



Plan Commission

Regular Meeting

Final Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Monday, January 27, 2025

7:00 PM

City Hall, Council Chambers 335 S.
Broadway, De Pere, WI 54115-1692

I. Call to Order

1. Roll Call

Also present: City Planner Peter Schlein.

2. Approval of the minutes of the January 6, 2025 Special Plan Commission Meeting.

RESULT:	Passed
MOVER:	Grant Schilling
SECONDER:	Brenda Busch
EXCUSED:	Jonathon Hansen
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Pamela Gantz

3. Public Comment on 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.

4. Consideration and possible action for a 2-lot CSM at 1205 Lawrence DR (Parcel WD-D0013).

City Planner Peter Schlein reviewed the 2-lot CSM at 1205 Lawrence Drive. The property will be divided into 2 lots, which are both proposed to develop with commercial uses. Staff recommended approval of the CSM subject to the conditions in the report. Peter reminded the commission that the CSM does not need to be reviewed by Common Council because there are no public land or public right-of-way dedications. Mayor Boyd moved, seconded by Mark Higgins, to approve the CSM. Upon vote, motion carried unanimously.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Mark Higgins
EXCUSED:	Jonathon Hansen
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Pamela Gantz

5. Consideration and possible action for a new 12-foot-wide public utility easement on the north side of 2200 BLK Southbridge RD (Parcel WD-D0035-1).*

City Planner Peter Schlein reviewed the new 12-foot-wide utility easement on the north side of 2200 BLK Southbridge Rd. The easement is being requested by Wisconsin Public Service to accommodate all

street fronted utilities which is needed prior to the development of the southern bypass. Staff recommended approval of the new easement and forwarding the recommendation to the Common Council for final approval. The final easement language will be subject to the final approval of the City Attorney's office. Shane Raymaker moved, seconded by Brenda Busch, to approve the new 12-foot-wide public utility easement and forward it to the Common Council. Upon vote, motion carried unanimously.

RESULT:	Passed
MOVER:	Shane Raymaker
SECONDER:	Brenda Busch
EXCUSED:	Jonathon Hansen
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Pamela Gantz

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

City Planner Peter Schleinzi provided an update on the status of recently approved development projects since the November 2024 Plan Commission meeting. He asked the commission members if they would prefer to keep the tables in the packet or leave them out. The members all agreed that they would prefer to keep the tables in the report. Mark Higgins asked about the Bayside Machine project which was approved almost a year ago. Peter explained that after a year has passed, the site plan approval will expire. Staff will notify them that the approval has expired and that they should inform the City what they plan on doing to move forward with the project. There were no other comments or questions.

7. Adjournment.

Mayor Boyd moved, seconded by Shane Raymaker, to adjourn the meeting at 7:12 PM. Upon vote, motion carried unanimously.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Shane Raymaker
EXCUSED:	Jonathon Hansen
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Pamela Gantz

Respectfully submitted,
Kelly Barker