



Plan Commission

Regular Meeting

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

Agenda

Monday, January 25, 2021

7:00 PM

Pursuant to Wisconsin Statutes 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 **January 25, 2021** at **7:00 PM**.

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/DePere>

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 WILL NOT BE HELD IN PERSON.

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 December 21, 2020 Plan Commission Meeting.
3. Consideration and possible action regarding a proposed 1 lot and 3 outlot certified survey map at the 1400 BLK Biotech WY (Parcels WD-L492-2, WD-L492-B-3).*
4. Consideration and possible action to review and accept the City of De Pere Housing Affordability Report 2019-2020 Update.
5. Consideration and possible action to review and approve a Request For Proposal (RFP) to update the 2010 City of De Pere Comprehensive Plan and to write a new West Side De Pere Vision Plan.*

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



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: January 25, 2021

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the December 21, 2020 Plan Commission Meeting.

ATTACHMENTS:

- PC_Dec2020_Minutes_Draft (PDF)



Plan Commission

Special Meeting

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

Draft Minutes

Monday, December 21, 2020

7:00 PM

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	
Derek Beiderwieden	Commissioner	Excused	
Brenda Busch	Commissioner	Present	
Dan Carpenter	Aldersperson	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Aldersperson	Present	
Grant Schilling	Commissioner	Present	

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

2. Approval of the minutes of the November 23, 2020 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

3. Consideration and possible action on a request for a site plan to add 71,255 SF to an existing building at 1800-1862 Commerce DR (Parcels ED-344-101-1, ED-344-101-5).
- City Planner Peter Schlein reviewed the site plan for an industrial building addition for Belmark at 1800-1862 Commerce Drive. The expansion will be done in two phases: one in 2021 and one in 2022. Peter reported that a variance for this property was granted earlier this evening by the Board of Appeals to reduce the transitional yard from 50 feet to 15 feet. Metal on the front side of the building requires Plan Commission approval, while metal on the side and rear may also be approved by Plan Commission. Staff recommended approval, subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Raasch, to open the meeting. Upon vote, motion carried unanimously. Karl Schmidt with Belmark addressed the commission. He noted that the metal is being used to add a modern, upscale look to the building. Mayor Boyd moved, seconded by Brenda Busch, to go back to regular session. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Ald. Raasch, to approve the site plan and the use of metal on the front, sides, and rear of the building. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

4. Consideration and possible action regarding a variance to permit two wall signs on a proposed office building in the C-EO District at 2020 Innovation CT (Parcel WD-D0036-2).

City Planner Peter Schleinz reviewed the variance request for two wall signs on the proposed office building for United Healthcare Group at 2020 Innovation Court. He reported that both signs are 500-600 feet away from the highway. The wall signs will be located on the north end and southwest side of the building. The property is set below the height of the highway, which is why the signs are located higher on the building. The only variance element is how high the signs will be placed on the building. Peter clarified that the building has two street frontages, therefore, two signs are allowed. Ald. Carpenter stated that he was in favor of the sign variance, due to the location of the building from the highway. Ald. Raasch moved, seconded by Mark Higgins, to approve the variance request. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

Adjournment

Ald. Raasch moved, seconded by Brenda Busch, to adjourn the meeting at 7:21 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: January 25, 2021

DEPARTMENT: Planning

FROM: Peter Schleinz

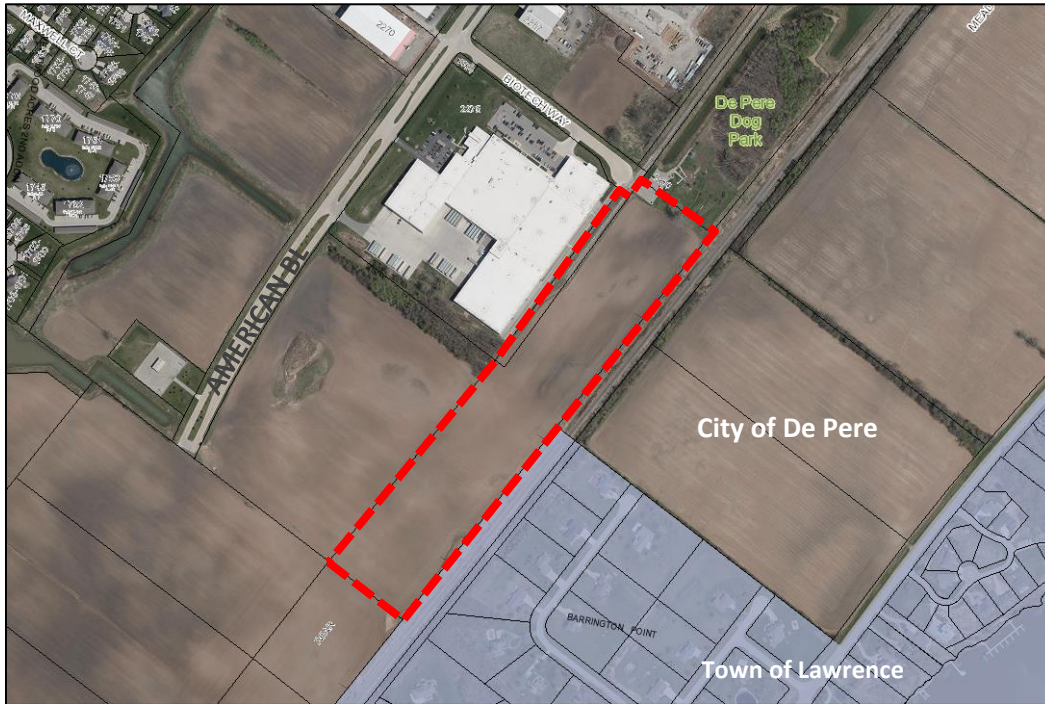
SUBJECT: Consideration and possible action regarding a proposed 1 lot and 3
outlot certified survey map at the 1400 BLK Biotech WY (Parcels
WD-L492-2, WD-L492-B-3).*

ATTACHMENTS:

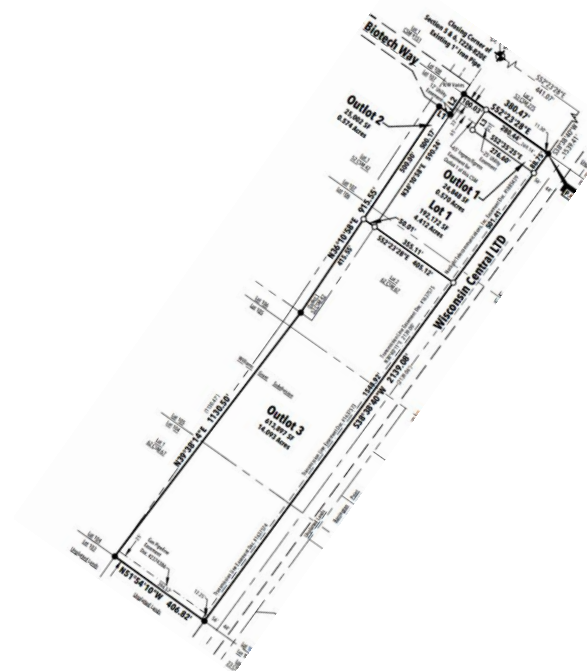
- 01-25-21 Plan Commission Report - CSM on Biotech WY (DOCX)
- Preliminary CSM REVISED (PDF)

- ITEM 3: Consideration and possible action regarding a proposed 1 lot and 3 outlet certified survey map at the 1400 BLK Biotech WY (Parcels WD-L492-2, WD-L492-B-3).*

SITE MAP



PROPOSED CERTIFIED SURVEY MAP AREA



REQUESTED ACTION:	Certified Survey Map Review
COMMON DESCRIPTION:	1400 BLK Biotech WY, located east and south from the American BL and Biotech WY intersection.
PARCEL NUMBER(S):	WD-L492-2, WD-L492-B-3
EXISTING ZONING:	I-B-2 (Industrial-Business-2 District)
SURROUNDING LAND USES:	Dog Park (I-B-1) and Industrial (I-B-2) to the North. Vacant (I-B-2) to the south. Also, Town of Lawrence (residential and railroad). Vacant (R-1) and railroad to the east. Vacant (I-B-2) and Industrial (I-B-2) to the west.
COMPREHENSIVE PLAN:	Business Park.
APPLICANT/OWNER:	City of De Pere Applicant and Property Owner 335 S. Broadway Street De Pere, WI 54115
SITE HISTORY:	The City-owned site has been used for agricultural purposes since at least air photos of 1938. In the late 2000's, the Biotech WY street connection and a City-owned railroad spur were developed at the northwest end of the subject site. The railroad spur is on Parcel WD-L492-B-3. In January 2021, a request was made to reconfigure the area with one lot for future sale, and three outlots for future potential parking, an existing railroad spur, and for future sale and attachment to an adjacent parcel(s).
STAFF REVIEW:	When reviewing a Certified Survey Map, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns. • The purpose of the CSM is to divide property for future potential parking, an existing railroad spur, and for future sale and attachment to an adjacent parcel(s) within the Business Park. ○ Lot 1 will be 4.4 acres. ○ Outlot 1 will be 0.6 acres. ○ Outlot 2 (railroad spur) will be 0.6 acres. ○ Outlot 3 will be 14.1 acres. • The CSM establishes ingress/egress easements (for lots, outlots, and dog park) and utility easements at the north end of the site. • All lots are in City ownership, with an expectation of sales in the near future.

There are three issues to address for the CSM, which are listed in the Staff Recommendation.

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 opportunities for development and does not impact the Comprehensive Plan negatively. The proposed lot sizes, street frontages, and setbacks meet City requirements.

REVIEW PROCESS:

For City certified survey map petitions the Plan Commission provides either an approval, rejection with reason, or approval with conditions decision. The Common Council also reviews and provides a final decision of approval or rejection when the CSM includes public dedications and/or City-owned property. Common Council is expected to take action on February 2, 2021.

STAFF RECOMMENDATION:

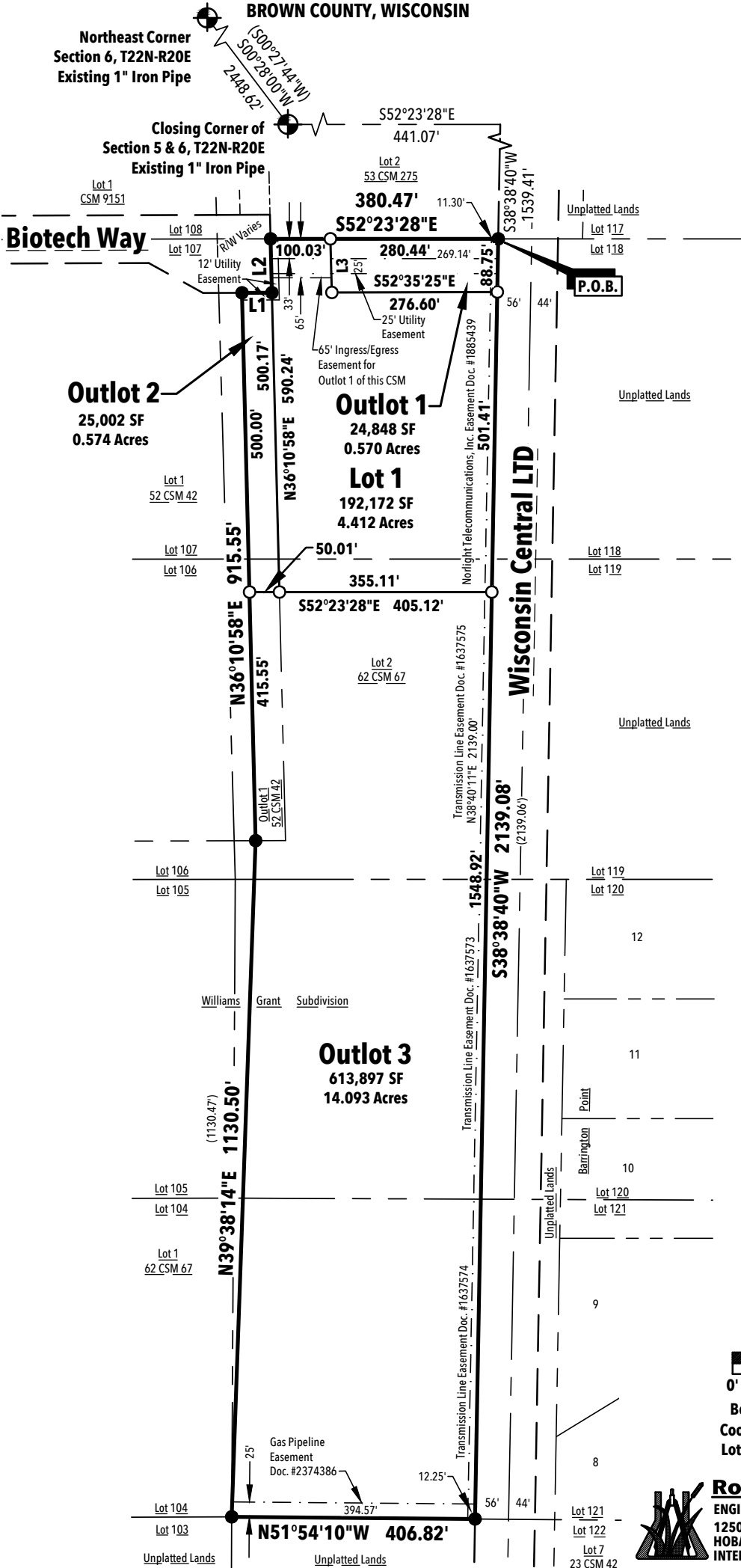
Staff recommends APPROVAL of the certified survey map, subject to:

1. Meeting all other state and local regulations.
2. In the Owner's Certificate and City Certificate, revise the names and titles for Carey Danen to reference 'Carey E. Danen, City Clerk.'
3. Revise the stated ingress/egress easement to also allow access to and from the Dog Park (parcel WD-1138-2).

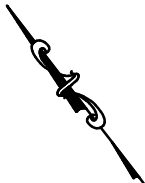
CERTIFIED SURVEY MAP

ALL OF OUTLOT 1, VOLUME 52 OF CERTIFIED SURVEY MAPS, PAGE 42, MAP NUMBER 7575, DOCUMENT NUMBER 2282341 AND ALL OF LOT 2, VOLUME 62 OF CERTIFIED SURVEY MAPS, PAGE 67, MAP NUMBER 8721, DOCUMENT NUMBER 2762431, BEING PART OF LOTS 118, 119, 120 AND 121, WILLIAMS GRANT SUBDIVISION, VOLUME 6 OF PLATS, PAGE 13, CITY OF DE PERE.

BROWN COUNTY, WISCONSIN



Line Table		
Line #	Length	Direction
L1	50.01'	S52°35'25"W
L2	90.07'	N36°10'58"W
L3	89.72'	S36°10'58"W



LEGEND

- | | |
|---|--|
|  | Existing 3/4" Iron Rod |
|  | Existing 1" Iron Pipe |
|  | Set 1" x 18" Iron Pipe with cap
weighing 1.38 lbs./lin. ft. |
|  | Recorded County Monument |
| POB | Point of Beginning |
|  | Record bearing or distance |

SCALE: 1" = 240'



Bearings are referenced to the Brown County Coordinate System. The east line of Government Lot 1, Section 6, T22N-R20E bears S00°28'00"W.

Robert E. Lee & Associates, Inc.

ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES

1250 CENTENNIAL CENTRE BOULEVARD

HOBART, WI 54155

PHONE:(920) 662-9641

FAX:(920) 662-9141

SHEET 1 OF 3

Packet Pg. 10

CERTIFIED SURVEY MAP

ALL OF OUTLOT 1, VOLUME 52 OF CERTIFIED SURVEY MAPS, PAGE 42, MAP NUMBER 7575, DOCUMENT NUMBER 2282341 AND ALL OF LOT 2, VOLUME 62 OF CERTIFIED SURVEY MAPS, PAGE 67, MAP NUMBER 8721, DOCUMENT NUMBER 2762431, BEING PART OF LOTS 118, 119, 120 AND 121, WILLIAMS GRANT SUBDIVISION, VOLUME 6 OF PLATS, PAGE 13, 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 Outlot 1, Volume 52 of Certified Survey Maps, Page 42, Map Number 7575, Document Number 2282341 and all of Lot 2, Volume 62 of Certified Survey Maps, Page 67, Map Number 8721, Document Number 2762431, being part of Lots 118, 119, 120 and 121, Williams Grant Subdivision, Volume 6 of Plats, Page 13, City of De Pere, Brown County, Wisconsin more fully described as follows:

Commencing at the Closing Corner of Sections 5 and 6 located in Township 22 North, Range 20 East; thence S52°23'28"E, 441.07 feet on the south line of said Section 5 to the west right of way of the Wisconsin Central LTD; thence S38°38'40"W, 1539.41 feet on said west right of way to the northeast corner of said Lot 2, the POINT OF BEGINNING; thence continuing S38°38'40"W, 2139.08 on said west line to the southeast corner of said Lot 2; thence N51°54'10"W, 406.82 feet on the south line of said Lot 121 to the southwest corner thereof; thence N39°38'14"E, 1130.50 feet on the west line of said Lot 2 to the southwest corner of said Outlot 1; thence N36°10'58"E, 915.55 feet on the west line of said Outlot 1 to the south right of way of Biotech Way; thence S52°35'25"E, 50.01 feet on said south right of way to the east right of way of said Biotech Way; thence N36°10'58"E, 90.07 feet on said east right of way to the northwest corner of said Lot 2; thence S52°23'28"E, 380.47 feet on the north line of said Lot 2 to the Point of Beginning.

Said parcel contains 855,919 square feet or 19.649 acres of land more or less subject to 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 in the surveying, mapping and dividing of the same.

Dated this _____ day of _____, 2021.

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.

UTILITY EASEMENT PROVISIONS:

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

City of De Pere, Grantor, to

Wisconsin Public Service Corporation, a Wisconsin Corporation, grantee,

Time Warner Cable, AT&T and City of De Pere,

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

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



CERTIFIED SURVEY MAP

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OWNER'S CERTIFICATE:

As owners, we do hereby certify that we caused the land described on this Certified Survey Map to be surveyed, mapped, divided and dedicated 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

James Boyd, Mayor

Date

Carey Danen, Clerk-Treasurer

Date

STATE OF WISCONSIN)
COUNTY) SS

Personally came before me this day of , 2021, the above named to me known to be the same persons who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

(print name)

My commission expires:

CITY OF DE PERE APPROVAL CERTIFICATE:

Approved by the City of De Pere Common Council on this day of , 2021.

Carey Danen
City of De Pere Clerk

TREASURER'S CERTIFICATE:

As duly appointed/elected City of De Pere and Brown County Treasurer, we hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.

Joe Zegers

Date

Paul Zeller

Date

City of De Pere Treasurer

Brown County Treasurer





City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: January 25, 2021

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action to review and accept the City of De Pere Housing Affordability Report 2019-2020 Update.

ATTACHMENTS:

- 01-25-21 Memo to PC - 2020 Housing Affordability Report Update (DOCX)
- 2020 Housing Affordability Report with Appendix (PDF)

CITY OF DE PERE MEMO



To: Plan Commission
From: Peter Schleinz, Senior Planner | Zoning Administrator
Date: January 25, 2021

RE: Consideration and possible action to review and accept the City of De Pere Housing Affordability Report 2019-2020 Update.

Summary

Per the requirements of Wisconsin Act 243, all Wisconsin communities with a population greater than 10,000 were required to prepare a Housing Affordability Report for year 2018 and then update the report annually. The following document reflects the Year 2019-2020 Update for the City of De Pere.

The intent of the document is to focus on affordable housing and improve upon the City's 2010 Comprehensive Plan. The report also helps to identify the existence of housing stock and opportunities for lower-income families.

The contents of the report, in summary, includes the following from year 2020:

- The number of approved subdivision plats, certified survey maps, condominium plats, and building permit applications.
- The total number of City approved new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.
- A brief analysis of housing costs, affordability, and availability.
- A list and map of undeveloped parcels in the City that are zoned for residential development as well as undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have the potential for development or redevelopment.

Staff Recommendation

Staff recommends that Plan Commission accept the City of De Pere Housing Affordability Report 2019-2020 Update to be received and placed on file.

CITY OF DE PERE

Housing Affordability Report 2019-2020 Update

*An update on De Pere's implementation of the
housing element of the comprehensive plan*



Update Completed January 25, 2021
Prepared for 2017 WI Act 243 Housing Report Requirements

2019-2020 Residential Approvals

2019-2020 Residential Land Division and Building Permit Reviews

Land Division Type	2019	2020	Notes
Subdivision Plats	1	1	
Certified Survey Maps (CSM)	2	2	Includes residential CSM only.
Condominium Plats			City did not review condominium plats at this time.
Building Permit Applications	36	58	Includes One-family and two-family residential permits only.

Source: Plan Commission reviews and Building Permit applications.

2019 Approved New Residential Dwelling Units and Building Permit Applications

Project	Address	# Lots	# Units	Description
Pelican Landing #9 & #10	1015 N Broadway ST	1	2	Site Plan – Two-family home development expanded from 8 existing units to 10 units.
Tranquil Trails	2900 BLK Ryan RD	1	56	Site Plan – Multi-family development with four 14 unit buildings on 1 existing lot.
Garrity's Glen South	2509 Lawrence DR	80	110	Plat – Single-family (70 units), two-family (16 units), and multi-family (24 units).
Southbridge Condo	1881 Southbridge RD	8 lot equivalents	8	PIP – Two-family condominium development with 4 buildings and 8 units.
CSM	502-508 Eighth ST	2	4	CSM – Two-family home development with 4 new units on 2 new lots.
CSM – Irwin Lofts	428 Superior ST	--	--	CSM – The 2 lots and 20 residential units were already counted in the 2018 report.
Building Permits	Various	36	39	

TOTAL: 128 219

Source: Plan Commission reviews and Building Permit applications.

2020 Approved New Residential Dwelling Units and Building Permit Applications

Project	Address	# Lots	# Units	Description
Garrity's Glen South Apts.	1600 BLK Garroman DR	--	--	Site Plan – Multi-family development. Lots and units counted in 2019 table.
Honeysuckle Acres 4 th	1500 BLK Red Maple CT	32	32	Plat – Single-family home subdivision with 32 single-family lots.
Building Permits	Various	58	60	

TOTAL: 90 92

Source: Plan Commission reviews and Building Permit applications.

2020 Year-End Undeveloped City Acreage Suitability for Residential Development

Undeveloped City Acreage Type	Acres	Notes
Zoned for Residential Development	525	Please see appendix B for lists and a map of undeveloped parcels in the municipality that are zoned for residential development and all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development.
Not zoned but Suitable for Residential Development	359	

Source: De Pere Zoning Map and GIS.

De Pere's Residential Development Regulations

Land Use Controls

The City does not have any architectural or material requirements for single or two-family homes. Multi-family projects are subject to the provisions of Municipal Code Chapter 14-60 – Development and Design Standards, which requires:

Building design and construction requirements: R-3, Multiple Family District and R-4, General Residence Office District. All buildings hereinafter constructed, expanded, remodeled, or otherwise improved within this district shall be designed in such a manner so they provide basic harmony with and do not detract from the overall attractiveness of surrounding development and shall be constructed of the following materials:

- 1) Brick.
- 2) Natural Stone.
- 3) Other materials approved by the Plan Commission.

The Plan Commission has historically been flexible in approving projects with other materials that integrate into the surrounding neighborhoods. Materials may include the use of shake and vinyl siding or other newer materials that are not specifically called out in the Municipal Code.

Site Improvement Requirements & Costs

The City of De Pere designs, bids and oversees construction of almost all public infrastructure in new residential developments including stormwater management, utilities, and roads. Sidewalks are required and are installed by the property owner or home builder.

2020 Average Cost for City Residential Infrastructure

Type	Cost	Notes
Utilities, Streets, Curbs	\$500 per lineal foot	Costs can vary depending on the design of the subdivision and property conditions. Developers also incur additional costs including Wisconsin Public Service, engineering fees and real estate fees.
Stormwater	\$1,000 per lot	

Source: City Engineering.

2020 Approved City Plat Infrastructure Cost Estimates

Subdivision	Total Acres	Single-Family Lots	Estimate Cost Per Lot	Average Sale Price Per Lot	Notes
Garry's Glen South	55	55	\$38,809	\$52,900 (Zillow.com)	Single-family, duplex and multi-family.
Honeysuckle Acres 4th	20	20	\$51,300	\$65,500 (Zillow.com)	All single-family.

Source: City Development Services, Brown County GIS.

Cost to Permit

The following are actual permit and park fees from the most recent single-family homes reviewed by the City of De Pere in the Garry's Glen South subdivision.

2020 Permit and Park Fees – Garry's Glen South

Address	Lot #	Total Lot Square Feet	Total Permit Fee	Total Park Dedication Fee
2488 Killrush RD	30	11,475	\$1,091.72	\$300.00
2497 Killrush RD	33	11,475	No Permit	\$300.00
2501 Killrush RD	34	11,475	\$ 1,101.68	\$300.00
2508 Killrush RD	25	11,475	\$ 1,142.12	\$300.00
2512 Killrush RD	24	11,475	\$ 1,132.40	\$300.00
2531 Killrush RD	38	13,500	\$ 1,150.76	\$300.00
2532 Killrush RD	19	12,666	\$ 1,184.00	\$300.00
2486 Ballyvaughan RD	45	11,475	No Permit	\$300.00
2487 Ballyvaughan RD	46	13,852	\$ 1,135.16	\$300.00
2490 Ballyvaughan RD	44	11,475	\$ 1,132.40	\$300.00
2491 Ballyvaughan RD	47	19,952	\$ 1,208.48	\$300.00
2494 Ballyvaughan RD	43	11,475	\$ 1,126.54	\$300.00
2498 Ballyvaughan RD	42	11,583	\$ 1,143.80	\$300.00
2515 Ballyvaughan RD	75	11,772	\$1,126.64	\$300.00
2519 Ballyvaughan RD	76	11,772	\$1,100.56	\$300.00
2523 Ballyvaughan RD	77	11,772	\$1,126.88	\$300.00

Fees and Land Dedication Requirements

The City only charges platting/zoning review fees and park in lieu of dedication fees for residential development. Please see Appendix A 'New Housing Fee Report' for a list of review and permit fees. Land dedication requirements are outlined in Public Open Spaces – Municipal Code Chapter 46-5:

Public open spaces.

(1) *Purpose.* It is the purpose of this section that adequate open spaces may be properly located and preserved as the community develops, and that the cost of providing sites for parks, recreational areas, and all other uses related to the operation of the city government necessary to serve the additional population brought into the community by subdivision development may be most equitably apportioned on the basis of the additional need created by the individual subdivision.

(2) *Dedication of sites.*

- a. The subdivider shall provide, and dedicate to the public, land compatible with the comprehensive plan for the development of the community, provided that such development shall not exceed in area that provided in subsection (b)(2)b of this section.
- b. The amount of land to be provided and dedicated in R-1, R-2, R-3, and R-4 residential districts shall be 4.4 percent of the total nonpublic residential property developed. If dedicated land is set aside in the plat, it shall be done with the approval and in coordination with the city plan commission and the park board.

(3) *Payment in lieu of dedication.*

- a. Where the plan commission determines that such dedication is not compatible with the comprehensive plan, the subdivider shall, in lieu thereof, pay to the city a fee as determined by resolution of the common council. *(This fee is currently set at \$300/lot for single family, \$600/lot for two family and \$130/bedroom for multifamily)*
- b. Such fees shall be used only for open space acquisition or the preparation of park and open space plans, including a master plan of development.
- c. Payment shall be made at the time the building permit is issued.
- d. No payment shall be required for a parcel on which a permanent residential structure exists prior to the date of the division. However, a residence that is intentionally razed and a new structure built of additional dwellings would come under the provisions of this chapter and be subject to the fees in accordance with subsection (b)(3)a of this section.
- e. Where the plat, certified survey or condominium does not specify the number of dwelling units to be constructed, the land dedication or payment in lieu of dedication shall be based upon the maximum number of dwelling units permitted by the city zoning code and this chapter.

Sample Park Land + Zoning Fees for a 20 Lot Subdivision

For a 20 lot single-family subdivision that does not provide park-land dedication, the total park and zoning (platting) fees for each lot would be \$391.65 per lot. A rezoning would add an additional \$15/lot in fees.

Zoning Approvals - Timing

The creation of new single-family lots generally occurs through the Certified Survey Map or Plat Process.

Certified Survey Map (CSM)

Per De Pere Municipal Code, certified survey maps are reviewed by the Plan Commission within 40 days of submittal. The Plan Commission is the only review body for certified survey maps unless city-owned property or a city dedication is included with the CSM.

Most CSM's submitted in De Pere are reviewed by the Plan Commission 50% or more faster than the code deadline, within 20 days.

Subdivision Plat

Subdivision plats are reviewed in two phases including a preliminary plat and a final plat. Per De Pere Municipal Code, preliminary plats must be reviewed by the Plan Commission within 90 days of submittal. If approved, the applicant has up to 36 months to submit a final plat, and the Plan Commission can extend that deadline. Once submitted, the Council must review the Final Plat within 60 days.

Most subdivisions in De Pere are reviewed faster than the Code established deadlines. Generally, the Plan Commission reviews the preliminary plat within 30 days of submittal and the Council reviews Final Plats within 20 days of submittal.

Permit Procedures

Permit procedures and applications are provided in a Single and Two-Family Permit Packet that is available on the City's website. Single and Two-Family residential permit reviews are typically completed within five days of submittal. General steps are outlined below:

1. Provide a completed building permit application and subcontractors' signed applications.
2. Provide a completed soil erosion control permit application.
3. Contractor or a representative of the Company shall provide a copy of a Dwelling Contractor certification (DC) and Dwelling Contractor Qualifier certification (DCQ) prior to the issuance of a building permit.
4. Erosion control measures implemented 24 hours after building site excavation.
5. Maintain all soil erosion control measures until site has been stabilized. Check erosion control measures after each rainfall event, or every seven (7) days to make sure it is still in place and remove any sediment build-up.
6. Curb cut and gravel tracking pad installed; consisting of 3-6 inch aggregate, 12 inches in depth at a minimum of 12 feet wide and 50 feet long or to the foundation, whichever is less.
7. Contractor is responsible for keeping the road clear of debris at the end of each working day or when deemed necessary.
8. Provide a completed plot plan showing dwelling and all applicable setbacks.
9. Provide a completed copy of Builder's Acknowledgment of Drainage Plan Requirement form. Storm water drainage plan will be provided with copy of the City of De Pere Municipal Code section 46-4 (4) (e) easements and restrictive covenants.
10. Provide completed energy calculations for the dwelling. If the garage is to be heated include garage in the heat calculations.
11. Provide one (1) complete copy of the building plan in digital format (PDF file) and one (1) complete hard copy of the building plan.
12. A copy of the building plan, floor system plan(s) and roof truss plan(s) and specifications shall be left on site for the Building Inspector.
13. Provide a copy or plans of "Tall Wall" engineering with calculations and details on any exterior wall exceeding ten feet in height.
14. If the dwelling is located in the 100 year floodplain, Provide Flood Proof Measures from a licensed architect or engineer. Prior to issuance of the Occupancy Certificate, contractor must provide an Elevation Certificate from a registered engineer, and a Residential Basement Flood Proof Certificate from an architect.
15. Final Inspection: The General Contractor shall notify the Building Inspector for a final inspection upon completion of the work no more than 30 days after completion of the dwelling. The dwelling may not be occupied until a final inspection has been made that finds no critical violations of the Wisconsin Uniform Dwelling Code that could reasonably be expected to affect the health or safety of a person using the dwelling.
16. After final inspection all non-compliances shall be corrected within 30 days before Occupancy Permit may be issued.

Financial Support for Residential Development

The City proactively supports residential development via our Residential Infrastructure Policy. This policy allows developers to request City-funded public infrastructure. The City funds the public infrastructure for the project and then recaptures those funds as lots develop. This dramatically reduces the capital outlay required by the developer. See Appendix C for a copy of this policy.

The City also offers TIF for mixed-use projects for Downtown projects that include residential units.

Possible Changes to Residential Regulations

Ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:

1. Meet existing and forecasted housing demand.

The City is drafting a new zoning ordinance that proposed to permit accessory dwelling units. Additionally, zoning height requirements in the downtown have been

strategically increased in order to permit for more multi-family residential development.

The Code also proposes a wider range of smaller lot sizes.

2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

In order to reduce the time and cost necessary to approve a new subdivision, De Pere may implement online permit submittal and payment.

In order to reduce the time and cost necessary to develop a new residential subdivision, the following options may be considered:

Lot size reduction to reduce the cost per linear or square foot for public infrastructure. For example, the R-1 District requires an 85' minimum lot width and 10,000 SF minimum lot size. This translates to an estimated \$22,250 in public infrastructure (utilities, sidewalks, roads) for each lot. Stormwater costs average \$1,000 per lot. The City is proposing a new series of Zoning Code categories that could further reduce the minimum lot size, depending on where a lot is located and zoned in the City. The per/lot stormwater cost would likely decrease because it would be shared across more parcels. The chart below summarizes potential savings in the existing and DRAFT single-family districts:

Potential Single-Family Infrastructure Cost Changes with Proposed New Zoning Code

Zoning District	Minimum Frontage	Minimum Lot Size	Infrastructure Cost Per Lot	Potential Cost Variation
Existing R-1	85'	10,000 SF	\$22,250	0
DRAFT R1-80	80'	9,000 SF	\$21,000	Decrease 6%
DRAFT R1-60	60'	7,000 SF	\$16,000	Decrease 28%
DRAFT R1-45	45'	5,000 SF	\$12,250	Decrease 45%

Source: City Development Services, Zoning Code, DRAFT zoning document.

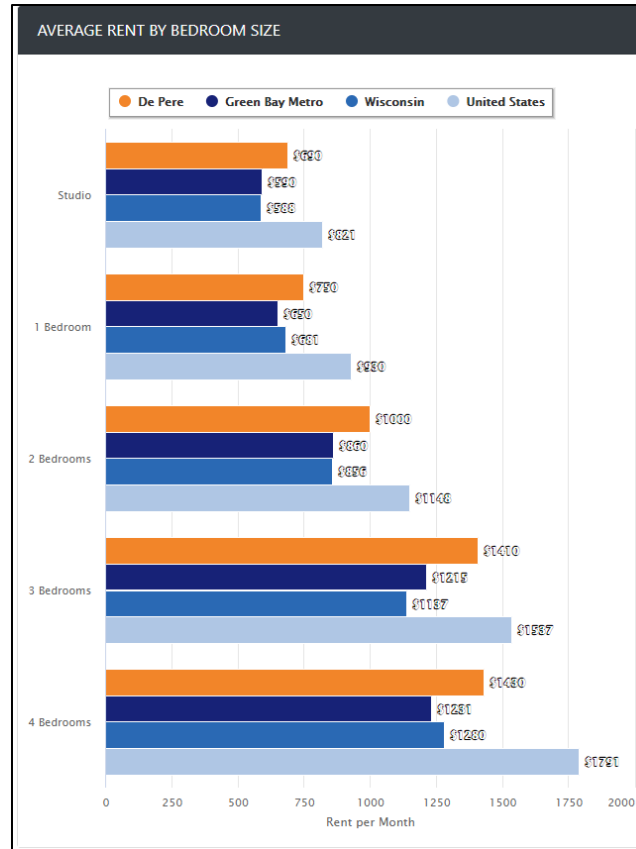
Current Housing Affordability in De Pere, WI

De Pere Median Home Price (Zillow.com) - \$241,230

De Pere Average Rent by Bedroom Size

Bedrooms	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Rent	\$690	\$750	\$1,000	\$1,410	\$1,430

Source: Bestplaces.net.



https://www.bestplaces.net/cost_of_living/city/wisconsin/de_pere

The Wisconsin Housing and Economic Development Authority (WHEDA) utilizes the following data when reviewing tax subsidy housing projects.

Brown County 30% of HUD Estimated 2020 County Median Income

Family Size	One	Two	Three	Four	Five	Six	Seven	Eight	Nine
Income Limits	\$17,310	\$19,770	\$22,230	\$24,670	\$26,670	\$28,650	\$30,630	\$32,610	\$34,590

Bedroom Size	Efficiency	One	Two	Three	Four	Five	Six
Rent Limits	\$432	\$463	\$555	\$642	\$716	\$790	\$864

Brown County 40% of HUD Estimated 2020 County Median Income

Family Size	One	Two	Three	Four	Five	Six	Seven	Eight	Nine
Income Limits	\$23,080	\$26,360	\$29,640	\$32,920	\$35,560	\$38,200	\$40,840	\$43,480	\$46,120

Bedroom Size	Efficiency	One	Two	Three	Four	Five	Six
Rent Limits	\$577	\$618	\$741	\$856	\$955	\$1,054	\$1,153

Brown County 50% of HUD Estimated 2020 County Median Income

Family Size	One	Two	Three	Four	Five	Six	Seven	Eight	Nine
Income Limits	\$28,850	\$32,950	\$37,050	\$41,150	\$44,450	\$47,750	\$51,050	\$54,350	\$57,650

Bedroom Size	Efficiency	One	Two	Three	Four	Five	Six
Rent Limits	\$721	\$772	\$926	\$1,107	\$1,193	\$1,317	\$1,441

Available Housing Analysis

RENTAL – Two Bedroom for Three Person Family

50% of Brown County AMI

A three person family at 50% of Brown County AMI would earn \$37,050 per year. 30% of that income translates into a rental rate of \$926.25 per month.

At \$1,000 per month the average rental rate for a two-bedroom in De Pere is \$73.75 higher per month than would be affordable for a three-person family making 50% of AMI. However, there are at least 29 two-bedroom apartments available for lease at rates under \$926 per month in De Pere based on a search at Apartments.com (www.apartments.com).

40% of Brown County AMI

A three person family at 40% of Brown County AMI would earn \$29,640 per year. 30% of that income translates into a rental rate of \$741.00 per month.

At \$1,000 per month the average rental rate for a two-bedroom in De Pere is \$259.00 higher per month than would be affordable for a three-person family making 40% of AMI. However, there are at least 6 two-bedroom apartments available for lease at rates under \$741 per month in De Pere based on a search at Apartments.com.

30% of Brown County AMI

A three person family at 30% of Brown County AMI would earn \$22,230 per year. 30% of that income translates into a rental rate of \$555.75 per month.

At \$1,000 per month the average rental rate for a two-bedroom in De Pere is \$444.25 higher per month than would be affordable for a three-person family making 30% of AMI. At the time of the search, Apartments.com did not show any available 2 bedroom apartments for under \$556 per month.

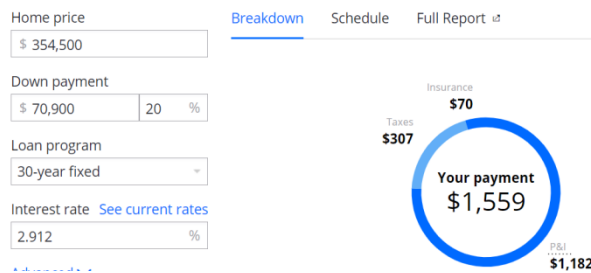
Rental Summary Table

AMI	Apartment Bedrooms	Family Size	Annual Earnings	Affordable Monthly Rent	Average De Pere Rent	Amount Exceeding Affordability	Affordable Apartments Available?
50%	2	3	\$37,050	\$926	\$1,000	+ \$74	29 units under \$1,000
40%	2	3	\$29,640	\$741	\$1,000	+ \$259	6 units under \$741
30%	2	3	\$22,230	\$556	\$1,000	+ 556	None under \$556

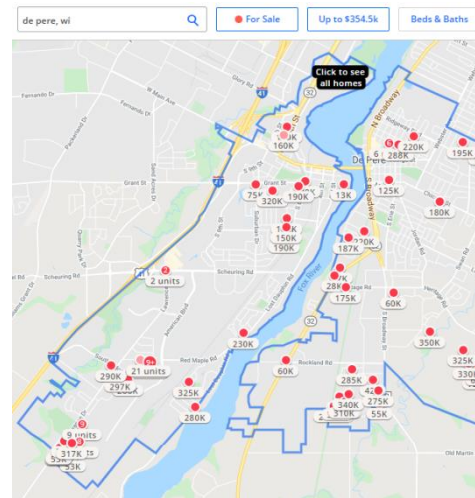
OWNERSHIP – Three Bedroom Home for Three Person Family

According to the '2015-2019 American Community Survey 5-Year Estimates,' (2015-2019) a three person family in Brown County has a median income of \$62,340. 30% of that income for housing translates into a monthly home payment (mortgage, property tax, home insurance) of \$1,559. This would support a home price of approximately \$354,500 (assuming a 20% down payment and 2.9% interest rate). The \$241,230 median home price in De Pere is \$113,270 lower than the Brown County median income affordable price.

A January 15, 2021 yielded over 35 developed homes available for sale in De Pere for less than \$354,500. The homes were widely distributed throughout the community with at least two bedrooms.

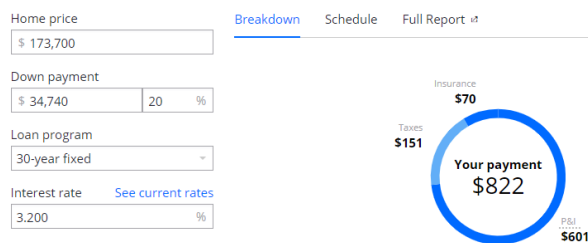


Graphics: Zillow.com

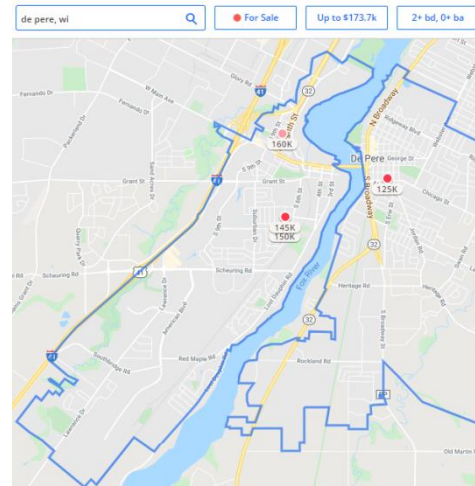


According to the '2015-2019 American Community Survey 5-Year Estimates,' (2015-2019) the Brown County per capita median income is \$32,874. 30% of that income for housing translates into a monthly home payment (mortgage, property tax, home insurance) of \$822. This would support a home price of approximately \$173,700 (assuming a 20% down payment and 3.2% interest rate). The \$241,230 median home price in De Pere is \$67,530 higher than the Brown County median income affordable price.

A January 15, 2021 yielded 4 developed homes available for sale in De Pere for less than \$354,500. The homes were widely distributed throughout the community with at least two bedrooms.



Graphics: Zillow.com



Comprehensive Plan - Status of Housing Element Plan – Update

The Housing Element of the De Pere Comprehensive Plan includes the following objectives. The Comprehensive Plan is scheduled for an update in 2021.

1. Promote reinvestment in the existing housing stock in order to maintain property values and strong neighborhoods.

De Pere includes a wide variety of housing stock constructed during several different periods over the past 100 years. The City promotes reinvestment in these areas by facilitating permit review. The draft Zoning Code update also overhauls the residential zoning districts in order to allow more flexibility for additions and renovations on smaller lots.

The City also intends to submit a resolution for the TID Housing Extension in 2021. This program will provide a funding source that can be used to provide financial assistance to property owners for home repair and renovation.

2. Promote an adequate supply and mix of housing types for individuals of all life stages, physical abilities, and income levels.

The City Comprehensive Plan does not include a 'single family only' category for future land use. The lowest density residential category is called 'Neighborhood Residential (including multi-family). By supporting the integration of different housing types, including duplexes and multi-family, in every new neighborhood, developers are able to build a variety of products at a variety of price points. The two most recently approved subdivisions in De Pere both included a mix of single family lots, duplex lots and properties for apartment development.

Of four residential zoning districts in De Pere, only one is exclusive to single family housing. The others permit for a range of other housing types including duplexes, townhomes and multi-family.

3. Encourage the development of additional community-based residential facilities to help care for a diverse population.

The City supports CBRF facilities. One of the largest providers, Rennes, completed a large expansion in 2019 to provide advanced memory care. There were no CBRF site plan proposals in 2020.

4. Identify residential Smart Growth areas next to existing development to take advantage of existing utilities and public services.

The City Comprehensive Plan identifies 10 year and 20 year growth areas in order to thoughtfully support growth in order to leverage existing utilities and public services.

5. Promote traditional neighborhood design (TND) as a viable mixed-use development option.

The City supports traditional neighborhood design. Many of the new-downtown residential neighborhoods are actual traditional neighborhoods with small lots and alley access. Most new subdivisions have developed in a more suburban style but the City actively works with developers in order to reduce street width and provide sidewalks and pedestrian connections.

6. Develop and implement residential maintenance standards.

The City has made minor updates to the municipal code as related to residential properties.

7. Identify and utilize government programs, such as Community Development Block Grants–Housing (CDBG–Housing) and the Wisconsin Housing and Economic Development Authority (WHEDA), to improve aging residential stock.

The City has not been eligible to receive CDBG Housing funds in the past. But, we do plan to utilize the Housing TID Extension provision for TID #6 in 2020 or 2021. The TID extension will provide funding source that can be utilized to improve aging housing stock.

Appendix A

Fee Report



Building/Planning Fee List (page 1 of 2)

Planning/Park/Misc	
Park Fee in lieu of land – Residential-Single family	\$300
Park Fee in lieu of land – Residential-Two family	\$600
Park Fee in lieu of land – Residential-Multi family	\$130/Bedroom
Plat Review Preliminary	\$278 + \$68/lot
Final Plat	\$195
Site Plan Review	\$305
CSM Review	\$368
Extra Territorial CSM Review	\$368
Conditional Use	\$305
Rezoning	\$305
Board of Appeals Variance	\$168
Zoning Verification Letter	\$50
Water Meter Fee (3/4 inch standard residential size)*	\$295
Sewer Connection**	\$125

Building Permit Fees: New Buildings and Tenant Buildouts		Minimum	Maximum
Residential - New	\$0.12/square foot	\$75	n/a
Residential - Alteration/Repair/Remodel	\$10/\$1,000 of cost of work	\$75	\$10,000.00
Warehouses	\$0.12/square foot	\$150	n/a
Commercial Tenant Bailout	\$0.22/square foot	\$150	n/a
Commercial/Industrial/Institutional/Multifamily	\$0.22/square foot	\$150.00	n/a
Permit Fee: Building Alterations, Repairs, and Remodeling			
Building permit for any residential alteration, repair, or remodeling***	\$10/\$1000 of cost of work to be done	\$75.00	\$10,000.00
Building permit for any commercial/industrial/institutional /multifamily alteration, repair or remodeling***	\$12/\$1000 of cost of work to be done	\$150.00	\$10,000.00

Miscellaneous Fees	
One or Two Family Dwelling Plan review	\$135.00
Multifamily, Commercial, and Industrial Plan review (for projects with State Approval)	\$215.00
Commercial Plan review for buildings under 25,000 cubic feet	\$240.00
Flood plain development fee	\$165.00
Flood plain zoning letter	\$50.00
Soil Erosion Control fee - 20,000 square feet or less	\$95.00
Soil Erosion Control fee - Greater than 20,000 square feet	\$215.00
State UDC Permit Seal	\$50.00
Residing/soffits	\$75.00
Deck/Gazebo	\$75.00
Shed (under 200 sq. ft.)	\$50.00
Detached Garage (over 200 sq. ft.) and carport (residential)	\$75.00
Swimming Pools, Hot Tubs, and Spas (\$6.00 per \$1,000 cost) or minimum fee	\$50.00 Minimum
Canopy (installed over gas/service station dispensers)	\$275.00
Awnings/Canopies	\$75.00
Moving building over public streets - Under 600 square feet of floor area	\$100.00
Moving building over public streets - Over 600 square feet of floor area	\$300.00
Wrecking Permit - Under 600 square feet	\$50.00
Wrecking Permit – Over 600 square feet	\$160.00
Permit to start construction (footings & foundations)	\$160.00
Fences	\$50.00
Reinspection fee	\$75.00
Renew lapsed permit	\$75.00
Grade permit	\$75.00
Docks	\$50.00
Fox River Bank Stabilization (rip-rap, pilings, etc.)	\$50.00
Occupancy w/o permit or before final inspection	\$125.00
Radio/Television/Wireless Communication Towers	\$100.00 Existing
Radio/Television/Wireless Communication Towers	\$300.00 New
Bleachers/Assembly Seating	\$125.00
Driveway/Parking Lot (Residential)	\$50.00
Driveway/Parking Lot (Commercial/Industrial/Multifamily)	\$150.00
Sign Contractor Annual License	\$130.00
Sign Permit	\$75.00
Sign Variance	\$165.00
Payment in Lieu of Dedication (Residential)	\$300.00
Payment in Lieu of Dedication (Two Family)	\$600.00
Payment in Lieu of Dedication (Multi Family)	\$130.00 Per Bedroom
Pool Abandonment fee	\$30.00
Curb Cut fee	\$25.00

Building/Planning Fee List (page 1 of 2)

Electrical Permit Fees		Minimum
Residential - New	\$0.10/square foot	\$50.00
Residential - Alteration/Remodel	1-30 openings = \$50	
Residential - Alteration/Remodel	31-60 openings = \$75	
Residential - Alteration/Remodel	61-90 openings = \$100	
Residential - Alteration/Remodel	>90 openings = \$125 + \$.50/opening >90	
Accessory Buildings (garages, etc)		\$50.00
Single and two family service change	\$75	
Warehouses	\$0.14/square foot	\$100.00
Commercial/Institutional/Industrial/Multi-Family	\$0.14/square foot	\$100.00
HVAC Permit Fees		Minimum
Residential - New	\$0.10/square foot	\$50.00
Residential - Alteration/Repair/Remodel	\$7.00 per each \$1,000	\$50.00
Warehouses	\$130/Unit	
Multi-Family, Commercial, Industrial, Institutional	\$0.14/square foot	\$100.00
Plumbing Permit Fees		Minimum
Plumbing fixtures (for 1 or 2 family homes and multifamily)	\$11/fixture	\$50.00
Commercial plumbing fixtures requiring State approval	\$175 + \$11/fixture	
Lawn Sprinkler	\$75	
Sprinkler alteration/addition	\$20/head	
Fire suppression sprinkler	\$375 + \$80/riser or floor	
Cap sanitary sewer	\$75	
Replacement Water Heater	\$75	
Lateral Connection Permit	\$125	
Building Alterations, Repairs, and Remodeling		
Furnace/Boiler Replacement		\$75.00
Air Conditioner		\$75.00
Wood Burning Stove/Space Heater		\$75.00
Geo Thermal		\$75.00
RTU/MUA/AH		\$75.00
Kitchen Hood		\$75.00
Spray Booth		\$75.00
VAV Unit		\$75.00
Reinspection		\$75.00

*This is a separate fee from the building permit, charged by Water Dept.
 **Separate permit fee from Building Inspection Dept
 ***For purposes of determining costs for work done, such amount shall be calculated to determine the gross construction costs, including labor and materials.

2020 Residential Approved Units and Total Fees

2020 Approved New Residential Dwelling Units and Building Permit Applications

Project	Address	# Lots	# Units	Description
Garrity's Glen South Apts.	1600 BLK Garroman DR	--	--	Site Plan – Multi-family development. Lots and units counted in 2019 table.
Honeysuckle Acres 4 th	1500 BLK Red Maple CT	32	32	Plat – Single-family home subdivision with 32 single-family lots.
Building Permits	Various	58	60	
TOTAL:		90	92	

2020 Total Fees Collected (Residential)

Item	Fee Collected
Residential Building Permits	\$72,376
Additions	\$2,149
Alterations	\$30,770
Plumbing related to residential	\$15,151
Electrical related to residential	\$25,972
HVAC related to residential	\$20,791
Plat Review (preliminary – city residential)	\$2,383
Plat Review (final – city residential)	\$390
CSM Review (city residential)	\$736
Fee in lieu of Land (single-family residential)	\$15,600
Fee in lieu of Land (two-family residential)	\$1,800
Fee in lieu of Land (multi-family residential)	\$10,400
Water Meter Fee (residential)	\$16,758
Sewer Connection (residential)	\$18,125
TOTAL	\$233,401

Note: Plat review includes condo plats.

Residential Units approved in 2020	92
2020 Fees Divided by 2020 Approved Units*	\$2,536.97

**Note, this calculation is required as part of the fee report, but may not accurately reflect fees per unit because many units approved in 2020 are not permitted until a later date. Fees are paid at time of permit, not time of approval.*

Appendix B

Undeveloped Parcels



PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
ED-1128-11	0 EAST RIVER DR	R-3	12.16	Undeveloped- Zoned Residential
ED-1129-Q-41	0 MERRILL ST	R-1	0.35	Undeveloped- Zoned Residential
ED-1164-R-32-2	0 RIDGEWAY DR	R-3	5.57	Undeveloped- Zoned Residential
ED-124-48-2	0 GRACE ST	R-1	0.20	Undeveloped- Zoned Residential
ED-2436	200 OAK WATER CT	R-1	0.41	Undeveloped- Zoned Residential
ED-2498	2113 YAHARA CIR	R-1	1.01	Undeveloped- Zoned Residential
ED-2504	798 PECATONICA CT	R-1	0.56	Undeveloped- Zoned Residential
ED-2510	2193 YAHARA CIR	R-1	0.33	Undeveloped- Zoned Residential
ED-2525	2150 CHARLES ST	R-1	0.49	Undeveloped- Zoned Residential
ED-2528	619 BLACK EARTH DR	R-1	0.50	Undeveloped- Zoned Residential
ED-2535	673 BLACK EARTH DR	R-1	0.27	Undeveloped- Zoned Residential
ED-2619	1482 FOXBOROUGH CT	R-1	0.24	Undeveloped- Zoned Residential
ED-2813	1232 ATRIUM CT	R-2	0.25	Undeveloped- Zoned Residential
ED-2818	1201 ATRIUM CT	R-2	0.28	Undeveloped- Zoned Residential
ED-2819	1233 ATRIUM CT	R-2	0.34	Undeveloped- Zoned Residential
ED-2917	942 TRAILSIDE CT	R-1	0.30	Undeveloped- Zoned Residential
ED-3012	3030 SCARLET OAK RD	R-1	0.29	Undeveloped- Zoned Residential
ED-3014	3018 SCARLET OAK RD	R-1	0.25	Undeveloped- Zoned Residential
ED-3015	3012 SCARLET OAK RD	R-1	0.36	Undeveloped- Zoned Residential
ED-3017	3000 SCARLET OAK RD	R-1	0.25	Undeveloped- Zoned Residential
ED-3018	2706 W SCARLET OAK CIR	R-1	0.26	Undeveloped- Zoned Residential
ED-3019	2700 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3020	2694 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3021	2688 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3022	2682 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3023	2676 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3028	2646 W SCARLET OAK CIR	R-1	0.27	Undeveloped- Zoned Residential
ED-3029	2543 E SCARLET OAK CIR	R-1	0.30	Undeveloped- Zoned Residential
ED-3030	2549 E SCARLET OAK CIR	R-1	0.48	Undeveloped- Zoned Residential
ED-3031	2561 E SCARLET OAK CIR	R-1	0.49	Undeveloped- Zoned Residential
ED-3032	2710 RYAN RD	R-1	0.35	Undeveloped- Zoned Residential
ED-3034	2567 E SCARLET OAK CIR	R-1	0.29	Undeveloped- Zoned Residential
ED-3035	2573 E SCARLET OAK CIR	R-1	0.26	Undeveloped- Zoned Residential
ED-3040	2597 E SCARLET OAK CIR	R-2	0.34	Undeveloped- Zoned Residential
ED-3041	635 DIVERSITY DR	R-2	0.37	Undeveloped- Zoned Residential
ED-3042	2754 RYAN RD	R-1	0.28	Undeveloped- Zoned Residential
ED-3043	2748 RYAN RD	R-1	0.28	Undeveloped- Zoned Residential
ED-3044	2742 RYAN RD	R-1	0.28	Undeveloped- Zoned Residential
ED-3045	2736 RYAN RD	R-1	0.27	Undeveloped- Zoned Residential
ED-3047	2683 W SCARLET OAK CIR	R-1	0.35	Undeveloped- Zoned Residential
ED-3049	2671 W SCARLET OAK CIR	R-1	0.32	Undeveloped- Zoned Residential
ED-3050	2665 W SCARLET OAK CIR	R-1	0.34	Undeveloped- Zoned Residential
ED-3051	2659 W SCARLET OAK CIR	R-1	0.35	Undeveloped- Zoned Residential
ED-3052	2655 W SCARLET OAK CIR	R-1	0.27	Undeveloped- Zoned Residential
ED-3053	2562 E SCARLET OAK CIR	R-1	0.34	Undeveloped- Zoned Residential
ED-3058	621 DIVERSITY DR	R-1	0.34	Undeveloped- Zoned Residential
ED-3061	3027 SCARLET OAK RD	R-1	0.27	Undeveloped- Zoned Residential
ED-3062	3021 SCARLET OAK RD	R-1	0.39	Undeveloped- Zoned Residential
ED-3063	3015 SCARLET OAK RD	R-1	0.40	Undeveloped- Zoned Residential
ED-3064	600 DIVERSITY DR	R-1	0.37	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
ED-3065	606 DIVERSITY DR	R-1	0.29	Undeveloped- Zoned Residential
ED-3068	624 DIVERSITY DR	R-1	0.28	Undeveloped- Zoned Residential
ED-3069	630 DIVERSITY DR	R-1	0.26	Undeveloped- Zoned Residential
ED-3070	636 DIVERSITY DR	R-1	0.26	Undeveloped- Zoned Residential
ED-3071	642 DIVERSITY DR	R-2	0.34	Undeveloped- Zoned Residential
ED-914	135 S WISCONSIN ST	B-1	0.17	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D393-3	0 HERITAGE RD	A-1	43.86	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D393-4	0 HERITAGE RD	A-1	4.26	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D394	2022 HERITAGE RD	A-1	39.82	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D409	0 COTTONWOOD LN	A-1	31.09	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D411-1	0 COTTONWOOD LN	A-1	26.81	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D411-2	0 CTH PP	A-1	14.38	Undeveloped- Suitable For, But Not Zoned, Residential
ED-F0124	0 STH 32-57	R-1	4.26	Undeveloped- Zoned Residential
ED-R20	0 CTH PP	R-1	20.79	Undeveloped- Zoned Residential
ED-R26	0 ROCKLAND RD	B-2	13.73	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R26-1	610 ROCKLAND RD	B-2	6.12	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R42	0 ROCKLAND RD	B-2	51.58	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R43-1	0 ROCKLAND RD	R-1	17.63	Undeveloped- Zoned Residential
ED-R44	0 ROCKLAND RD	R-1	14.61	Undeveloped- Zoned Residential
ED-R45	0 ROCKLAND RD	B-2	20.10	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R46	0 ROCKLAND RD	B-2	19.61	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R46-1	3352 OLD JANSSEN TRL	R-1	10.06	Undeveloped- Zoned Residential
ED-R48	0 ROCKLAND RD	B-2	20.10	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R49	0 OLD PLANK RD	R-1	31.29	Undeveloped- Zoned Residential
ED-R49-1	0 STH 32-57	R-1	9.18	Undeveloped- Zoned Residential
ED-R50	2646 OLD PLANK RD	R-1	3.24	Undeveloped- Zoned Residential
ED-R52-1	0 STH 57	B-2	21.57	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R52-2	0 STH 57	R-1	14.74	Undeveloped- Zoned Residential
ED-R52-3	0 OLD PLANK RD	R-1	14.25	Undeveloped- Zoned Residential
ED-R53	3234 OLD JANSSEN TRL	R-1	14.36	Undeveloped- Zoned Residential
ED-R53-1	3280 OLD JANSSEN TRL	R-1	3.60	Undeveloped- Zoned Residential
ED-R53-2	0 OLD JANSSEN TRL	B-2	20.37	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R54-1	0 STH 57	R-1	11.93	Undeveloped- Zoned Residential
ED-R54-2	0 STH 57	R-1	3.12	Undeveloped- Zoned Residential
ED-R56-1	3162 STH 57	R-1	5.00	Undeveloped- Zoned Residential
ED-R60	3234 OLD JANSSEN TRL	R-1	31.38	Undeveloped- Zoned Residential
ED-R61	0 OLD MARTIN RD	R-1	36.55	Undeveloped- Zoned Residential
ED-R65-1	0 NEW PLANK RD	R-1	8.91	Undeveloped- Zoned Residential
WD-1023	422 S NINTH ST	R-2	0.29	Undeveloped- Zoned Residential
WD-1030-6	1510 N HONEYSUCKLE CIR	R-1	0.66	Undeveloped- Zoned Residential
WD-122-2	0 FRIENDSHIP LN	R-2	0.23	Undeveloped- Zoned Residential
WD-123-1	0 FRIENDSHIP LN	R-2	0.31	Undeveloped- Zoned Residential
WD-123-4	0 FRIENDSHIP LN	R-2	0.80	Undeveloped- Zoned Residential
WD-1392	1920 SNOWY OWL CT	R-1	0.31	Undeveloped- Zoned Residential
WD-144-1-1	0 LANDE ST	R-2	0.35	Undeveloped- Zoned Residential
WD-145	500 LANDE ST BLK	R-2	2.63	Undeveloped- Zoned Residential
WD-1544	2218 RYGAR CT	R-2	0.29	Undeveloped- Zoned Residential
WD-1601	2293 GLEN MEADOWS CIR	R-2	0.40	Undeveloped- Zoned Residential
WD-1607	2269 GLEN MEADOWS CIR	R-2	0.28	Undeveloped- Zoned Residential
WD-1609	2257 GLEN MEADOWS CIR	R-2	0.37	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
WD-1736	2406 KILRUSH RD	R-1	0.58	Undeveloped- Zoned Residential
WD-1925	1784 BRIDGE PORT CIR	R-1	0.42	Undeveloped- Zoned Residential
WD-1926	1778 BRIDGE PORT CIR	R-1	0.32	Undeveloped- Zoned Residential
WD-1927	1772 BRIDGE PORT CIR	R-1	0.52	Undeveloped- Zoned Residential
WD-1928	1764 BRIDGE PORT CIR	R-1	0.48	Undeveloped- Zoned Residential
WD-1931	1748 BRIDGE PORT CIR	R-1	0.36	Undeveloped- Zoned Residential
WD-1935	1724 BRIDGE PORT CIR	R-1	0.37	Undeveloped- Zoned Residential
WD-1936	1733 BRIDGE PORT CIR	R-1	0.40	Undeveloped- Zoned Residential
WD-1938	1749 BRIDGE PORT CIR	R-1	0.30	Undeveloped- Zoned Residential
WD-1939	1757 BRIDGE PORT CIR	R-1	0.33	Undeveloped- Zoned Residential
WD-1940	2485 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1941	2489 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1942	2493 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1943	2497 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1944	2501 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1945	2505 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1946	2509 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1947	2513 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1948	2517 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1949	2521 LAWRENCE DR	R-1	0.31	Undeveloped- Zoned Residential
WD-1950	2525-2527 LAWRENCE DR	R-2	0.35	Undeveloped- Zoned Residential
WD-1951	1790-1792 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1952	1784-1786 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1953	1778-1780 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1954	1772-1774 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1955	1768-1770 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1956	1762-1764 GARROMAN DR	R-2	0.36	Undeveloped- Zoned Residential
WD-1957	2520 BALLYVAUGHAN RD	R-1	0.40	Undeveloped- Zoned Residential
WD-1958	2532 KILRUSH RD	R-1	0.29	Undeveloped- Zoned Residential
WD-1959	2528 KILRUSH RD	R-1	0.29	Undeveloped- Zoned Residential
WD-1960	2524 KILRUSH RD	R-1	0.39	Undeveloped- Zoned Residential
WD-1961	2520 KILRUSH RD	R-1	0.57	Undeveloped- Zoned Residential
WD-1962	2516 KILRUSH RD	R-1	0.35	Undeveloped- Zoned Residential
WD-1963	2512 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1964	2508 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1965	2504 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1966	2500 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1967	2496 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1968	2492 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1969	2488 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1970	2489 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1971	2493 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1972	2497 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1973	2501 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1974	2505 KILRUSH RD	R-1	0.30	Undeveloped- Zoned Residential
WD-1975	2509 KILRUSH RD	R-1	0.33	Undeveloped- Zoned Residential
WD-1976	2517 KILRUSH RD	R-1	0.45	Undeveloped- Zoned Residential
WD-1977	2531 KILRUSH RD	R-1	0.31	Undeveloped- Zoned Residential
WD-1978	2535 KILRUSH RD	R-1	0.41	Undeveloped- Zoned Residential
WD-1979	2506 BALLYVAUGHAN RD	R-1	0.46	Undeveloped- Zoned Residential

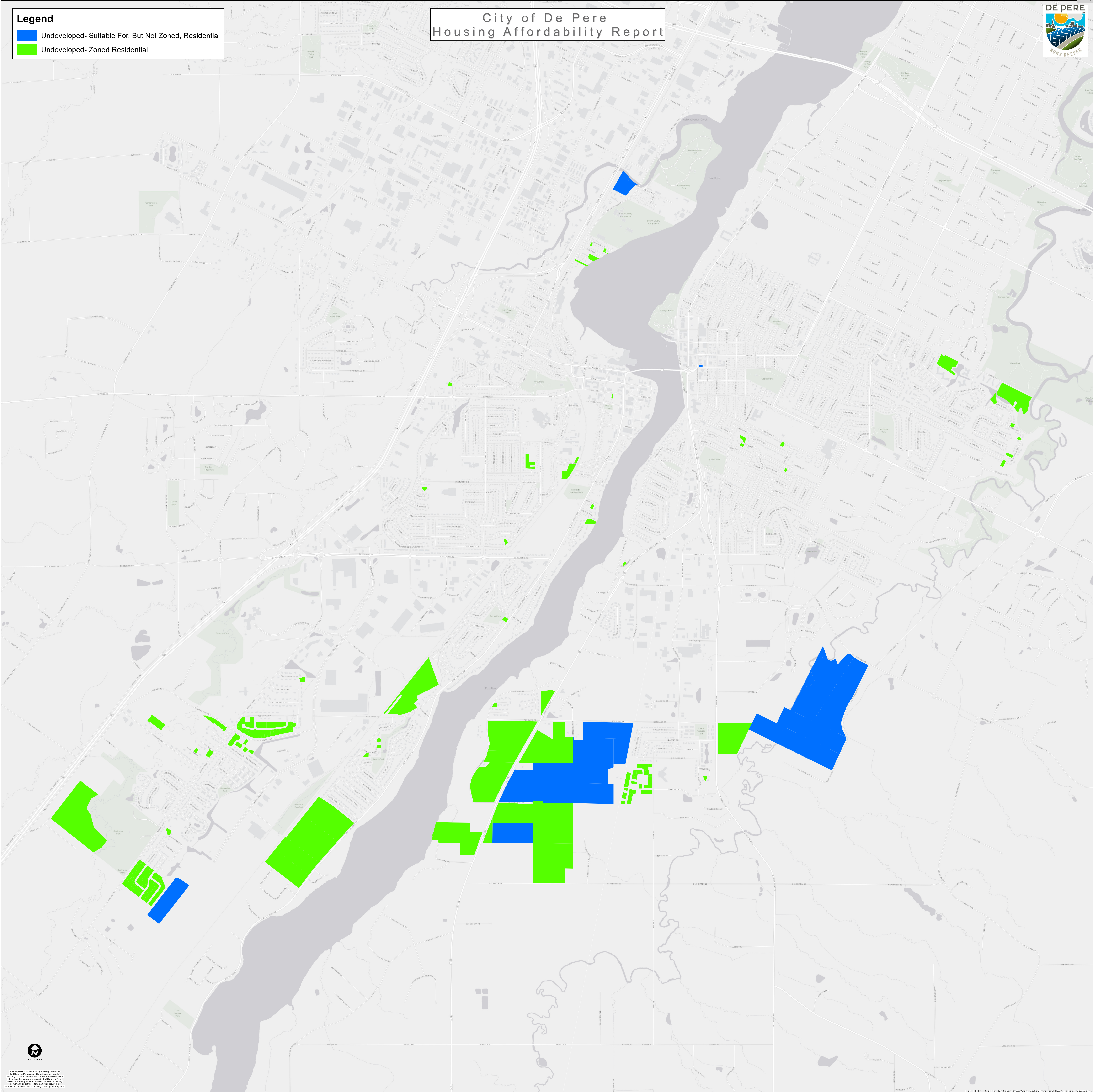
PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
WD-1980	2502 BALLYVAUGHAN RD	R-1	0.36	Undeveloped- Zoned Residential
WD-1981	2498 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-1982	2494 BALLYVAUGHAN RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1983	2490 BALLYVAUGHAN RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1984	2486 BALLYVAUGHAN RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1985	2487 BALLYVAUGHAN RD	R-1	0.32	Undeveloped- Zoned Residential
WD-1986	2491 BALLYVAUGHAN RD	R-1	0.45	Undeveloped- Zoned Residential
WD-1987	2475 TIPPERARY TRL	R-1	0.37	Undeveloped- Zoned Residential
WD-1988	2481 TIPPERARY TRL	R-1	0.32	Undeveloped- Zoned Residential
WD-1989	2487 TIPPERARY TRL	R-1	0.32	Undeveloped- Zoned Residential
WD-1990	2493 TIPPERARY TRL	R-1	0.28	Undeveloped- Zoned Residential
WD-1991	2501 TIPPERARY TRL	R-1	0.32	Undeveloped- Zoned Residential
WD-1992	2505 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1993	2509 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1994	2513 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1995	2517 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1996	2521 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1997	2525 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1998	2529 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1999	2533 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2000	2537 TIPPERARY TRL	R-1	0.34	Undeveloped- Zoned Residential
WD-2001	1754 GARROMAN DR	R-1	0.34	Undeveloped- Zoned Residential
WD-2002	2534 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2003	2530 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2004	2526 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2005	2522 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2006	2518 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2007	2514 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2008	2510 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2009	2506 TIPPERARY TRL	R-1	0.28	Undeveloped- Zoned Residential
WD-2010	2474 TIPPERARY TRL	R-1	0.28	Undeveloped- Zoned Residential
WD-2011	2468 TIPPERARY TRL	R-1	0.53	Undeveloped- Zoned Residential
WD-2012	2507 BALLYVAUGHAN RD	R-1	0.39	Undeveloped- Zoned Residential
WD-2013	2511 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-2014	2515 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-2015	2519 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-2016	2523 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-2017	2527-2529 BALLYVAUGHAN RD	R-2	0.37	Undeveloped- Zoned Residential
WD-2021	GARROMAN DR	I-B-2	18.32	Undeveloped- Suitable For, But Not Zoned, Residential
WD-2029	1881 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2030	1879 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2031	1873 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2032	1871 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2033	1865 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2034	1863 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2035	1857 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2036	1855 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2039	2168 FOX POINT CIR	R-1	0.63	Undeveloped- Zoned Residential
WD-2040	2164 FOX POINT CIR	R-1	0.48	Undeveloped- Zoned Residential
WD-2041	2160 FOX POINT CIR	R-1	0.47	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
WD-2042	2156 FOX POINT CIR	R-1	0.46	Undeveloped- Zoned Residential
WD-2043	2152 FOX POINT CIR	R-1	0.45	Undeveloped- Zoned Residential
WD-2044	2148 FOX POINT CIR	R-1	0.44	Undeveloped- Zoned Residential
WD-2045	2144 FOX POINT CIR	R-1	0.41	Undeveloped- Zoned Residential
WD-2046	2140 FOX POINT CIR	R-1	0.38	Undeveloped- Zoned Residential
WD-2047	2134 FOX POINT CIR	R-1	0.39	Undeveloped- Zoned Residential
WD-2048	2125 FOX POINT CIR	R-1	0.38	Undeveloped- Zoned Residential
WD-2049	2129 FOX POINT CIR	R-1	0.55	Undeveloped- Zoned Residential
WD-2050	2133 FOX POINT CIR	R-1	0.55	Undeveloped- Zoned Residential
WD-2051	2137 FOX POINT CIR	R-1	0.44	Undeveloped- Zoned Residential
WD-2052	2141 FOX POINT CIR	R-1	0.41	Undeveloped- Zoned Residential
WD-2053	2145 FOX POINT CIR	R-1	0.43	Undeveloped- Zoned Residential
WD-2054	2149 FOX POINT CIR	R-1	0.48	Undeveloped- Zoned Residential
WD-2055	2153 FOX POINT CIR	R-1	0.51	Undeveloped- Zoned Residential
WD-2056	2157 FOX POINT CIR	R-1	0.53	Undeveloped- Zoned Residential
WD-2057	2161 FOX POINT CIR	R-1	0.57	Undeveloped- Zoned Residential
WD-2058	2165 FOX POINT CIR	R-1	0.60	Undeveloped- Zoned Residential
WD-2059	2169 FOX POINT CIR	R-1	0.61	Undeveloped- Zoned Residential
WD-2060	2173 FOX POINT CIR	R-1	0.67	Undeveloped- Zoned Residential
WD-2061	2201 FOX POINT CT	R-1	0.73	Undeveloped- Zoned Residential
WD-2062	2205 FOX POINT CT	R-1	0.56	Undeveloped- Zoned Residential
WD-2063	2209 FOX POINT CT	R-1	0.48	Undeveloped- Zoned Residential
WD-2064	2213 FOX POINT CT	R-1	0.47	Undeveloped- Zoned Residential
WD-2065	2217 FOX POINT CT	R-1	0.47	Undeveloped- Zoned Residential
WD-2066	2218 FOX POINT CT	R-1	0.51	Undeveloped- Zoned Residential
WD-2067	2212 FOX POINT CT	R-1	0.75	Undeveloped- Zoned Residential
WD-2068	2206 FOX POINT CT	R-1	0.60	Undeveloped- Zoned Residential
WD-2069	2200 FOX POINT CT	R-1	0.59	Undeveloped- Zoned Residential
WD-2070	1585 RED MAPLE RD	R-1	0.52	Undeveloped- Zoned Residential
WD-210-8	0 LOST DAUPHIN RD	R-2	0.45	Undeveloped- Zoned Residential
WD-258-1	229 NICOLET PL	R-1	0.31	Undeveloped- Zoned Residential
WD-52	0 FORT HOWARD AVE RR	I-3	1.47	Undeveloped- Suitable For, But Not Zoned, Residential
WD-59	0 FORT HOWARD AVE	I-3	3.41	Undeveloped- Suitable For, But Not Zoned, Residential
WD-60	1703 FORT HOWARD AVE	I-3	2.47	Undeveloped- Suitable For, But Not Zoned, Residential
WD-663	325 GRANT ST	R-2	0.16	Undeveloped- Zoned Residential
WD-708-J-10	0 FRIENDSHIP LN	R-2	0.24	Undeveloped- Zoned Residential
WD-708-J-11	0 FRIENDSHIP LN	R-2	0.25	Undeveloped- Zoned Residential
WD-708-J-12	0 FRIENDSHIP LN	R-2	0.24	Undeveloped- Zoned Residential
WD-723-20	1501 FOX RIDGE CT	R-1	1.12	Undeveloped- Zoned Residential
WD-746-D-82	1234 CARMEN CT	R-1	0.34	Undeveloped- Zoned Residential
WD-76	0 FOXVIEW AVE	R-1	0.99	Undeveloped- Zoned Residential
WD-77-2	0 FORT HOWARD AVE	R-2	0.52	Undeveloped- Zoned Residential
WD-807-1	600 FAIRVIEW AVE BLK	R-1	0.24	Undeveloped- Zoned Residential
WD-816	667 FAIRVIEW AVE	R-1	0.14	Undeveloped- Zoned Residential
WD-883-T-23	1002 COUNTRYSIDE DR	R-1	0.37	Undeveloped- Zoned Residential
WD-D0075-1	0 LOST DAUPHIN RD	R-3	1.12	Undeveloped- Zoned Residential
WD-D0075-2	0 LOST DAUPHIN RD	R-3	16.95	Undeveloped- Zoned Residential
WD-D0079-11	1200 RED MAPLE RD BLK	R-3	9.78	Undeveloped- Zoned Residential
WD-D0104	0 LOST DAUPHIN RD	R-1	26.95	Undeveloped- Zoned Residential
WD-L183-3-1	0 SOUTHBRIDGE RD	R-1	1.05	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
WD-L437-12	0 LEMON LN	R-1	0.83	Undeveloped- Zoned Residential
WD-L438-8	0 CREAMERY RD RR	R-1	2.98	Undeveloped- Zoned Residential
WD-L449	0 LAWRENCE DR	R-1	45.56	Undeveloped- Zoned Residential
WD-L496	0 LOST DAUPHIN RD	R-1	29.16	Undeveloped- Zoned Residential
WD-L500-1	0 LOST DAUPHIN RD	R-1	17.13	Undeveloped- Zoned Residential
WD-L505-1	0 LOST DAUPHIN RD	R-1	17.21	Undeveloped- Zoned Residential

 Undeveloped- Suitable For, But Not Zoned, Residential
 Undeveloped- Zoned Residential

City of De Pere Housing Affordability Report





City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: January 25, 2021

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action to review and approve a Request For Proposal (RFP) to update the 2010 City of De Pere Comprehensive Plan and to write a new West Side De Pere Vision Plan.*

ATTACHMENTS:

- 01-25-21 Memo to PC - Comp Plan RFP (DOCX)
- De Pere 2040 Comprehensive Plan Updated and West Downtown Vision Plan RFP 01212021 DRAFT (DOCX)

CITY OF DE PERE MEMO



To: Plan Commission
 From: Peter Schleinz, Senior Planner | Zoning Administrator
 Date: January 25, 2021

RE: Consideration and possible action to review and approve a Request For Proposal (RFP) to update the 2010 City of De Pere Comprehensive Plan and to write a new West Side De Pere Vision Plan.*

Summary

As defined in Wisconsin Statute Section 62.23(2)(3), the City of De Pere is authorized to prepare and adopt a Comprehensive Plan. The Plan requires periodic updates. The original adoption occurred on September 27, 2004 and an update occurred on July 6, 2010. Many of the Plan vision statements, goals, objectives, and policies remain valid; however, some elements may need to be revised, renewed, or removed from the Plan.

Also, the City will benefit from a new document titled as a West Side Vision Plan. This plan is similar in nature to the 2018 Cultural District Master Plan and can be designed to function alongside, or as part of, the Comprehensive Plan Update.

- To accomplish this task, staff proposes a *Request For Proposal* (RFP) in order to seek a consultant team to assist City staff with the drafting of an updated 2040 Comprehensive Plan and a new West Side Vision Plan.

Proposed Comprehensive Plan and Vision Plan Elements

Although not all-encompassing, the RFP identifies that the Comprehensive Plan address the following:

1. Introduction and Update Review.
2. Issues and Opportunities.
3. Land Use.
4. Housing.
5. Transportation.
6. Economic Development.
7. Utilities and Community Facilities.
8. Agriculture, Natural, and Cultural resources.
9. Intergovernmental Cooperation.
10. Plan Implementation.
11. Appendix with Supplemental Data.

The RFP also identifies that the Vision Plan address the following:

1. Progress, Development Sensitivity, and Financial Viability.
2. Pedestrian and Bicycle Connectivity.
3. Role of the Public Realm, Open Spaces, Landscaping including Fox River Main AV, and Reid ST.
4. Opportunities and Locations for Public Art.
5. Optimal Business Types for Downtown Synergy with Cultural Center.
6. Zone or District Identification.
7. Incorporating St. Norbert College Impact and Vision into the Process.

Timeline and Cost

The RFP identifies a maximum budget assigned to the project of \$80,000 for both plans. Respondents are requested to provide a proposed completion timeline.

Plan Commission Review Process

For RFP reviews the Plan Commission provides either an approval, approval with changes, or a rejection recommendation to the Common Council. It is expected that the Common Council will review the RFP on February 2, 2021.

Staff Recommendation

Staff recommends that Plan Commission recommend approval of the RFP and forward the RFP to the Common Council for action.



REQUEST FOR PROPOSALS

City of De Pere, Wisconsin

2040 Comprehensive Plan Update and West Downtown Vision Plan

Development Services Department

Issued: February 3, 2021

Proposals Due: February 26, 2021 by 4:00PM

Respondent shall submit one (3) complete original hard copy proposals and one (1) electronic copy in PDF format on USB Flash Drive of the entire proposal in a sealed package marked with the project name, "De Pere 2040 Comprehensive Plan Update and West Downtown Vision Plan" shall be marked on the front of the package.

To be considered, proposals must be received no later than 4:00 PM, Central Time, February 26 2021, and delivered to:

Daniel Lindstrom, Development Services Director
City of De Pere
335 S. Broadway
De Pere, WI 5411

A. SUMMARY

The City of De Pere, WI seeks proposals from qualified planning individuals or project teams to prepare an update to the current Comprehensive Plan previously adopted in 2010 and a new West Downtown Vision Plan. The City believes that a large majority of the content is still applicable in the Comprehensive Plan, but this process should update the Comprehensive Plan to retain, revise, renew, or remove the vision, goals, objectives, and policies that will guide the City's decisions and will incorporate recently approved plans and studies. The process should also update the background information and demographics with the 2020 census information. Furthermore, the Plan should be streamlined to a much more public-friendly and usable document. To that end, the format of the document should be modernized and reformatted as appropriate and should utilize modern tables and graphics to the greatest extent possible. The City will take a lead effort to illustrate the Comprehensive Plan process in the public realm through posters, handouts, online, or other innovative ways to summarize the goals and objectives and help take the document "off the shelf".

Comprehensive Plan

The Plan update will assist City Staff, Plan Commission, Common Council, and other advisory committees to gauge the direction in which citizens and various stakeholders within the community would like to see the City advance. The Plan update must guide the City on appropriate implementation of new development and redevelopment plans within the community, while also meeting the service demands that come with community growth. The Plan will describe a desired future for the community over the next 20 years and establish goals to move toward that future.

West Downtown Vision Plan

During the 2010 Comprehensive Plan update, the City simultaneously prepared a Downtown Master Plan. These planning processes did not result in planning documents that worked well together. The new plan format must ensure that does not happen again; therefore, the City requests the planning individuals or teams to also prepare a proposal to create a West Downtown Vision Plan similar to the Cultural District Master Plan that was prepared in 2018 for the east side of the Downtown. The Comprehensive Plan and the West Downtown Vision Plan projects should run concurrently and capitalize on combined public engagement and project management efforts

The two plans shall be referenced individually or shall be collectively described as "Plans" throughout this RFP.

B. COMMUNITY OVERVIEW

The 24,970 people, who call the City of De Pere, Wisconsin home, know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The city has two excellent school districts, an urban private college, a dynamic downtown, successful business parks and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents.

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

C. SCOPE OF WORK

The Plans should guide decisions affecting the physical development and redevelopment within the City. The process for the Comprehensive Plan Update and the West Downtown Vision Plan will be critical to City success and must ensure that the final documents reflect the desired vision for the community as determined by appointed/elected officials, citizens, landowners, business leaders, and other stakeholders through community participation. The Plans shall be simplified guiding documents that reflect the community's unique character and provide clear development goals. The Plans will help maintain collaborative and respectful relationships within the community and with surrounding neighbors and collaborative organizations.

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

1. General Planning Process Tasks

The planning individuals or project team selected will provide a range of municipal planning services required to update the City's Comprehensive Plan and create the West Downtown Vision Plan. The combined general tasks between the two plans shall include but are not necessarily limited to:

- a) Project Management: Project Management includes effective coordination with staff, Common Council, and the Plan Commission. The project team will assist with the creation of a Comprehensive Plan Update and West Downtown Vision Plan Steering Committee to lead the process. Project management tasks shall include at a minimum the following:
 - i. Conduct an initial project management team meeting; including an immersion site tour to create a shared understanding of the project purpose, process, and schedule between the project team, the City, and the Steering Committee (see below).
 - ii. Conduct an initial stakeholder analysis by identifying key stakeholders, their issues, levels of involvement, and strategies for outreach.
 - iii. Prepare a project process roadmap: Prepare a guiding document for the project management team that lists the project phases, schedule of events/activities, and products on a timeline and assigns roles and responsibilities for each task.
- b) Assessment: Assessment includes conducting an initial review of the existing community planning reports and studies. The City will provide links to all existing, related community-planning reports, plans, and studies from local planning agencies and community advocacy groups for the project team review. Current plans include:
 - i. 2010 Comprehensive Plan
 - ii. Downtown Master Plan (2010)
 - iii. Cultural District Master Plan (2018)
 - iv. Cultural District Plan Market Analysis (2018)
 - v. Downtown Wayfinding (2021)

- vi. Current Zoning Code
- vii. Zoning Code update (ongoing)
- viii. Historic Preservation Plan/Historic District Maps
- ix. Comprehensive Outdoor Creation Plan
- x. COVID Business Aid programs
- xi. Business Improvement District Operating Plan (2021)
- xii. Downtown façade grant program
- xiii. Housing and Housing Affordability Reports
- xiv. Tax Increment Districts (No. 7-16)
- xv. 2020 ESRI Market Analysis Documents.

LINK TO City of De Pere web page for access to above documents:

<https://www.deperewi.gov/>

c) Public Engagement

The City of De Pere values the participation of citizens in every stage of the decision-making process. Participation of citizens, landowners, business owners, appointed and elected officials, and other stakeholders throughout the community is paramount to the success of the Plan update; therefore, the City will place a strong emphasis in the selection process on choosing a project team that has strong facilitation skills.

Steering Committee

The engagement process will include a steering committee that should meet regularly based on the proposed scope. The preliminary list of stakeholder representative groups is as follows:

- i. City of De Pere Resident(s)*
- ii. Business Owners*
- iii. Council Member(s)*
- iv. Plan Commission Member(s)*
- v. Park Board Member
- vi. Board of Public Works Member
- vii. Redevelopment Authority Member
- viii. De Pere Chamber
- ix. Definitely De Pere*
- x. Historic Preservation Commission Member*
- xi. St. Norbert College *
- xii. City of De Pere Staff – Planning, Parks, Administration, Public Works/Engineering*

* Represents a subset of representatives for the West Downtown Vision Plan

Public Meetings/Focus Groups

The project team may also utilize focus groups and open houses to elicit responses for specific visioning and strategies, and community surveys as a broad visioning tool. The process shall include at least two but no more than five open houses or focus group meetings to review the results of the

comprehensive planning process and the draft plan. The public meetings for the Comprehensive Plan can also be used to gain specific insight into the West Downtown Visions Plan; however, at least one (1) separate focus meeting should be held to plan for the future of West Downtown. The selected project team shall also present ways to engage with the public during the current pandemic where public facilities are typically closed.

Final Plans:

The final Plans shall be presented to the Plan Commission and Common Council by the consultant; however; City Staff expects the members of the Committee to take on a leadership role and also present the plan to the appropriate bodies.

Staff Support:

The City has several staff members with significant experience in public engagement and expects to participate in the engagement process. The selected project team will be responsible for working with the staff to prepare the framework for the most impactful ways to obtain public participation. The project team will be responsible for organizing and then co-leading public events with City Staff. To assist with the project budget, the City anticipates being able to supply staff members to support virtual “Zoom Room” or in-person engagement efforts. Staff will also provide a graphic designer to prepare public meeting flyers and social media posts. Project team proposals should reflect these contributions.

2. Comprehensive Plan Specific

The project team shall prepare the plan and each plan element in accordance with the Wisconsin comprehensive planning statutes, utilizing the current content of the comprehensive plan document to the extent possible and practical. We expect at the end of the process to have a newly-formatted user-friendly document that is supported by graphics, tables, and other images that reflects our community vision. The document should be structured with a supplemental appendix to house the majority of the background data and the body of the report contains the relevant goals, objectives, and strategies. The process shall include the following stages:

- a. Plan Audit and Assessment: The current plan should be audited with City Staff and Steering Committee for performance: vision/focus; data and maps; goals, objectives, and policies. Utilize a "triage" approach for the audit to retain, revise, renew, and/or remove, as appropriate. Staff anticipates two or three working meetings with the Steering Committee to complete the review of the existing plan chapters.
- b. Engagement: See the engagement phase of the General Planning Process Tasks. It is assumed the process will include strategically scheduled public meetings throughout the process. Specifically, public meetings shall be held to review the following:
 - i. Community update since 2010
 - ii. Result of the Plan Audit
 - iii. Proposed Plan changes and updates to the required elements

- iv. Integration of the 2010 Downtown Plan, Cultural District Master Plan, and the Proposed West Downtown Vision Plan.
- v. Plan approval

The City does not dictate these as standalone meeting topics, but Project Teams should illustrate how they proposed to address these topics throughout the series of meetings.

- c. Plan Drafting: Following the triage approach, the Project Team should include updates to each of the required comprehensive plan elements as discussed by the Steering Committee. The City anticipates some of the updates to include but is not limited to:

- i. Introduction: Review, update, and revise with emphasis on recent planning efforts and incorporation into the Planning document.
- ii. Issues & Opportunities: Review and recommend changes to City's goal statements. The audit shall review the updated population from the pending 2020 Census and other updated data.
- iii. Land Use: Update the existing land use map, proposed land use map, a chart with proposed acres per land use, with specific recommendations for each land use designation as well as a specific policy for amending the land use map.
- iv. Housing: Update element including review and update of existing housing inventories, analyze new data and projected housing needs, validate and update as necessary the identified number of housing units needed to serve the city's projected growth. The recent 2019 and 2020 Housing Affordability Reports can be used as part of this update.
- v. Transportation: Update element to include discussion of all modes of transportation. Include maps for the Pedestrian & Bike Trail, and the Road & Highway system map. This chapter will also be used as the basis for an update to a Bike and Pedestrian Plan. The City Official Map should also be an addendum to this Chapter that identifies all ultimate right-of-way for existing and proposed roadways within the City.
- vi. Economic Development: Update the current business inventory and business environment overview discussion, employer trends, largest employers in the City, employment projections, Economic Development Programs, and City TIF / TID updates. The City will provide the project team with the annual TID update.
- vii. Utilities and Community Facilities: Update existing utility maps based on recent and future growth.
- viii. Agricultural, Natural & Cultural Resources: Update element to include current maps of the City's wetlands, woodlands, agricultural use, environmental corridors, topographic features, surface water, watersheds, and floodplains.

- ix. Intergovernmental Cooperation: Updates to this section may include discussions of future boundary agreements with the surrounding towns and other partner organizations
- x. Implementation: Review, update, revise and add to the goals and objectives for each of the various elements listed above into a usable implementation tabled that also identifies responsible parties, potential funding sources, and timeframes.
- xi. Appendix Supplemental Data: The City requests an appendix that includes the following
 - 1. Analysis of ESRI and other third party market analysis
 - 2. Housing Market Analysis
 - 3. Demographic and Income analysis
 - 4. Development Opportunities Analysis
- d. Plan Deliverables and Approval: The City anticipates the process will also require drafts of the Plan for review by the Steering Committee at the completion of various key phases of the project. *The City anticipates three to four working meetings with the Steering Committee to complete the review of the proposed plan chapters.*

3. West Downtown Vision Plan Specific

Similar to the 2018 Cultural District Master Plan, the City requests a vision plan for the west side of the Downtown subject to the following goals:

- Progressive, thoughtful, and contextually sensitive, while also being financially viable.
- Maximize pedestrian and bicycle mobility and connections.
- Elevate the role of the public realm, open spaces, and landscaping, particularly along the Fox River, Main Avenue, and Reid Street.
- Identify opportunities and locations for public art.
- Specify optimal business types in order to create synergy from the Cultural Center.
- The plan may be broken into several streets or zones to differentiate between areas within the plan.
- Incorporate St. Norbert College's impact and vision into the planning process.

LINK TO 2018 Cultural District Master Plan:

https://www.deperewi.gov/egov/documents/1530107831_58578.pdf

- a. STUDY AREA – West Downtown Vision Plan: The map to the right illustrates the approximate study area for various elements of the west downtown vision plan. See Section L of this RFP to view a detailed map.



- b. Assessment (Due Diligence and Background Research): Concurrent with the assessment phase of the Comprehensive Plan Update the process shall include a meeting with City staff to review the background to include at a minimum:
 - i. Review of current guiding documents (Comp Plan, Downtown Plan, Zoning Code, Main Street Guidelines)
 - ii. Property inventory and analysis
 - iii. Land Use and business mix inventory and analysis
 - iv. Utilities
 - v. Existing Structures and conditions
 - vi. Environmental
 - vii. Economic/Market Analysis
 - viii. High-level financial pro forma for redevelopment areas
 - ix. Understanding of local development climate and construction costs
- c. Vision and Design: Project team to conduct a 2-3 day charrette with key stakeholders to include at a minimum:
 - x. Kick off with stakeholder group and review of assessment information. Section C.2.C contains a list of the stakeholder groups.
 - xi. Discussion, facilitation, and agreement on a shared vision.
 - xii. Engagement efforts to work through each street/section.
- d. Plan Deliverables: The Plan deliverables shall include at a minimum:
 - i. Summary of Due Diligence and Background Research.
 - ii. Summary of the engagement process and feedback.
 - iii. Economic analysis for the entire geographic area.
 - iv. Subarea Plan for the entire area – differentiated by zone. May include (but not be limited to):
 - a. Public Spaces
 - b. Design intent – possible design/material guidelines
 - c. New Buildings
 - d. Building height and massing recommendations
 - e. List of businesses/land uses that fit economically with the redevelopment plan and also create cultural synergy
 - v. Implementation Strategy that may include (but not limited to)
 - a. Regulatory recommendations
 - b. Incentive policy
 - c. Operational and programming recommendations

D. CITY RESPONSIBILITIES

The Development Services Department will be responsible for administering the project and overseeing the project team's work on this project. Representatives from various City departments will review plans and other documents prepared by the project team. As stated above, the City has staff with significant experience in public engagement and expects to significantly participate in the engagement process. Staff also has a complete GIS Division that can lead or partake in the mapping process for each of the Plans.

E. PROPOSAL REQUIREMENTS

Respondent shall submit one (3) complete original hard copy proposals and one (1) electronic copy in PDF format on USB Flash Drive of the entire proposal in a sealed package marked with the project name, “De Pere 2040 Comprehensive Plan Update and West Downtown Vision Plan” shall be marked on the front of the package. To be considered, proposals must be received no later than 4:00 PM, Central Time, February 26 2021, and delivered to:

Daniel Lindstrom, Development Services Director
City of De Pere
335 S. Broadway
De Pere, WI 54115

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

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

1. Title Page and/or Cover Letter. Show the proposal title, the name of the organization, address, telephone number(s), email address, name of the primary contact person, the date, and other relevant company information. Provide the name(s) of the person(s) authorized to make representations for your team, their title(s), address, email address, and telephone number(s). Include a list of and contact information for any proposed sub-consultants and the work they will perform.
2. Statement of Qualifications. Brief introduction of the Project Team organization. Summary of your understanding of the project and why your team is best suited to complete the scope of work.
3. Key Staff. Identify the designated project manager or primary contact and key supporting staff. Include resumes for each of the individuals and identify any sub-Consultants.
4. Scope and Approach. State the services your team is proposing to provide. Describe the process and timeline that would be utilized to complete the project.
5. Schedule. Illustrate the Scope and Approach including a breakdown of tasks, timeline, meetings, deliverables, and task responsibility.
6. Experience and Examples. Describe your team’s experience in the required areas of expertise, and its ability to provide the needed services for the City. Include at least three examples in the last five years. List a minimum of three references related to similar work; references matching the three examples are preferred but not required.
7. Cost. Provide a fee computation broken down by the major tasks listed in Section 4 and for the project as a whole. Include the maximum fee not to be exceeded for the services to be rendered.

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

F. EVALUATION CRITERIA

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

1. Project approach and scope. (20 points).
2. Qualifications of the project team and individual members. Particular attention will be given to the experience and the demonstrated ability of the project manager to complete all project tasks. (20 points).
3. Project Team experience and examples (20 points).
4. Understanding of required project work. (20 points).
5. Project cost. (15 points).
6. Quality of the proposal design. (5 points)

G. SELECTION PROCESS

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

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

H. BUDGET

The City has budgeted \$80,000 for this project. This funding is considered sufficient to accomplish the defined scope with assistance from the City in engagement and mapping. Proposals should provide a work plan that best meets the above objectives and scope including all travel and incurred costs. The proposal should also illustrate additional items that could be out of budget but feel would be a benefit to the project.

I. MISCELLANEOUS AND GENERAL PROVISIONS

1. Non-Discrimination Statement: The City of De Pere does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.
2. Rejection of Proposals: The City reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the City's sole judgment, can best perform the scope of services required.
3. Withdrawal of Proposals: the proposer upon submission of a written request may withdraw Proposals.
4. Ownership of all data, material, and documentation originated and prepared for the City pursuant to the RFP shall belong to the City and be subject to public inspection in accordance with the Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by the Project Team shall not be subject to public disclosure under (FOIA) unless otherwise required by law or a court.
5. The City is not liable for any costs incurred by any Project Team in connection with this RFP or any response by any Project Team to this RFP. The expenses incurred by a Project Team in the preparation, submission, and presentation of the proposal are the sole responsibility of the Project Team and may not be charged to the City, regardless of whether or not a Project Team's Proposal is ultimately selected by the City for completion of the work detailed in this RFP.
6. Each Project Team should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or specifications to be provided to the City under this RFP is subject to negotiations with the successful Project Team, and final approval of the City.
7. The Project Team shall maintain, during the life of the Agreement, public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages that may arise from the performance of work under the Agreement.

J. ANTICIPATED PROJECT SCHEDULE

RFP Distribution:	February 3, 2021
Questions Due*:	February 12, 2021
City Responses Due:	February 17, 2021
Submittal Deadline (4:00 p.m. CST)	February 26, 2021
City Review of Responses	March 5, 2021
Interviews (if necessary)	March 16 & 17, 2021

*Note only written questions are permitted.

K. QUESTIONS:

All questions shall be submitted in written form to the contact information provided below. Answers will then be provided, via the City website, in written form as a part of an addendum to this RFP.

City of De Pere
ATTN: Daniel J Lindstrom
335 S. Broadway
De Pere, WI 54115
Email: dlindstrom@deperewi.gov

For additional context on the City of De Pere and the digital version of this RFP, please visit our website at <https://www.deperewi.gov/>.

L. APPENDIX: WEST DOWNTOWN VISION PLAN BOUNDARY

