



Plan Commission

Regular Meeting

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

Final Minutes

Monday, November 25, 2024

7:00 PM

Council Chambers and Virtual

Call to Order

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

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Brenda Busch	Commissioner	Present	
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 and members of the public.

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Grant Schilling, Commissioner
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 for an extraterritorial 4-lot certified survey map at 1201 Wrightstown RD in Rockland (Parcel R-279).*

Development Services Director Daniel Lindstrom reviewed the extraterritorial 4 lot CSM at 1201 Wrightstown Road in the Town of Rockland. Staff recommended approval of the CSM subject to the conditions in the report. Ald. Hansen moved, seconded by Mark Higgins, to approve the CSM. Upon vote, motion carried unanimously.

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

5. Consideration and possible action for a zoning map amendment from MX2 (Neighborhood Mixed-Use) to GX1 (Office-Residential Mix) at 314 N Broadway ST and 330 N Broadway ST (Parcels ED-870, ED-871).*

Development Services Director Daniel Lindstrom reviewed the zoning map amendment request at 314 N Broadway Street and 330 N Broadway Street. The property was placed in the MX2 District as the best fit for an existing one-story building with an office use; however, the MX2 District regulations allowed for offices on the second floor or above only. Since office use already existed on the first floor, it was allowed to remain

nonconforming. The petitioner is interested in potentially expanding the office use and adding a funeral or mortuary use for companion pets; therefore the zoning map amendment is needed. Mayor Boyd moved, seconded by Shane Raymaker, to open the meeting. Several neighboring residents were in attendance to voice their concerns with the request. James Williams of 434 N Broadway Street is concerned with the crematory right next to the residential zoning district. Jennifer Parins at 400 N Broadway Street is also concerned with air pollution and property values. Holly Williams at 432-434 N Broadway Street also spoke about the Broadway corridor being a gateway into the City and if that fits in with the strategic vision for the City. The applicant, Lauren Underhill and her attorney addressed the commission. They discussed other pet crematories in the area. They also noted that they would be focusing on small animals, such as dogs and cats. Discussion followed and it was decided that staff would do some research regarding particulate standards for a crematory prior to the Common Council meeting and public hearing for this item. Mayor Boyd also requested staff to look into any complaints and/or concerns regarding the Cotter Funeral Home crematory, which is also located near a residential neighborhood. Mayor Boyd moved, seconded by Grant Schilling, to go back to regular order. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Shane Raymaker, to approve the zoning map amendment and forward it to Common Council for final approval. 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. Discussion about site plans received since the October 2024 Plan Commission meeting and review of the status of recently approved development projects.

Development Services Director Daniel Lindstrom provided an update on the status of recently approved development projects since the October 2024 Plan Commission meeting. Ald. Hansen requested an update on the Waterview Heights Subdivision. Daniel replied that the project is in Phase 2 and infrastructure has taken place. He reported that the four apartment buildings are all under construction at this time. There were no other questions or comments.

RESULT:	DISCUSSED
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Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 7:38 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker