



Common Council

Regular Meeting

Approved Minutes

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

Tuesday, October 21, 2025

7:30 PM

Council Chambers/Virtual

I. Call to Order

The meeting was called to order at 7:30 PM by Council President Shana Defnet Ledvina.

1. Roll Call.

Present: Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson (remote), Devin Perock

Excused: James Boyd

2. Pledge of Allegiance.

3. Approval of the minutes of the October 7, 2025 meeting of the Common Council.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Devin Perock

4. Public Hearing to act on a request to remove PDD overlays at multiple parcels on Lawrence Drive between Bridge Port Lane and Daytona Speedway.

A. Notice of public hearing.

The public hearing notice was published in the Press Times on October 3 and October 10, 2025.

B. Recommendation from Plan Commission.

Development Services Director Dan Lindstrom explained the reason for the removal of the PDD overlays. He reported that staff heard from one constituent, who simply needed clarification. Alderperson Ledvina declared the public hearing open; no one wished to speak so she declared the hearing closed.

C. Ordinance #25-13 Approving Zoning Map Amendment to remove Planned Development District Overlay from 105 parcels generally located East from Lawrence Drive, South from Bridge Port Lane and North from Daytona Speedway.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
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MOVER:	Jonathon Hansen
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock

5. Public Hearing to act on a request for a conditional use for Type B Home Occupation at 600 Lewis Street.

A. Notice of public hearing.

The notice of public hearing was published in the Press Times on October 3 and October 10, 2025.

B. Recommendation from Plan Commission.

Development Services Director Dan Lindstrom distributed a summary checklist and a frequently asked questions sheet to Council members, and made them available to the audience as well. The documents have been attached to these minutes as Exhibit A. Lindstrom explained that a conditional use permit is required when a home-based business owner wants customers to visit their site. Several years ago, state law drastically narrowed local governing bodies' authority over conditional uses; he noted that public opposition can no longer be used to add a condition. Lindstrom reported that since the Plan Commission meeting, staff, alderpersons, and the mayor have received several phone calls and emails. Lindstrom reminded the group that the topic on the table tonight is the customer component, not the use itself. He also noted that the applicant has placed extra voluntary conditions upon himself, and that a gun repair/gunsmithing business is afforded state and legal protections.

Aldersperson Ledvina reviewed the process for the public hearing and then declared the hearing open. The following individuals spoke against the proposal: Unified School District of De Pere Superintendent Chris Thompson; school board member Matt Peterson; residents Nicole Slavin, Christian Mills, Eben Erhard, Matt Wery, Lori Sadewater, Megan Wood Bolin, Jenny Wery. The following individuals spoke in support of the applicant: David Kohn, Anthony Regazzi, Anna Regazzi, Summer Walgate, and Tammy Mattson. Applicant Daniel Farnsworth addressed the Council and answered questions. Aldersperson Ledvina then declared the public hearing closed.

Staff provided answers to some of the residents' questions that were raised during the hearing. Discussion followed regarding how any non-compliances would be handled. Aldersperson Carpenter moved, seconded by Aldersperson Ledvina to amend section #5 of the resolution to include compliance "with all state and federal laws and regulations". Upon vote, motion carried unanimously.

C. Resolution #25-111 Authorizing and Approving a Conditional Use of Type B Home Occupation in an R2-45 (Two-Unit) District at 600 Lewis Street (Parcel ED-936).

RESULT:	ADOPTED BY ROLL CALL VOTE AS AMENDED [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Casey Nelson, Devin Perock

6. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f) DPMC

None.

7. Recommendation from the Board of Public Works on approval of conventional water rate application for expense depreciation.

Public Works Director Scott Thoresen and consultant Ginny Hinz from Onward Accounting presented the rate case, and explained a new option called expense depreciation. They acknowledged that this method would have a higher rate increase initially, but pointed out that the debt financing scenario would have a much larger increase in the rates over twenty years. Discussion followed; Council members agreed to hold the item until the next Council meeting in order to get resident input.

RESULT:	HOLD [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Casey Nelson, Devin Perock

8. Recommendation from the Board of Public Works on an update to the Neighborhood Watch sign policy.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Casey Nelson, Devin Perock

9. Recommendation from the Board of Public Works to delay construction of a new west side yard waste site.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Casey Nelson, Devin Perock

10. Recommendation from the Board of Public Works on approving Change Order #1 for Project 25-02.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

11. Recommendation from Finance & Personnel Committee to approve the Side Letter of Agreement with the De Pere Professional Fire Firefighters Association IAFF Local 141 regarding overtime incentives.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Devin Perock
SECONDER:	Dan Carpenter
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

12. Recommendation from the Finance & Personnel Committee to approve Side Letter of Agreement with De Pere Professional Firefighters Association IAFF Local 141 regarding Paramedic Reimbursement Program.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Amy Kunding
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

13. Recommendation from Finance/Personnel Committee to approve 2026 benefit renewal & plan design changes.

Human Resources Director Shannon Metzler answered questions about how reimbursement would work with the Garner health benefit program. She reported that the City would pay a monthly administrative fee per member, and that Garner does not receive anything from providers in their program.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Amy Kunding
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

14. Recommendation from Finance/Personnel Committee to approve a Redevelopment Request for Proposals for Parcel WD-376, generally known as 360 Main Avenue.

Development Services Director explained that several years ago, the City had considered taking the lead on an affordable housing project at this site. Unfortunately, due to rising

construction costs and interest rates, a financial analysis showed that there was no way to make such a project break even.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

15. Resolution #25-112 Authorizing one-year Lease Agreement with KK Integrated Logistics, Inc. (Equipment Storage Warehouse).

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

16. Resolution #25-113 Authorizing Contractor Agreement with GFL Environmental Services USA, LLC (2026-2028 Garbage & Recycling Dumpster Corral Collection Services).

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Devin Perock
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

17. Resolution #25-114 Authorizing transfer of \$8,909.10 from Unassigned Reserves to fund City Hall generator repairs.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Amy Kunding
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

18. Resolution #25-115 Authorizing transfer of \$15,295 from Unassigned Reserve to fund emergency sanitary sewer line repairs at Legion Pool.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Amy Kunding
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

19. Resolution #25-116 Approving Amendments to Sections 2. General Guidelines of Employment, 3. General Policies, 4. Employee Conduct, 6. Compensation, 7. Time Off and Away from Work, 9. Separation from Employment and 10. Expenses and Reimbursements of the City of De Pere Employee Policy Manual.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
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MOVER:	Shana Ledvina
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

20. Resolution #25-117 Approving Grant Agreement Modification to Division of Public Health DPH LPHD Immunization Consolidated Contract #65397-4 in the amount of \$8,310.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Pamela Gantz
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

21. Resolution #25-118 Authorizing Purchase of Managed Detection and Response Cybersecurity Services from Arctic Wolf Networks, Inc. in the amount of \$25,500.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock

22. Consideration and possible action on the negotiation of EMS contracts with the Town of Lawrence.

Aldersperson Carpenter moved, seconded by Aldersperson Gantz to enter into closed session at 9:50 PM. Upon roll call vote, motion carried unanimously. Aldersperson Ledvina moved, seconded by Aldersperson Eserkaln to return to open session at 9:59 PM. Upon roll call vote, motion carried unanimously. Aldersperson Ledvina moved, seconded by Aldersperson Carpenter to instruct staff to proceed as directed in closed session. Upon vote, motion carried unanimously.

II. Future Agenda Items

None.

III. Adjournment

Aldersperson Hansen moved, seconded by Aldersperson Gantz to adjourn the meeting at 10:00 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk

Applicant Narrative/Description (updated since September 22, 2025 Plan Commission Meeting)	Conditional Use Regulation	Home Occupation Regulation (Not Conditional Use)	Additional Applicant Information (Not Required for Home Occupation or Conditional Use)
1: That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare;			
1. **Discreet Operations** : The workshop will be designed to resemble a typical home-based business, utilizing unmarked entrances and minimizing external signs that indicate a gunsmithing operation.		●	Note: Petitioner not using signage.
2. **Safety Protocols** : I will enforce strict safety measures, including secure storage for all equipment and materials, ensuring that all operations comply with local and federal regulations regarding handling tools and materials.			●
3. **Noise Control** : To prevent any noise disturbances, I will utilize soundproofing materials and equipment designed to operate quietly, ensuring that my activities do not draw attention from neighbors.		●	
4. **Zoning Compliance** : I will thoroughly research local zoning laws and obtain all necessary permits for a home-based workshop, ensuring that my operations remain compliant and unnoticeable.	●	●	
5. **Community Engagement** : I will engage with neighbors by maintaining open lines of communication regarding my business activities, addressing any concerns they may have without disclosing specific details about the nature of the work.			●
6. **Emergency Preparedness** : I will develop a comprehensive emergency plan, focusing on standard safety practices that do not reveal the specific nature of the workshop, ensuring that both my family and neighbors are prepared in case of emergencies.			●
7. **Education and Training** : I will offer general workshops on safe handling of tools and materials that are applicable to various hobbies, promoting community safety without highlighting the specifics of gunsmithing.			Not required, however, no more than 4 students on-site at a time

October 21, 2025
Common Council Meeting Minutes
Exhibit A

Applicant Narrative/Description (updated since September 22, 2025 Plan Commission Meeting)	Conditional Use Regulation	Home Occupation Regulation (Not Conditional Use)	Additional Applicant Information (Not Required for Home Occupation or Conditional Use)
2: That the uses, values and enjoyment of surrounding properties for purposes already permitted in the district will be not be substantially impaired or diminished by the establishment, maintenance or operation of the proposed conditional use;			
1. **Minimal Foot Traffic** : I am limiting customer visits to appointments only, reducing any potential disruption to the neighborhood and ensuring minimal foot traffic that could affect the residential atmosphere.	●	●	Note: Visitors by appointment only is not a conditional use requirement.
2. **Professional Appearance** : I am maintaining a professional appearance for the workshop so it blends with the residential character of the neighborhood.		●	
3. **Operational Hours** : I am operating within reasonable hours that align with typical residential activity, avoiding early morning or late nights. Hours stated below			●
4. **Noise Management** : I am utilizing soundproofing and low-noise equipment to ensure noise does not interfere with neighbors.		●	
5. **Safety and Security Measures** : I am implementing robust safety and security measures to protect neighbors and their property.			●
6. **Community Communication** : I am maintaining open communication with neighbors, providing updates and inviting feedback.			●
7. **Impact Assessments** : I am conducting regular assessments to monitor and address any community impacts.			●

Applicant Narrative/Description (updated since September 22, 2025 Plan Commission Meeting)	Conditional Use Regulation	Home Occupation Regulation <i>(Not Conditional Use)</i>	Additional Applicant Information <i>(Not Required for Home Occupation or Conditional Use)</i>
3: That establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district;			
1. **Compliance with Zoning Regulations** : I will adhere strictly to all zoning regulations and guidelines, ensuring that my workshop operates within the permitted uses for the district and does not conflict with future developments in the area.	●	●	
2. **Low Impact Operations** : The workshop will be designed to have a minimal environmental footprint, avoiding any activities that could disrupt the surrounding area or hinder the development of neighboring properties.		●	
3. **Flexible Space Design** : I will maintain a flexible workshop design that allows for easy adaptation or relocation in the future, should local development plans change or require adjustments in land use.			●
4. **Community Development Awareness** : I will stay informed about any proposed developments in the area and engage with local planning initiatives to ensure that my operations align with community growth objectives.			●
5. **Collaboration with Neighbors** : I will work collaboratively with neighbors and local stakeholders to understand their development goals and ensure that my workshop complements rather than conflicts with their plans.			●
6. **Regular Review and Adaptation** : I will conduct regular reviews of my operations to ensure they remain in line with the evolving needs of the community and surrounding properties, making necessary adjustments as required.			●
7. **Promoting Responsible Practices** : I will model responsible business practices that encourage the orderly development of the neighborhood, contributing positively to the overall character and growth of the area.			●

Applicant Narrative/Description (updated since September 22, 2025 Plan Commission Meeting)	Conditional Use Regulation	Home Occupation Regulation (Not Conditional Use)	Additional Applicant Information (Not Required for Home Occupation or Conditional Use)
4: That adequate utilities, access roads, drainage and other necessary improvements have been or are being provided;			
1. **Utility Assessments** : I will conduct a thorough assessment of existing utilities, including water, electricity, and sewage, to confirm that my workshop can operate efficiently without straining local infrastructure.			●
2. **Access Road Maintenance** : I will ensure that access roads leading to my property are well-maintained and suitable for any necessary deliveries or services, promoting safe and easy access for both my operations and the surrounding community.			NOT APPLICABLE
3. **Proper Drainage Solutions** : I will implement effective drainage solutions to manage stormwater runoff and prevent flooding, ensuring that my workshop does not contribute to drainage issues in the area.			NOT APPLICABLE
4. **Infrastructure Improvements** : If necessary, I will collaborate with local authorities to make any required infrastructure improvements, ensuring that my operations align with community standards and support local development.			NOT APPLICABLE
5. **Compliance with Local Codes** : I will ensure that all utilities and improvements comply with local building codes and regulations, obtaining any necessary permits before commencing work.	●	●	
6. **Regular Maintenance Plans** : I will establish regular maintenance plans for utilities and access roads to ensure they remain in good condition and do not negatively impact the surrounding properties or infrastructure.			NOT APPLICABLE
a. THIS INFORMATION, ADDED BY STAFF, CHANGES PETITIONER STATEMENT "6." ABOUT UTILITY AND ACCESS ROAD MAINANCE PLANS, which are NOT REQUIREMENTS FOR THIS PARTICULAR CONDITIONAL USE.			NOT APPLICABLE
7. **Community Feedback** : I will seek feedback from neighbors regarding any concerns related to utilities and access, addressing any issues proactively to maintain a good relationship with the community.			●

Applicant Narrative/Description (updated since September 22, 2025 Plan Commission Meeting)	Conditional Use Regulation	Home Occupation Regulation <i>(Not Conditional Use)</i>	Additional Applicant Information <i>(Not Required for Home Occupation or Conditional Use)</i>
5: That adequate measures have been or will be taken to provide ingress and egress that will minimize on- and off-site traffic congestion; and			
1. **Designated Access Points** : I will establish clearly marked access points for entering and exiting my property, ensuring that they are easily identifiable to visitors and delivery personnel to facilitate smooth traffic flow.			
2. **Appointment Scheduling** : I will implement an appointment-based system for customer visits, limiting the number of visitors at any given time to reduce traffic congestion in the area.			Note: Visitors by appointment only is not a conditional use requirement.
3. **Flexible Delivery Hours** : I will coordinate delivery schedules to occur during off-peak hours, such as mid-morning or early afternoon, to minimize disruption to local traffic patterns.			
4. **Traffic Flow Planning** : I will create a traffic flow plan that outlines the best routes for entering and exiting the property, ensuring that vehicles can navigate safely without causing backups on surrounding roads.			
5. **Signage** : I will use appropriate signage to guide visitors and delivery drivers, helping them navigate efficiently and reducing confusion that could lead to congestion.			Note: Petitioner not using signage.
a. THIS INFORMATION, ADDED BY STAFF, CHANGES PETITIONER STATEMENT "5." ABOUT SIGNAGE, WHICH IS PROHIBITED:			Note: Petitioner not using signage.
i. Per Zoning Ordinance 14-78(8)(c)7.f., no window display or other public display of any material or merchandise is allowed.			Note: Petitioner not using signage.
ii. Per Zoning Ordinance 14-111 Table 11-3, exterior signage is prohibited.			Note: Petitioner not using signage.
6. **Communication with Neighbors** : I will maintain open communication with neighbors regarding my operational hours and traffic patterns, addressing any concerns they may have about potential congestion.			

Applicant Narrative/Description (updated since September 22, 2025 Plan Commission Meeting)	Conditional Use Regulation	Home Occupation Regulation (Not Conditional Use)	Additional Applicant Information (Not Required for Home Occupation or Conditional Use)
7. **Monitoring and Adjustment** : I will regularly monitor traffic patterns around my workshop and make necessary adjustments to operations or access points to further minimize congestion as needed.			●
6: That the conditional use complies with all other applicable regulations of this zoning ordinance			
1. **Thorough Review of Zoning Ordinance** : I will conduct a comprehensive review of the local zoning ordinance to understand all applicable regulations and requirements for operating a home-based business.		●	
2. **Obtain Necessary Permits** : I will secure all required permits and licenses before establishing my workshop, ensuring compliance with local laws and regulations related to home-based businesses.		●	State and Federal Permits are reviewed and inspected by outside agencies
3. **Consultation with Planning Officials** : I will engage in discussions with local planning officials or zoning officers to clarify any uncertainties regarding compliance and to confirm that my operations align with zoning requirements.			●
4. **Adherence to Use Restrictions** : I will ensure that my business activities fall within the permitted uses for the district, avoiding any activities that could violate zoning restrictions.		●	
5. **Regular Compliance Audits** : I will conduct regular self-audits to assess my operations for compliance with zoning regulations, making any necessary adjustments to maintain adherence.			●
6. **Community Standards** : I will strive to operate my workshop in a manner that meets or exceeds community standards, ensuring that my business positively contributes to the neighborhood.			●
7. **Documentation and Record-Keeping** : I will maintain thorough records of all permits, consultations, and compliance measures taken, providing transparency and accountability regarding my operations.			●

Applicant Narrative/Description (updated since September 22, 2025 Plan Commission Meeting)	Conditional Use Regulation	Home Occupation Regulation <i>(Not Conditional Use)</i>	Additional Applicant Information <i>(Not Required for Home Occupation or Conditional Use)</i>
Additional Info from Applicant			
Hours and days of operation are Monday to Friday: 9:00 AM – 5:00 PM, Saturday: 10:00 AM – 3:00 PM, Closed on Sundays, with seasonal adjustments for extended hours during peak seasons.			●
Customer or student visits a limited to one customer or one student on the premises at a time, by appointment only.		●	Note: Visitors by appointment only is not a conditional use requirement.
Shipment and Delivery Requirements and Hours are Monday to Friday: 10:00 AM -- 2:00 PM to avoid peak traffic times. No weekend deliveries. Special arrangements outside of the hours are for urgent deliveries, with prior notice, only.			●
Shipping Methods utilize local courier services and standard shipping carriers.			●
Parking Requirements includes street parking for customers with appointments.			●
There are no designated drop-off zones.			●
There are no areas for queueing lines as the use is not needed.			●
The existing workshop space is 200 SF, within the existing home. Any future expansions or modifications will adhere to zoning regulations and maintain compatibility with surrounding properties.		●	
Landscaping will be maintained around the property to enhance aesthetics and provide a buffer between the workshop and neighboring homes.			●

CITY OF DE PERE

Development Services Department

335 S Broadway., De Pere, WI | 920-339-4043 | www.deperewi.gov



State and Federal Gun Regulations Limiting or Impacting Municipal Authority Frequently Asked Questions (FAQ)

Date Created: October 8, 2025

Date Revised: October 16, 2025

This FAQ was created to address questions from residents and alderpersons who may be opposed, uncertain about, or just requesting more information about the proposed Home Occupation – Gunsmith at 600 Lewis Street. It outlines the local zoning limitations and state and federal regulations that govern such operations, including strict licensing, security protocols, and limits on customer traffic and noise. The goal is to provide transparency and clarity, enabling you to understand how these businesses are regulated, the protections in place, and the City's authority to regulate. We encourage you to review the FAQ and reach out with any further questions or concerns.

Federal and State Statutes Limitations - Firearms rights

Q: How do the Wisconsin Statutes impact a community's ability to regulate firearm or knife sale, purchase, purchase delay, transfer, ownership, use, keeping, possession, bearing, transportation, licensing, permitting, registration, or taxation?

RESPONSE: Gunsmithing would be subject to the provisions of Wis. Stat. 66.0409(2): (below)

Wis. Stat. 66.0409(2): Except as provided in subs. (3) and (4), no political subdivision may enact or enforce an ordinance or adopt a resolution that regulates the sale, purchase, purchase delay, transfer, ownership, use, keeping, possession, bearing, transportation, licensing, permitting, registration, or taxation of any knife or any firearm or part of a firearm, including ammunition and reloader components, unless the ordinance or resolution is the same as or similar to, and no more stringent than, a state statute.

Therefore, local authorities are prohibited from restricting beyond federally and state-protected constitutional rights or regulating more stringently than Wisconsin statutes.

Q: It is my understanding that the gun free school zone act prohibits firearms within 1000 feet of school property. And a personal residence is exempt. Is 600 Lewis street a personal residence or a business or a combination of the two and if it is an amalgamation is the gun free school zone act applicable?

RESPONSE: Wis. Stat. 948.605 governs "Gun-Free School Zones" which provides exceptions for possession of firearms on schools grounds or within 1000 feet of the school. These include when the firearm is unloaded and is either (a) encased or (b) in a locked firearms rack that is on a motor vehicle. Additionally, the prohibition of firearm possession also does not apply to possession on private property not part of school grounds.

(2) Possession of firearm in school zone.

(a) Any individual who knowingly possesses a firearm at a place that the individual knows, or has reasonable cause to believe, is in or on the grounds of a school is guilty of a Class I felony. Any individual who knowingly possesses a firearm at a place that the individual knows, or has reasonable cause to believe, is within 1,000 feet of the grounds of a school is subject to a Class B forfeiture.

(b) Paragraph (a) does not apply to the possession of a firearm by any of the following:

1m. A person who possesses the firearm in accordance with 18 USC 922 (q) (2) (B) (i), (iv), (v), (vi), or (vii).

1r. Except if the person is in or on the grounds of a school, a licensee, as defined in s. 175.60 (1) (d), or an out-of-state licensee, as defined in s. 175.60 (1) (g).

2d. A person who is employed in this state by a public agency as a law enforcement officer and to whom s. 941.23 (1) (g) 2. to 5. and (2) (b) 1. to 3. applies.

2e. A person who is certified as a tactical emergency medical services professional under s. 165.85 (3) acting in his or her official capacity.

2f. A qualified out-of-state law enforcement officer to whom s. 941.23 (2) (b) 1. to 3. applies.

2h. A former officer to whom s. 941.23 (2) (c) 1. to 7. applies.

2m. A state-certified commission warden acting in his or her official capacity.

3. A person possessing a gun that is not loaded and is any of the following:

a. Encased.

b. In a locked firearms rack that is on a motor vehicle.

3m. A person who is legally hunting in a school forest if the school board has decided that hunting may be allowed in the school forest under s. 120.13 (38).

(3) Discharge of firearm in a school zone.

(a) Any individual who knowingly, or with reckless disregard for the safety of another, discharges or attempts to discharge a firearm at a place the individual knows is a school zone is guilty of a Class G felony.

(b) Paragraph (a) does not apply to the discharge of, or the attempt to discharge, a firearm:

1. On private property not part of school grounds.

2. As part of a program approved by a school in the school zone, by an individual who is participating in the program.

3. By an individual in accordance with a contract entered into between a school in a school zone and the individual or an employer of the individual.

4. By a law enforcement officer or state-certified commission warden acting in his or her official capacity.

5. By a person who is employed in this state by a public agency as a law enforcement officer and to whom s. 941.23 (1) (g) 2. to 5. and (2) (b) 1. to 3. applies.

5m. By a person who is certified as a tactical emergency medical services professional under s. 165.85 (3) acting in his or her official capacity.

6. By a qualified out-of-state law enforcement officer to whom s. 941.23 (2) (b) 1. to 3. applies.

7. By a former officer to whom s. 941.23 (2) (c) 1. to 7. applies.

18 USC 922 (q) (2)(B)(i) provides the private property exception under Federal code.

- “ (2)(A) It shall be unlawful for any individual knowingly to possess a firearm that has moved in or that otherwise affects interstate or foreign commerce at a place that the individual knows, or has reasonable cause to believe, is a school zone.
- (B) Subparagraph (A) does not apply to the possession of a firearm-
(i) on private property not part of school grounds;...”

Does the applicant have to be licensed to operate a Gunsmith and Sales?

RESPONSE: Wisconsin requires compliance with other state laws, including background checks for handgun sales and restrictions on sales to prohibited persons. There are also applicable federal regulations to this activity, including obtaining a license from the ATF and compliance with federal recordkeeping, background checks/inspection, and storage requirements. If the applicant was found to be in violation of these requirements, it would be grounds for revocation of the Conditional Use under DPMC 14-123. The investigation and determination of such violations lies solely with the ATF and or the State as potential criminal violations.

If approved, what happens if a complaint is filed on the proposed use?

RESPONSE: If the City receives a verified zoning, building or inspection complaint regarding the proposed home occupation (Type A or Type B), the City will follow its standard procedure to evaluate the evidence available to it. Complaints would have to provide documentation to assist with an investigation. Any complaint regarding non-compliance with firearm regulations would be under the jurisdiction of applicable law enforcement agencies, state and or federal authorities.

How can a Gunsmith operate and test repairs if the City has limits on firearm discharge in the City and the State limits discharge within 1,000 feet of a School?

RESPONSE: Similar to anyone attempting to make their own repairs or sighting in their own firearm, the applicant would have to test repairs outside the City limits at a local range or other facility.

DPMC Sec. 8-2. - Loading and discharge of weapons (2) Discharge of firearms within the city limits. No person shall discharge, or cause to be discharged, any firearm within the city limits as defined in this section, except as follows:

- A. *A: For use in the hunting of migratory birds and waterfowl in that portion of the Fox River contiguous to unincorporated areas which allow hunting, and in accordance with state regulations.*
- B. *B: For the purpose of elimination of animals, as authorized by the department of natural resources and the city police department, and such decision may be appealed to the common council.*

Is there anything we can do to stop or deny the request?

RESPONSE: Wisconsin law doesn't prohibit gun sales from a residence so long as they are federally licensed and in compliance with state laws and local zoning. In further, Wisconsin statute 66.0409 preempts the city from regulating the sales, possession, transfer, ownership, etc. of firearms more stringently than state law.

While cities retain their general zoning authority, that authority is more strictly limited with respect to uses/activities involving firearms due to the preemption of 66.0409. Firearm possession and sale regulations and or restrictions in any zoning district would be preempted and impermissible under Wisconsin statute 66.0409.

Without a change in state law, local municipalities cannot regulate firearms beyond enacting ordinances prohibiting firearm discharge. De Pere has an ordinance restricting firearm discharge within city limits under De Pere Municipal Code Section 8-2.

What if the applicant starts to manufacture firearms, instead of just repairing firearms?

RESPONSE: In short, the US Supreme Court, on March 25, 2025, reversed the Fifth Circuit Court ruling and upheld a 2022 ATF 2022 Final Rule redefining "firearm," "frame," and "receiver" to include weapon parts kits—often used to make untraceable "ghost guns." These kits lacked serial numbers and were not previously regulated. The ruling affirms federal regulation of ghost guns, requiring serialization, background checks, and record-keeping for parts kits that can be easily assembled into firearms. Therefore, if an applicant were to manufacture a custom firearm with or without a kit, the process would have to follow serialization, or the applicant would be at risk for losing their license with ATF. Ultimately, the regulation would fall solely to the ATF and law enforcement officials.

What type of Gunsmithing License is required?

ATF RESPONSE: Per ATF. A Gunsmith is required to have a Type 1 license.

Type 01: Dealer in Firearms Other than Destructive Devices (Includes Gunsmiths) with this license, you can (1) sell firearms at wholesale or retail, (2) repair firearms or make or fit special barrels, stocks, or trigger mechanisms to firearms, and (3) occasionally import firearms. Reference 27 CFR 478.113.

FROM THE BUREAU OF ALCOHOL TOBACCO FIREARMS AND EXPLOSIVE ATF FAQ SECTION

Does a gunsmith need to enter every firearm received for adjustment or repair into an acquisition and disposition (A&D) record?

ATF RESPONSE: If a firearm is brought in for repairs and the owner waits while it is being repaired, or if the gunsmith is able to return the firearm to the owner during the same business day, it is not necessary to list the firearm in the A&D record as an "acquisition."

If the gunsmith has possession of the firearm from one business day to another or longer, the firearm must be recorded as an "acquisition" and a "disposition" in the A&D record

Is a license needed to engage in the business of engraving, customizing, refinishing or repairing firearms?

ATF RESPONSE: Yes. A person conducting such activities as a business is considered to be a gunsmith within the definition of a dealer. [18 U.S.C. 921(a)(11) and (21); 27 CFR 478.11]

Is a licensed gunsmith required to comply with the requirements to give written notification to handgun transferees and post signs regarding juveniles and handguns?

ATF RESPONSE: Yes. Licensed gunsmiths are required to comply with written notification to unlicensed individuals upon delivery of a handgun. A gunsmith who transfers handguns to nonlicensees must also comply with the sign posting requirement. [27 CFR 478.103]

Does a licensed gunsmith have to conduct a NICS background check before returning repaired or customized firearms?

ATF RESPONSE: No, if the firearm is being returned to the person from whom it was received. However, if the firearm is delivered to someone other than the person from whom it was received, a NICS background check is required. [18 U.S.C. 922(t); 478.124(a)]

May a gunsmith make immediate repairs at locations other than their place of business?

ATF RESPONSE: Yes. Licensed gunsmiths may make on-the-spot repairs at skeet, trap, target, and similar organized shooting events.

May a licensed gunsmith receive an NFA firearm for purposes of repair?

ATF RESPONSE: Yes, a licensed gunsmith may receive a National Firearms Act (NFA) firearm for the sole purpose of repair and subsequent return to its owner.

It is suggested that the owner obtain permission from ATF for the transfer by submitting an ATF Form 5, Application for Tax Exempt Transfer and Registration of Firearm, to the NFA Branch and receive approval prior to the delivery. The gunsmith should do the same prior to returning the firearm.

CITY OF DE PERE

Development Services Department

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Home Occupation Conditional Use Gunsmith at 600 Lewis Street Frequently Asked Questions (FAQ)

Date Created: October 8, 2025

Date Revised: October 16, 2025

This FAQ was created to address questions from residents and alderpersons who may be opposed, uncertain about, or just request more information about the proposed Home Occupation – Gunsmith at 600 Lewis Street. It outlines the local zoning limitations and state regulations that govern such operations, including strict licensing, security protocols, and limits on customer traffic and noise. The goal is to provide transparency and clarity, enabling you to understand how these businesses are regulated, the protections in place, and the City's authority to regulate. We encourage you to review the FAQ and reach out with any further questions or concerns.

Conditional Use General Questions

What is a conditional use?

RESPONSE: The Zoning Ordinance identifies certain uses that, because of their unique or widely varying characteristics or their potential adverse impacts on adjacent land uses, are not permitted as a matter of right but that may be approved through case-by-case review as a "conditional use." They are subject to the conditional use regulations because they may, but do not necessarily, have significant adverse effects on the environment, overburden public services, change the desired character of an area, or create major nuisances. A review of these uses is necessary due to the potential individual or cumulative impacts they may have on the surrounding area or neighborhood. The conditional use review provides an opportunity to allow the use when there are minimal impacts, to allow the use but impose mitigation measures to address specific reasonable concerns, or to deny the use if the concerns cannot be resolved.

What does the conditional use process include?

RESPONSE:

1. Preapplication Meeting: Meet with the zoning administrator to discuss the proposal and process before applying.
2. Application Submission: File the conditional use application with the zoning administrator.
3. Neighbor Communication: The applicant is encouraged to contact adjacent owners and owners that receive a mailed notice.



4. Staff Review and Recommendation: The zoning administrator reviews the proposal and prepares a recommendation for the Plan Commission and Common Council.
5. Public Notices
 - Published: Notice must follow Class 2 requirements under Wis. Stats. Chapter 985.
 - Mailed: Sent at least 10 days before the hearing to (1) the property owner and (2) Owners within 300 feet.
 - Posted: At least one sign must be placed on the street frontage 10 days before the hearing.
6. Plan Commission Review: The Plan Commission holds a public meeting and recommends approval, approval with changes, or denial. Their recommendation is sent to the Common Council.
7. Common Council Decision: The Council holds a public hearing and votes to approve, modify, or deny the application. If no recommendation is received within 60 days, the Council may proceed without it.

What is this specific Conditional Use for?

RESPONSE: The specific home occupation is gunsmithing, related to gun repair and online sales, but the Conditional Use is related to a customer coming to the site. If the proposed gunsmithing did not have people coming to the site, the use would be allowed by right. Therefore, this is classified as a Type B Home Occupation.

The home occupation regulations of the zoning code are intended to allow residents to engage in customary home-based work activities, while also helping to ensure that neighboring residents are not subjected to adverse operational and land use impacts that are not typical of residential neighborhoods.

Two types of home occupations are defined and regulated under 14-78(8).

- Type A Home Occupations are those in which household residents use their home as a place of work, with no employees, customers or clients coming to the site.
- Type B Home Occupations are those in which household residents use their home as a place of work and either one non-resident employee or customer comes to the site.

What are the requirements or limits on Conditional Uses? (General Regulations)

RESPONSE: To aid in review of and decision-making on proposed conditional uses, the plan commission and common council must, at a minimum, evaluate whether the following criteria, are met:

1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare;
2. That the uses, values and enjoyment of surrounding properties for purposes already permitted in the district will be not be substantially impaired or diminished by the establishment, maintenance or operation of the proposed conditional use;
3. That establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district;
4. That adequate utilities, access roads, drainage and other necessary improvements have been or are being provided;
5. That adequate measures have been or will be taken to provide ingress and egress that will minimize on- and off-site traffic congestion;
6. That the conditional use complies with all other applicable regulations of this zoning ordinance.

What are the requirements or limits on Home Occupation? (General Regulations)

RESPONSE: Below are the regulations for Type A and Type B Home Occupations

Type A and Type B

- a. Home occupations must be accessory to the use of a dwelling unit for residential purposes. They may not change the character of the residential building they occupy or adversely affect the character of the surrounding neighborhood. Home occupations may not, for example, produce light, noise, vibration, odor, parking demand, or traffic impacts to that are not typical of a residential neighborhood in De Pere. Home occupations must be operated so as not to create or cause a nuisance.
- b. Any tools or equipment used as part of a home occupation must be operated in a manner or soundproofed so as not to be audible beyond the lot lines of the subject property.
- c. External structural alterations or site improvements that change the residential character of the lot upon which a home occupation is located are prohibited. Examples of such prohibited alterations include construction of parking lots, the addition of commercial-like exterior lighting or the addition of a separate building entrance that is visible from abutting streets.
- d. Home occupations and all related activities, including storage (other than the lawful parking or storage of vehicles), must be conducted entirely within the dwelling unit.
- e. The area devoted to the conduct of all home occupations present on the property is limited to 25 percent of the dwelling unit's floor area or 650 square feet, whichever is less.
- f. No window display or other public display of any material or merchandise is allowed.
- g. The use or storage of hazardous substances is prohibited, except at the "consumer commodity" level, as that term is defined in 49 C.F.R. Section 171.8.
- h. Only one passenger vehicle may be used in the conduct of a home occupation. No other types of vehicles may be parked or stored on the premises. This provision is not intended to prohibit deliveries and pickups by common carrier delivery vehicles (e.g., postal service, united parcel service, Fed Ex, et al.) of the type typically used in residential neighborhoods.

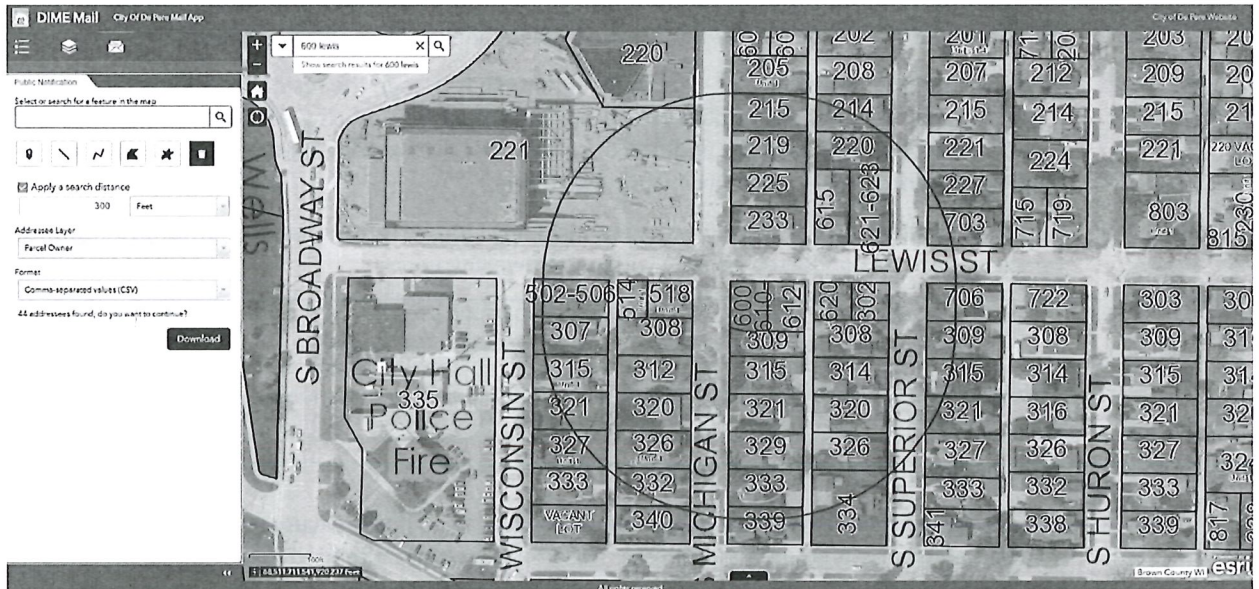
Type B Only

- a. Type B home occupations are allowed only if reviewed and approved in accordance with the conditional use procedures of 14-123, provided that instruction, teaching or tutoring of no more than 4 students at one time is permitted as or right.
- b. One nonresident employee is allowed with a Type B home occupation if no customers come to the site at any time. Home occupations that have clients, customers or students coming to the site at any time may not have nonresident employees. For the purpose of this provision, the term "nonresident employee" includes an employee, business partner, co-owner or any other person affiliated with the home occupation, who does not live at the site, but who visits the site as part of the home occupation.

Conditional Use Notification Process

How many people received the letter from the City notifying them of the conditional use request? We received a letter but our next door neighbors did not.

RESPONSE: Per the zoning Ordinance requirements, all property owners within 300 feet were notified of the Conditional Use application. In this case, 44 properties were notified. Please see the map below using the City of De Pere DIME – Mail Map to generate the mail list.



Have Foxview Intermediate, Dickinson Elementary, and Notre Dame schools been notified of the existence of this business and the conditional use request for 600 Lewis Street? Since education is compulsory, were the parents of these students notified of said business and the additional request?

RESPONSE: The City must follow standard due process for all development agreements, site plans, rezonings, and conditional use requests, etc. The City cannot have separate rules outside of the prescribed standards in the zoning ordinance for individual projects or that would set the City up for lawsuits if it were determined that extra efforts caused undo repercussions to the applicant. Therefore, each project is treated equally regardless of use, size, shape, or location. The City followed the zoning ordinance notification requirements for a conditional use application. None of the schools listed above fall within that notification distance requirement.

State Statutes Limitations – Conditional Use

What is the City's power to deny a Conditional Use?

RESPONSE: Wisconsin Act 67 (2017) significantly altered how local governments handle Conditional Use, standardizing the process and limiting discretionary denials. Here's a summary of the key changes from the UW-Extension Office:

- Definition of Conditional Use: The Act formally defines a conditional use as a land use allowed under a CUP, special exception, or other zoning permission—not including variances.
- Substantial Evidence Requirement: Local governments must base CUP decisions on substantial evidence—facts and information that reasonable people would accept, not personal opinions or speculation. This applies to both approval and denial of CUPs. Substantial evidence means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that a reasonable person would accept in support of a conclusion.
- Mandatory Approval If Conditions Are Met: If an applicant meets or agrees to meet all ordinance requirements and imposed conditions, the CUP must be granted. Conditions must be reasonable, measurable, and related to the ordinance's purpose.
- If an applicant does not meet one or more of the requirements (for example the application is incomplete) or conditions specified in the ordinance or imposed by the zoning board, the local government can deny the CUP.
- Public Hearing Requirement: A public hearing must be held after a Class 2 notice (published twice or posted in three places for two weeks).
- Codification of Case Law: Act 67 codifies standards previously found in case law, especially following the AllEnergy Corp. v. Trempealeau County case, which influenced the Legislature's decision to limit subjective denials.

Implications for Local Governments: Local boards can no longer deny CUPs based on general public opposition or speculative concerns. Denials not backed by substantial evidence may be overturned in court.

If approved, will the City inspect the property? (annual, quarterly, etc.)

RESPONSE: If approved, the City must afford all parties the same due process and thus the City would inspect if a complaint has been received and staff can confirm the validity of the complaint. The City Zoning Ordinance does not require scheduled inspection of conditional uses or other special exceptions. Therefore, the City would not single out a specific conditional use without a registered and confirmed valid complaint on a property or use.

State Statutes Limitations – Home Occupations

Can the City outlaw all home occupations?

State Statutes Limitations – Home Occupation

Home Occupation – is in the Admin Code (SP 320.02) Administrative Rules to allow for home occupation
SPS 320.02 Scope.

(1) General. The provisions of this code apply to all of the following:

CS: 1. Any portion of or space within a one- or 2-family dwelling built on or after the effective dates under s. SPS 320.03, in which a home occupation is located.

(2) In this paragraph, “home occupation” means any business, profession, trade, or employment conducted in a person’s dwelling unit, that may involve the person’s immediate family or household and a maximum of one other unrelated person, but does not involve any of the following:

- a. Explosives, fireworks, or repair of motor vehicles.
- b. More than 25% of the habitable floor area of the dwelling unit.

Given that Wisconsin regulations contemplate the ability to operate a home-based occupation, a blanket ban would like be impermissible.

State Statutes Limitations – Protest Petition

Can residents submit a protest petition forcing a super-majority vote of the Common Council? Similar to Mac Dental in 2019?

RESPONSE: Prior to the adoption of the 2023 Zoning Ordinance, the City of De Pere Zoning Ordinance allowed for a protest petition to force a three-fourths vote of the Common Council for a rezoning. The tool was utilized in the requested MAC Dental rezoning in 2019.

MAC Dental wished to construct an enlarged office located at 233 S ERIE ST (corner of Erie ST and Lewis ST) and request to rezoning a neighboring parcel for an expansion. The Plan Commission recommended approval of the request for rezoning and the Conditional Use. The rezoning was met with a protest petition, forcing a three-fourths vote of the Common Council. The rezoning was denied by a 5-2 vote. Because the rezoning was denied, the conditional use was no longer relevant and no Common Council action was taken.

FYI – Wisconsin now prohibits protest petitions

In 2017, the State Legislature and the previous Gubernatorial administration passed the 2017 Wisconsin Act 243. Section 8 of the 2017 Wisconsin Act 243 repealed Section 62.23(7)(d)2m.a. of the Wisconsin Statutes, effective January 1, 2019 (applicable to cities, villages, and towns exercising zoning under village powers). This section of the Statutes required a three-fourths vote of the Common Council in the case of neighboring property owners who filed a valid protest petition. The act removed the powers under state statutes; however, that did not prohibit cities, villages, and towns from enacting an ordinance establishing procedures for a super majority vote for a rezoning if the local community wants to include it in the local zoning ordinance. However, the state removed that local ordinance option after the adoption of 2023 Wisconsin Act 16, which creates Wis. Stat. § 66.10015(3)(a), which states that after January 1, 2025, all zoning amendments must be approved by a simple majority of a quorum of the members-elect. Protest petitions can no longer trigger a supermajority vote.

Specific Conditional Use Request: Home Occupation Type B

IF approved, what happens if a complaint is filed on the proposed use?

RESPONSE: If the City receives a verified complaint regarding the proposed home occupation (Type A or Type B), the City will follow its standard procedure to evaluate the evidence available to it. Complaints would have to provide documentation to assist with an investigation.

Is there anything we can do to stop or deny the request?

RESPONSE:

It is the customer visit component that requires a CUP as a Type B home occupation. Therefore, all criteria review is limited to that activity: on-site customer visits. Even if there had been no conditional use application, the homeowner could still conduct the gunsmithing and sale business; he would just not be able to have a customer physically on site.

Doesn't the Conditional Use process require listening to community input?

The Conditional Use process requires public notice, but State Law prohibits making a conditional use decision based on personal preference or speculation (See General CUP section above). Instead, per Wisconsin Statute 62.23 (7) (de), the city's decision to approve or deny a conditional use must be supported by substantial evidence. The statutory definition of "substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use and that reasonable persons would accept in support of a conclusion. If any applicant for a conditional use meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use. In other words, objective standards or criteria govern the decision to approve or deny a conditional use.

What does it take to get the City of De Pere to actually listen to resident input?

RESPONSE: The City fully believes that our Common Council takes every resident comment very seriously. The challenge here is not the listening; it is that the Common Council's decision-making authority is limited by the U.S. Constitution and State law.

Does the City require a Traffic Impact Analysis for a home-based occupation?

RESPONSE: Per the zoning code, the purpose of home occupation regulations is intended to allow residents to engage in customary home-based work activities, while also helping to ensure that neighboring residents are not subjected to adverse operational and land use impacts (e.g., excessive noise or traffic or public safety hazards) that are not typical of residential neighborhoods. The city does not require a TIA for this type of use. A traffic impact analysis (TIA) must be submitted for review by the public works director prior to approval of any rezoning, conditional use, or site plan application that proposes more than 250 off-street parking spaces. Moreover, the proposed use should have no different impact from someone running an eBay, Etsy, multi-level marketing (MLM) business (such as Monat or skin care brands), a musical instruction business, or a home office for an accountant or other self-employed individual. The standards in the zoning ordinance are to minimize the impact on a residential neighborhood. The City would not require a TIA for a large firearm repair/gunsmith shop in a retail space on Broadway ST or George Street unless it met the previously stated requirements.

What are the allowable size limits on this, or all home occupations?

RESPONSE: As mentioned above, the DPMC limits home occupations to no more than 25% of the liveable space. This is concurrent with Wisconsin State Statutes 320.02. The applicant must submit a site usage plan for city review in connection with his permit application. Based on publicly available information, the Home Occupation space would be limited to 275 square feet. The applicant is aware of this requirement and the space designated for the home occupation will be less than 275 square feet.