



# Plan Commission

Regular Meeting

Final Minutes

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

Monday, August 25, 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, Jonathon Hansen, Devin Perock

**Absent:**

**Excused:** Grant Schilling

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

2. Approval of the minutes of the June 23, 2025 Plan Commission meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Devin Perock
<b>AYES:</b>	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock

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 zoning map amendment to remove PDD overlays from 122 parcels, generally located east from Lawrence DR, north from Garroman DR, and west from American BL.\*

City Planner Peter Schleinzi reviewed the zoning map amendment. He noted that the two specific PDD overlays were created in 2004 and 2018. Staff recommended approval of the request with no conditions. Ald. Hansen moved, seconded by Mark Higgins, to approve the request. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jonathon Hansen
<b>SECONDER:</b>	Mark Higgins
<b>AYES:</b>	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock

5. Consideration and possible action for a zoning map amendment from BP-2 (Business Park 2 District) to PUD (Planned Unit Development District) at 2121 American BL, 0 Fortune AV, 0 Cherry LN, 2107 American BL, and 450 Fortune BL (Parcels WD-1040, WD-1041-1, WD-1041-2, WD-1042, WD-1043).\*

City Planner Peter Schleinzi reviewed the zoning map amendment. The petitioner wants to do some development on these parcels and is running into some snags due to the existing zoning. There are 17 different changes being proposed for property boundaries, setbacks, loading spaces, trucking, and transportation terminals, outdoor storage, landscaping in the street, signage, and temporary parking areas. The parcels cannot be combined because there are three separate owners of the parcels. Staff recommended approval of the request. Mayor Boyd moved, seconded by Shane Raymaker, to approve the request. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Shane Raymaker
<b>AYES:</b>	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock

6. Consideration and possible action for a new 12-foot-wide gas easement at the south and east ends of 530 Grant ST (Parcel WD-98).\*

City Planner Peter Schleinzi reviewed the new easement request, which will allow for a gas line to be installed by WPS on City property. Staff recommended approval of the easement and forwarding the recommendation to the Common Council for final approval. Mayor Boyd moved, seconded by Brenda Busch, to approve the new easement. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Brenda Busch
<b>AYES:</b>	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock

7. Discussion about the proposed Comprehensive Plan Update Draft Chapters (Introductory and People Chapters).

Development Services Director Daniel Lindstrom provided a review of the Comprehensive Plan Update Draft Chapters. The initial priorities are to:

1. To reassess the plan in light of current market conditions, funding opportunities, and other emerging factors.
2. To incorporate revised background data and demographic trends using 2020 Census information.
3. To streamline the plan into a more user-friendly, accessible, and visually engaging document through modern formatting, updated tables, and enhanced graphics.
4. To develop a West Downtown Master Plan that complements and mirrors the framework and intent of the Cultural District Master Plan. This effort aims to ensure the Comprehensive Plan remains relevant, actionable, and responsive to both community priorities and current planning best practices.

Daniel highlighted the structure of the plan, which emphasizes the four community vision themes, which are:

1. Equitable and Inclusive
2. Connected and Accessible
3. Livable and Vibrant
4. Sustainable and Resilient

Finally, the required elements of the plan are categorized under three broader groups, which are:

1. People (Economic Development, Cultural Resources)
2. Places (Land Use, Housing, downtown added)
3. Systems (Transportation, Natural Resources, Community Facilities/Services)

During the discussion, it was decided that the Plan Commission members will review and provide staff with comments within the next couple of weeks. Daniel noted that there is also an online portal that staff will provide for everyone to enter their comments. The adoption target for the adoption of the plan is January 2026.

8. Discussion about site plans received since the June 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 noted that some trees have been planted on the St Norbert College site as screening for the new HVAC system. He asked if the trees are in compliance with the landscaping requirements. Peter noted that the trees are not in compliance at this time. However, staff discussed the issue with St Norbert College and it was agreed upon that they would reassess after the trees have grown in another year to see if they have reached the height to be in compliance. Ald. Hanson asked if there is any other equipment that requires screening. Peter stated that there is other equipment and staff is working with St Norbert College representatives to address the issue. There were no other questions or comments.

9. Adjournment.

Mayor Boyd moved, seconded by Shane Raymaker, to adjourn the meeting at 7:55 PM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Kelly Barker