



Plan Commission

Regular Meeting

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

Final Minutes

Monday, June 24, 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	Excused	
Grant Schilling	Commissioner	Present	

Also present: City Planner Peter Schleinz and members of the public.

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

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

3. Annual Election of Vice Chair.

Mark Higgins nominated Brenda Busch as Vice Chair. Upon vote, motion carried unanimously.

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

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.

There were no public comments.

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

City Planner Peter Schleinz reviewed the CSM at 500 Fortune Avenue. Staff recommended approval of the CSM, subject to the conditions in the report. Ald. Hansen moved, seconded by Grant Schilling, to approve the CSM. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Grant Schilling, Commissioner
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Schilling
EXCUSED:	Shane Raymaker

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).*

City Planner Peter Schleinz reviewed the 10 lot extraterritorial preliminary plat of Little Rapids Subdivision in the Town of Lawrence. Staff recommended approval of the plat and forwarding it to the Common Council for approval, subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Gantz, to approve the plat and forward it to the Common Council. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Schilling
EXCUSED:	Shane Raymaker

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).*

City Planner Peter Schleinz reviewed the zoning map amendment from MX3 to C at 2385 Lawrence Drive. Staff recommended approval of the amendment, subject to the conditions in the report. Mark Higgins asked if any additional comments were received since the packet was printed. Peter stated that two additional phone calls were received inquiring about the rezoning sign that was posted. Staff recommended approval of the zoning map amendment, subject to the conditions in the report. Mayor Boyd moved, seconded by Mark Higgins, to approve the zoning map amendment and forward it to the Common Council for final approval. Upon vote, motion carried unanimously. The item will be reviewed by the Council at their July 16, 2024 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Schilling
EXCUSED:	Shane Raymaker

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).*

This item also relates to the same property as the zoning map amendment, which was just approved. City Planner Peter Schleinz reviewed the conditional use of a landscape materials and supplies use in a C District at 2385 Lawrence Drive. Peter stated that all ten criteria have been met. Staff recommended approval of the conditional use request subject to the conditions in the report. Mayor Boyd asked what kind of follow-up is done to make sure the conditions are adhered to. Peter noted that if any of the conditions are not met in the future, the City may revoke the conditional use. Notice would be sent to the business giving them a reasonable amount of time to correct the violation. If they do not correct the violation, the legal department will issue a citation. Mayor Boyd moved,

seconded by Ald. Gantz, to open the meeting for comment. Jarod Schmidt, the authorized representative for the project, addressed the commission. He stated that the report is incorrect and that the hours of operation should be 7:30am-7:30pm (3a), not 8am-5pm. Peter explained that he made a typo in the report and confirmed that the correct hours of operation should be 7:30am-7:30pm. Mayor Boyd moved, seconded by Ald. Gantz to go back to regular session. Upon vote, motion carried unanimously. Peter added that the staff recommendation in 3a of the report will be corrected before it goes to the Common Council meeting. Mayor Boyd moved, seconded by Ald. Gantz, to approve the conditional use request, subject to the conditions in the report. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Schilling
EXCUSED:	Shane Raymaker

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

City Planner Peter Schleinz presented a summary of the De Pere Zoning Ordinance which was adopted in 2022. There are 4 different categories of districts (residential, business, commercial, and special districts) and 22 total districts. The zoning map is color coded. He explained that tables are heavily used in most aspects of the zoning code. Discussion followed on aspects on each Chapter of the Zoning Ordinance. Several of the commissioners thanked Peter for the presentation.

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

City Planner Peter Schleinz provided an update on the status of recently approved development projects since the May 2024 Plan Commission meeting. Mayor Boyd noted that people on social media are using the online method to view development projects, which is a good sign. There were no other questions or comments.

RESULT:	DISCUSSED
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Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 7:51 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker