



Plan Commission

Special Meeting

Final Minutes

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

Monday, January 6, 2025

7:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 7:00 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Brenda Busch	Commissioner	Present	
Pamela Gantz	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Mark Higgins	Commissioner	Present	
Shane Raymaker	Commissioner	Present	
Grant Schilling	Commissioner	Present	

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

2. Approval of the minutes of the November 25, 2024 Plan Commission meeting.

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

3. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Plan Commission. §6-3(f) DPMC.

There were no public comments.

RESULT:	DISCUSSED
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4. Consideration and possible action on major design exceptions from Zoning Ordinance Sections 14-92(4)(d), 114-33(3)(b) [Table 3-3], and 14-33(4)(c), related to balconies and upper-level step-backs at 550 William ST (Parcel ED-875-1).

City Planner Peter Schlein reviewed the major design exceptions related to balconies and upper-level step-backs at 550 William Street. There are 3 parts to the request related to step-backs. The definition of step-back is when a building goes above the third floor, that part of the building must be a certain distance from the property line. Request #1 is for four balconies on the east facade that are not integrated with the design of the facade. (*Note- at this point in the meeting, there was an issue with the audio, which was resolved at 7:05 pm.) The east facade balconies are prohibited, per Zoning Ordinance 14-92(4)(d) because the N Michigan St facing balconies are not integrated with the design of the facade. Mayor Boyd moved, seconded by Ald. Gantz, to open the meeting. Upon vote, motion carried unanimously. The petitioner Jason Tadych explained that keeping the balconies within the approvable part of the building would decrease the square footage of each unit by 60 feet. Grant Schilling stated that he is in favor of the balconies as they add to the functionality of the housing units.

Request #2 is for a step-back on the north facade that is reduced from 10-feet to 2-feet above the third story. The design of the north facade of the building is prohibited because

the future William Street facing facade does not step back 10-feet from the property. Request #3 is a step-back on the east and west facades that are reduced from 10-feet to 5-feet above the third story. The design of the east and west facades are prohibited because the future N Wisconsin St and N Michigan St facades do not step back 10-feet from the property line on floors 4 & 5. Jason Tadych provided an explanation for the need for the design exceptions. Discussion followed. Mayor Boyd moved, seconded by Shane Raymaker, to go back to regular session. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Grant Schilling, to approve all 3 design exceptions. Upon vote, motion carried unanimously.

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

5. Consideration and possible action on a major design exception from Zoning Ordinance Sections 114-33(3)(b) [Table 3-3] and 14-33(4)(c), related to upper-level step-backs at 230 N Broadway ST (Parcel ED-861).

City Planner Peter Schleinz reviewed the major design exemption related to upper-level step-backs at 230 N Broadway Street. The design of the east facade of the building is prohibited because the N Wisconsin St facing facade does not step back 10-feet from the property line on floors 4 & 5. Mayor Boyd moved, seconded by Shane Raymaker, to approve the major design exemption. Upon vote, motion carried unanimously.

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

6. Consideration and possible action for an extraterritorial 2-lot certified survey map at 3100 Heritage RD in Ledgeview (Parcel D-401).*

City Planner Peter Schleinz reviewed the 2-lot extraterritorial CSM at 3100 Heritage Rd in the Town of Ledgeview. Staff recommended approval of the CSM, subject to the conditions in the report. Mayor Boyd moved, seconded by Mark Higgins, to approve the CSM. Upon vote, motion carried unanimously.

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

Adjournment

Mayor Boyd moved, seconded by Ald. Gantz, to adjourn the meeting at 7:49 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker