Plan Commission

Regular Meeting

Final Minutes

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

Monday, March 24, 2025	7:00 PM	City Hall, Council Chambers 335 S. Broadway, De Pere, WI 54115-1692

I. Call to Order

1. Roll Call

Present: James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Ald. Hansen, Ald. Gantz
Absent:
Excused:
Also present: Development Services Director Daniel Lindstrom, City Planner Peter Schleinz, and members of the public.

2. Approval of the minutes of the February 24, 2025 Plan Commission meeting.

RESULT:	**Approved**
MOVER:	Brenda Busch
SECONDER:	Mark Higgins
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Jonathon Hansen, Pamela Gantz
NAYS:	None

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 2257 American BL (Parcel WD-1371).*

City Planner Peter Schleinz reviewed the CSM. Staff recommended approval, subject to the conditions in the report. Ald. Hansen moved, seconded by Grant Schilling, to approve the CSM. Upon vote, motion carried unanimously.

RESULT:	**Approved**
MOVER:	Jonathon Hansen
SECONDER:	Grant Schilling
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Jonathon Hansen, Pamela Gantz
NAYS:	None

5. Consideration and possible action on a 10-lot extraterritorial preliminary plat of Grande Ridge Estates Second Addition of Little Rapids Subdivision at 3400 BLK Heritage RD in Ledgeview (Part of Parcels D-450-1, D-450-2).*

City Planner Peter Schleinz reviewed the preliminary plat. Staff recommended approval subject to the conditions in the report. Mayor Boyd moved, seconded by Brenda Busch, to approve the plat and forward it to the Common Council for final approval. Upon vote, motion carried unanimously.

RESULT:	**Approved**
MOVER:	James Boyd
SECONDER:	Brenda Busch
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Jonathon Hansen, Pamela Gantz
NAYS:	None

6. Consideration and possible action for a zoning map amendment from BP-2 (Business Park 2 District) to PI-1 (Neighborhood Public & Institutional District) at 2005 Commerce DR (Parcel ED-3100).*

City Planner Peter Schleinz reviewed the zoning map amendment. Staff recommended approval of the amendment subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Gantz, to approve the zoning map amendment. Upon vote, motion carried unanimously

RESULT:	**Approved**
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Jonathon Hansen, Pamela Gantz
NAYS:	None

7. Consideration and possible action for a conditional use of Fabrication and Production: High-Impact in a BP-2 (Business Park 2) District at 1776 W Matthew DR (Parcel WD-364-D-505-7).*

City Planner Peter Schleinz reviewed the conditional use request. Staff recommended approval of the request, subject to the conditions in the report. Mark Higgins asked about Homeland Security regulating the company. Development Services Director Daniel Lindstrom replied that an audit was done recently. Mayor Boyd moved, seconded by Brenda Busch, to open the meeting. Upon vote, motion carried unanimously. The company representative, David Storhum, addressed the commission. He stated that the company is currently housed in five different buildings and that moving to De Pere will consolidate all business into one single location. Mayor Boyd moved, seconded by Ald. Gantz to close the meeting. Upon vote, motion carried unanimously. Mark Higgins moved, seconded by Ald. Gantz, to approve the conditional use request. Upon vote, motion carried unanimously.

RESULT:	**Approved**
MOVER:	Mark Higgins
SECONDER:	Pamela Gantz
AYES:	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Grant Schilling, Jonathon Hansen, Pamela Gantz
NAYS:	None

8. Discussion about site plans received since the February 2025 Plan Commission meeting and review of the status of recently approved development projects.

City Planner Peter Schleinz provided an update on the status of recently approved development projects since the last meeting. Ald. Hansen asked about the status of the Unity Hospice Resale Store since the report shows the project is under construction, but the ribbon cutting ceremony has already taken place. Peter noted that the project was completed a week ago on March 17 and the site plan list is updated weekly, not daily, so the project was not finished in time to be included in the Plan Commission memo. Development Services Director Daniel Lindstrom added that a site can be granted occupancy and still be making tweaks to their site plan, provided that the tweaks being made are not impacting the conditions of the site plan. Ald. Gantz asked what happens when a project is completed - do they need to let staff know. Peter replied that a business cannot occupy a completed building until the occupancy permit has been issued by staff.

9. Adjournment.

Mayor Boyd moved, seconded by Ald. Gantz, to adjourn the meeting at 7:20 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker