



Plan Commission

Regular Meeting

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

Agenda

Monday, February 23, 2026

7:00 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Plan Commission** of the City of De Pere will be held on **February 23, 2026 at 7:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.

I. CALL TO ORDER

1. Roll Call
2. Approval of the minutes of the January 26, 2026 Plan Commission meeting.
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
4. Consideration and possible action on a 46-lot and 2-outlot final plat of Kingston Preserve First Addition at 1200 BLK Employers BL (Parcels WD-2336, WD-2336-1).*
5. Consideration and possible action on a zoning map amendment to remove an outdated PDD overlay from 40 parcels within The Kingston Preserve Subdivision, generally located west from the N Honeysuckle CI and Lawrence DR intersection.*
6. Consideration and possible action for a zoning map amendment from O (Office District) to R1-45 (Single-Dwelling Detached District) at 1200 BLK Employers BL (Parcel WD-2336-1).*
7. Consideration and possible action for a major design exception from Zoning Ordinance Section 14-41[Table 4-2], transitional yard at 2000 Lawrence DR (Parcel WD-D0038).
8. Consideration and possible action for a right-of-way discontinuance at 1900 BLK Lebrun ST

(Adjacent to Parcel ED-1164-R-32-2).*

9. Consideration and possible action for the release of a 12-foot wide part of a utility easement at 1900 BLK Lebrun ST (Parcel ED-1164-R-32-2).*
10. Consideration and possible action for a major design exception from Zoning Ordinance Section 14-26(3)(d) [Table 2-7], parking lot siting at 1900 BLK Lebrun ST (Parcel ED-1164-R-32-2).
11. Consideration and possible action on the release of a 14-foot by 20-foot part of a utility easement at the south end of 224 N Wisconsin ST (Parcel ED-875).*
12. Consideration and possible action on the award of contract for Downtown Master Plan Update to SmithGroup*
13. Discussion about Backyard Cottage Regulations related to Zoning Ordinance Section 14-27(3)(c) [Table 2-8], Building Size.
14. Discussion about the 2025 City of De Pere Housing Affordability Report Update.
15. Discussion about site plans received since the January 2026 Plan Commission meeting and review of the status of recently approved development projects.
16. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Development Services Department at 920-339-4052 by noon on the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons
City Manager
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce



City of De Pere, Wisconsin

I.1

Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Kelly Barker, Administrative Assistant
SUBJECT: Roll Call
RECOMMENDED ACTION: Roll Call.

ATTACHMENTS:
None



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Kelly Barker, Administrative Assistant
SUBJECT: Approval of the minutes of the January 26, 2026 Plan Commission meeting.
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
PC_Jan2026_Minutes_Draft



Plan Commission

Regular Meeting

Draft Minutes

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

Monday, January 26, 2026

7:00 PM

City Hall, Council Chambers 335 S.
Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Also present: City Planner Peter Schleinz and members of the public.

Present: James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock

Absent:

Excused:

2. Approval of the minutes of the December 15, 2025 Plan Commission meeting.

RESULT: **Approved**
MOVER: James Boyd
SECONDER: Brenda Busch
AYES: James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock
EXCUSED:

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 certified survey map at 206 N Wisconsin ST, 224 N Wisconsin ST, and 550 William ST (Parcels ED-886, ED-875, ED-875-1).*

City Planner reviewed the CSM. Staff recommended approval, subject to the conditions in the report. Mayor Boyd moved, seconded by Brenda Busch, to approve the CSM. Upon vote, motion carried unanimously.

RESULT: **Approved**
MOVER: James Boyd
SECONDER: Brenda Busch
AYES: James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock
EXCUSED:

5. Consideration and possible action for a 2-lot extraterritorial certified survey map at 4600 BLK Heritage Heights in Ledgeview (Parcel D-446-1).*

City Planner Peter Schleinz reviewed the extraterritorial CSM. Staff recommended approval, subject to the conditions in the report. Ald. Hansen moved, seconded by Shane Raymaker, to approve the CSM. Upon vote, motion carried unanimously.

RESULT: Approved
MOVER: Jonathon Hansen
SECONDER: Shane Raymaker
AYES: James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock
EXCUSED:

6. Consideration and possible action for a new 14-foot-wide sanitary easement at 815 Fox River DR (Parcel ED-91).*

City Planner Peter Schleinz reviewed the new easment at 815 Fox River Drive. Peter noted that the next step for this property would be to go through a site plan process with staff. Mayor Boyd moved, seconded by Mark Higgins, to approve the easement. Upon vote, motion carried unanimously.

RESULT: Approved
MOVER: James Boyd
SECONDER: Mark Higgins
AYES: James Boyd, Brenda Busch, Mark Higgins, Shane Raymaker, Jonathon Hansen, Devin Perock
EXCUSED:

7. Discussion about site plans received since the December 2025 Plan Commission meeting and review of the status of recently approved development projects.

City Planner Peter Schleinz asked if anyone had questions. Ald. Hansen inquired about the timing of an on-going project for the new yard waste site. Peter noted that he would refer to the Department of Public Works for that information. There were no other questions.

8. Adjournment.

Mayor Boyd moved, seconded by Ald. Perock, to adjourn the meeting at 7:11 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Kelly Barker, Administrative Assistant
SUBJECT: 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
RECOMMENDED ACTION: Public Comment.

ATTACHMENTS:
None



Request for Plan Commission Action

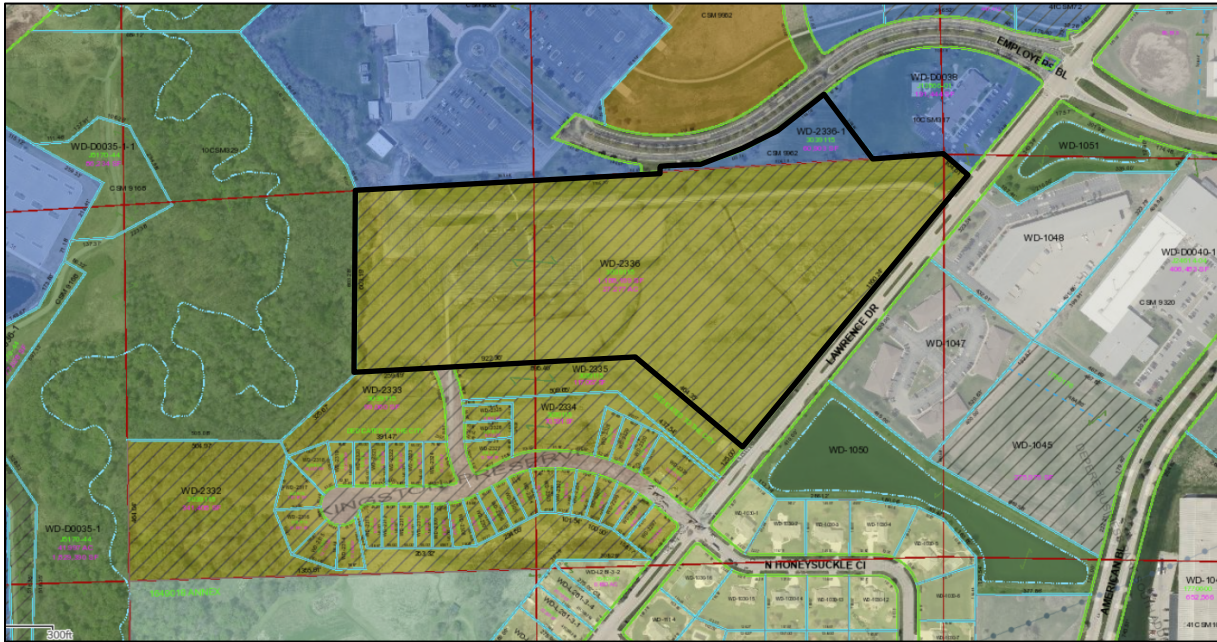
MEETING DATE: February 23, 2026
DEPARTMENT:
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Consideration and possible action on a 46-lot and 2-outlot final plat of Kingston Preserve First Addition at 1200 BLK Employers BL (Parcels WD-2336, WD-2336-1).*

RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
PC Report, Final Plat - Kingston Preserve First Addition - 22 Jan 2026

Consideration and possible action on a 46-lot and 2-outlot final plat of Kingston Preserve First Addition at 1200 BLK Employers BL (Parcels WD-2336, WD-2336-1).*

SITE MAP



- REQUESTED ACTION:** Final Plat Approval (File FP 26-01).
- COMMON DESCRIPTION:** 1200 BLK Employers BL, located west from the Employers BL and Lawrence DR intersection.
- ZONING:** R1-45 PDD Single-Dwelling Detached District) with a PDD overlay.
O (Office District).
Note: A zoning map amendment, proposing to change the plat to R1-45, will be reviewed by Plan Commission on February 23, 2026.
- SURROUNDING LAND USES:** Multi-unit residential (RM-2) to the north.
Developing residential (R1-45 PDD) to the south.
Daycare and Office (O) to the east and west.
- COMPREHENSIVE PLAN:** Neighborhood Residential (Including Multi-Family), Multi-Family Residential.
- APPLICANT/OWNER:**
- | | |
|----------------------------------|----------------------------|
| <u>Authorized Representative</u> | <u>Property Owners</u> |
| Troy Hewitt | Bungalow Holdings |
| REL | 1120 Employers BL, STE 235 |
| 1250 Centennial Center BL | De Pere, WI 54115 |
| Hobart, WI 54155 | |
- LAND USE HISTORY:** After a review of air photographs, the general subject area began developing as a park in the 1980's, and as a residential neighborhood in 2023.

STAFF REVIEW:

When reviewing a plat, staff considers State Statutes 236 Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

- Lots 36-54 and 56-81 are for 45 one-unit residential lots.
- Lot 55 is for future land dividing and/or development.
 - Future zoning map amendments are likely on Lot 55.
- Outlot 6 will be dedicated to the City for storm water management.
- Outlot 7 is a greenspace, owned privately by the development.

The plat meets the criteria of State Statutes 236 and Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Code. The proposed land division does not impact the Comprehensive Plan negatively. The proposed lot size, frontage, and setbacks meet acceptable City requirements.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the final plat and forwarding the plat to the Common Council for approval, subject to:

1. Meeting all other state and local regulations, including the City of De Pere and Brown County Planning Commission.
2. Correct the “Common Council Approval Certificate” title to read, “City of De Pere Approval Certificate”.
3. Correct the following from Engineering Division:
 - a. Provide a 20 foot storm sewer and drainage easement on the west side of Lot 58 from the Employers BL right-of-way to south property line for Lot 57.
 - b. Provide a 6' drainage easement on the west side of Lot 55 adjacent to Lots 56 thru 65.
 - c. Provide 30' storm sewer easement on Outlot 7 from Preserve Court to Outlot 6.
 - d. Outlot 6 to be dedicated to the City.
 - e. Provide a 6' drainage easement on the north side of Lot 80.
 - f. Provide a 6' drainage easement on the east side of Lot 70
 - g. Drainage along the north side of Lots 42 thru 54 needs to be addressed prior to final plat. The options are as follows: (1) Leave the 6' drainage easement and the property owner to the north provides a temporary construction permit for grading the swale along the lot line or (2) Provide a 12 drainage easement along the north side of lots 42 thru 54.
 - h. Eliminate the storm sewer easement on the property line for Lots 73 and 74.
 - i. Eliminate the storm sewer easement on the property line for Lots 57 and 58.
 - j. The storm water from Lot 55 needs to be addressed prior to final recording. There are three options for this. Option 1 is to utilize the pond being built on Outlot 6. The peak will need to be reduced to the existing condition and discharge to the storm

sewer stubbed off Employers Boulevard as part of the construction of this plat. Option 2 is to utilize the pond being built on Outlot 6 and connect directly to the pond. Under this option a private storm sewer will be required in the future across Lots 65 and 66. A private easement will need to be added to this plat. Option 3 is to provide a separate and private storm water pond on Lot 55.

- k. Update drainage easement across Lot 62 to eliminate the kink in the easement. A sample will be provided.
- l. Move Lot 48 from CBU Exhibit "B" to CBU Exhibit "A".
- m. Add the following additional restrictive covenants to the plat:
 - i. Drainage easements shall contain the following restrictions:
 1. An obstruction to the flow of water, by any means, shall be prohibited.
 2. No structure, earthen berm, dam, erection of other improvement, tree, or landscaping shall be permitted except for those items listed in "3." below.
 3. The erection of a fence or annual plantings may be allowed provided that same does not obstruct the flow of water. Landscaping stone may also be permitted if placed according to the grading plan and approved by the City.
 4. Grantor (property owner) is prohibited from changing the grade elevation of the drainage easement from that established plan created by grantee (City).
 5. Grantee shall have full rights of ingress and egress to carry on and all work in connection with maintenance and operation in, over, under and across the lands of grantor. Maintenance required by the grantee shall be charged to the property owner.
 6. The property covered by said easement shall not be used in any way or manner that will impair the rights of the grantee.
 7. The easement shall run with the land, and shall be binding upon the grantees, lessees, successors, heirs and assigns of grantor and grantee.
 8. The easement shall be assignable.
 - ii. The City may restrict parking on one side of Everett DR and Preserve CT.




Planning/Zoning Application

Submitted On:
Jan 22, 2026, 09:05AM EST

Planning & Zoning Department

Parcel Number: (Include ALL parcels)	WD-2336, WD-2336-1
Nearest property address to the project site:	Street Address: EVERETT DRIVE City: DE PERE State: WI Zip: 54115
Check each project type that is being applied for:	Plat, Final
Current De Pere Zoning Districts:	R1-45 O PUD
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural
Proposed Site Land Uses:	Residential
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: BUNGALOW Last Name: HOLDINGS, LLC
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 1120 EMPLOYERS BLVD Property Owner's Address:: STE 235 City: DE PERE State: WI Zip: 54115
Property Owner's Phone Number:	██████████
Property Owner's Email Address:	████████████████████
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: TROY Last Name: HEWITT
Authorized Representative's Business Name:	REL

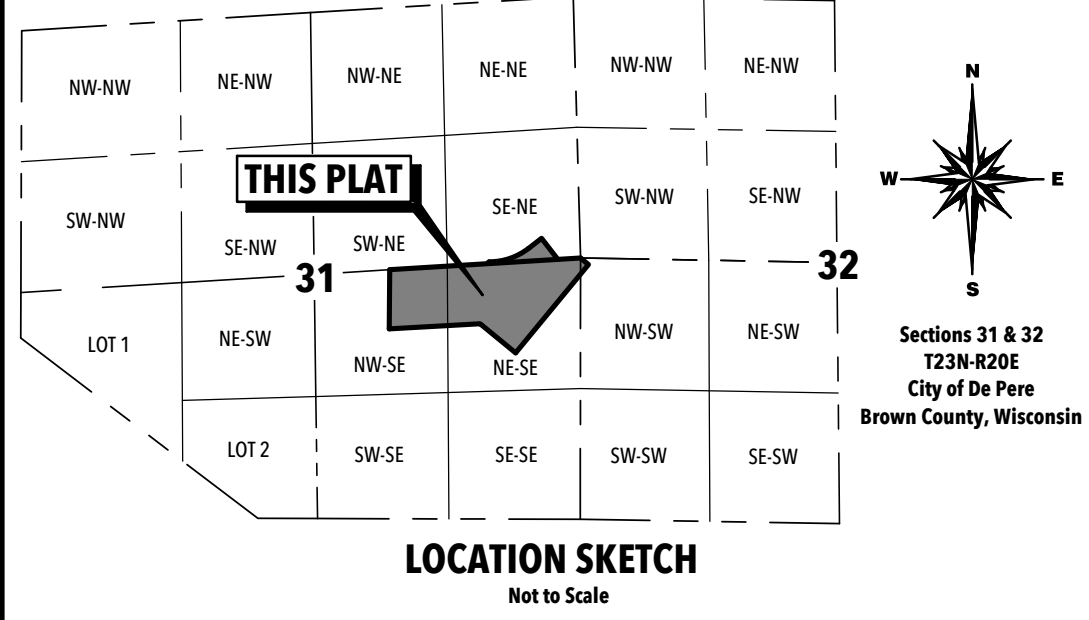
Authorized Representative's Address:	Street Address: 1250 CENTENNIAL CENTRE BLVD City: HOBART State: WI Zip: 54155
Authorized Representative's Phone Number:	[REDACTED]
Authorized Representative's Email Address:	[REDACTED]
Number of lots in the Final Plat: (PLEASE USE NUMERALS ONLY.)	46
Number of outlots in the Final Plat: (PLEASE USE NUMERALS ONLY.)	2
Please attach a PDF copy of the Final Plat.	Draft Kingston Preserve First Addition_1-22-26.pdf
Please attach a CAD copy of the Final Plat.	REL -6241004_final first-Model.dwg
How do you plan on paying for your application?	Online with a credit card
Total Due:	\$200.00

Signature Data	First Name: TROY Last Name: HEWITT Email Address: [REDACTED]
	
Signed at: January 22, 2026 9:04am America/New_York	

User's Session Information	IP Address: 24.106.22.82 Referrer URL:
-----------------------------------	---

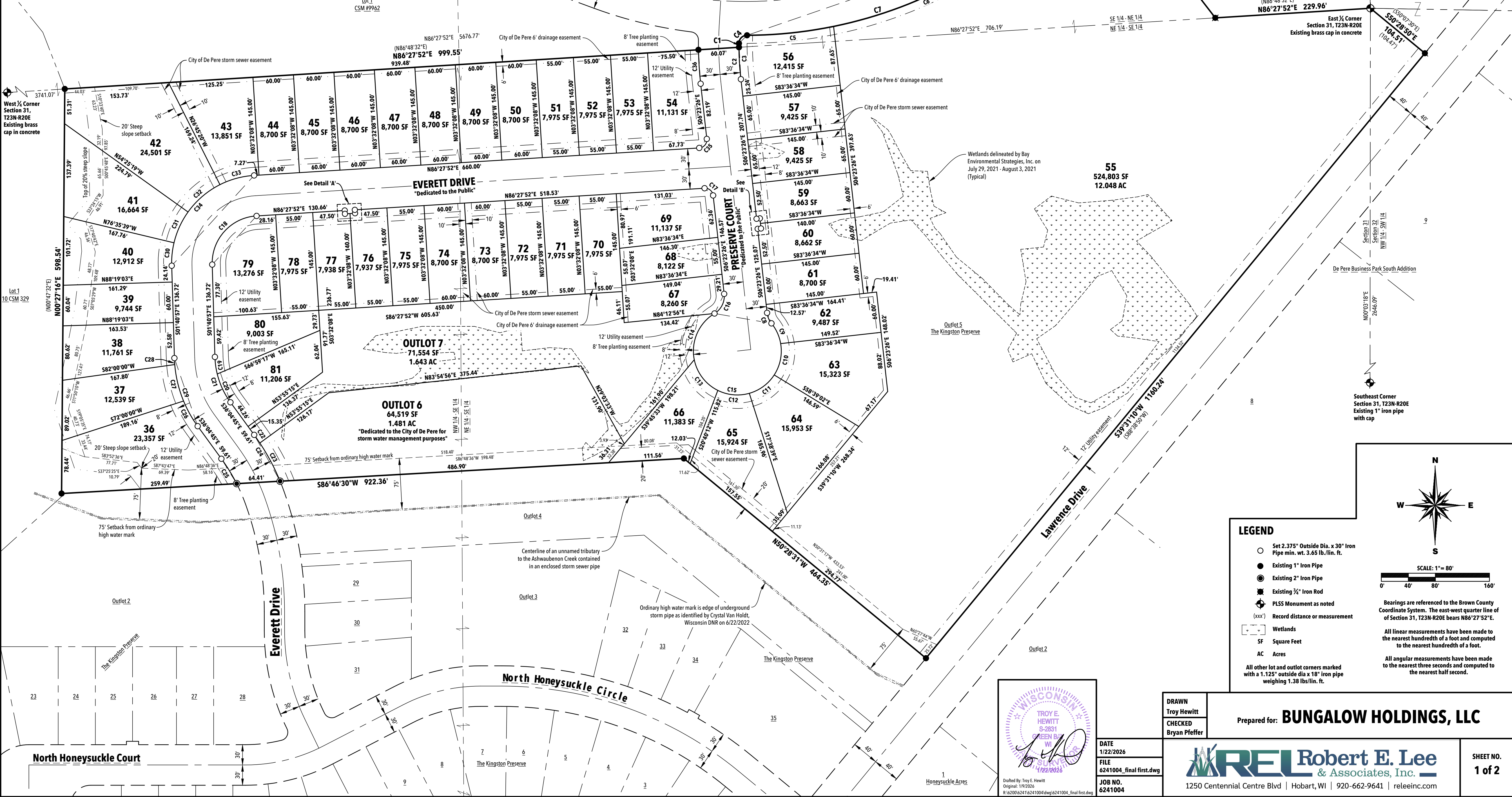
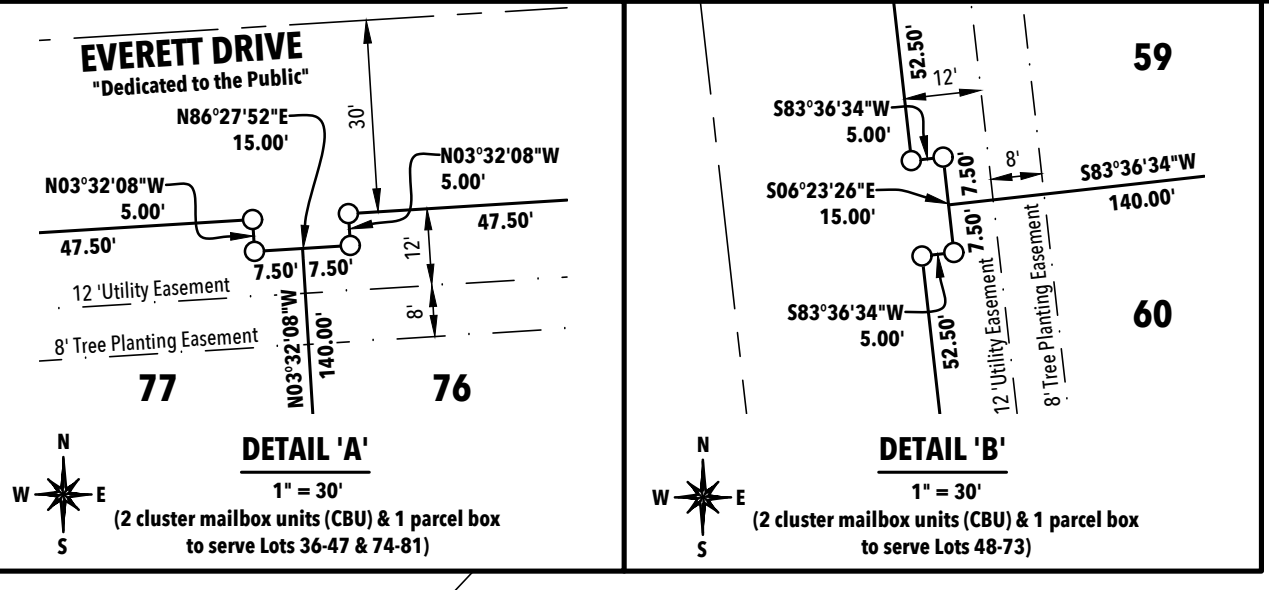
THE KINGSTON PRESERVE FIRST ADDITION

ALL OF OUTLOT 5, THE KINGSTON PRESERVE, DOCUMENT NUMBER 3039115, SAID PLAT LOCATED IN PARTS OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 AND THE NORTHEAST 1/4 OF SECTION 31, AND PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 32, AND ALL OF OUTLOT 1, CERTIFIED SURVEY MAP NUMBER 9962, DOCUMENT NUMBER 3108514, SAID MAP LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 31, ALL LOCATED IN TOWNSHIP 23 NORTH, RANGE 20 EAST, CITY OF DE PERE, BROWN COUNTY, WISCONSIN

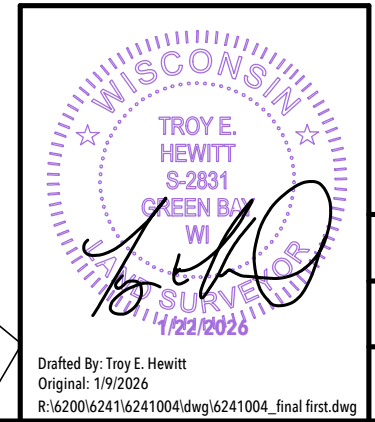
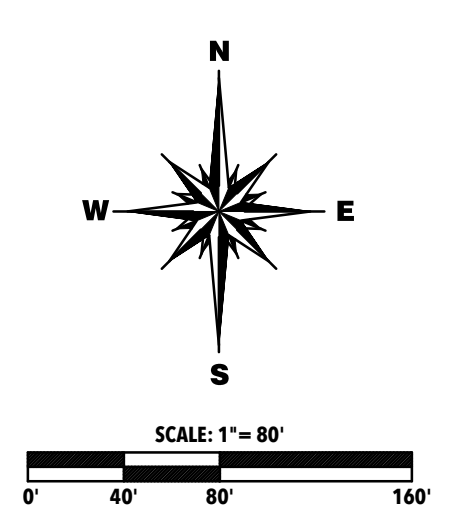


AFFECTED TAX PARCELS
WD-2336
WD-2336-1

PLATTED AREA DEDICATED TO THE PUBLIC FOR ROADWAY PURPOSES
107,430 Square Feet
2.466 Acres



- LEGEND**
- Set 2.375" Outside Dia. x 30" Iron Pipe min. wt. 3.65 lb./lin. ft.
 - Existing 1" Iron Pipe
 - Existing 2" Iron Pipe
 - Existing 3/4" Iron Rod
 - PLSS Monument as noted
 - Record distance or measurement
 - Wetlands
 - SF Square Feet
 - AC Acres
- All other lot and outlot corners marked with a 1.125" outside dia x 18" iron pipe weighing 1.38 lbs/lin. ft.



DRAWN
Troy Hewitt

CHECKED
Bryan Pfeffer

Prepared for: **BUNGALOW HOLDINGS, LLC**

REL Robert E. Lee & Associates, Inc.
1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

SHEET NO.
1 of 2

THE KINGSTON PRESERVE FIRST ADDITION

ALL OF OUTLOT 5, THE KINGSTON PRESERVE, DOCUMENT NUMBER 3039115, SAID PLAT LOCATED IN PARTS OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 AND THE NORTHEAST 1/4 OF SECTION 31, AND PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 32, AND ALL OF OUTLOT 1, CERTIFIED SURVEY MAP NUMBER 9962, DOCUMENT NUMBER 3108514, SAID MAP LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 31, ALL LOCATED IN TOWNSHIP 23 NORTH, RANGE 20 EAST, CITY OF DE PERE, BROWN COUNTY, WISCONSIN

Curve Table							
Curve #	Delta	Radius	Length	Chord Direction	Chord Length	Second Tangent Bearing	
C1	0°42'18"	470.00'	5.78'	S00°15'59"E	5.78'	S00°05'10"W	S00°37'08"E
C2	5°46'18"	470.00'	47.35'	S03°30'17"E	47.33'	S00°37'08"E	S06°23'26"E
C3	6°28'36"	470.00'	53.13'	S03°09'08"E	53.10'	S00°05'10"W	S06°23'26"E
C4	89°44'23"	12.00'	18.80'	S44°57'21.5"W	16.93'	S89°49'33"W	S00°05'10"W
C5	11°22'14"	650.00'	129.00'	N84°08'26"E	128.78'	N89°49'33"E	N78°27'19"E
C6	26°09'25"	650.00'	296.74'	N65°22'36.5"E	294.17'	N78°27'19"E	N52°17'54"E
C7	37°31'39"	650.00'	425.74'	N71°03'43.5"E	418.17'	N89°49'33"E	N52°17'54"E
C8	32°37'54"	30.00'	17.09'	S22°42'23"E	16.86'	S06°23'26"E	S39°01'20"E
C9	29°16'51"	65.00'	33.22'	N24°22'54.5"W	32.86'	N09°44'29"W	N39°01'20"W
C10	42°43'32"	65.00'	48.47'	N11°37'17"E	47.36'	N32°59'03"E	N09°44'29"W
C11	41°15'01"	65.00'	46.80'	N53°36'33.5"E	45.79'	N74°14'04"E	N32°59'03"E
C12	42°12'19"	65.00'	47.88'	S84°39'46.5"E	46.81'	S63°33'37"E	N74°14'04"E
C13	52°11'33"	65.00'	69.21'	S37°27'50.5"E	57.18'	S11°22'04"E	S63°33'37"E
C14	70°04'45"	65.00'	79.50'	S23°40'18.5"W	74.64'	S58°42'41"W	S11°22'04"E
C15	277°44'01"	65.00'	315.08'	S80°09'19.5"E	85.52'	S58°42'41"W	N39°01'20"W
C16	65°06'07"	30.00'	34.09'	N26°09'37.5"E	32.28'	N58°42'41"E	N06°23'26"W
C17	87°08'42"	12.00'	18.25'	N49°57'47"W	16.54'	N06°23'26"W	S86°27'52"W
C18	88°08'49"	70.00'	107.69'	S42°23'27.5"W	97.38'	S86°27'52"W	S01°40'57"E
C19	12°10'58"	120.00'	25.52'	S07°46'26"E	25.47'	S01°40'57"E	S13°51'55"E
C20	22°12'50"	120.00'	46.52'	S24°58'20"E	46.23'	S13°51'55"E	S36°04'45"E
C21	34°23'48"	120.00'	72.04'	S18°52'51"E	70.96'	S01°40'57"E	S36°04'45"E
C22	2°32'38"	330.00'	14.65'	N34°48'26"W	14.65'	N33°32'07"W	N36°04'45"W
C23	11°07'36"	330.00'	64.09'	N27°58'19"W	63.98'	N22°24'31"W	N33°32'07"W
C24	13°40'14"	330.00'	78.74'	N29°14'38"W	78.55'	N22°24'31"W	N36°04'45"W
C25	9°10'29"	270.00'	43.23'	N31°29'30.5"W	43.19'	N26°54'16"W	N36°04'45"W
C26	13°38'16"	180.00'	42.84'	S29°15'37"E	42.74'	S22°26'29"E	S36°04'45"E
C27	17°43'37"	180.00'	55.69'	S13°34'40.5"E	55.47'	S04°42'52"E	S22°26'29"E
C28	3°01'55"	180.00'	9.53'	S03°11'54.5"E	9.53'	S01°40'57"E	S04°42'52"E
C29	34°23'48"	180.00'	108.06'	S18°52'51"E	106.44'	S01°40'57"E	S36°04'45"E
C30	15°05'18"	130.00'	34.24'	S05°51'42"W	34.14'	S13°24'21"W	S01°40'57"E
C31	22°10'20"	130.00'	50.31'	S24°29'31"W	49.99'	S35°34'41"W	S13°24'21"W
C32	27°39'59"	130.00'	62.77'	S49°24'40.5"W	62.17'	S63°14'40"W	S35°34'41"W
C33	23°13'12"	130.00'	62.68'	S74°51'16"W	62.32'	S86°27'52"W	S63°14'40"W
C34	88°08'49"	130.00'	200.00'	S42°23'27.5"W	180.85'	S86°27'52"W	S01°40'57"E
C35	92°51'18"	12.00'	19.45'	N40°02'13"E	17.39'	N86°27'52"E	N06°23'26"W
C36	5°26'29"	530.00'	50.33'	S03°40'11.5"E	50.31'	S00°56'57"E	S06°23'26"E

OWNER'S CERTIFICATE OF DEDICATION:

Bungalow Holdings, LLC, a Wisconsin limited liability company duly organized and by virtue of the laws of the State of Wisconsin, as the property owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Bungalow Holdings, LLC, does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

CITY OF DE PERE
BROWN COUNTY
DEPARTMENT OF ADMINISTRATION

Dated this _____ day of _____, 2026.

In the presence of Bungalow Holdings, LLC

By _____

Name: _____

Title: _____

STATE OF WISCONSIN) _____ COUNTY) SS

Personally came before me this _____ day of _____, 2026, the above named property owner(s) to me known to be the person who executed the foregoing instrument and acknowledged the same.

My commission expires _____

Notary Public, Wisconsin

MORTGAGE CERTIFICATE:

Bank First, N.A., a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat, and does hereby consent to the above certificate of Bungalow Holdings, LLC, owner.

IN WITNESS WHEREOF, the said Bank First, N.A. has caused these presents to be signed by _____, its President, and countersigned by _____, its Secretary (Cashier), at _____, Wisconsin, and its corporate seal to be hereunto affixed this _____ day of _____, 2026.

In the presence of:

Date
Print Name _____, President

Date
Print Name _____, Secretary or Cashier

(Corporate Mortgagee Notary Certificate)

STATE OF WISCONSIN) _____ COUNTY) SS

Personally came before me this _____ day of _____, 2026, _____, President, and _____, Secretary (cashier) of the above named municipal corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary (cashier) of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

(Notary Seal) _____ Notary Public,

_____, Wisconsin

My commission expires _____

COMMON COUNCIL APPROVAL CERTIFICATE

Resolved, that the plat of "THE KINGSTON PRESERVE FIRST ADDITION" in the City of De Pere, Bungalow Holdings, LLC, owner, is hereby approved by the Common Council on _____, 2026.

Carey E. Danen, City Clerk _____ Date

CITY OF DE PERE TREASURER'S CERTIFICATE

I, being the duly elected, qualified and acting Treasurer of the City of De Pere, do hereby certify that in accordance with the records in my office, there are no unredeemed tax sales and no unpaid taxes, or no special assessments on and of the land included in this plat.

Pamela Manley _____ Date
City of De Pere Finance Director

BROWN COUNTY TREASURER'S CERTIFICATE

I, being the duly elected, qualified and acting Treasurer of Brown County, do hereby certify that in accordance with the records in my office, there are no unredeemed tax sales and no unpaid taxes, or no special assessments on and of the land included in this plat.

Ray Suennen _____ Date
Brown County Treasurer

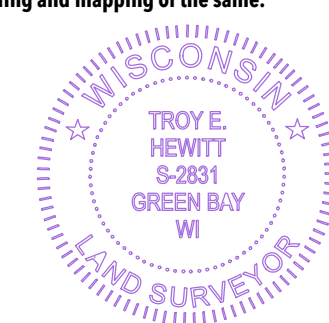
SURVEYOR'S CERTIFICATE

I, Troy E. Hewitt, Professional Land Surveyor, hereby certify that by the order and under the direction of Bungalow Holdings, LLC, I have surveyed, divided and mapped a parcel of land being all of outlot 5, the Kingston Preserve, document number 3039115, said plat located in parts of the Northwest 1/4 of the Southeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 31, and part of the Northwest 1/4 of the Southwest 1/4 of Section 32, and all of Outlot 1, Certified Survey Map Number 9962, Document Number 3108514, said map located in part of the Southeast 1/4 of the Northeast 1/4 of Section 31, all located in Township 23 North, Range 20 East, City of De Pere, Brown County, Wisconsin.

Said parcel contains 2,282,710 Square Feet (52.404 Acres) of land more or less.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 226 of the Wisconsin Statutes in the surveying, dividing and mapping of the same.

Date
Troy E. Hewitt PLS #2831
ROBERT E. LEE & ASSOCIATES, INC.



UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas, sanitary sewer, storm sewer, watermain and communications service is hereby granted by Bungalow Holdings, LLC, grantor to Wisconsin Public Service Corporation, a Wisconsin Corporation, Time Warner Cable, AT&T and the City of De Pere, and other public utilities, grantees, their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, sanitary sewer, storm sewer, watermain, telephone and cable tv facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "utility easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incidental to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, sanitary and storm sewer facilities, watermain facilities or telephone and cable tv facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over grantees' facilities or in, upon or over the property within the lines marked "utility easement" without the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of grantees. This utility easement provision does not prevent or prohibit others from utilizing or crossing the utility easement as the utility easement(s) are non-exclusive.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

RESTRICTIVE COVENANTS BETWEEN CITY OF DE PERE, PROPERTY OWNER AND SUBDIVIDER

- Sidewalks are required on all streets.
- Property owners are responsible for the removal and replacement of any amenities/improvements on easements beyond standard terrace restoration.
- The land on all side and rear lot lines of all lots not included in the drainage easement shall be graded by the subdivider and maintained by the abutting property owners to provide for adequate drainage of surface water.
- Exposed basement windows shall be approved by the Inspection Department prior to construction.
- No poles, pedestals or buried cable are to be placed so as to disturb any survey stake or obstruct vision along any lot lines or street lines, a disturbance of survey stake by anyone is a violation of Section 236.32 of the Wisconsin statutes.

UNITED STATES POSTAL SERVICE (USPS) NOTE

The USPS requires the installation of Cluster Mailbox Units (CBU) in this subdivision. The lot owners associated with the designated CBU are joint owners of the specified CBU structure, foundation, and associated sidewalk and responsible for the long-term maintenance and replacement. If the property owners do not keep the CBU in good-looking functional state, the municipality may assess/charge the lot owners for the shared cost of repairs of the replacement.

Lots 36-47 and 74-81 are assigned to the CBU location as shown on the CBU Detail 'A'.

Lots 48-73 are assigned to the CBU location as shown on the CBU Detail 'B'.

Prepared for: **BUNGALOW HOLDINGS, LLC**

REL Robert E. Lee & Associates, Inc.
1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

SHEET NO.
2 of 2

DATE	1/22/2026
FILE	6241004_final.first.dwg
JOB NO.	6241004

Drawn By: Troy E. Hewitt
Original: 1/22/2026
R:\62006\2410241004.dwg\6241004_final.first.dwg

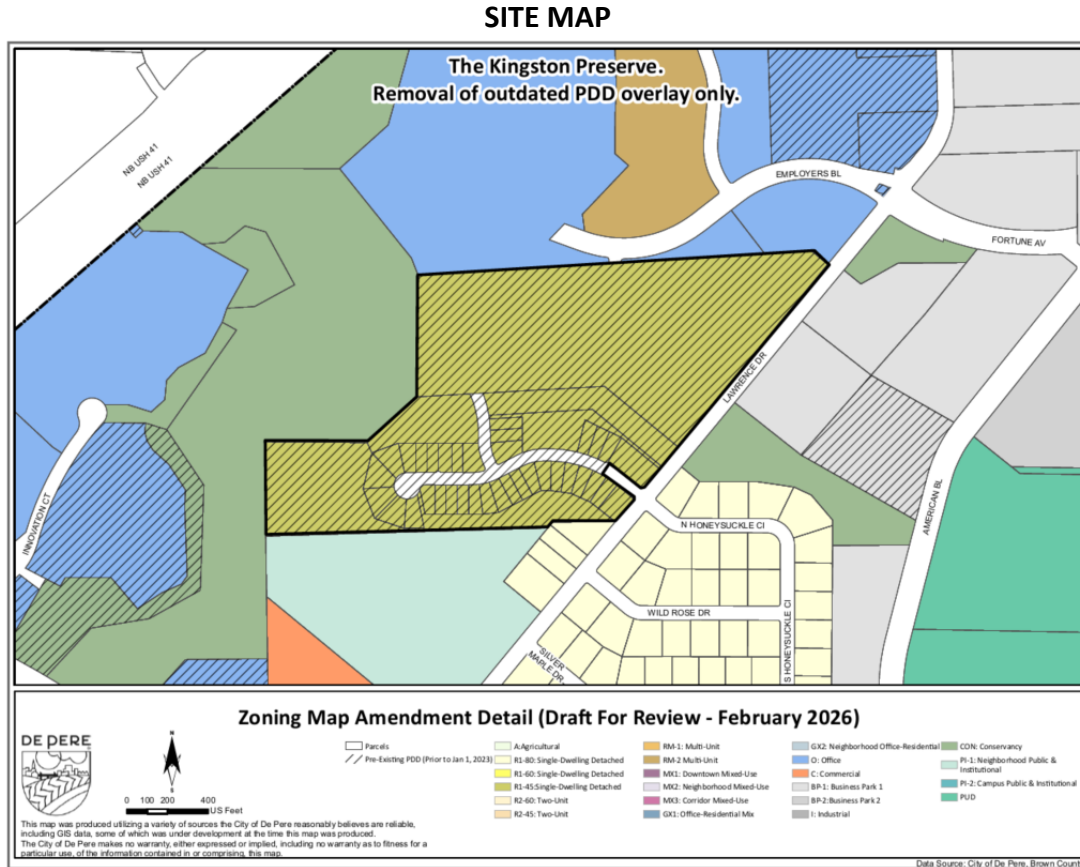


Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Consideration and possible action on a zoning map amendment to remove an outdated PDD overlay from 40 parcels within The Kingston Preserve Subdivision, generally located west from the N Honeysuckle CI and Lawrence DR intersection.*
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
PC Report, Application and supporting documents - 22 Jan 2026

Consideration and possible action on a zoning map amendment to remove an outdated PDD overlay from 40 parcels within The Kingston Preserve Subdivision, generally located west from the N Honeysuckle CI and Lawrence DR intersection.*



REQUESTED ACTION: Zoning Map Amendment Request to remove an outdated PDD Overlay (File ZMA 25-07).

NOTE: The request is for removing an outdated PDD overlay on one subdivision:
1. The Kingston Preserve

COMMON DESCRIPTION: 40 parcels generally located west from the N Honeysuckle CI and Lawrence DR intersection.

SURROUNDING LAND USES: Daycare and Office (O) and multi-unit residential (RM-2) to the north. Church (PI-1) and one-unit residential (R1-80) to the south. Business Park (BP-1), one-unit residential (R1-80), and storm water management (CON) to the east. Conservancy (CON) to the west.

COMPREHENSIVE PLAN: Neighborhood Residential (Including Multi-Family), Multi-Family Residential, Business Park.

APPLICANT / OWNERS: Authorized Representative
Troy Hewitt
REL
1250 Centennial Center BL
Hobart, WI 54155

Property Owner
Multiple (40 parcels)

LAND USE HISTORY: After a review of air photographs, the general subject area began developing as a park in the 1980's, and as a residential neighborhood in 2023.

STAFF REVIEW (GENERAL): When reviewing a zoning map amendment request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns. The proposed zoning map amendment complies with the Comprehensive Plan and surrounding land uses, including matching adjacent existing uses.

Existing Zoning District

The Site Map reflects the specific zoning district for each of the 40 parcels, which includes the underlying R1-45 District. The zoning district name was updated in 2023, and regulations were created for the new zoning district that closely match the PDD overlay. The new zoning district caused the PDD overlay to become outdated.

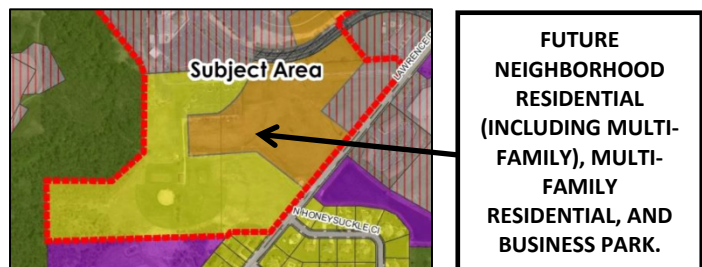
The underlying zoning district is not proposed to change. Only the outdated PDD overlay, created in 2022, is proposed to be removed.

Specific details about the outdated PDD overlay are provided separately within the "Staff Review: (Specific for each Land Division)" section of this Staff Report.

Surrounding Land Uses

The existing site zoning and surrounding land uses are referenced near the beginning of this report. A 2021 amendment to the 2010 Comprehensive Plan Update identifies future land uses as Neighborhood Residential (Including Multi-Family), Multi-Family Residential, and Business Park.

CLIP FROM FUTURE LAND USE MAP



Desired Development Patterns

The underlying R1-45 District remains unchanged if the outdated PDD overlay is removed. The permitted uses and conditional uses for each district are in Zoning Ordinance Article VII and summarized in Table 7-1.

The outdated PDD overlay was created to allow for the creation of smaller lots that were not possible in 2022. A rewrite of the Zoning Ordinance was approved a couple of months later in 2023, which permitted smaller lots by right without a PDD overlay.

STAFF REVIEW (SPECIFIC FOR EACH LAND DIVISION)

The request is to remove an outdated PDD overlay from The Kingston Preserve. Below is a summary of approvals with details about the specific PDD overlay and the impact of removing the PDD overlay.

1. The Kingston Preserve

The subdivision was recorded on June 30, 2023, with 35 one-unit lots and five outlots.

The PDD Overlay was approved on November 15, 2022, and became effective on November 26, 2022, prior to the recording of The Kingston Preserve. The PDD overlay was utilized to allow for smaller lots that were difficult to get approved with the 2022 Zoning Ordinance, but a new Zoning Ordinance that was approved on January 1, 2023, which eliminated the need for a PDD overlay.

The table below shows that most current regulations are equal or less restrictive than the 2022 PDD overlay:

The Kingston Preserve Comparison of Regulations			
Topic	2022 Zoning Ordinance	2022 PDD and Recorded Plat	2026 Zoning Ordinance
Zoning District Name	R-1	R-1 PDD (with PDD overlay)	R1-45 (without PDD overlay)
Lot area	10,000 SF	5,000 SF	5,000 SF
Lot Width	85'	39'	45'
Front Setback	30'	15'	15'
Street Side Setback	30'	15'	15'
Interior Side Setback	10'	5'	4'
Rear Setback	30'	20'	20'
Neighborhood Clubhouse	Prohibited	Permitted	Permitted

Removing the PDD overlay would not change anything because the residents in the subdivision can utilize the existing recorded plat and the Zoning Ordinance regulations that are effective today.

STAFF REVIEW SUMMARY

The outdated PDD overlay was created to allow for the creation of smaller lots that were not possible in 2022. A rewrite of the Zoning Ordinance was approved a couple of months later in 2023, which permitted smaller lots by right without a PDD overlay. The outdated PDD Overlay provides no other benefits to the property owners.

NEIGHBOR OUTREACH

The publishing of a Class II public notice and public hearing is required for the removal of a PDD overlay. As a courtesy, property owners of the 40 parcels were notified by mail. No neighbor inquiries were made at the time the report was written. The public hearing is tentatively scheduled for the March 17, 2026, Common Council meeting.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the request for a zoning map amendment to remove an outdated PDD overlay from 40 parcels within The Kingston Preserve Subdivision, generally located west from the N Honeysuckle CI and Lawrence DR intersection. A zoning map amendment must comply with the following:

- Compliance with all state and local laws and regulations, including compliance with all the provisions of Chapter 14, De Pere Municipal Code.



Planning/Zoning Application

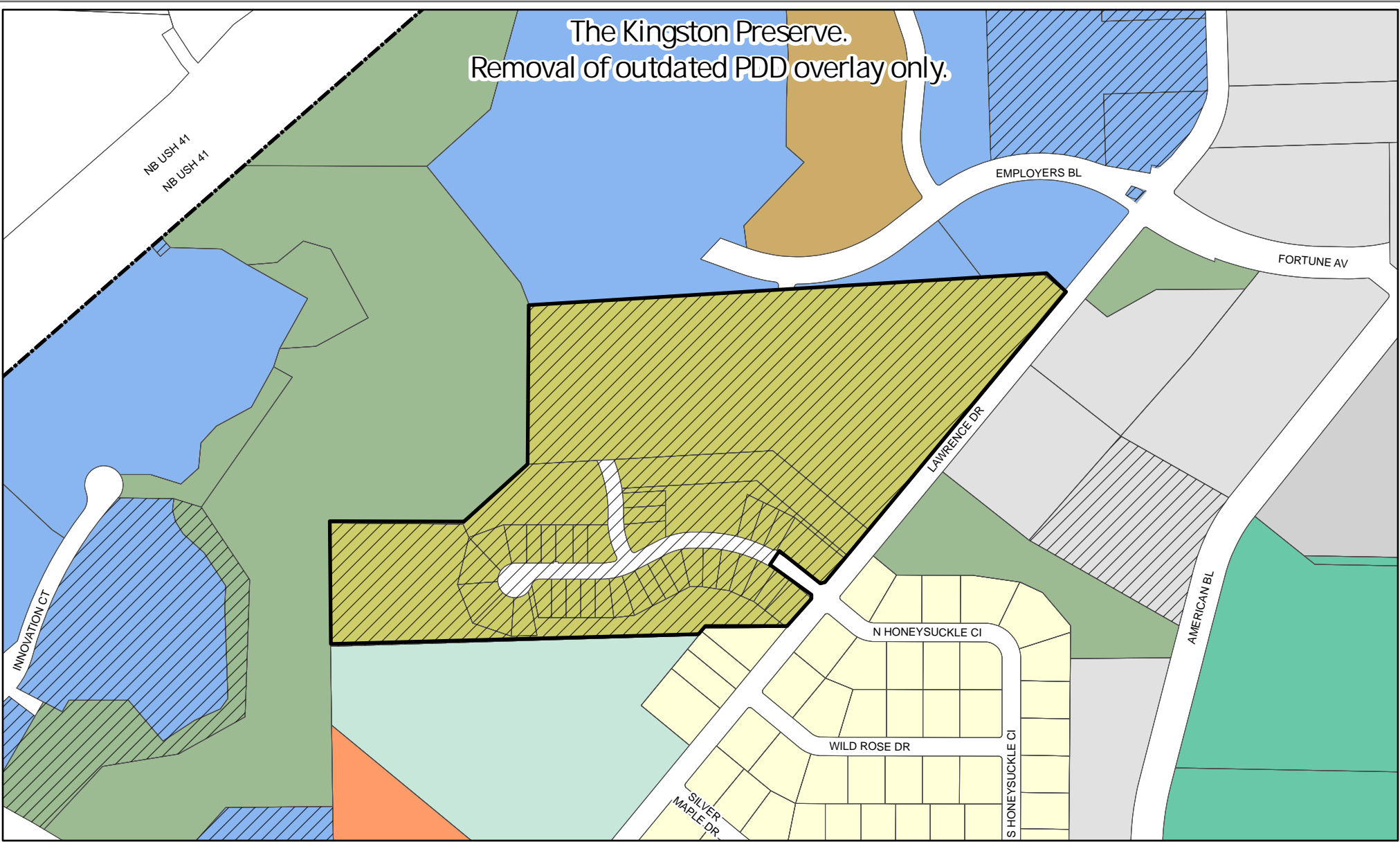
Submitted On:
Jan 22, 2026, 09:23AM EST

Planning & Zoning Department

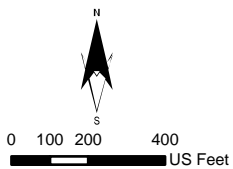
Parcel Number: (Include ALL parcels)	WD-2336 (proposed Kingston Preserve 1st Add) & Kingston Preserve Plat
Nearest property address to the project site:	Street Address: EVERETT DR City: DE PERE State: WI Zip: 54115
Check each project type that is being applied for:	Zoning Map Amendment (Rezoning) - Removal of PDD Overlay
Current De Pere Zoning Districts:	R1-45
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural
Proposed Site Land Uses:	Residential
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: BUNGALOW Last Name: HOLDINGS LLC
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 1120 EMPLOYERS BLVD Property Owner's Address:: STE 235 City: DE PERE State: WI Zip: 54115
Property Owner's Phone Number:	██████████
Property Owner's Email Address:	████████████████████
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: TROY Last Name: HEWITT
Authorized Representative's Business Name:	REL

Authorized Representative's Address:	Street Address: 1250 CENTENNIAL CENTRE BLV City: HOBART State: WI Zip: 54155
Authorized Representative's Phone Number:	██████████
Authorized Representative's Email Address:	t ██████████
Please attach an EXHIBIT MAP with the zoning boundary.	The Kingston Preserve PUD exhibit.pdf
Please attach a WORD DOCUMENT with the boundary legal description.	PUD Removal Legal.docx
How do you plan on paying for your application?	Online with a credit card
Total Due:	\$350.00
Signature Data	First Name: TROY Last Name: HEWITT Email Address: ██████████  Signed at: January 22, 2026 9:23am America/New_York
User's Session Information	IP Address: 24.106.22.82 Referrer URL:

The Kingston Preserve. Removal of outdated PDD overlay only.



Zoning Map Amendment Detail (Draft For Review - February 2026)



- | | | | | |
|---|---------------------------------|-----------------------------|--------------------------------------|---|
| Parcels | A: Agricultural | RM-1: Multi-Unit | GX2: Neighborhood Office-Residential | CON: Conservancy |
| Pre-Existing PDD (Prior to Jan 1, 2023) | R1-80: Single-Dwelling Detached | RM-2: Multi-Unit | O: Office | PI-1: Neighborhood Public & Institutional |
| | R1-60: Single-Dwelling Detached | MX1: Downtown Mixed-Use | C: Commercial | PI-2: Campus Public & Institutional |
| | R1-45: Single-Dwelling Detached | MX2: Neighborhood Mixed-Use | BP-1: Business Park 1 | PUD |
| | R2-60: Two-Unit | MX3: Corridor Mixed-Use | BP-2: Business Park 2 | |
| | R2-45: Two-Unit | GX1: Office-Residential Mix | I: Industrial | |

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.

Legal Description

Parcels WD-2335, WD-2327, WD-2319, WD-2307, WD-2316, WD-2313, WD-2334, WD-2336, WD-2321, WD-2304, WD-2330, WD-2329, WD-2318, WD-2305, WD-2314, WD-2298, WD-2302, WD-2331, WD-2333, WD-2312, WD-2299, WD-2322, WD-2326, WD-2315, WD-2297, WD-2309, WD-2301, WD-2320, WD-2332, WD-2325, WD-2311, WD-2306, WD-2303, WD-2323, WD-2308, WD-2310, WD-2300, WD-2317, WD-2324, WD-2328

Lots 1-35 and Outlots 1-5 of The Kingston Preserve, Doc. #3039115, Brown County Records, located in part of the Northeast ¼ of the Southeast ¼ of Section 31, and part of the Northeast ¼ of the Southwest ¼ of Section 32, all located in Township 23 North, Range 20 East, City of De Pere, Brown County, Wisconsin.

Final Plat and PDD Overlay Approvals

The Kingston Preserve

The Final Plat was approved on March 27, 2023, and recorded on June 30, 2023.

The PDD overlay was approved on November 15, 2022, and became effective on November 26, 2022, prior to the recording of The Kingston Preserve plat. The PDD overlay was utilized to allow for smaller lots that were difficult to get approved with the 2022 Zoning Ordinance, but the new Zoning Ordinance that was approved on January 1, 2023, quickly eliminated the need for a PDD overlay.

The table below shows that most current regulations are equal or less restrictive than the 2022 PDD overlay:

The Kingston Preserve Comparison of Regulations			
Topic	2022 Zoning Ordinance	2022 PDD and Recorded Plat	2026 Zoning Ordinance
Zoning District Name	R-1	R-1 PDD (with PDD overlay)	R1-45 (without PDD overlay)
Lot area	10,000 SF	5,000 SF	5,000 SF
Lot Width	85'	39'	45'
Front Setback	30'	15'	15'
Street Side Setback	30'	15'	15'
Interior Side Setback	10'	5'	4'
Rear Setback	30'	20'	20'
Neighborhood Clubhouse	Prohibited	Permitted	Permitted



Request for Plan Commission Action

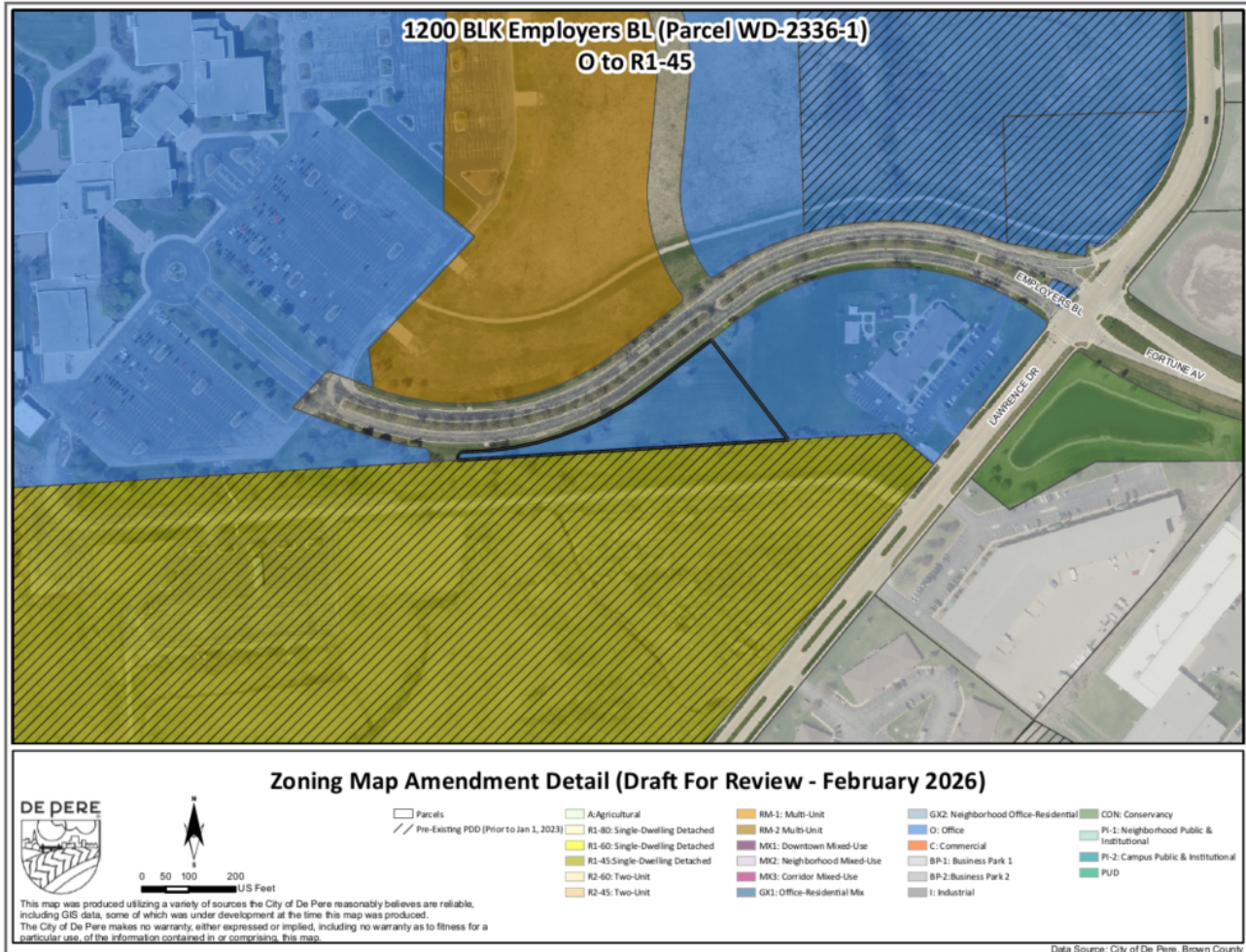
MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Consideration and possible action for a zoning map amendment from O (Office District) to R1-45 (Single-Dwelling Detached District) at 1200 BLK Employers BL (Parcel WD-2336-1).*

RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
PC Report, Application and supporting documents - 22 Jan 2026

Consideration and possible action for a zoning map amendment from O (Office District) to R1-45 (Single-Dwelling Detached District) at 1200 BLK Employers BL (Parcel WD-2336-1).*

SITE MAP



- REQUESTED ACTION:** Zoning Map Amendment Request from O to R1-45 File ZMA 26-02).
- COMMON DESCRIPTION:** 1200 BLK employers BL, west from Employers BL and Lawrence DR intersection.
- SURROUNDING LAND USES:** Multi-unit residential (RM-2) to the north.
Developing residential (R1-45 PDD) to the south.
Daycare and Office (O) to the east and west.
- COMPREHENSIVE PLAN:** Neighborhood Residential (Including Multi-Family), Multi-Family Residential.
- APPLICANT / OWNERS:**
- | | |
|----------------------------------|----------------------------|
| <u>Authorized Representative</u> | <u>Property Owners</u> |
| Troy Hewitt | Bungalow Holdings |
| REL | 1120 Employers BL, STE 235 |
| 1250 Centennial Center BL | De Pere, WI 54115 |
| Hobart, WI 54155 | |
- LAND USE HISTORY:** After a review of air photographs, the general subject area began developing as a park in the 1980's, and as a residential neighborhood in 2023.

STAFF REVIEW (GENERAL): When reviewing a zoning map amendment request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns. The proposed zoning map amendment complies with the Comprehensive Plan and surrounding land uses, including matching adjacent existing uses.

Existing Zoning District

The existing zoning district is O, which permits office use. The proposed zoning map amendment references a change to R1-45. The R1-45 District allows for a small lot residential development to the southwest, and prevents multiple zoning districts on one parcel, which is preferred). The zoning district may be amended again in the near future to accommodate multi-unit residential uses, similar to what is occurring to the north, and potentially commercial, office, and business park uses, similar to what is occurring to the east.

Surrounding Land Uses

The existing site zoning and surrounding land uses are referenced near the beginning of this report. A 2021 amendment to the 2010 Comprehensive Plan Update identifies future land use as Neighborhood Residential (Including Multi-Family), and Multi-Family Residential.

CLIP FROM FUTURE LAND USE MAP



Desired Development Patterns

The City's desired development pattern is shown in the Comprehensive Plan as Neighborhood Residential (Including Multi-Family), and Multi-Family Residential. The permitted uses and conditional uses for the R1-45 District are in Zoning Ordinance Article VII and summarized in Table 7-1.

There is a proposed development for small lot residential at the west end of the parcel.

NEIGHBOR OUTREACH: The publishing of a Class II public notice and public hearing is required for a zoning map amendment. Property owners within 300 feet of the proposed zoning map amendment were notified by mail and a sign was placed on the site prior to the Plan Commission meeting. No neighbor inquiries were made at the time this report was written. The public hearing is tentatively scheduled for the March 17, 2026, Common Council meeting.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the request for a zoning map amendment O (Office District) to R1-45 (Single-Dwelling Detached District) at 1200 BLK Employers BL. A zoning map amendment must comply with the following:

- Compliance with all state and local laws and regulations, including compliance with all the provisions of Chapter 14, De Pere Municipal Code.



Planning/Zoning Application


Submitted On:

Jan 22, 2026, 09:38AM EST

Planning & Zoning Department

Parcel Number: (Include ALL parcels)	WD-2336-1
Nearest property address to the project site:	Street Address: EMPLOYERS BLVD City: DE PERE State: WI Zip: 54115
Check each project type that is being applied for:	Zoning Map Amendment (Rezoning)
Current De Pere Zoning Districts:	O
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural
Proposed Site Land Uses:	Residential
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: BUNGALOW Last Name: HOLDINGS LLC
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 1120 EMPLOYERS BLVD Property Owner's Address:: STE 235 City: DE PERE State: WI Zip: 54115
Property Owner's Phone Number:	██████████
Property Owner's Email Address:	████████████████████
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: TROY Last Name: HEWITT
Authorized Representative's Business Name:	REL
Authorized Representative's Address:	Street Address: 1250 CENTENNIAL CENTRE BLVD City: HOBART

	State: WI Zip: 54155
Authorized Representative's Phone Number:	[REDACTED]
Authorized Representative's Email Address:	[REDACTED]
Please attach an EXHIBIT MAP with the zoning boundary.	Rezone Exhibit.pdf
Please attach a WORD DOCUMENT with the boundary legal description.	Rezone Legal.docx
How do you plan on paying for your application?	Online with a credit card
Total Due:	\$350.00

Signature Data	First Name: TROY Last Name: HEWITT Email Address: [REDACTED]
	
Signed at: January 22, 2026 9:38am America/New_York	

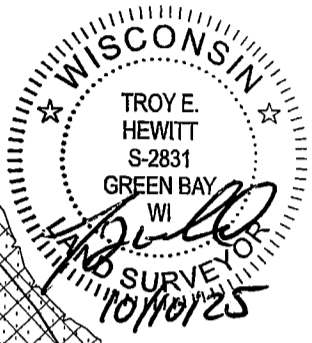
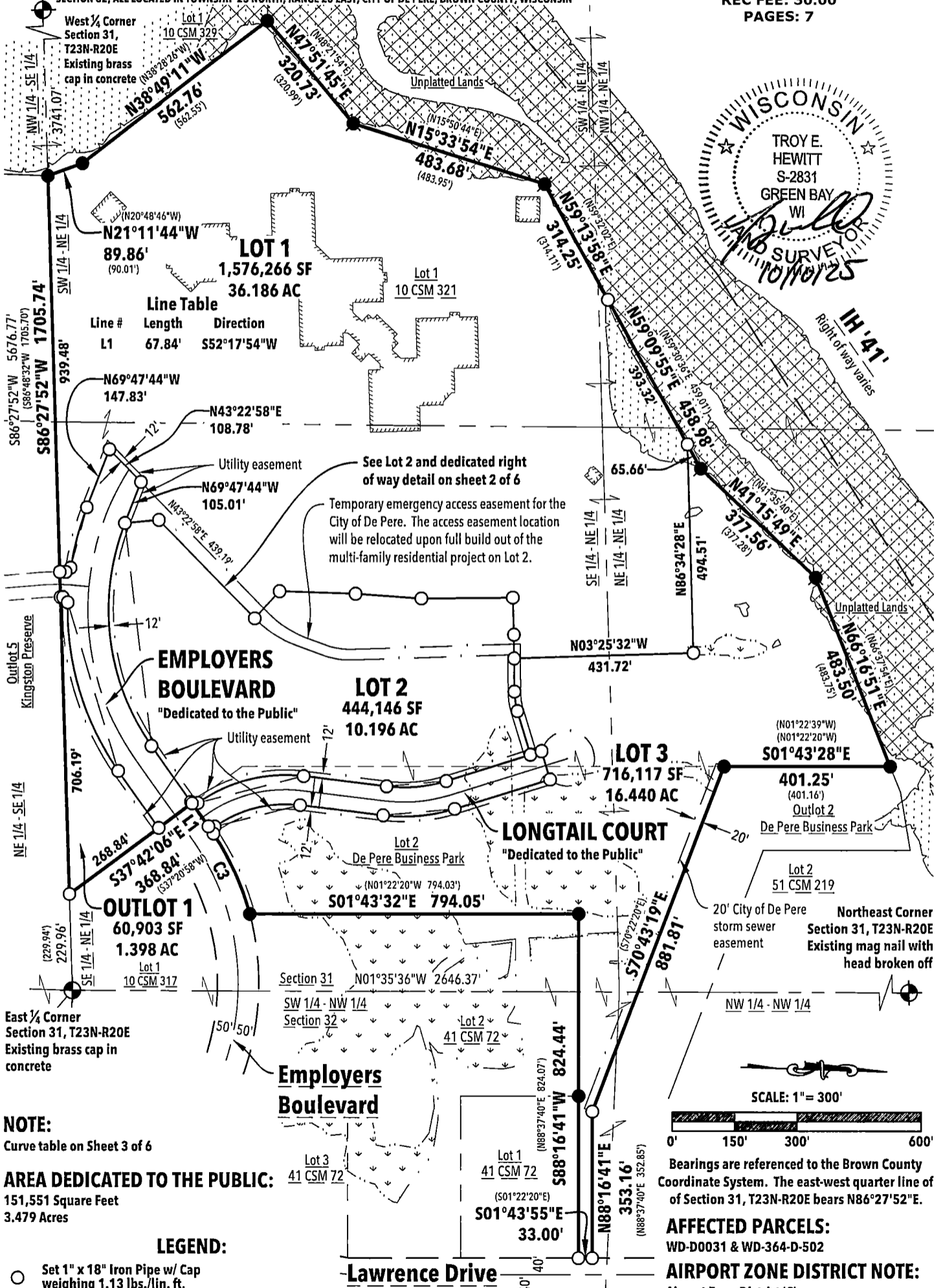
User's Session Information	IP Address: 24.106.22.82 Referrer URL:
----------------------------	---

3108514

MAP# 9962
CHERYL BERKEN
BROWN COUNTY
REGISTER OF DEEDS
GREEN BAY, WI
RECORDED ON
10/15/2025 11:22 AM
REC FEE:
REC FEE: 30.00
PAGES: 7

CERTIFIED SURVEY MAP

ALL OF LOT 1, VOLUME 10 OF CERTIFIED SURVEY MAPS, PAGE 321, MAP NUMBER 2314, DOCUMENT NUMBER 968551, SAID MAP LOCATED IN PARTS OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4, SOUTHWEST 1/4 OF THE NORTHEAST 1/4, NORTHEAST 1/4 OF THE NORTHEAST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 31 AND PART OF LOT 2, DE PERE BUSINESS PARK, VOLUME 18 OF PLATS, PAGE 44, DOCUMENT NUMBER 1116819, SAID PLAT BEING PARTS OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 31 AND PARTS OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 AND NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 32, ALL LOCATED IN TOWNSHIP 23 NORTH, RANGE 20 EAST, CITY OF DE PERE, BROWN COUNTY, WISCONSIN

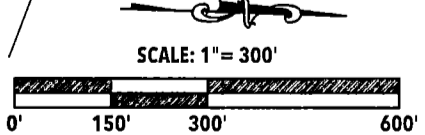


NOTE:
Curve table on Sheet 3 of 6

AREA DEDICATED TO THE PUBLIC:
151,551 Square Feet
3.479 Acres

LEGEND:

- Set 1" x 18" Iron Pipe w/ Cap weighing 1.13 lbs./lin. ft.
- Existing 1" Iron Pipe
- ⊙ Existing 1/2" Iron Rod
- ⊕ County PLSS Monument
- Record bearing or distance
- Wetlands delineated by Bay Environmental Strategies, Inc. on June 21, 2022
- 100 Year floodplain
- Floodway



Bearings are referenced to the Brown County Coordinate System. The east-west quarter line of Section 31, T23N-R20E bears N86°27'52"E.

AFFECTED PARCELS:
WD-D0031 & WD-364-D-502

AIRPORT ZONE DISTRICT NOTE:
Airport Zone District 'C'

REL Robert E. Lee & Associates, Inc.

1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

SHEET 1 OF 7

R:\620016241\6241002\dwg\6241002_csm.dwg

All of Outlot 1, Certified Survey Map Number 9962, Document Number 3108514, said map located in part of the Southeast 1/4 of the Northeast 1/4 of Section 31, Township 23 North, Range 20 East, City of De Pere, Brown County, Wisconsin





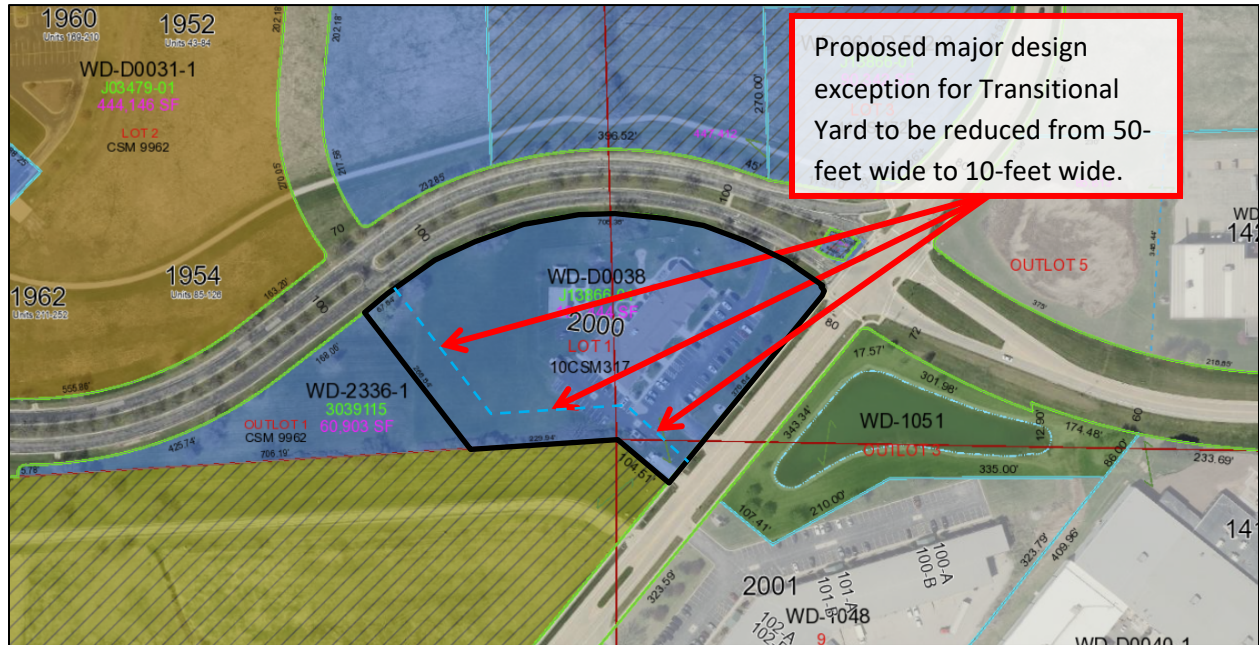
Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Consideration and possible action for a major design exception from Zoning Ordinance Section 14-41[Table 4-2], transitional yard at 2000 Lawrence DR (Parcel WD-D0038).
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
PC Report, Application and supporting documents - 18 Feb 2026

Consideration and possible action for a major design exception from Zoning Ordinance
Section 14-41[Table 4-2], transitional yard at 2000 Lawrence DR (Parcel WD-D0038).

SITE MAP



REQUESTED ACTION: Major Design Exception (File DE 26-02).

Request to reduce a Transition Yard width from 50-feet to 10-feet with the addition of a 6-foot tall fence , landscaping, and five trees.

COMMON DESCRIPTION: 2000 Lawrence DR, southeast from the Employers BL and Lawrence DR intersection.

ZONING: O (Office District).

SURROUNDING LAND USES: Existing and developing Business Park and developing to the north (O PDD) and east (CON, BP-1).
Developing residential to the northwest (RM-2), west (changing from O to R1-45) and south (changing from R1-45 PDD to R1-45).

COMPREHENSIVE PLAN: Multi-Family Residential.

APPLICANT/OWNER:

<u>Authorized Representative</u>	<u>Property Owner</u>
Anders Sandii	Encompass Child Care INC
Somerville INC	2000 Lawrence DR
2129 Riverside DR	De Pere, WI 54115
Green Bay, WI 54301	

LAND USE HISTORY:

The original lot was created in 1981. The east end of the site was developed in 1991 with an expansion area at the west end.

STAFF REVIEW:

Recent Site Plans

On February 18, 2026, a new site plan was submitted for the addition of a corporate headquarters building with an existing daycare building at 2000 Lawrence DR. The corporate headquarters will include a kitchen that provides food services for other daycare centers in the area.

The property was designed in anticipation of a future expansion in mind, however, changes to regulations have imposed greater restrictions on the property that are hindering the buildability of the undeveloped part of the expansion area. For example:

- When the lot was created in 1981 and the site was first developed in 1991, most buildability limitations related to setbacks, floor area ratios, and greenspace percentages.
- In the late 1990's, the area to the east of Lawrence DR began developing as an Industrial Park, and was recategorized as Business Park in 2010.
- The 2010 De Pere Comprehensive Plan Update Future Land Use Map changed future land use for the property, and adjacent areas to the north and south, from Commercial Use to Business Park Use. The amended Future Land Use Map placed additional burden on the property, which was not self-imposed.
- When the Zoning Ordinance was rewritten in 2023, new setback requirements replaced floor area ratios and greenspace requirements, which were not more restrictive than the previous zoning regulations.
- Also, due to the 2023 Zoning Ordinance rewrite, a new minimum 50-foot wide transitional yard was added to the southern non-street property line because the adjacent zoning district categories changed, which was more restrictive than the previous regulations.
- Moreover, per the landowner to the South, a portion of the adjacent southern lot that is nearest to Lawrence Drive would still likely be commercial or a similar service use to the subject property. The adjacent property near Lawrence DR is R1-45 District today to avoid multiple zoning on a single parcel further to the west.
- Finally, due to an in-progress 2026 zoning map amendment, a 50-foot wide transitional yard will be added to the western non-street property line, which is more restrictive than the previous regulations.

When the Zoning Ordinance was rewritten, the Common Council attempted to take steps to minimize regulations from becoming significantly more restrictive on existing zoning categories. However, this is a case where such restrictions are occurring in an unwanted way.

The intent for transitional yard use is to minimize the impacts of trucks, noise, etc., by creating a green separation from a business park use. In

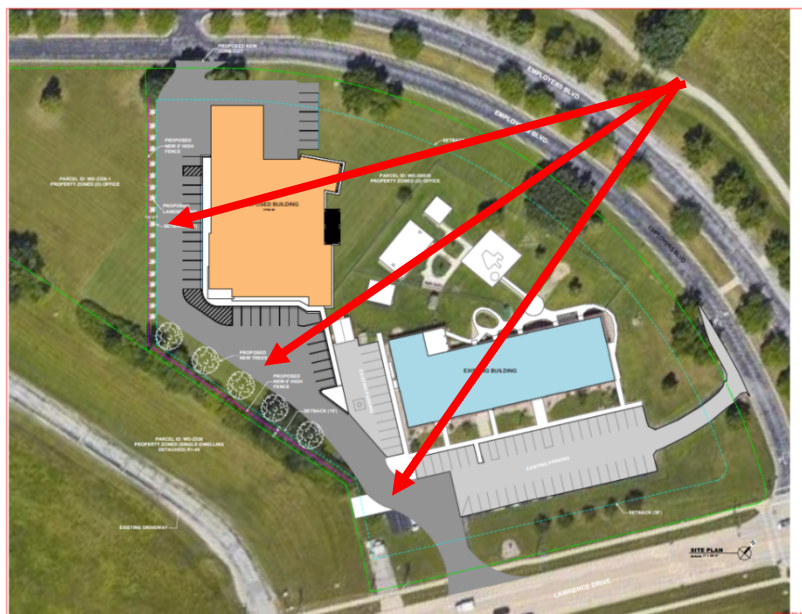
this case the property is zoned Office District and tends to be more acceptable near a residential district than a trucking facility or warehouse would be. To accommodate the development, the developer is requesting design exemptions from the Zoning Ordinance related to transitional yard.

Major Design Exception Request: Reduction of a transitional yard from 50-feet to 10-feet with the addition of a 6-foot high fence, landscaping and five new trees within the 10-foot transitional yard, as shown in the attached graphic.

The proposed site plan includes one existing building, playground and parking area with drive lanes. The proposed site plan also shows the addition of a new office headquarters building with a new driveway and parking. The new headquarters has a kitchen with overhead doors that allow trucks (not semi-trailers) to drive inside for loading and unloading.

- The proposed new building is permitted.
- The proposed parking stalls and part of the driveways are permitted.
- The part of the proposed new driveway along the west and southwest property lines is prohibited because the driveway cannot be within the 50-foot transitional yard, per Zoning Ordinance Section 14-41[Table 4-2] Transitional Yard.

Zoning Ordinance Section 14-41 [Table 4-2] Transitional Yard setback is 50-feet. , which is required when abutting a residential district within the City of De Pere. Additional landscaping or fence required to provide screening when abutting residential zoning district.



Requirement for Plan Commission Review

Plan Commission review is required for reductions to transitional yard width requirements that exceed 10% (5-feet). The request is considered

a major design exception for relief from strict compliance with the regulations of Article IV (Commercial and Employment Districts), specifically Section 14-41 [Table 4-2] (Transitional Yard).

To assist the Plan Commission review, the developer submitted a concept site plan, with the addition of a screening fence, landscaping, and five new trees to screen the view of the driveway from future residential development that may occur to the west and southwest of the property.

The developer must address the Zoning Ordinance Section 14-125 "Intent" and the "burden of Proof or Persuasion" requirements of major design exceptions.

Criteria for Review

The Plan Commission's decision to approve or deny a request for a major design exception must be based on a determination of whether:

1. The requested design exception is consistent with the general intent statement of 14-125(2);
 - a. *Intent statement: The design exception provisions of this section are intended to authorize the granting of relief from strict compliance with the regulations when specific site features or characteristics of the subject property, including the presence of existing buildings, creates conditions that make strict compliance with applicable regulations impractical or undesirable. The exception provisions are also intended to recognize that alternative design solutions may result in equal or better implementation of the regulation's intended purpose and consistency with the comprehensive plan.*
2. The requested design exception is consistent with the comprehensive plan and any adopted area plan; and
3. The requested design exception will not result in any adverse impacts on other properties in the area beyond those impacts ordinarily expected through implementation of the regulation.

REVIEW PROCESS:

Staff does not make a recommendation for major design exceptions. Plan Commission reviews the petition and then makes a final decision of approval, approve with modifications strictly related to the request, or denial. Information from the developer is included within the agenda packet.

Note: The Plan Commission may approve, approve with modifications, or deny the request. Any design exception approvals will be incorporated into the site plan review process that is facilitated by staff.



Planning/Zoning Application

Planning & Zoning Department

Submitted On:

Feb 18, 2026, 05:24PM EST

Parcel Number: (Include ALL parcels)	WD-D0038
Nearest property address to the project site:	Street Address: 2000 Lawrence Drive City: De Pere State: WI Zip: 54115
Check each project type that is being applied for:	Design Exception Site Plan
What kind of design exception is proposed?	Major Design Exception
What is the design exception proposing to change?	Other measures
What zoning ordinance section number(s) or table number(s) is impacted?	14-41 Table 4-2 (5) Transitional Yard.
Current De Pere Zoning Districts:	O
Existing Site Land Uses:	Commercial
Proposed Site Land Uses:	Commercial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: Encompass Child Care Last Name: Inc.
Is the property owner's address the same as the nearest property address?	Yes
Property Owner's Phone Number:	██████████
Property Owner's Email Address:	██
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: Anders Last Name: Sandli

Authorized Representative's Business Name:	Somerville Inc
Authorized Representative's Address:	Street Address: 2120 Riverside Drive City: Green Bay State: WI Zip: 54301
Authorized Representative's Phone Number:	[REDACTED]
Authorized Representative's Email Address:	[REDACTED]
1. A written statement that describes the design exception, why the design exception is necessary, and all efforts that were used to mitigate any adverse impacts resulting from a grant of the exception.	<p>Table 4-2 requires a 50' Transitional Yard when (O) Office zoned property abuts a residential district.</p> <p>Encompass is requesting a design exception for the 50' Transitional Yard to be reduced to 10' along the property line abutting the two properties to the south - parcel ID WD-2336-1 and WD-2336.</p> <p>Encompass have been planning a new building on their property at 2000 Lawrence drive to relocate their corporate headquarters. The design exception will allow the project to move forward with the planned driveway and parking work.</p>
2. An intent statement that identifies the specific site features or characteristics of the subject property, including the presence of existing buildings, that create conditions that make strict compliance with applicable regulations impractical or undesirable.	<p>The Transitional Yard requirement will not allow Encompass to build their new planned building, driveway and parking on their property, as there will not be enough space for specifically the new driveway and parking that are essential elements to the functioning of this new proposed building.</p> <p>The new building will house the corporate headquarter offices, a central kitchen, and garage for small food distribution vans that deliver the food to the day care facilities around the De Pere and Green Bay area.</p> <p>The new driveway and parking will be used by staff for day-time parking, and the occasional delivery trucks providing supplies for the kitchen. No large truck or semi-truck overnight parking will take place at this location.</p>
3. An intent statement with a specific description about how alternative design solutions may result in equal or better implementation of the regulation's intended purpose.	<p>Encompass is requesting the Transitional Yard be reduced from 50' to 10' in line with the Interior Side setback of 10' as stated in Table 4-2. Encompass proposes installing a 6' tall privacy fence along the south property line in addition to new trees and landscaping to screen the driveway and parking from the adjacent residential properties.</p>
4. An intent statement that describes how the design exception is consistent with the comprehensive plan.	<p>Understanding that the intent of the Transitional Yard setback requirement is to create a buffer between businesses with yards with equipment / vehicles that may be disruptive to adjacent residential property occupants. These are not activities that Encompass will have on this site, and the new building with office/kitchen/garage use fits well within the intended of the use in the comprehensive plan.</p>
5. A burden of proof and persuasion statement that defines how the design exception will not result in any adverse impacts on other properties in the area beyond those	<p>Encompass' activities on this property will be during normal business hours with noise and disruptions being normal office parking lot activity level with the occasional delivery truck dropping off supplies for the kitchen.</p>

impacts ordinarily expected through implementation of the regulation.	
Upload File(s) Here	7895_Conceptual Site Plan - Design Exception - 021726.pdf
Please attach a PDF copy of the site plan.	7895_Conceptual Site Plan - Design Exception - 021726.pdf
Would you like a basic checklist of information to include in the site plan?	Yes
How do you plan on paying for your application?	Online with a credit card
Total Due:	\$525.00
Property Owner or Authorized Representative Signature	<p>First Name: Anders Last Name: Sandli Email Address: [REDACTED]</p> <p style="text-align: center;"><i>Anders Sandli</i></p> <p>Signed at: February 18, 2026 5:18PM America/New_York</p>
User's Session Information	98.103.133.151, Referrer URL



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Consideration and possible action for a right-of-way discontinuance at 1900 BLK Lebrun ST (Adjacent to Parcel ED-1164-R-32-2).*

RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
PC Report, Application and supporting documents - 23 Jan 2026

Consideration and possible action for a right-of-way discontinuance at 1900 BLK Lebrun ST
(Adjacent to Parcel ED-1164-R-32-2).*

PROPOSED RIGHT-OF-WAY DISCONTINUANCE



REQUESTED ACTION:	Public Right-Of-Way Discontinuance Approval. <i>The proposal will remove a half of a cul-de-sac bulb from the south side of the right-of-way. The rest of the right-of-way remains.</i>		
COMMON DESCRIPTION:	1900 BLK Lebrun ST, located east from the Lebrun ST and Castlen ST intersection at the city limits.		
ZONING:	The right-of-way is adjacent to RM-2 (Multi-Unit [7+ units] District).		
SURROUNDING LAND USES:	Developing and existing multi-unit residential (RM-2) to the south. Stormwater management pond (CON PDD) to the east. Two-unit residential R2-60 PDD to the west. Village of Allouez one-unit residential to the north.		
COMPREHENSIVE PLAN:	Multi-Family Residential.		
APPLICANT / OWNERS	<table><tr><td><u>Authorized Representative</u> Tyler Jorgensen Slusarek Construction 14331 Velp AV Suamico, WI 54173</td><td><u>Property Owner</u> City of De Pere 335 S Broadway ST De Pere, WI 54115</td></tr></table>	<u>Authorized Representative</u> Tyler Jorgensen Slusarek Construction 14331 Velp AV Suamico, WI 54173	<u>Property Owner</u> City of De Pere 335 S Broadway ST De Pere, WI 54115
<u>Authorized Representative</u> Tyler Jorgensen Slusarek Construction 14331 Velp AV Suamico, WI 54173	<u>Property Owner</u> City of De Pere 335 S Broadway ST De Pere, WI 54115		

LAND USE HISTORY:

The right-of-way was built in the early 2000's.

STAFF REVIEW:

When reviewing a right-of-way vacation/discontinuance, staff utilizes the process identified in Wisconsin State Statutes 66.103 and 66.105. The role of the Plan Commission in the process is to determine if such a vacation/discontinuance is necessary and if so, recommend to the Common Council that the right-of-way be vacated/discontinued. The following are factors for consideration:

- The right-of-way will no longer be needed due to the street no longer being designed as a future cul-de-sac.
- The entire discontinued right-of-way will be attached to the adjacent Parcel ED-1164-R-32-2.

The discontinuance has been reviewed by the Development Services Department and Engineering staff. Conditions of approval added are listed at the end of this report.

REVIEW PROCESS:

The Common Council will review the Plan Commission recommendation twice, first as a resolution proposed for March 3, 2026, and then a public hearing and resolution proposed on April 21, 2026.

For right-of-way discontinuances, only adjacent property owners are notified of the proposed meetings because, per State Statutes, adjacent property owners have an objecting authority. For this request, there is one adjacent property owner. The adjacent property owner initiated and supports the discontinuance request. No other comments were received. The review process follows State Statutes requirements, which includes a Class III public hearing notification. There is not a 300-foot nearby neighbor notification requirement.

STAFF RECOMMENDATION:

Staff recommends APPROVAL and forwarding the discontinuance at 1900 BLK Lebrun ST to the Common Council for final approval with the following condition:

1. No easements are to be retained after the right-of-way is discontinued.



Planning/Zoning Application

Submitted On:

Jan 23, 2026, 02:29PM EST

Planning & Zoning Department

Parcel Number: (Include ALL parcels)	ED-1164-R-32-2
Nearest property address to the project site:	Street Address: 1901 Ridgeway Drive 1900 BLK Lebrun ST City: De Pere State: WI Zip: 54115
Check each project type that is being applied for:	Right-of-way Discontinuance Site Plan
Current De Pere Zoning Districts:	RM-2
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural
Proposed Site Land Uses:	Residential
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: Gregg Last Name: Slusarek
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 14331 Velp Ave City: Suamico State: WI Zip: 54173
Property Owner's Phone Number:	██████████
Property Owner's Email Address:	██
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: Tyler Last Name: Jorgensen
Authorized Representative's Business Name:	Slusarek Construction

Authorized Representative's Address:	Street Address: 14331 Velp Ave City: Suamico State: WI Zip: 54173
Authorized Representative's Phone Number:	[REDACTED]
Authorized Representative's Email Address:	[REDACTED]
Please attach an EXHIBIT MAP with the Right-of-way Discontinuance boundary.	Screenshot 2026-01-23 125958.png
Please attach a WORD DOCUMENT with the boundary legal description and a description about why the Right-of-way Discontinuance is needed.	Right of Way Discontinuance.docx
Please attach a PDF copy of the site plan.	NORFIELD PLANS.pdf Lighting Plan.pdf
Please attach a CAD copy of the property that shows the footprint of all hard, impervious surfaces. (Only one page needed, not the entire site plan.)	ARCHITECTURAL PLANS - Floor Plan - SITE PLAN.dwg
Would you like a basic checklist of information to include in the site plan?	Yes
How do you plan on paying for your application?	Online with a credit card
Total Due:	\$700.00

Signature Data	First Name: Tyler Last Name: Jorgensen Email Address: [REDACTED]
-----------------------	--

Tyler Jorgensen

Signed at: January 23, 2026 2:15pm America/New_York

User's Session Information

IP Address: 104.191.162.138

Referrer URL:

EXHIBIT



LeBrun Street vacation description

Part LeBrun Street, being located in part of Private Claim 29, east side of the Fox River, City of De Pere, Brown County, Wisconsin.

Beginning at the Northwest corner of Lot 1, volume 63, certified survey maps, page 786, map number 8996, document number 2846758, Brown County records; Thence S63°57'56"E, 133.00 feet along the extension of the south right of way of Lebrun Street; thence 155.40' along the arc of a 60 foot radius curve to the right whose long chord bears N70°09'54"W, 115.46 feet along the south right of way of Lebrun Street; thence 23.73 feet along the arc of a 20 foot radius curve to the left whose long chord bears N29°57'31"W, 22.36' along said right of way to the point of beginning.

Parcel contains 4,500 square feet / 0.103 acres, more or less.
Parcel subject to easements and restrictions of record.



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Consideration and possible action for the release of a 12-foot wide part of a utility easement at 1900 BLK Lebrun ST (Parcel ED-1164-R-32-2).*

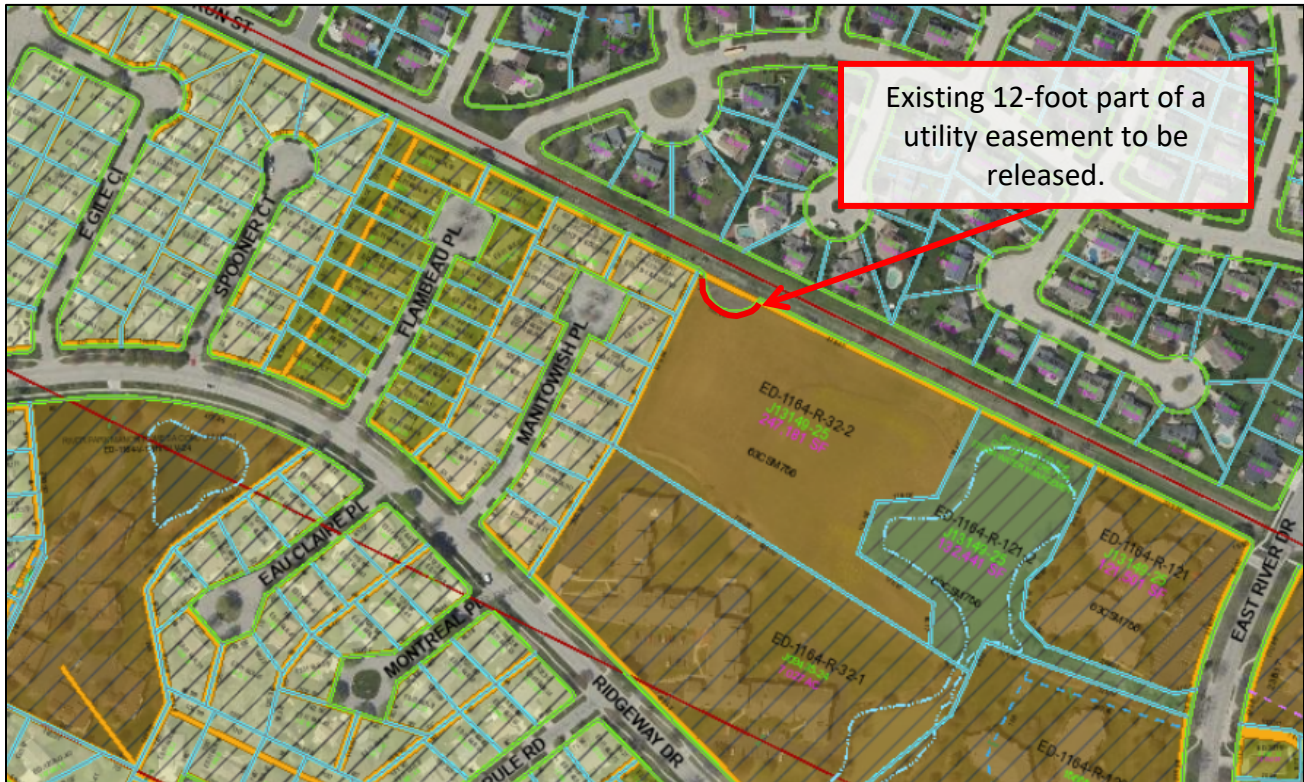
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:

PC Report, Exhibit A (X-2451), Easement Vacation Letter, City of De Pere Public Works, De Pere, Lebrun Street, Release of Easement City of De Pere

Consideration and possible action for the release of a 12-foot wide part of a utility easement at 1900 BLK Lebrun ST (Parcel ED-1164-R-32-2).*

SITE MAP



- REQUESTED ACTION:** Release of a utility easement (File ER 26-02).
- COMMON DESCRIPTION:** 1900 BLK Lebrun ST, located east from the Lebrun ST and Castlen ST intersection at the city limits.
- ZONING:** The right-of-way is adjacent to RM-2 (Multi-Unit [7+ units] District).
- SURROUNDING LAND USES:** Existing multi-unit residential (RM-2) to the south.
Stormwater management pond (CON PDD) to the east.
Two-unit residential R2-60 PDD development to the west.
Village of Allouez one-unit residential development to the north.
- COMPREHENSIVE PLAN:** Multi-Family Residential.
- APPLICANT/OWNER:**
- | | |
|----------------------------------|-----------------------|
| <u>Authorized Representative</u> | <u>Property Owner</u> |
| Tyler Jorgensen | Gregg Slusarek |
| Slusarek Construction | 2815 Country Club CT |
| 14331 Velp AV | Green Bay, WI 54313 |
| Suamico, WI 54173 | |
- LAND USE HISTORY:** The site has been undeveloped since the 1938 air photographs.

STAFF REVIEW:

Summary

The existing utility easement was created in 2018 as part of CSM #8996, when the adjacent cul-de-sac bulb was dedicated to the public. The right-of-way discontinuance of the cul-de-sac bulb will be reviewed by Plan Commission on February 23, 2026. The easement is no longer needed if the right-of-way discontinuance is approved.

Details

The property owner is requesting the release of the 12-foot-wide part of a utility easement at 1900 BLK Lebrun ST. The purpose for the release is twofold:

1. The utility easement is no longer needed in the existing location of the right-of-way is discontinued.
2. If the easement area remains as is, the easement will be under a proposed multi-unit building that is proposed for development.

If the unused part of the easement is released, a proposed development can more easily occur in the area.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the release of a 12-foot-wide part of a utility easement at 1900 BLK Lebrun ST and forwarding the recommendation to the Common Council for a final decision. The final easement language will be subject cul-de-sac street discontinuance, and the final approval of the City Attorney's office.







EXHIBIT "A"

PART OF LOT 1, VOLUME 63, CERTIFIED SURVEY MAPS, PAGE 786, MAP NUMBER 8996, DOCUMENT NUMBER 2846758, BROWN COUNTY RECORDS, LOCATED IN PRIVATE CLAIM 29, EAST SIDE OF THE FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.

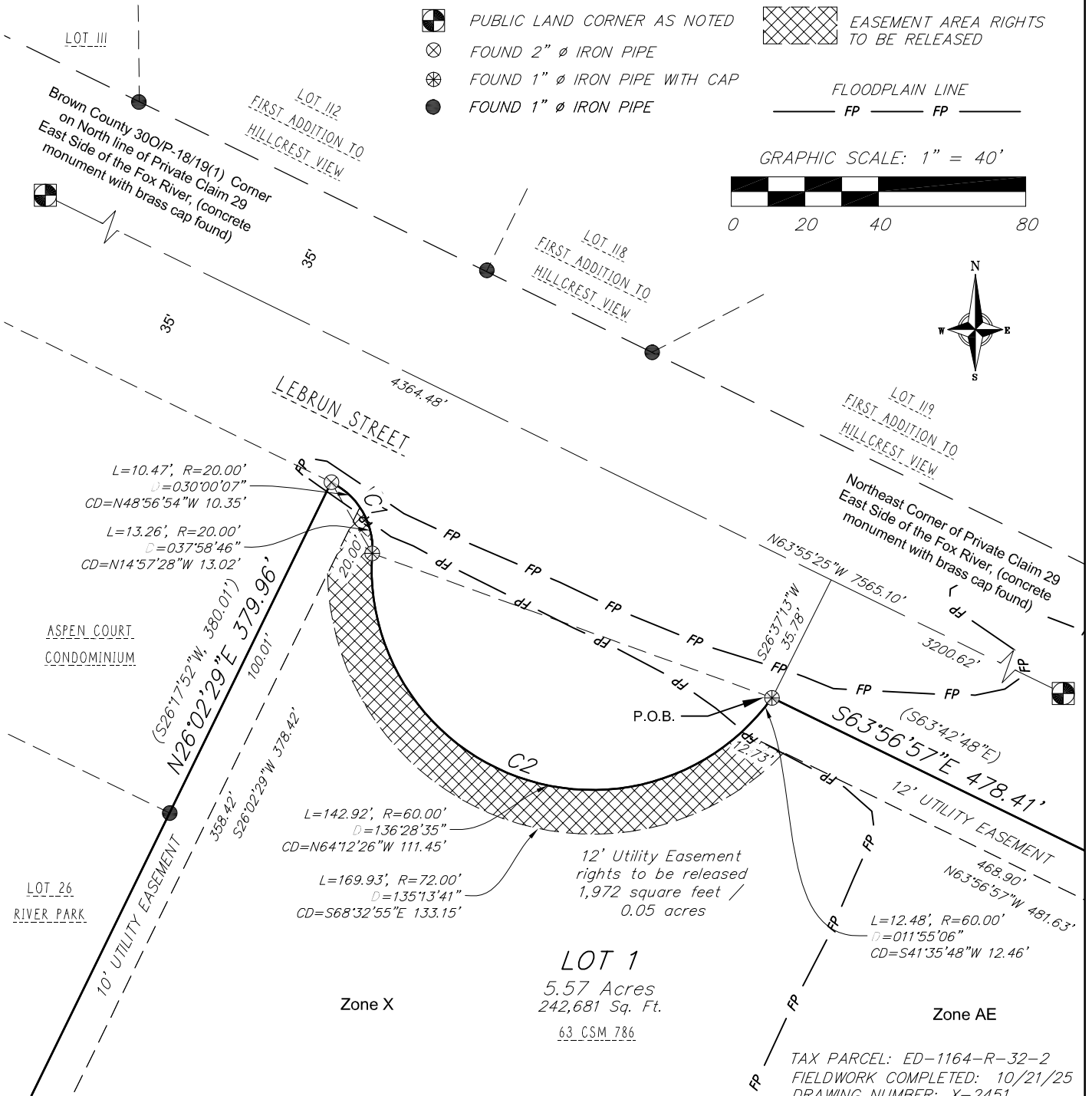
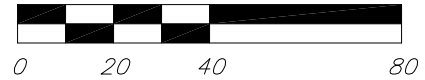
Curve Data

CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
C1	23.73'	20.00'	22.36'	S29°57'31"E	67°58'53"	S63°56'57"E & S04°01'56"W
C2	155.40'	60.00'	115.46'	S70°09'54"E	148°23'41"	S04°01'56"W & N35°38'15"E

SURVEY LEGEND

-  PUBLIC LAND CORNER AS NOTED
-  FOUND 2" ϕ IRON PIPE
-  FOUND 1" ϕ IRON PIPE WITH CAP
-  FOUND 1" ϕ IRON PIPE
-  EASEMENT AREA RIGHTS TO BE RELEASED
-  FLOODPLAIN LINE
FP FP

GRAPHIC SCALE: 1" = 40'



Job #: 250171
Date: 02/18/2026
Rev: -----
Drafted By: NKOV
Checked By: MLON

EASEMENT EXHIBIT
RELEASE OF 12' UTILITY EASEMENT

SHEET
1 OF 2

EXHIBIT "A"

PART OF LOT 1, VOLUME 63, CERTIFIED SURVEY MAPS, PAGE 786, MAP NUMBER 8996, DOCUMENT NUMBER 2846758, BROWN COUNTY RECORDS, LOCATED IN PRIVATE CLAIM 29, EAST SIDE OF THE FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.

EASEMENT RELEASE AREA DESCRIPTION

Part of Lot 1, Volume 63, Certified Survey Maps, Page 786, Map Number 8996, Document Number 2846758, Brown County Records, located in Private Claim 29, East Side of the Fox River, City of De Pere, Brown County, Wisconsin, more fully described as follows:

Commencing at the Northeast Corner of Private Claim 29, East Side of the Fox River; thence N63°55'25"W, 3200.62 feet along the North line of said Private Claim 29; thence S26°37'13"W, 35.78 feet to a corner of Lebrun Street, also being a Northwesterly corner of said Lot 1, Volume 63, Certified Survey Maps, Page 786, Map Number 8996, Document Number 2846758, Brown County Records; thence 12.48 feet along the South right of way of Lebrun Street, also being the a Northerly line of said Lot 1 being the arc of a 60.00 foot radius curve to the right whose long chord bears S41°35'48"W, 12.46 feet to the Point of Beginning; thence continuing 142.92 feet along said South right of way, also being the a Northerly line of said Lot 1 being the arc of a 60.00 foot radius curve to the right whose long chord bears N64°12'26"W, 111.45 feet to a Northwesterly corner of said Lot 1; thence 13.26 feet along said South right of way, also being the a Northerly line of said Lot 1 and the arc of a 20.00 foot radius curve to the left whose long chord bears N14°57'28"W, 13.02 feet; thence S26°02'29"W, 20.00 feet; thence 169.93 feet being the arc of a 72.00 foot radius curve to the left whose long chord bears S68°32'55"E, 133.15 feet; thence N63°56'57"W, 12.73 feet to the Point of Beginning.

*Easement release area contains 1,972 square feet / 0.05 acres more or less.
Easement release area subject to easements and restrictions of record.*



Job #.: 250171
Date: 02/18/2026
Rev: -----
Drafted By: NKOV
Checked By: MLON

*EASEMENT EXHIBIT
RELEASE OF 12' UTILITY EASEMENT*

*SHEET
2 OF 2*



400 Security Blvd | Suite 1 | Green Bay, Wisconsin 54313
Phone: 920-434-9670 | vierbicher.com

February 18th, 2026

Re: Easement Right Release of a 12' Utility Easement
0 Ridgeway Drive, De Pere, WI 54115
Tax Parcel No.: ED-1164-R-32-2

City of De Pere Public Works

To Whom It May Concern:

Vierbicher Associates, Inc., representing Gregg Slusarek, is requesting a formal release of rights for a twelve-foot-wide public utility easement located along the North line of Lebrun Street and the Northerly line of Lot 1, Volume 63, CSM Page 786 (Map No. 8996, Doc. No. 2846758), Brown County Records. The specific area for vacation is detailed in the attached Exhibit A. To facilitate this project, we kindly request that your institution execute and notarize the enclosed legal document. Please note that a replacement easement will be dedicated via a new Certified Survey Map upon the vacation and attachment of the Lebrun Street Northerly extension

1.) Do you have utilities in these public utility easements as shown on the enclosed survey map?

YES____ NO____

2.) Will you allow us to vacate these public utility easements?

YES____ NO____

Signature: _____

What utility/s do you represent: _____

I have included an easement release form. If you have the ability to sign for the release of this easement, please do so on the enclosed document, have it notarized, and return to me. Please sign this information in BLACK ink.

Sincerely,

Nathan Kovacic,
Survey Technician



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Consideration and possible action for a major design exception from Zoning Ordinance Section 14-26(3)(d) [Table 2-7], parking lot siting at 1900 BLK Lebrun ST (Parcel ED-1164-R-32-2).
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
PC Report, Application - 18 Feb 2026, ARCHITECTURAL PLANS - For Design Exception

Consideration and possible action for a major design exception from Zoning Ordinance
Section 14-26(3)(d) [Table 2-7], parking lot siting at 1900 BLK Lebrun ST (Parcel ED-1164-R-32-2).

SITE MAP



- REQUESTED ACTION:** Major Design Exception (File DE 26-01).
Request to allow parking lots on the side of buildings instead of to the rear of buildings for an infill multi-unit residential lot.
- COMMON DESCRIPTION:** 1900 BLK Lebrun ST, located east from the Lebrun ST and Castlen ST intersection at the city limits.
- ZONING:** RM-2 (Multi-Unit [7+ units] District).
- SURROUNDING LAND USES:** Existing multi-unit residential (RM-2) to the south.
Stormwater management pond (CON PDD) to the east.
Two-unit residential R2-60 PDD development to the west.
Village of Allouez one-unit residential development to the north.
- COMPREHENSIVE PLAN:** Multi-Family Residential.
- APPLICANT/OWNER:**
- | | |
|----------------------------------|-----------------------|
| <u>Authorized Representative</u> | <u>Property Owner</u> |
| Tyler Jorgensen | Gregg Slusarek |
| Slusarek Construction | 2815 Country Club CT |
| 14331 Velp AV | Green Bay, WI 54313 |
| Suamico, WI 54173 | |

LAND USE HISTORY:

The site has been undeveloped since the 1938 air photographs.

STAFF REVIEW:

Recent Site Plans

On January 23, 2026, a new site plan was submitted for a new six-building two-story apartment complex with 90 residential units at 1900 BLK Lebrun ST. The site is an infill lot with access to Lebrun ST via a private driveway that is proposed to be built within the city right-of-way, upon approval of a Revocable Occupancy Permit (ROP). The property has street frontage on Lebrun ST to the north; however, there are no short-term plans to develop Lebrun ST, and it has been unimproved since the 1990's. The city attempted to work with the Village of Allouez throughout 2025 to create a plan to complete Lebrun St on both the City and Village ROW with associated construction and maintenance agreements. The Village Board elected to not pursue the street connection. The property has one primary entry and exit in the northwest corner that connects to Lebrun ST. The property has one secondary entry and exit in the southwest corner that cuts across an adjacent property and connects to Ridgeview DR with an approved access easement

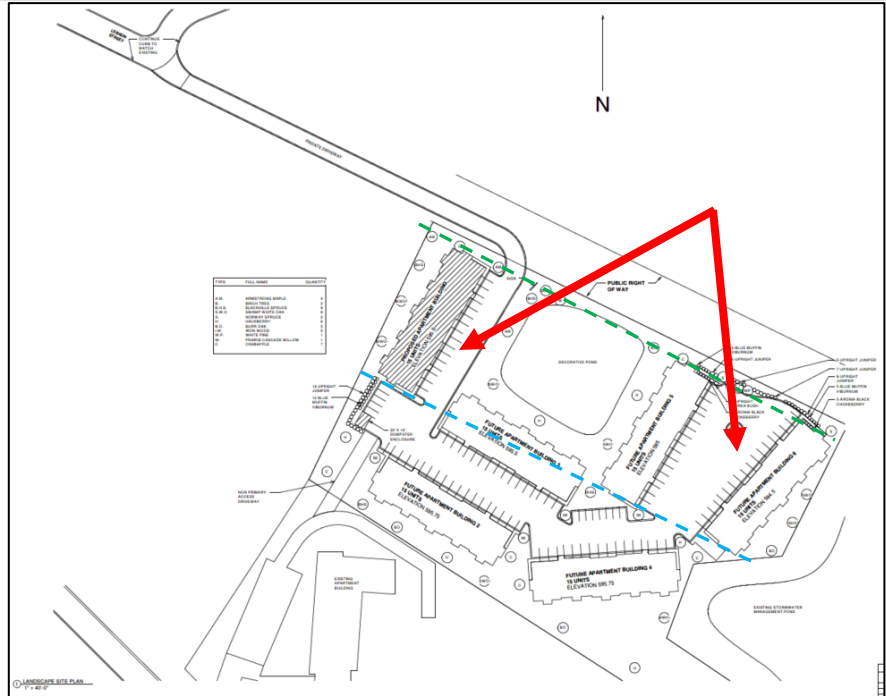
Because of the configuration of the lot, the limitations for driveways on the undeveloped street, and a smaller secondary driveway, the traditional site plan design that requires multi-unit building parking lots to be in the rear yard may become difficult to design. To accommodate the development, the developer is requesting design exemptions from the Zoning Ordinance related to parking lot siting.

Major Design Exception Request: Multi-family building parking lot siting in the side yard for buildings #1, #5, and #6 instead of the rear yard.

The proposed site plan includes 6 buildings with both interior (garages) and exterior parking stalls.

- The interior garages are permitted for all buildings.
- The exterior parking is permitted if located south of the blue dashed line on the Site Map. The exterior parking for Buildings #2, #3, and #4 is properly located.
- The exterior parking is prohibited if located north of the blue dashed line on the Site Map. The exterior parking for Buildings #1, #5, and #6 is not properly located, per Zoning Ordinance Section 14-26(3)(d) [Table 2-7], because the exterior parking is not in the rear yard.

Zoning Ordinance Section 14-26(3)(d) [Table 2-7] Accessory Building and Parking Lot Siting, Allowed Location: Rear yard only.



Requirement for Plan Commission Review

Plan Commission review is required for exceptions to parking lot siting requirements. The request is considered a major design exception for relief from strict compliance with the regulations of Article II (Residential Districts), specifically Section 14-26(3)(d) [Table 2-7] (Accessory Building and Parking Lot Siting).

To assist the Plan Commission review, the developer submitted a concept site plan, with the addition of landscaping to screen the parking lot siting from the undeveloped Lebrun ST to the north.

The developer proposed adding landscaping in the form of a minimum 3-foot tall year-round hedge or wall, and the addition of trees. Please note that the inclusion of trees (including street trees) may be limited due to a sewer line that runs through the southern edge of the Lebrun ST right-of-way.

The developer must address the Zoning Ordinance Section 14-125 “Intent” and the “burden of Proof or Persuasion” requirements of major design exceptions.

Criteria for Review

The Plan Commission’s decision to approve or deny a request for a major design exception must be based on a determination of whether:

1. The requested design exception is consistent with the general intent statement of 14-125(2);
 - a. *Intent statement: The design exception provisions of this section are intended to authorize the granting of relief from strict compliance with the regulations when specific site features or*

characteristics of the subject property, including the presence of existing buildings, creates conditions that make strict compliance with applicable regulations impractical or undesirable. The exception provisions are also intended to recognize that alternative design solutions may result in equal or better implementation of the regulation's intended purpose and consistency with the comprehensive plan.

2. The requested design exception is consistent with the comprehensive plan and any adopted area plan; and
3. The requested design exception will not result in any adverse impacts on other properties in the area beyond those impacts ordinarily expected through implementation of the regulation.

REVIEW PROCESS:

Staff does not make a recommendation for major design exceptions. Plan Commission reviews the petition and then makes a final decision of approval, approve with modifications, or denial. Information from the developer is included within the agenda packet.

Note: The Plan Commission may approve, approve with modifications strictly related to the request, or deny the request. Any design exception approvals will be incorporated into the site plan review process that is facilitated by staff.



Planning/Zoning Application

Submitted On:

Jan 23, 2026, 02:29PM EST

Planning & Zoning Department

Parcel Number: (Include ALL parcels)	ED-1164-R-32-2
Nearest property address to the project site:	Street Address: 1901 Ridgeway Drive 1900 BLK Lebrun ST City: De Pere State: WI Zip: 54115
Check each project type that is being applied for:	Right-of-way Discontinuance Site Plan with Design Exception for parking on building side instead of rear.
Current De Pere Zoning Districts:	RM-2
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural
Proposed Site Land Uses:	Residential
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: Gregg Last Name: Slusarek
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 14331 Velp Ave City: Suamico State: WI Zip: 54173
Property Owner's Phone Number:	██████████
Property Owner's Email Address:	██
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: Tyler Last Name: Jorgensen
Authorized Representative's Business Name:	Slusarek Construction

Authorized Representative's Address:	Street Address: 14331 Velp Ave City: Suamico State: WI Zip: 54173
Authorized Representative's Phone Number:	[REDACTED]
Authorized Representative's Email Address:	[REDACTED]
Please attach an EXHIBIT MAP with the Right-of-way Discontinuance boundary.	Screenshot 2026-01-23 125958.png
Please attach a WORD DOCUMENT with the boundary legal description and a description about why the Right-of-way Discontinuance is needed.	Right of Way Discontinuance.docx
Please attach a PDF copy of the site plan.	NORFIELD PLANS.pdf Lighting Plan.pdf
Please attach a CAD copy of the property that shows the footprint of all hard, impervious surfaces. (Only one page needed, not the entire site plan.)	ARCHITECTURAL PLANS - Floor Plan - SITE PLAN.dwg
Would you like a basic checklist of information to include in the site plan?	Yes
How do you plan on paying for your application?	Online with a credit card
Total Due:	\$700.00

Signature Data	First Name: Tyler Last Name: Jorgensen Email Address: [REDACTED]
-----------------------	--

Tyler Jorgensen

Signed at: January 23, 2026 2:15pm America/New_York

User's Session Information

IP Address: 104.191.162.138

Referrer URL:



FRONT VIEW 1



FRONT VIEW 2



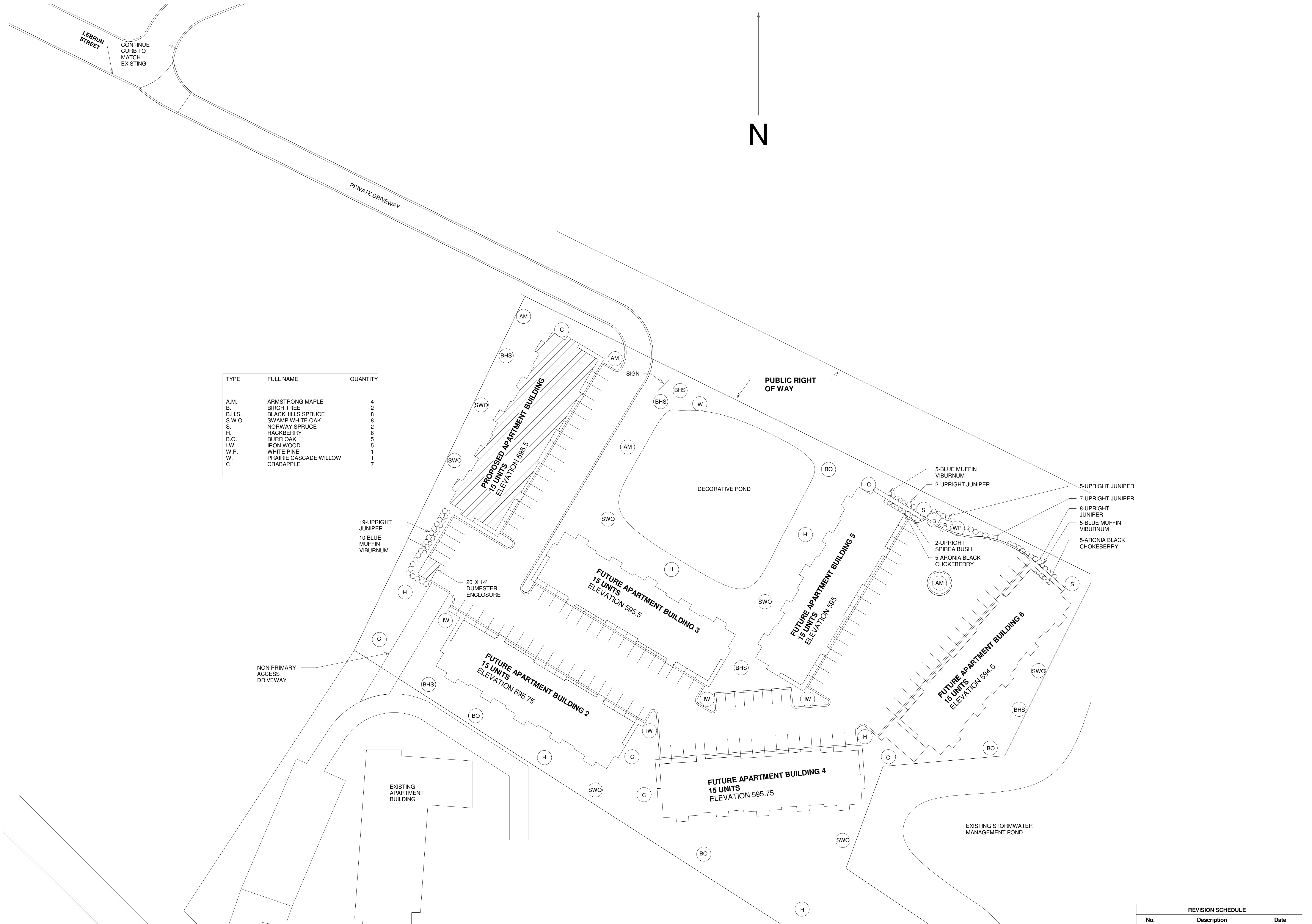
BACK VIEW

IN ENSURING ACCURACY, ALL CONTRACTORS ARE TO PROVIDE THEIR DUE DILIGENCE IN CHECKING ALL DIMENSIONS AND DETAILS FOR ACCURACY PRIOR TO CONSTRUCTION. IT IS THE RESPONSIBILITY OF ALL CONTRACTORS TO BRING ANY DETAILS OR DIMENSIONS, WHICH ARE IN DISCREPANCY WITH THE INFORMATION OF THE GENERAL CONTRACTOR, AND/OR DESIGNERS PRIOR TO CONSTRUCTION.

THIS DOCUMENT IS PROPERTY OF SLUSAREK CONSTRUCTION.
THE RECEIVER, BY ACCEPTING AND RETAINING THIS DOCUMENT, AGREES TO BE BOUND BY THE INFORMATION SPECIFIED THEREIN WILL BE USED AS AUTHORIZED BY SLUSAREK CONSTRUCTION AND MAY NOT BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY MANNER WITHOUT WRITTEN AUTHORIZATION FROM SLUSAREK CONSTRUCTION.

DATE: 02/18/2026
SCALE:
DESIGN BY: TMJ
CHECKED BY: GS

REVISION SCHEDULE		
No.	Description	Date



TYPE	FULL NAME	QUANTITY
A.M.	ARMSTRONG MAPLE	4
B.	BIRCH TREE	2
B.H.S.	BLACKHILLS SPRUCE	8
S.W.O.	SWAMP WHITE OAK	8
S.	NORWAY SPRUCE	2
H.	HACKBERRY	6
B.O.	BURR OAK	5
I.W.	IRON WOOD	5
W.P.	WHITE PINE	1
W.	PRAIRIE CASCADE WILLOW	1
C	CRABAPPLE	7

1 LANDSCAPE SITE PLAN
1" = 40'-0"

REVISION SCHEDULE		
No.	Description	Date



Slusarek
CONSTRUCTION

Planning, Architectural Design, and Construction
Management
14331 Velp Ave
Suamico, WI 54173
Phone: (920)-434-2919

PROFESSIONAL SEAL BY:

BAY
ARCHITECTS, LLC

3049 RAMADA WAY
GREEN BAY, 54304

PROJECT FOR:

**NORFIELD
APARTMENTS**

SHEET TITLE:

**LANDSCAPE
PLAN**

IN ENSURING ACCURACY, ALL CONTRACTORS ARE TO PROVIDE THEIR DUE DILIGENCE IN CHECKING ALL DIMENSIONS AND DETAILS FOR ACCURACY PRIOR TO CONSTRUCTION. IT IS THE RESPONSIBILITY OF ALL CONTRACTORS TO BRING ANY DETAILS OR DIMENSIONS, WHICH ARE IN CONFLICT WITH THE CONTRACT AND/OR DESIGNERS PRIOR TO CONSTRUCTION.

THIS DOCUMENT IS PROPERTY OF SLUSAREK CONSTRUCTION.

THE RECEIVER, BY ACCEPTING AND RETAINING THIS DOCUMENT, AGREES TO THE FOLLOWING: THE INFORMATION SPECIFIED HEREIN WILL BE USED AS AUTHORIZED BY SLUSAREK CONSTRUCTION AND MAY NOT BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY MANNER WITHOUT WRITTEN AUTHORIZATION FROM SLUSAREK CONSTRUCTION.

DATE: 02/18/2026

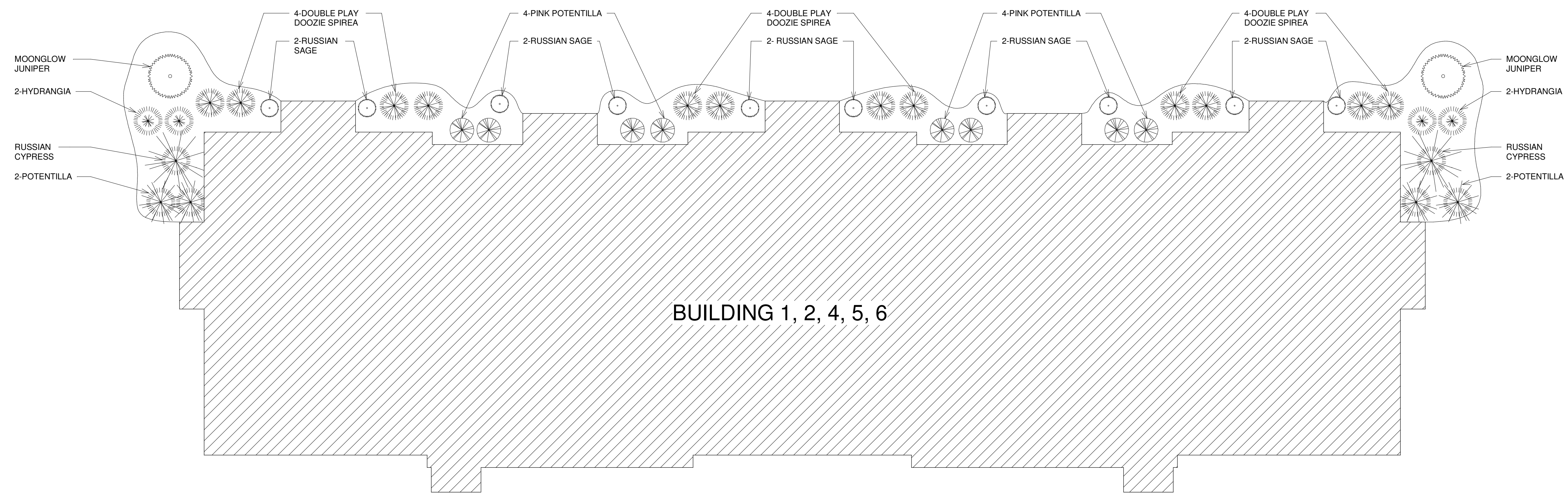
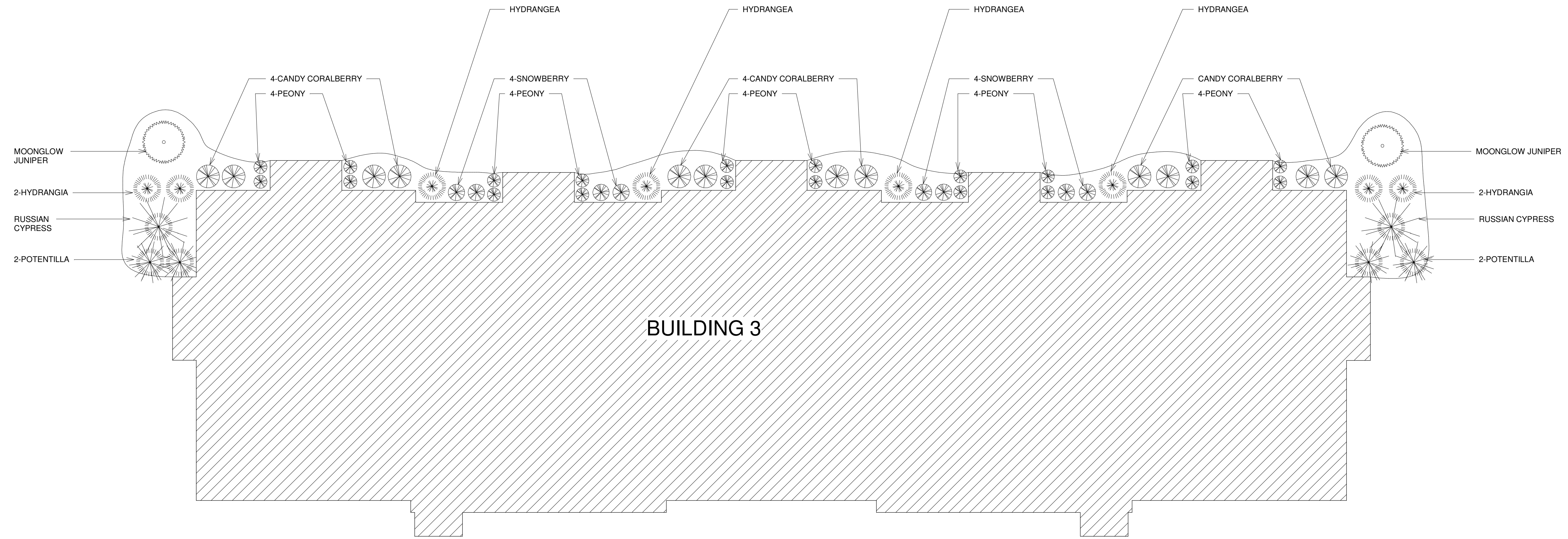
SCALE: 1" = 40'-0"

DESIGN BY: TMJ

CHECKED BY: GS

C2

Page 63 of 159



1 LANDSCAPE BUILDING PERIMETER
1" = 10'-0"

REVISION SCHEDULE		
No.	Description	Date

IN ENSURING ACCURACY ALL CONTRACTORS ARE TO PROVIDE THEIR DUE DILIGENCE IN CHECKING ALL DIMENSIONS AND DETAILS FOR ACCURACY PRIOR TO CONSTRUCTION. IT IS THE RESPONSIBILITY OF ALL CONTRACTORS TO BRING ANY DETAILS OR DIMENSIONS, WHICH ARE IN CONFLICT WITH THE CONTRACTOR AND/OR DESIGNERS PRIOR TO CONSTRUCTION.

THIS DOCUMENT IS PROPERTY OF SLUSAREK CONSTRUCTION. THE RECEIVER, BY ACCEPTING AND RETAINING THIS DOCUMENT, AGREES TO THE FOLLOWING TERMS: THIS DOCUMENT IS TO BE USED AS AUTHORIZED BY SLUSAREK CONSTRUCTION AND MAY NOT BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT WRITTEN AUTHORIZATION FROM SLUSAREK CONSTRUCTION.

DATE: 02/18/2026
SCALE: 1" = 10'-0"
DESIGN BY: TMJ
CHECKED BY: GS



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Consideration and possible action on the release of a 14-foot by 20-foot part of a utility easement at the south end of 224 N Wisconsin ST (Parcel ED-875).*

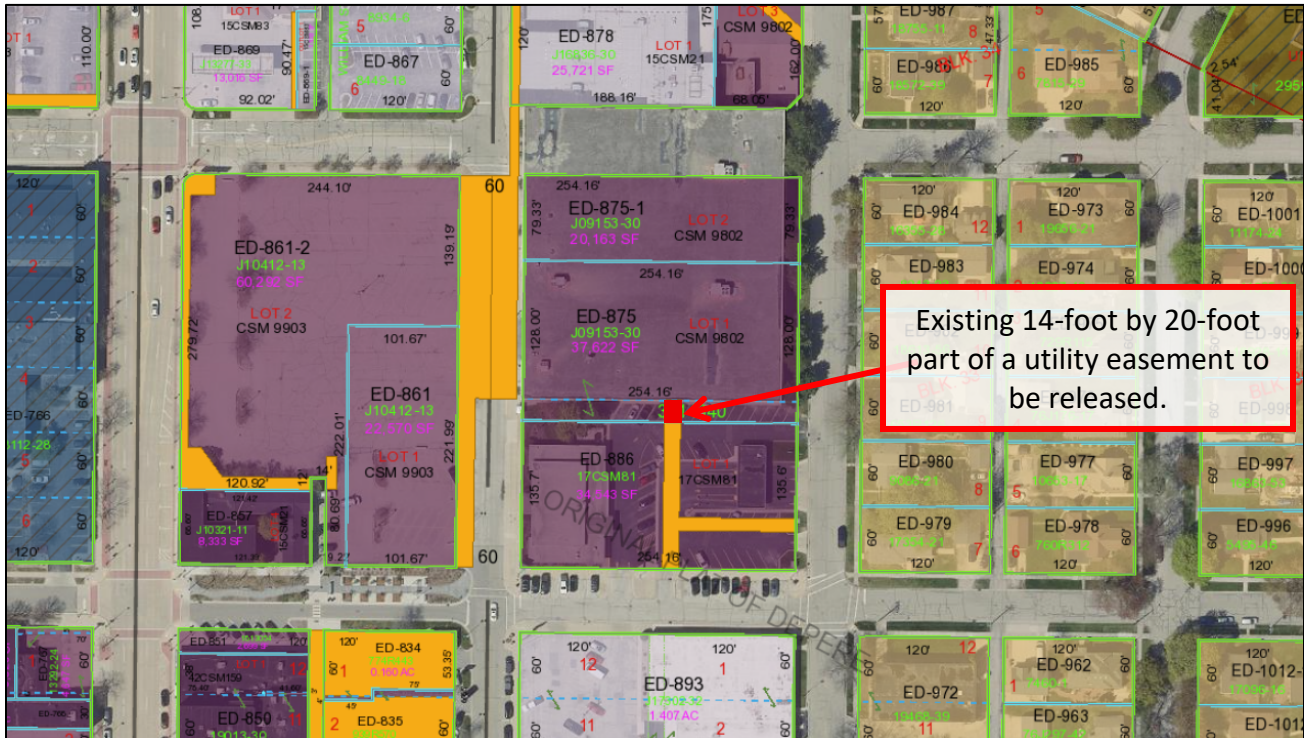
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:

PC Report, Application and Supporting Documents - 05 Feb 2026, Exhibit and Legal Description - 06 Feb 2026

Consideration and possible action on the release of a 14-foot by 20-foot part of a utility easement at the south end of 224 N Wisconsin ST (Parcel ED-875).*

SITE MAP



REQUESTED ACTION: Release of a utility easement (File ER 26-01).

