



Plan Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Final Minutes

Monday, October 28, 2024

7:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 7:00 PM by Commissioner Mark Higgins

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Excused	
Brenda Busch	Commissioner	Excused	
Pamela Gantz	Aldersperson	Excused	
Jonathon Hansen	Aldersperson	Present	
Mark Higgins	Commissioner	Present	
Shane Raymaker	Commissioner	Present	
Grant Schilling	Commissioner	Present	

Also present Development Services Director Daniel Lindstrom, City Planner Peter Schleinz.

2. Approval of the minutes of the September 23, 2024 Plan Commission meeting.

Ald. Hansen requested a change to be made in the minutes on Page 2. He noted that the following sentence needed to be corrected to state: Ald. Hansen asked for clarification on the location of the sign since the report states that is located on the west facade of the building. He requested that "west" be changed to "southeast". Ald. Hansen moved, seconded by Shane Raymaker, to approve the minutes with the suggested change. Upon vote, motion carried unanimously. Staff noted that the change would be made prior to the final minutes being published.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Aldersperson
SECONDER:	Shane Raymaker, Commissioner
AYES:	Jonathon Hansen, Mark Higgins, Shane Raymaker, Grant Schilling
EXCUSED:	James Boyd, Brenda Busch, Pamela Gantz

3. Public comments upon 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.

RESULT:	DISCUSSED
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4. Consideration and possible action for an extraterritorial 2-lot certified survey map at 1845 Williams Grant DR in Lawrence (Parcel L-169-1).*

City Planner Peter Schleinz reviewed the extraterritorial CSM at 1845 Williams Grant Drive. Staff recommended approval of the CSM, subject to the one condition in the report. Grant Schilling moved, seconded by Ald. Hansen, to approve the CSM and forward it to the Common Council. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Grant Schilling, Commissioner
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Jonathon Hansen, Mark Higgins, Shane Raymaker, Grant Schilling
EXCUSED:	James Boyd, Brenda Busch, Pamela Gantz

5. Consideration and possible action for a release of parts of two 12-foot-wide utility easements and a release of easements within a proposed discontinued part of Profit PL at 2051 Profit PL and 2000 Commerce DR (Parcels ED-2382, ED-3103).*

City Planner Peter Schleinzi reviewed the easement release for 2051 Profit Place and 2000 Commerce Drive. The City is requesting the release of the easements that will allow for future development in the business park. Staff recommended approval of the easement releases and forwarding the recommendation to the Common Council. Mark Higgins moved, seconded by Shane Raymaker, to approve the request. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Higgins, Commissioner
SECONDER:	Shane Raymaker, Commissioner
AYES:	Jonathon Hansen, Mark Higgins, Shane Raymaker, Grant Schilling
EXCUSED:	James Boyd, Brenda Busch, Pamela Gantz

6. Consideration and possible action for a new 12-foot-wide utility easement at the southern end of a proposed discontinued part of Profit PL at 2051 Profit PL and 2000 Commerce DR (Parcels ED-2382, ED-3103).*

City Planner Peter Schleinzi reviewed the new 12-foot utility easement at the southern end of a proposed discontinued part of Profit Place and 2000 Commerce Drive. Staff recommended approval of the new easement and forwarding the recommendation to the Common Council. Ald. Hansen moved, seconded by Grant Schilling, to approve the new easement. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Grant Schilling, Commissioner
AYES:	Jonathon Hansen, Mark Higgins, Shane Raymaker, Grant Schilling
EXCUSED:	James Boyd, Brenda Busch, Pamela Gantz

7. Consideration and possible action for a new 20-foot-wide and 71.5-foot-wide stormwater access and maintenance easement, created for the City of De Pere for access and maintenance of a stormwater pond on the northwest side of 1862 Commerce DR (Parcel ED-344-101-5).*

City Planner Peter Schleinzi reviewed the request for a new 20-foot wide and 71.5-foot wide stormwater access and maintenance easement on the northwest side of 1862 Commerce Drive. Staff recommended approval of the stormwater access and maintenance easement and forwarding the recommendation to the Common Council. Ald. Gantz joined the meeting virtually before this item was voted on. Shane Raymaker moved, seconded by Grant Schilling, to approve the new access and maintenance easement. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shane Raymaker, Commissioner
SECONDER:	Grant Schilling, Commissioner
AYES:	Gantz, Hansen, Higgins, Raymaker, Schilling
EXCUSED:	James Boyd, Brenda Busch

8. Discussion about site plans received since the September 2024 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 September 2024 Plan Commission meeting. Ald. Hansen noted that the homes that were razed for the Northshore Bank project at 820 Main Avenue were documented and the photos have been saved in the City's archives. There were no further comments or questions.

RESULT:	DISCUSSED
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Adjournment

Ald. Hansen moved, seconded by Ald. Gantz, to adjourn at 7:12 pm.

Respectfully submitted,
Kelly Barker