



Plan Commission

Regular Meeting

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

Final Minutes

Monday, March 25, 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	
Mark Higgins	Commissioner	Present	
Devin Perock	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Shane Raymaker	Commissioner	Excused	
Grant Schilling	Commissioner	Present	

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

2. Approval of the minutes of the February 26, 2024 Plan Commission meeting.

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

3. Request to amend Minutes from the January 22, 2024 Plan Commission meeting that were previously adopted.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Busch, Higgins, Perock, Raasch, 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 an extraterritorial 2-lot certified survey map at 5038 STH 57 (Greenleaf RD) in Rockland (Parcel R-284).*

City Planner Peter Schleinzi reviewed the extraterritorial CSM in the Town of Rockland. Staff recommended approval of the CSM, subject to the conditions in the report. Mayor Boyd moved, seconded by Brenda Busch, to approve the CSM. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on April 3, 2024.

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

6. Consideration and possible action for a zoning map amendment from PI-1 (Neighborhood Public & Institutional District) to C (Commercial District) at 411 Destiny DR (Parcel ED-F0081-1).*

City Planner Peter Schleinz reviewed the zoning map amendment for 411 Destiny Drive. Staff recommended approval of the request with one condition. Ald. Perock moved, seconded by Ald. Raasch, to approve the zoning map amendment and forward it to Common Council. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on April 16, 2024.

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

7. Consideration and possible action for first quarter 2024 revisions to Municipal Code Chapter 14 (Zoning Ordinance).*

City Planner Peter Schleinz reviewed the first quarter 2024 revisions to Municipal Code Chapter 14. There were 20 revisions, which mostly were clarifications. There are a few changes that relate to the metal materials that was discussed at the January Plan Commission meeting. Peter noted that there is an additional item which was not included in the agenda packet, which brings the total revisions to 21. The additional change is for the MX3 District which identifies a commercial manor as a permitted use. This needs to be removed from the first table since a new commercial manor would not be in an MX3 District. Also, in the second table, the heading needs to be changed from "GX2" to "GX" in order to add a missing GX1 regulation reference. Mayor Boyd moved, seconded by Brenda Busch, to approve the 21 revisions to Municipal Code Chapter 14 and forward them to Common Council for a final decision. Upon vote, motion carried unanimously.

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

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

City Planner Peter Schleinz noted that a large number of site plans have been submitted recently. He noted that the St. Norbert College master plan has been approved by Council and is awaiting publishing before it becomes an actual master plan. Mark Higgins asked about the time limit on how long a project remains active on the report. Peter noted that the site plan remains active up to one year from when the latest version was approved by staff. Once a project moves into the construction phase, the permits are valid for one year from the issue date. Mark referenced the site plan for Schreiber Foods which was

approved in January 2023. Peter noted that he may have entered the date wrong for this project as it is a 2024 project. He stated that he will update the date on this project. There were no other questions for comments.

RESULT:	DISCUSSED
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Adjournment

Mayor Boyd moved, seconded by Grant Schilling, to adjourn the meeting at 7:13 pm. Motion carried unanimously.

Respectfully submitted,
Kelly Barker