



# Plan Commission

Regular Meeting

Final Minutes

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

Monday, September 22, 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

**Absent:**

**Excused:** Grant Schilling, Devin Perock

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

2. Approval of the minutes of the August 25, 2025 Plan Commission meeting.

<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

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 3-lot and 1-outlot certified survey map at 1100 Employers BL (Parcels WD-D0031, WD-364-D-502).\*

City Planner Peter Schleinzi reviewed the CSM. 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.

<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

5. Consideration and possible action for a 2-lot extraterritorial certified survey map at 2200 BLK Beck WY in Lawrence (Parcel L-451-4).\*

City Planner Peter Schleinzi reviewed the extraterritorial CSM in the Town of Lawrence. Staff recommended approval of the CSM subject to the conditions in the report. Mark Higgins moved, seconded by Shane Raymaker, to approve the CSM. Upon vote, motion carried unanimously.

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

6. Consideration and possible action on a 44-lot and 1-outlot extraterritorial preliminary plat of Rock Ridge Estates at 2200 BLK Beck WY in Lawrence (Parcels part of L-451-1, L-452-5).\*

City Planner Peter Schleinzi reviewed the preliminary plat in the Town of Lawrence. Staff recommended approval of the plat, subject to the conditions in the report. Mayor Boyd moved, seconded by Brenda Busch, to approve the plat and forward it to Common Council. 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

7. Consideration and possible action for a new 10-foot-wide utility easement at 300 BLK Main AV (Parcels WD-917-1, WD-917-2).\*

City Planner Peter Schleinzi reviewed the request for a new utility easement. Mayor Boyd moved, seconded by Shane Raymaker, 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>	Shane Raymaker
<b>AYES:</b>	James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen

8. Consideration and possible action for a zoning map amendment to remove PDD overlays from 105 parcels, generally located east from Lawrence DR, south from Bridge Port LN, and north from Daytona Speedway.\*

City Planner Peter Schleinzi reviewed the zoning map amendment. Staff recommended approval of the request, subject to the conditions in the report. Staff received comments from one resident who had questions. Ald. Hansen moved, seconded by Mayor Boyd, to approve the zoning map amendment. Upon vote, motion carried unanimously.

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

9. Consideration and possible action for a conditional use of Type B Home Occupation in a R2-45 (Two-Unit) District at 600 Lewis ST (Parcel ED-936).\*

City Planner Peter Schleinzi reviewed the conditional use request and explained the difference between Type A and Type B home occupations. The major difference between Type A and Type B home occupations is that for Type B, household residents use their home as a place of work and either one non-residential employee or customer comes to the site. The specific home occupation is gunsmithing related to gun repair and online sales. A conditional use is required for a customer coming to the site. Peter explained that all Type A and Type B home occupations are subject to 9 regulations, which are outlined in the agenda packet. There are also supplemental regulations for Type B home occupations. Staff recommended approval of the conditional use request subject to the conditions in the report. Peter noted that all property owners within 300 feet were notified of the request, which meets the notification requirement. Mark Higgins asked if there is any monitoring of the conditional use. Development Services Director Daniel Lindstrom explained that the City uses a complaint-based system so if the residents have complaints, the City will investigate the complaints. If a violation existed, then the conditional use could be revoked. The applicant, Dan Farnsworth addressed the commission. He explained that he wants to maintain safety protocols. All discharge and function checks will be held at the Shiocton Shooting range, with nothing being done in the City limits. Mayor Boyd suggested that he reach out to his neighbors to address their questions and concerns. Ald. Hansen asked the applicant if his business is registered with the state. Mr. Farnsworth replied yes. Mayor Boyd moved, seconded by Brenda Busch, to open the meeting. Upon vote, motion carried unanimously. There were several people in the audience who wished to speak. Christopher Thompson, superintendent of the Unified School District addressed the commission. He is concerned with the proximity of the business to Foxview and Dickinson Schools, as well as to the De Pere Police & Fire Departments and the Mulva Cultural Center. Next, resident Nicole Slavin spoke. She is concerned with the idea of self reporting and feels like there should be a better way of monitoring. Next to speak was Eban Erhard. His first issue is with the cleanliness and appearance of the property itself. He is troubled by the "I will" statements made by the applicant and the enforcement of the statements. He also has a concern with the proximity to the schools and students who walk to school and have to walk past the house. He also mentioned the school safety zone regulation and questioned why the rule does not apply to this business. Mayor Boyd thanked the speakers for their comments. He moved, seconded by Brenda Busch, to go back to regular session. Upon vote, motion carried unanimously.

Staff addressed the comments made. Development Services Director Daniel Lindstrom explained the School Safe Zone regulation. The Federal Possession of Firearms in School Zones Law 18 U.S.C. § 922(q) and Wisconsin State Statutes 948.605, makes it illegal to knowingly possess a firearm in a school zone, which includes school grounds and areas within 1,000 feet of schools. However, there are notable exceptions to this rule. For instance, firearms that are unloaded and securely locked in a container within a vehicle are exempt. In this case, both the business owner and the customer would have to follow those stipulations. Addressing the self-reporting aspect, staff does not conduct City-wide conditional use permit checks since it is not in the City ordinance. An ordinance change would have to be directed by the Common Council to change the code to a proactive inspection of all conditional use permits. On the complaint about the appearance of the property, the owner has owned the property for a few months now. As a complaint driven government, staff noted that any complaints about the property should follow the complaint process through the See-Click-Fix complaint portal. Any complaints received will be

addressed. Development Services Director Daniel Lindstrom clarified that the complaint regarding the property maintenance of the property should be kept separate from the use of the conditional use permit.

<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

10. Discussion about the Community Living Arrangement use in the De Pere Zoning Ordinance Article VII, and potential Zoning Ordinance revisions to clarify the use.

Recently, City staff received an inquiry about a 55-unit community living arrangement (assisted living facility) in a C district. The community living arrangement use is permitted in all residential and mixed use districts but not in the C district. This request prompted staff to review the Zoning Ordinance, including the number of facility residents and the permitted zoning districts. Because of the potential need for changes, staff would like to have a conversation about community living arrangements with the Plan Commission. While this is a discussion only item, staff is seeking directions from Plan Commission to direct them to do one of the following:

1. Leave the community living arrangement section of the Zoning Ordinance unchanged.
2. Revise the community living arrangement section of the Zoning Ordinance, as presented, as soon as possible.
3. Revise the community living arrangement section of the Zoning Ordinance; however, wait and make the changes with other revisions that are made periodically/annually.

After further discussion, the Plan Commission members were in agreement to make an immediate change rather than wait.

11. Discussion about the proposed Comprehensive Plan Update Draft Chapters - Places (Land Use, Housing, Downtown).

This is the second of four discussions with the Plan Commission, to go over the Places Chapter of the Comprehensive Plan Update. The Places Chapter consists of Land Use, Housing, Downtown. For the future land use map, staff would like to discuss three specific areas. The first is the empty lot owned by St Anne's Church, which is located at 347 S Libal Street. The empty lot is currently zoned as PI-1, neighborhood public institutional district. The steering committee believes commercial is the correct zoning for the empty lot. The Plan Commission members stated that they are not completely opposed to a commercial use on the property, if the right conditions existed. Development Services Director Daniel Lindstrom stated that this would be a stand-alone item brought back to the Plan Commission in the future if St. Anne's wants to address it again. The next parcel up for discussion is the parcel on Lawrence Drive next to St Mark's Lutheran Church. The steering committee would like to see this parcel as commercial/commercial redevelopment. This category provides the most flexibility and includes multi-family and mixed used. Discussion followed and the Plan Commission was in agreement with this decision. The third area of discussion was for the Southeast Area Plan, which is being modeled after a town center. The steering committee and staff are recommending this type of zoning for this area. The Plan Commission agreed with this recommendation for the Southeast Area. The next step would be to schedule a meeting with the De Pere property owners in this area for discussion.

12. Discussion about site plans received since the August 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 had questions about the Techtron Tube site plan regarding the driveway expansion and the planting of some trees. There were no other questions or comments.

13. Adjournment.

Mayor Boyd moved, seconded by Ald. Hansen, to adjourn the meeting at 8:43 PM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Kelly Barker