



Plan Commission

Regular Meeting

Final Minutes

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

Monday, April 28, 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, Jonathon Hansen, Pamela Gantz

Absent:

Excused:

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

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

RESULT:	Approved
MOVER:	Jonathon Hansen
SECONDER:	Grant Schilling
AYES:	James Boyd, Brenda Busch, Jonathon Hansen, Mark Higgins, Devin Perock, Shane Raymaker, Grant Schilling
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 to revoke 13 expired, unused, or unneeded Conditional Uses on the St. Norbert College campus that were issued between 2010-2020 (Resolutions #20-60, #18-53, #16-83, #16-01, #15-134, #15-88, #15-77, #15-76, #14-128, #14-107, #14-85, #11-22, #10-130).*

City Planner Peter Schlein reviewed the request to revoke 13 conditional uses on the St. Norbert College campus. A memo to the Plan Commission summarized the reason for revoking each conditional use. Representatives from St. Norbert College were aware of and supported revoking the conditional uses. Staff recommended revoking the conditional uses and forwarding the recommendation to Common Council for a public hearing and final decision. Mark Higgins moved, seconded by Ald. Perock, to

revoke the conditional uses. Upon vote, motion carried unanimously.

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

5. Consideration and possible action to increase the maximum height of two wall signs in the MX1 District from 20-feet to no more than 59-feet 10-inches, and below the parapet, for a proposed new five-story building at 215 N Wisconsin ST (Parcel ED-861).

City Planner Peter Schleinzi reviewed the request. He stated that staff was concerned because the true final measurements and location of the signs are not provided with the request. Peter noted that the applicant is not in attendance at the meeting. Mark Higgins questioned why the sign permit has not been submitted with the request. Grant Schilling also questioned why the information is not more concrete. Mayor Boyd stated that he is not comfortable with such a large change from 20 feet to 59 feet. Ald. Hansen stated that he feels the sign looks better aesthetically right under the parapet rather than 20 feet up. Development Services Director Daniel Lindstrom added that when you are not allowed to go to the maximum building height, typically they place the sign after the first floor. He clarified that there is a difference between urban hotels in a downtown with pedestrian scale signage, and suburban hotels, and this is an urban hotel in De Pere's downtown. Mayor Boyd moved, seconded by Ald. Perock to deny the request. Upon vote, motion carried unanimously.

RESULT:	Failed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	None
NAYS:	James Boyd, Brenda Busch, Jonathon Hansen, Mark Higgins, Devin Perock, Shane Raymaker, Grant Schilling

6. Consideration and possible action on a major design exception from Zoning Ordinance Section 114-33(3)(d) Table 3-3, related to minimum primary frontage principal entrances at 215 N Broadway ST (Parcel ED-861).

City Planner Peter Schleinzi reviewed the major design exception. The request is to allow one primary entrance for a proposed hotel instead of three primary entrances. Mark Higgins moved, seconded by Mayor Boyd, to approve the major design exception. Upon vote, motion carried unanimously.

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

7. Consideration and possible action on a major design exception from Zoning Ordinance Sections 14-86(7) related to surfacing, 14-88(2)(b) related to setbacks, and 14-89(2)(d) and (e) related to trucking and transportation terminal screening requirements, until the construction of part of the southern bypass (a.k.a. GV-15) is complete at 2121 American BL (Parcel WD-D0074-1).

City Planner Peter Schleinzi reviewed the major design exception. It is a three part exception with the following parts:

Part 1 - temporary gravel surface.

Part 2 - for the location of the gravel surface to be located within a setback right-of-way.

Part 3 - The use of a 4-foot screening and no landscaping (metal panel screen and retaining wall).

Mayor Boyd moved, seconded by Shane Raymaker, to approve the major design exception. Mark Higgins asked about adding the staff suggestion that is in the report. Both Mayor Boyd and Shane were in agreement with adding the staff suggestion as part of the motion. The suggestion is that the site must be paved and screened, according to the site plan, within six months of the completion of the adjacent southern bypass (GV-15) or within six months of the southern bypass (GV-15) being terminated as a project if for some reason the project is not completed.

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

8. Consideration and possible action for April 2025 amendments to Municipal Code Chapter 14 (Zoning Ordinance) and the Official Zoning Map.*

City Planner Peter Schleinzi reviewed the amendments. He said it has been about a year since the last set of amendments were approved. He highlighted a few of the major amendments, which included the following: Page 8 shows table 9-1, metal panel regulations for MX districts; on page 10, any HVAC units located in the street side frontage must be screened; awnings, canopies and marquees were re-located out of the sign standards section and into its own section; removed courtesy notices to neighbors for PDD removals and conditional use removals; cremation services as a separate stand alone use in the code. Mark Higgins moved, seconded by Brenda Busch, to approve the amendments and Official Zoning Map, and forward to Common Council for a final decision. Upon vote, motion carried unanimously.

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

9. Discussion about site plans received since the March 2025 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 last meeting. Ald. Hansen asked about the hotel site plan. Staff noted that some metal was

changed to stucco. and the brick color changed from cream to dark brown. There were no other comments.

10. Adjournment.

Mayor Boyd moved, seconded by Brenda Busch to adjourn the meeting at 8 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker