------------------------------------|--|
| Parcels | A: Agricultural | RM-2 Multi-Unit Districts | C: Commercial |
| Pre-Existing PDD (Prior to Jan 1, 2023) | R1-80: Single-Dwelling Detached | MX1: Downtown Mixed-Use District | BP-1: Business Park 1 |
| | R1-60: Single-Dwelling Detached | MX2: Neighborhood Mixed-Use District | BP-2: Business Park 2 |
| | R1-45: Single-Dwelling Detached | MX3: Corridor Mixed-Use District | I: Industrial |
| | R2-60: Two-Unit | GX1: Office-Residential Mix District | CON: Conservancy |
| | R2-45: Two-Unit | GX2: Neighborhood Office-Residential | PI-1: Neighborhood Public & Institutional District |
| | RM-1: Multi-Unit Districts | O: Office | 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.

Data Source



Planning/Zoning Application

Planning & Zoning Department

Submitted On:
May 15, 2024, 03:44PM EDT

8.c

Parcel Number: (Include ALL parcels)	WD-L487
Nearest property address to the project site:	Street Address: 2385 Lawrence Drive City: De Pere State: W Zip: 54115
Check each project type that is being applied for:	Conditional Use Zoning Map Amendment (Rezoning)
What is the conditional use for?	Commercial Service
A Conditional Use request requires a detailed narrative (project description) and site plan graphics. For the detailed narrative, would you prefer to attach a PDF document or enter the information directly into this application form?	Attach a PDF
Please attach a DETAILED NARRATIVE that answers the following conditional use criteria and standards: 1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare. 2. That the uses, values and enjoyment of surrounding properties for purposes already permitted in the district will be not be substantially impaired or diminished by the establishment, maintenance or operation of the proposed conditional use. 3. That establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district. 4.	

That adequate utilities, access roads, drainage and other necessary improvements have been or are being provide. 5. That adequate measures have been or will be taken to provide ingress and egress that will minimize on- and off-site traffic congestion. 6. That the conditional use complies with all other applicable regulations of this zoning ordinance. Finally, provide details that will help with decisionmaking about the operation of the use. Include hours and days of operations, seasonal operation, shipment/delivery requirements and hours, parking requirements, drop-off zones, queuing lines, height oand width of existing and new structures (for wireless telecommunications, site plan details, etc.	
Please attach a SITE PLAN GRAPHIC that details the Conditional Use location.	6497001D-SITE MAP.pdf
Current De Pere Zoning Districts:	MX3
Proposed De Pere Zoning Districts:	C
Existing Site Land Uses:	Commercial
Proposed Site Land Uses:	Commercial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: Gerry Last Name: Andrews
Is the property owner's address the same as the nearest property address?	Yes
Property Owner's Phone Number:	920-360-7400

May 15, 2024

Mr. Peter Schleinz
CITY OF DE PERE
335 S. Broadway
De Pere, WI 54115

RE: Proposed Commercial Landscaping Development – Conditional Use Permit

Dear Mr. Schleinz:

On behalf of Draco Property Management, Robert E. Lee & Associates, Inc. is submitting the attached conditional use application and associated documentation for the commercial landscape development in the City of De Pere. The commercial landscape development includes the paving of existing gravel areas, the creation of landscape berms and buffers, and future new buildings being requested.

While there is an existing landscape business located on the property, a conditional use permit is required to allow for the sale of landscape materials on-site. Per City of De Pere Zoning Ordinance 14-73 (13)(d)2 – Landscape Materials and Supplies Supplemental Regulations, the proposed development acknowledges/proposes to address those conditions as stated below:

- A. Hours of operation will be limited to 7:30 a.m. to 7:30 p.m.
- B. Sand, soil and aggregates will not be moved outside the hours of 9:00 a.m. and 5:00 p.m.
- C. As shown on the concept plan, storage areas for sand, soil, and aggregates or similar materials will be set back at least 200' from R zoned lots, and at least 100' from the right-of-way.
- D. There will be no outdoor storage of dead plants, dead trees, dead logs, or dead stumps.
- E. As shown on the plan, outdoor storage of sand, soil, aggregates, and other similar materials will be screened from view by opaque fences or walls.
- F. Any outdoor storage of landscape vehicles and equipment will be screened and comply with the trucking and transportation terminal regulations.
- G. There will be no outdoor storage of semi-trailers.
- H. It is acknowledged that the outdoor storage of living plants and trees for sale does not require screening.
- I. There will be no storage of living plants and trees for sale inside the required building setbacks.
- J. All vehicles and equipment on-site with a backup alarm will only use low frequency backup alarms that meet OSHA standards.

Mr. Peter Schleinz
CITY OF DE PERE
RE: Proposed Commercial Landscaping Development – Conditional Use Permit

Please do not hesitate to contact me regarding any questions.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

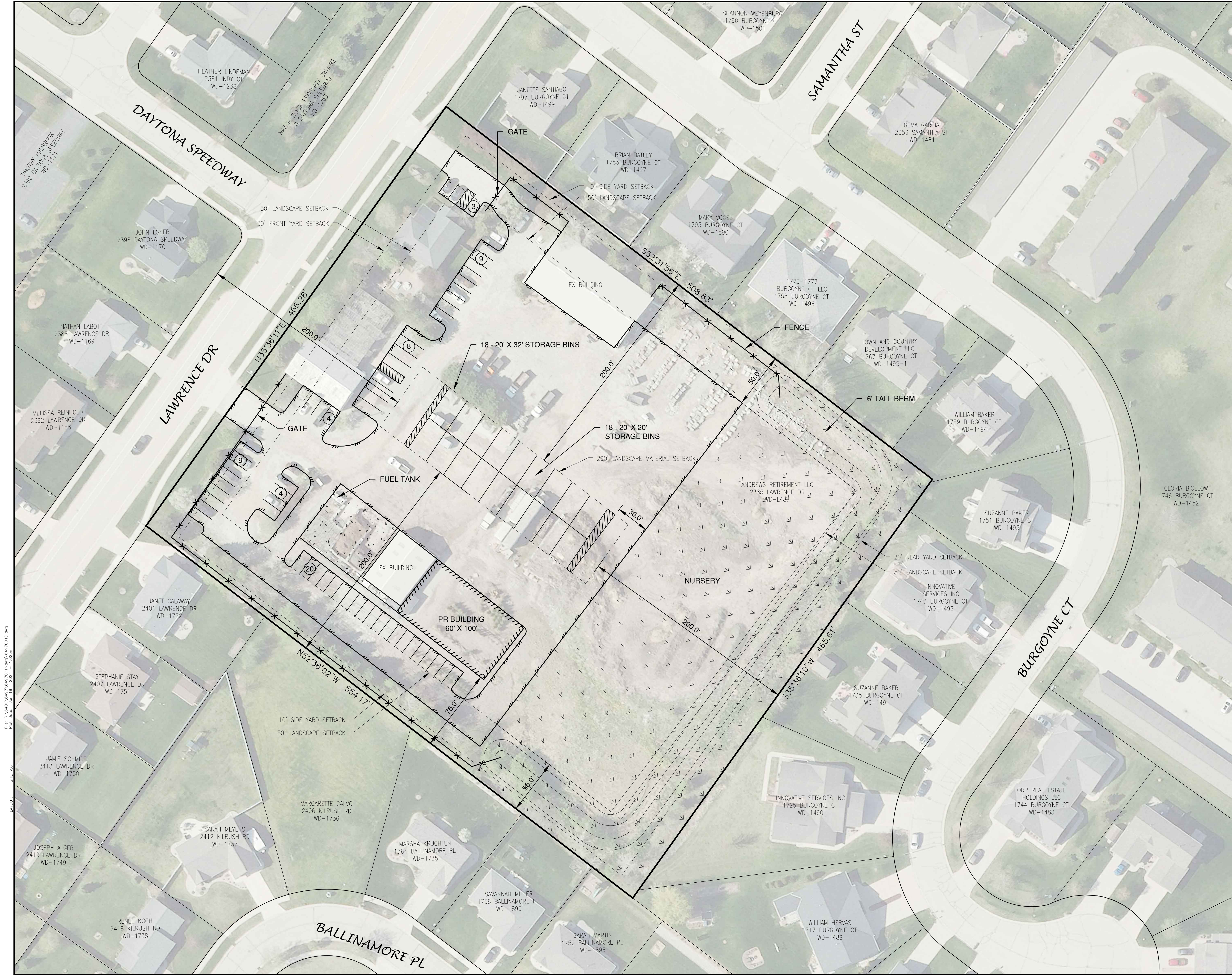


Michael R. Leidig, E.I.T.
Project Engineer

MRL/NJM

ENC.





LEGEND

CONCRETE PAVEMENT

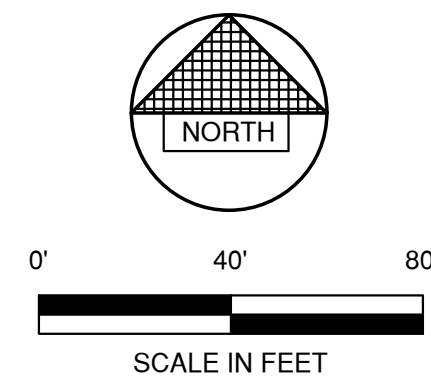
GREEN SPACE

NOTE
ALL DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

PARKING DATA
TOTAL PARKING STALLS PROVIDED = 57
HANDICAP ACCESSIBLE PARKING STALLS = 3
TOTAL PARKING STALLS REQUIRED = 24 (1 PER 800 S.F.)

SITE DATA
TOTAL AREA = 5.92 ACRES, 258,090 S.F.
BUILDING AREA = 0.32 ACRES, 13,997 S.F. (5.4%)
SIDEWALK/PARKING LOT AREA = 4.14 ACRES, 180,543 S.F. (69.9%)
GREEN SPACE = 1.46 ACRES, 63,550 S.F. (24.7%)

ZONING
MX3 - CORRIDOR MIXED USE
(REZONE IN PROGRESS TO C - COMMERCIAL)
PARCEL NO.
WD - L487



NO.				DATE				APPROV.				REVISION				DRAWN KDC				SITE DEVELOPMENT FOR DRACO PROPERTY MANAGEMENT CITY OF DE PERE BROWN COUNTY, WISCONSIN												SITE PLAN												DATE 03/2024				 1250 Centennial Centre Blvd Hobart, WI 920-662-9641 releinc.com	SHEET NO. 1			
																CHECKED																												FILE 6497001D								
																																												DESIGNED JGS					JOB NO. 6497001			

May 16, 2024

Dear Neighbors:

We wish to inform you that your neighbor, Landscape Associates, is undergoing potential site changes. The property is currently under contract to be sold, and with this sale, the new owner desires to update and upgrade the site to continue operating as a landscape company. In addition, the new business will now also likely incorporate the retail sale of landscape supplies on site and as such, a rezoning permit is being applied for. You will be receiving additional information from the City regarding upcoming proposed rezone which will include information regarding the public meetings.

If you have any questions, please contact Jared Schmidt, P.E. at (920) 662-9641 jschmidt@releeinc.com or City of De Pere Senior Planner, Peter Schlein, at (920) 339-4043.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Jared G. Schmidt, P.E., V.P.
Civil/Municipal Engineering Manager

JGS/NJM

Kelly Barker

From: Jared G. Schmidt <jschmidt@releeinc.com>
Sent: Wednesday, June 19, 2024 12:15 PM
To: Peter Schleinz
Cc: Michael Leidig
Subject: Neighborhood letter for ZMA and CU requests at 2385 Lawrence DR
Attachments: Neighborhood Mailer_05132024_MRL.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Peter ~ I talked with three property owners adjacent to WD-L487. These calls were triggered by the letter sent (attached) to nearby residents utilizing the mailing list provided by the City, which I believe corresponds to the mailing list used for the rezone request notification the City sent. The following summarizes my discussions with each individual based on my interpretation of the calls:

- 5/22 – George Schroepfer – 1791 Burgoyne Ct
 - o Mr Schroepfer stated that he was in support of the project, but would like to see the property cleaned up, specifically removal of dead trees.
- 5/22 – Delvin Johnson – 1775 Burgoyne Ct
 - o Mr Johnson is supportive of the project, but would like to see the dead trees removed and the fence cleaned up. He stated at multiple times he has had to prop up the fence from leaning onto his property.
- 6/3 – Susan Baker – 1735 Burgoyne Ct
 - o Ms Baker did not specifically voice support or opposition to the property but would like to see the dead trees removed and the property cleaned up. Woodchucks are also an issue •• .

In general each property owner was curious as to what was taking place and why. I explained the desire of the potential purchaser to continue the use as a landscape business, but add a retail component. And that the zoning change was needed to support these activities as the property, in the current zoning may not be most applicable for the use on the property. I stated that over time the desire of the new owner is to clean up and modernize the site.

If I receive any additional calls or correspondences in advance of the meeting on Monday I will let you know. Thanks, Jared

Jared G. Schmidt, P.E. | VP
 Civil/Municipal Engineering Manager

 **Robert E. Lee**
 & Associates, Inc.
 Engineering | Environmental | Surveying | Ecological

1250 Centennial Centre Boulevard, Hobart, Wisconsin 54155
 O: 920 662-9641 • | D: 920 544-4487 • | M: 920 883-1137
 jschmidt@releeinc.com • | releeinc.com



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 24, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about information within the De Pere Zoning Ordinance, which is used by Plan Commission members and City staff.

ATTACHMENTS:

- Zoning Ordinance Refresher Memo - June 2024 (PDF)

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator

Date: June 24, 2024

RE: **Discussion about information within the De Pere Zoning Ordinance, which is used by Plan Commission members and City staff.**

Summary:

The City of De Pere approved a new Zoning Ordinance that became effective on January 1, 2023. The Zoning Ordinance is updated quarterly, if needed, to keep City regulations current with development terms as well as local, state, and federal regulations.

The Zoning Ordinance provides direction and options for residents, developers, City staff, and the Plan Commission. The directions and options help to minimize violations. If there is a violation, the Zoning Ordinance provides enforcement action, which is why it is important for the Plan Commission to be familiar with the information provided within the Zoning Ordinance.

Efficient Use of the Zoning Ordinance

For the benefit of newer Plan Commission members, and as a refresher for existing Plan Commission members, City staff will present some of the key PowerPoint slides that were utilized during year 2022 when the DRAFT version of the Zoning Ordinance was under final review. The presentation will include the Zoning Ordinance layout, the general topics within each Article, and information about how to quickly find answers to frequently asked questions within the Zoning Ordinance.

NOTE: The PowerPoint includes slides that were created for the Plan Commission over two years ago. If a Zoning Ordinance regulation changed since then, the current regulation is shown on the slides.

Staff Recommendation

Review the PowerPoint slides. Ask staff questions to improve the Plan Commission's understanding of the information in the Zoning Ordinance.



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: June 24, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about site plans received since the May 2024 Plan Commission meeting and review of the status of recently approved development projects.

ATTACHMENTS:

- Site Plan Reviews Memo - June 2024 (PDF)

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator
Date: June 24, 2024

RE: **Discussion about site plans received since the May 2024 Plan Commission meeting and review of the status of recently approved development projects.**

Summary:

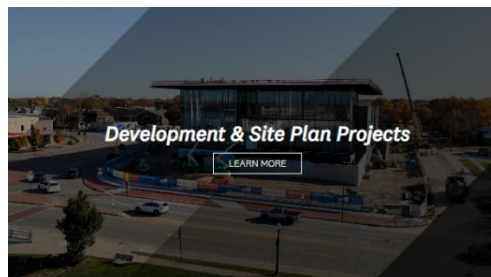
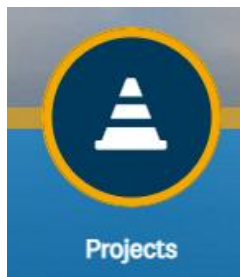
The City of De Pere approved a new Zoning Ordinance that became effective on January 1, 2023. The new Zoning Ordinance speeds up the site plan review process by allowing staff to approve site plan proposals that comply with the Zoning Ordinance.

Attached is a list of site plans that are either awaiting developer revisions, under staff review, recently approved, recently completed, or denied. Updated information is also available on the City website.

Development and Site Plan Projects are Available Online

Updated development and site plan project information is available to Plan Commission and the public at any time by accessing the City website, clicking on 'Projects', and clicking on 'Development & Site Plan Projects'.

- City Website Link: <https://www.deperewi.gov/>



There are two alternatives to access the development and site plan project information online: The first alternative is navigating to the Planning & Zoning page. The second alternative is direct access using the following link: <https://www.deperewi.gov/topic/index.php?topicid=574&structureid=124>.

Development and Site Plan Information Available

The development and site plan projects page includes an interactive project map, a list of projects, and tables for project status with a link to the actual site plans and project contacts.

Staff Recommendation

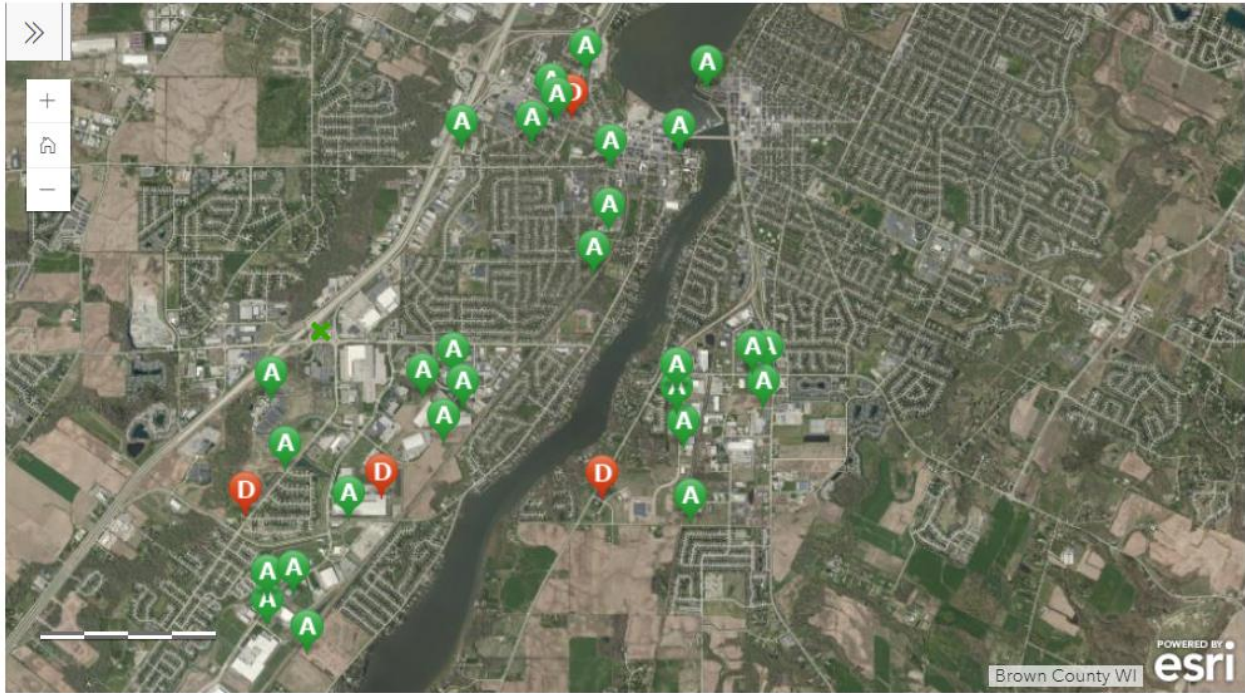
Review the attached list. Ask staff questions, if any, about specific site plan projects.

Page last updated on June 18, 2024.

Development & Site Plan Projects

This page includes a linked Project Map with the locations of recent development and site plan projects in the City of De Pere that are either being revised by the developer (D), under staff review (R), recently approved (A), recently completed (green X), or recently denied (red X). For additional information about a specific project, access to developer contact information, and site plans, click on the project in the List of Projects.

Project Map



List of Projects

Developer Revising Plans:

- 2121 American BL - New Robinson Metal Loading Docks and Pavement
- 2108-2118 Lawrence DR - New Green Bay Nursery
- 411 Destiny DR - Destiny Church Addition
- 746 Main AV - Kwik Trip Parking Lot Addition

Projects that are Under Staff Review:

- None

Projects that are Recently Approved:

- 875 Heritage RD - New Chicago Street Pub - Swan Club Parking
- 1840 S Broadway ST - New Valley Cabinet
- 601 Grant ST - New Christian Outreach Tree Sculpture
- 1775 E Matthew DR - Schreiber Foods Concrete Pad and Screening
- 516 N Eighth ST - New DSSB LLC Facade
- 2005 Venture AV - New Massman Corporate INC
- 290 Reid ST - New St. Norbert College Schneider School of Business
- 875 Heritage RD - Chicago Street Pub - Swan Club Addition
- 600 Heritage RD - Belmark Plant 1 Addition
- 850 Morning Glory LN - New De Pere Housing Authority Generator
- 803 Main AV - New Caribou Coffee
- 925 Sixth ST - MSC Master Plan - Including Fuel Tank Renovation
- 820 Main AV - New North Shore Bank
- 2257 American BL - Bayside Machine Building Addition
- 2211 American BL - Nicolet Real Estate Addition
- 1862 Commerce DR - New Belmark Plant 8
- 2121 American BL - Fytertech Screening Addition
- 1768 W Matthew DR - New Wolter INC
- 1100 Employers BL - Preserve Development Refuse Enclosure Addition
- 421 Lawrence DR - Creekside Christian Montessori Fence Addition
- 100 William ST - New Nelson Pavilion at Voyageur Park
- 1600 N Honeysuckle CI - New Preserve Development Clubhouse
- 2222 American BL - Washworld Building Addition
- 1751 W Matthew DR - Sustana Fibers Flash Dryer System Addition
- 1891 Commerce DR - Bedford Paper Addition
- 701 Millennium CT - Storage Shop USA Phase 2 & 3 Addition
- 410-416 Willie Mays CI - New Waterview Heights Apartments

Projects that are Recently Completed:

- 1610 Lawrence DR - New Taco Bell

Projects that are Recently Denied:

- None

Additional Project Status Information

New Robinson Metal Loading Docks and Pavement

Address: 2121 American BL

Parcel Number: WD-1040

City Funding: No

Developer or Authorized Representative: Steve Kolar, Payne & Dolan INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

New Green Bay Nursery

Address: 2108-2118 Lawrence DR

Parcel Number: WD-L281-1

City Funding: TID 15

Developer or Authorized Representative: Tanner Wojcik, Vierbicher

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

New Christian Outreach Tree Sculpture

Address: 601 Grant ST

Parcel Number: WD-99

City Funding: No

Developer or Authorized Representative: Dan Van Rite, Van Rite & Father INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jun 06, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

New Chicago Street Pub - Swan Club Parking

Address: 875 Heritage RD

Parcel Number: ED-F0103-1

City Funding: No

Developer or Authorized Representative: Patrick Kuehl, Robert E Lee & Associates INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jun 12, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New DSSB LLC Facade**

Address: 516 N Eighth ST

Parcel Number: WD-515-1

City Funding: No

Developer or Authorized Representative: Doug Schoenwalder

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - May 10, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New Valley Cabinet**

Address: 1840 S Broadway ST

Parcel Number: ED-F0101

City Funding: No

Developer or Authorized Representative: Mike Kohlbeck, McMahon Associates INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jun 11, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Chicago Street Pub - Swan Club Addition

Address: 875 Heritage RD

Parcel Number: ED-F0103-1, ED-F0103-5

City Funding: No

Developer or Authorized Representative: Patrick Kuehl, Robert E Lee & Associates INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Apr 25, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New De Pere Housing Authority Generator**

Address: 850 Morning Glory LN

Parcel Number: WD-86-5

City Funding: No

Developer or Authorized Representative: David Johnson, Architects Group LTD

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Apr 10, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New Massman Corporate INC**

Address: 2005 Venture AV

Parcel Number: WD-D0076

City Funding: TID 11

Developer or Authorized Representative: John Davel, Davel Engineering & Environmental INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - May 10, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Belmark Plant 1 Addition

Address: 600 Heritage RD

Parcel Number: ED-F0096, ED-F0095, ED-D29-1

City Funding: TID 10

Developer or Authorized Representative: Carolyn Adler, McMahon Associates

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Apr 17, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New St. Norbert College Schneider School of Business**

Address: 290 Reid ST

Parcel Number: WD-905, WD-934

City Funding: No

Developer or Authorized Representative: Chris Dahlke, Director of Facilities Management, Saint Norbert College

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Apr 25, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New Caribou Coffee**

Address: 803 Main AV

Parcel Number: WD-84-3, WD-84

City Funding: No

Developer or Authorized Representative: Brandon Robaidek, Robert E. Lee and Associates INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - April 9, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Destiny Church Addition

Address: 1205 Lawrence DR

Parcel Number: ED-F0081-1

City Funding: No

Developer or Authorized Representative: Mathew Litchfield, Mach IV Engineering & Surveying LLC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)***Schreiber Foods Concrete Pad and Screening***

Address: 1775 E Matthew DR

Parcel Number: WD-364-D-506-1

City Funding: No

Developer or Authorized Representative: Paul Stimpson, Schreiber Foods

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jun 5, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)***Fytertech Screening Addition***

Address: 2121 American BL

Parcel Number: WD-1040

City Funding: No

Developer or Authorized Representative: Tom Bartman, Maintenance Manager, Fytertech Nonwovens

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Nov 9, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Nicolet Real Estate Addition

Address: 2211 American BL

Parcel Number: WD-1375

City Funding: No

Developer or Authorized Representative: Colin Meisel, Project Manager, Ruekert & Mielke INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress	Plan Commission Review (C)	Site Plan Approved - 06 Dec 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

New Belmark Plant 8

Address: 1862 Commerce DR

Parcel Number: ED-344-101-5

City Funding: TID (Tax Increment District)

Developer or Authorized Representative: Ron Wolf, Project Engineer, McMahon Associates

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress	Plan Commission Review (C)	Site Plan Approved - Nov 15, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Preserve Development Refuse Enclosure Addition

Address: 1100 Employers BL

Parcel Number: WD-D0031

City Funding: TID (Tax Increment District)

Developer or Authorized Representative: Bill Kingston, Developer, Preserve Development LLC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Oct 17, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Creekside Christian Montessori Fence Addition

Address: 421 Lawrence DR

Parcel Number: WD-0209, WD-0209-1

City Funding: No

Developer or Authorized Representative: Thomas Barrett, Vice President

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Sep 27, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**MSC Master Plan - Including Fuel Tank Renovation**

Address: 925 S Sixth ST

Parcel Number: WD-142

City Funding: City Project

Developer or Authorized Representative: Scott Thoresen, Director of Public Works

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review - 22 Jan 2023 (C)	Common Council Approved - Mar 05, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New Wolter INC**

Address: 1768 W Matthew DR

Parcel Number: WD-364-D-505-8

City Funding: No

Developer or Authorized Representative: David Gehrt, Vice President, One Source Construction Corporation

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Oct 24, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

New North Shore Bank

Address: 820 Main AV

Parcel Number: WD-534, WD-535, WD-536, WD-533-1

City Funding: No

Developer or Authorized Representative: Michael Leidig, EIT, Robert E Lee and Associates

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jan 24, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**Kwik Trip Parking Lot Addition**

Address: 746 Main AV

Parcel Number: WD-445, WD-451

City Funding: No

Developer or Authorized Representative: Nick Newman, Store Engineering, Kwik Trip INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New Preserve Development Clubhouse**

Address: 1600 N Honeysuckle CI

Parcel Number: WD-D0034-1

City Funding: TID (Tax Increment District)

Developer or Authorized Representative: Bill Kingston, Developer, Preserve Development LLC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Aug 11, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Bedford Paper Addition

Address: 1891 Commerce DR

Parcel Number: ED-344-102-4

City Funding: No

Developer or Authorized Representative: Lee St Aubin, Architect, Baisch Engineering

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jun 12, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New Nelson Pavilion at Voyageur Park**

Address: 100 William ST

Parcel Number: ED-728

City Funding: City Project

Developer or Authorized Representative: Kevin Chevalier, Project Manager, McMahon Associates

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Sep 1, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**Washworld Building Addition**

Address: 2222 American BL

Parcel Number: WD-1136-1

City Funding: No

Developer or Authorized Representative: Bob Mach, PE, Mach IV Engineering & Surveying LLC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Aug 9, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Sustana Fibers Flash Dryer System Addition

Address: 1751 W Matthew DR

Parcel Number: WD-364-D-526

City Funding: No

Developer or Authorized Representative: Eric Simenson, President, Precision Industrial Contractors

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jun 27, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New Taco Bell**

Address: 1610 Lawrence DR

Parcel Number: WD-D0015-2-1

City Funding: No

Developer or Authorized Representative: Alfred Teleron, Project Architect, MRV Architects INC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review - Aug 22, 2022 (C)	Site Plan Approved - Jun 29, 2023 (C)	Permits Issued or Under Construction (C)	Certificate of Occupancy Issued (C)	Project Completed - May 13, 2024 (C)
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[Click here to see the site plan and developer contact information.](#)**Storage Shop USA Phase 2 & 3 Addition**

Address: 701 Millennium CT

Parcel Number: ED-3090

City Funding: No

Developer or Authorized Representative: Dave Anderson, Owner, Town and Country Development LLC

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review - Sep 26, 2022 (C)	Site Plan Approved - Oct 4, 2022 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

Bayside Machine Building Addition

Address: 2257 American BL

Parcel Number: WD-1371

City Funding: TID (Tax Increment District)

Developer or Authorized Representative: Aaron Breitenfeldt, Project Manager, Robert E Lee & Associates

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress	Plan Commission Review - Oct 24, 2022 (C)	Site Plan Approved - Jan 23, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)**New Waterview Heights Apartments**

Address: 410-416 Willie Mays Cl

Parcel Number: WD-2197

City Funding: No

Developer or Authorized Representative: Brad Treml, Engineering Tech II, Robert E Lee & Associates

Project Status:
(C) indicates Completed Step

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review - Oct 24, 2022 (C)	Site Plan Approved May 10, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
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[Click here to see the site plan and developer contact information.](#)

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