Note: The utility easement is for use by the City, WPS, and Wisconsin Telephone Company (now AT&T) only.

COMMON DESCRIPTION: 224 N Wisconsin ST, southeast from the N Wisconsin ST and William ST intersection.

ZONING: MX1 (Downtown Mixed Use District).

SURROUNDING LAND USES: Developing mixed-use (MX1) to the north, south, and west. One-unit residential (R2-45) to the east.

COMPREHENSIVE PLAN: Commercial.

APPLICANT/OWNER:	<u>Applicant</u>	<u>Property Owners</u>
	City of De Pere	City of De Pere
	335 S Broadway ST	335 S Broadway ST
	De Pere, WI 54115-2593	De Pere, WI 54115-2593

LAND USE HISTORY: The site was developed for retail sales use in the 1980's and demolished in 2024.

STAFF REVIEW: Summary

The existing utility easement was created in 1986 for use by the City, WPS, and Wisconsin Telephone Company (now AT&T) only. The part that is proposed for release is on city-owned property and unused.

Details

The City of De Pere is requesting the easement release of a 14-foot by 20-foot part of a utility easement at the south end of 224 N Wisconsin ST. The purpose for the new easement is twofold:

1. The subject area is not used by any of the three above-referenced utilities that are permitted to use the easement.
2. If the easement area remains as is, the unused easement will be under a public parking garage structure that is under construction.

If the unused part of the easement is released, a proposed development can more easily occur in the area.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the release of a 14-foot by 20-foot part of a utility easement at the south end of 2224 N Wisconsin ST and forwarding the recommendation to the Common Council for a final decision. The final easement language will be subject to the final approval of the City Attorney's office.



Planning/Zoning Application

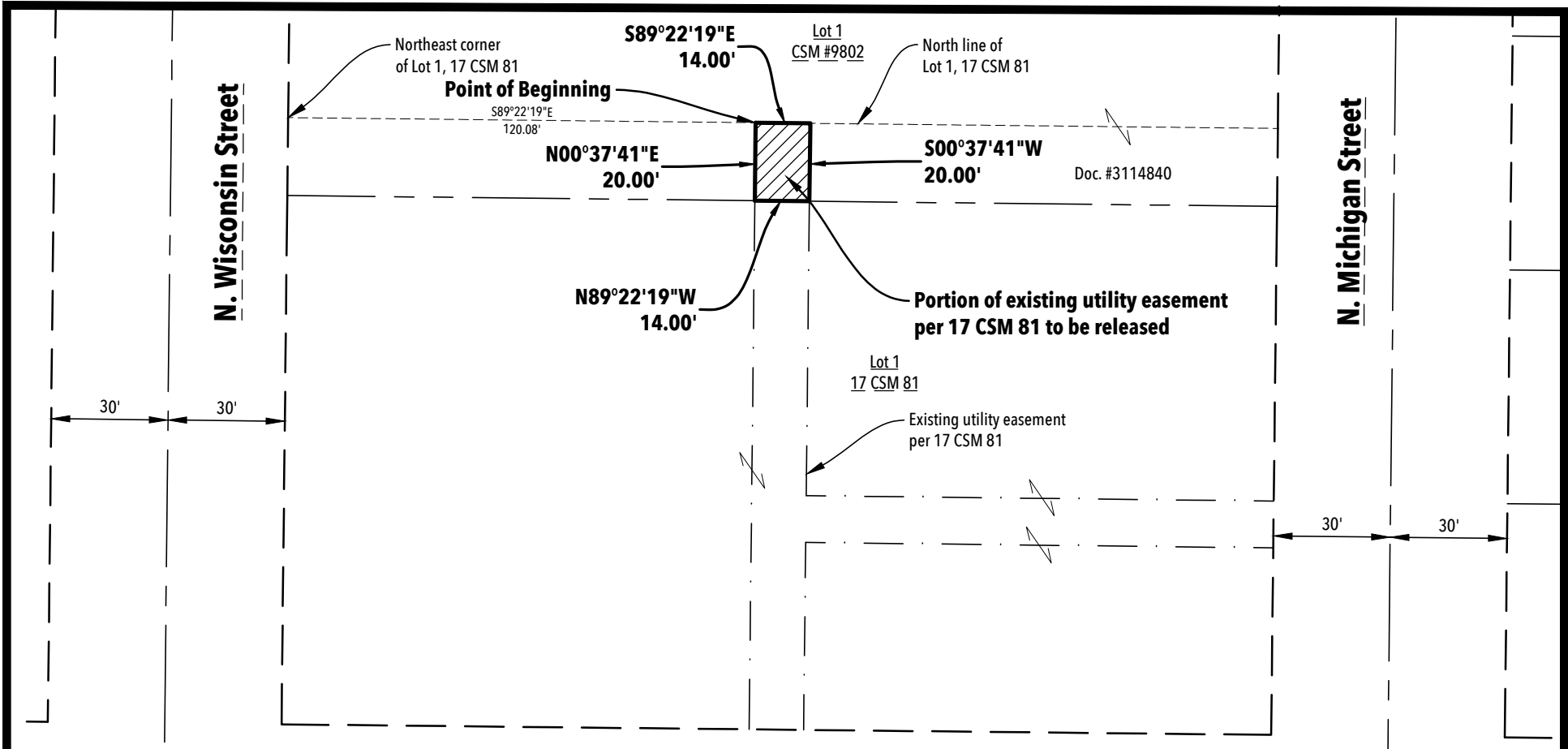
Submitted On:

Feb 5, 2026, 05:19PM EST

Planning & Zoning Department

Parcel Number: (Include ALL parcels)	ED-886, ED-875, ED-886
Nearest property address to the project site:	Street Address: 206-224 N Wisconsin ST City: De Pere State: WI Zip: 54115
Check each project type that is being applied for:	Easement
Current De Pere Zoning Districts:	MX1
Existing Site Land Uses:	Commercial
Proposed Site Land Uses:	Commercial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: City of De Pere Last Name: City of De Pere
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 335 S Broadway ST City: De Pere State: WI Zip: 54115
Property Owner's Phone Number:	██████████
Property Owner's Email Address:	████████████████████
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: Peter Last Name: Schleinz
Authorized Representative's Business Name:	City of De Pere

Authorized Representative's Address:	Street Address: 335 S Broadway ST City: De Pere State: WI Zip: 54115
Authorized Representative's Phone Number:	[REDACTED]
Authorized Representative's Email Address:	[REDACTED]
Is this project creating a new easement or releasing an existing easement?	Easement Release
Please attach an EXHIBIT MAP with the easement boundary.	Exhibit Map Sample - 05 Feb 2026.pdf
Please attach a WORD DOCUMENT with the boundary legal description and a description about why the easement change is needed.	Exhibit Map Sample - 05 Feb 2026.pdf
How do you plan on paying for your application?	City is the petitioner
Total Due:	\$375.00
Property Owner or Authorized Representative Signature	<p>First Name: Peter Last Name: Schleinz Email Address: [REDACTED]</p> <p style="text-align: center;"><i>Peter Schleinz</i></p> <p>Signed at: February 5, 2026 5:19PM America/New_York</p>
User's Session Information	216.56.64.34, Referrer URL

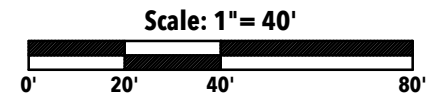


EASEMENT RELEASE LEGAL DESCRIPTION

Part of Lot 1, Volume 17 of Certified Survey Maps, Page 81, Map Number 3206, Document Number 1101810, being part of Private Claim 32, East Side of Fox River, City of De Pere, Brown County, Wisconsin more fully described as follows:

Commencing at the northwest corner of said Lot 1; thence $S89^{\circ}22'19''E$, 120.08 feet on the north line of said Lot 1 to the west line of an existing utility easement, the POINT OF BEGINNING; thence continuing $S89^{\circ}22'19''E$, 14.00 feet on said north line to the east line of said utility easement; thence $S00^{\circ}37'41''W$, 20.00 feet to the south line of lands described in Document Number 3114840; thence $N89^{\circ}22'19''W$, 14.00 feet on said south line to said west line; thence $N00^{\circ}37'41''E$, 20.00 feet on said west line to the Point of Beginning.

Said described lands contains 280 Square Feet (0.006 Acres) of land more or less.



Bearings are referenced to the Brown County Coordinate System. The north line of Lot 1, 17 CSM 81 bears $S89^{\circ}22'19''E$.



R:\0400\0404\0404511\dwg\404511_Easement Release.dwg

EXHIBIT 'A'

REL Robert E. Lee & Associates, Inc.

1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com



CITY OF DE PERE
 Development Services
 335 S. Broadway St.
 De Pere, Wisconsin 54115
 Office (920) 339-4043

Date: 2/6/2025
 REL Job #: 404511
 Exhibit Sheet 1 of 1



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Quasan Shaw, Community & Economic Development Specialist
SUBJECT: Consideration and possible action on the award of contract for Downtown Master Plan Update to SmithGroup*
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
02232026 Memo to PC - Downtown Master Plan Consultant Recommendation, SmithGroup, RDG, Studio GWA

CITY OF DE PERE MEMO



To: Plan Commission
From: Quasan Shaw, Economic Development Planner
Date: February 23, 2026

RE: **Consideration and possible action on the award of contract for Downtown Master Plan Update to SmithGroup***

Summary

The City seeks to prepare an update to the current Downtown Master Plan (Plan) previously adopted in 2011. The goal of the updated Plan is to incorporate relevant sections of the existing Downtown Master Plan, and the Cultural District Master Plan, current Comprehensive Outdoor Recreation Plan, Wayfinding Plan, Parking Study, into one document. The City believes that a large majority of the content is still applicable in the Plan, but this process should update the Plan to retain, revise, renew, or remove the vision, goals, objectives, and policies that will guide the City's decisions and will incorporate recently approved plans and studies. The process should also update the background information and demographics with the 2020 census information 2024 housing study. Furthermore, the Plan should be streamlined to a much more public-friendly and usable document. To accomplish this task, the Plan Commission recommended staff progress with a Request For Proposal (RFP) to seek a consultant team to assist City with the plan creation process.

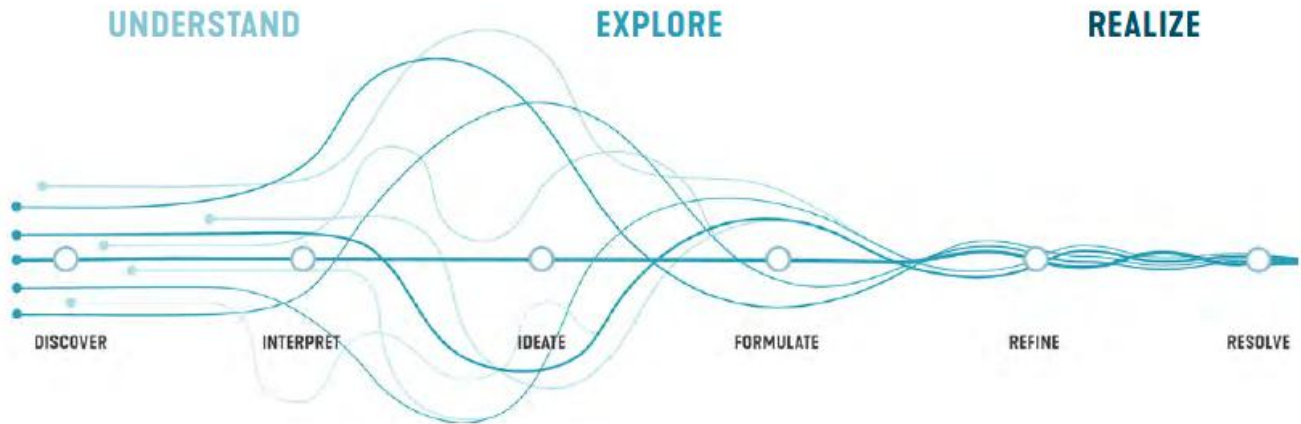
The City posted the RFP for distribution in December 2025. The City received eleven total RFP responses, and the selection committee spent early February reviewing the responses. The following individuals were members of the selection committee, Development Services Director Daniel Lindstrom, Senior Planner/Zoning Administrator Peter Schlein, Tina Quigley, Executive Director of Definitely De Pere, Brenda Busch, Citizen, Plan Commission Member and Economic Development Planner Quasan Shaw. The selection committee narrowed the proposals down to six and then rereviewed to narrow the list to the three final proposals to progress to the interview process. After interviewing the top three firms: Studio GWA, RDG, and SmithGroup, the selection committee unanimously recommends SmithGroup for the project. The selection committee believed the proposed project approach, experience with the City of De Pere, proposed engagement methods, and staffing would be the best fit for this project and the City of De Pere. Please note, SmithGroup was also the lead consultant on the Comprehensive Plan and Cultural District Master Plan. SmithGroup completed their portion of the Comprehensive Plan Update and City staff spent 2025 amending the final plan and attempting to collect additional public engagement.

Budget

The RFP identifies a maximum budget assigned to the project of \$80,000 for both plans. Respondents are requested to provide a proposed completion timeline. The City included the expenses in the 2025 TID Budgets and would be split between TIDs No. 7, 9, and 18. These items are included in the Department 2026 rollover request.

Timeline

To capitalize on momentum, SmithGroup proposes a 6-month timeline for the project that will integrate public engagement throughout the planning process. A representative timeline diagram is included below and full proposal is attached.



Staff Recommendation

Staff recommends approval of the SmithGroup for the Downtown Master Plan Update as outlined in the RFP and forward the recommendation to the Common Council for approval.

CITY OF DE PERE, WISCONSIN

DOWNTOWN MASTER PLAN

RESPONSE TO REQUEST FOR PROPOSALS

January 30, 2026

SMITHGROUP



RE: City of De Pere, Wisconsin | Downtown Master Plan

QUASAN SHAW

Economic Development Planner
City of De Pere, Wisconsin
335 S. Broadway, De Pere, WI 54115

January 30, 2026

Dear Quasan and members of the selection committee,

Thank you for the opportunity to provide a proposal to develop a new Downtown Master Plan for the City of De Pere. We are excited about the opportunity to build on our past success working with you on the Cultural District Plan and the Comprehensive Plan Update. Our previous experience makes us uniquely qualified to assist you. We've studied both sides of the downtown area and can leverage our previous experience to hit the ground running.

We offer:

- An intimate understanding of your community and strong working relationships with staff and key stakeholders.
- A deep integrated bench of practitioners that can perform all aspects of the plan in-house.
- A team with an engagement-based approach to design that is effective communication vision and values through design.

As a side note, we can also integrate the 2020 census info into the comprehensive plan update, if needed.

Our experience working in De Pere provides a great starting point, but we understand this must be a new plan that takes the best elements from previous iterations and combines them with new influences. In the past few years, the Mulva Center has opened, new developments have occurred, and the South Bridge Connector is underway. These changes create new influences and opportunities for the downtown.

We are excited about the opportunity to continue collaborating with the community and feel our collective experience makes us best suited to assist you with the project.

Following you will find our qualifications, scope, and approach. We look forward to discussing them in more detail.

Thanks,



Tom Rogers, PLA

Principal-in-Charge | Primary Contact
608.327.4402
tom.rogers@smithgroup.com

Tom Rogers is authorized to make representations on behalf of SmithGroup



TABLE OF CONTENTS

SECTION 01	
FIRM QUALIFICATIONS	4
SECTION 02	
PROJECT UNDERSTANDING	10
SECTION 03	
KEY STAFF	12
SECTION 04	
SCOPE & APPROACH	20
SECTION 05	
SCHEDULE	26
SECTION 06	
EXPERIENCE	28
SECTION 07	
COST	42

SECTION 1

FIRM QUALIFICATIONS





**FIRM OF
THE YEAR**
ENR Midwest, 2025

#29

World Architecture
Top 100, 2025

300+

Design Awards
in the Past Five Years

#8

Largest A&E Firm
BD+C, 2024

Working across a network of 20 offices, our team of 1,600 experts is committed to excellence in strategy, design, and delivery—giving rise to new and innovative processes and methodologies that are redefining the way we work and collaborate.

Founded in 1853, SmithGroup is an award-winning organization that employs research, data, advanced technologies, and design thinking to help clients solve their greatest challenges. Our specialists—from planners to architects and engineers, space programmers, system strategists and beyond—develop beautiful, sustainable, future-focused solutions for mixed-use and waterfront developments, urban environments, diverse workplaces, parks and open spaces, higher education, science and technology organizations, healthcare providers, and cultural institutions.

Our integrated practice offers depth in all disciplines serving the built and natural environment, including architecture, engineering (civil, structural, mechanical, electrical, and plumbing), landscape architecture, urban design, ecology, and planning.

SMITHGROUP FAST FACTS

OFFICE LOCATIONS

Ann Arbor, MI; Atlanta, GA; Boston, MA; Chicago, IL; Cleveland, OH; Dallas, TX; Denver, CO; Detroit, MI; Houston, TX; Los Angeles, CA; Madison, WI; Milwaukee, WI; Philadelphia, PA; Phoenix, AZ; Pittsburgh, PA; Portland, OR; Sacramento, CA; San Diego, CA; San Francisco, CA; Washington, DC

SERVICE OFFERINGS

Architecture; Acoustics; Building Enclosure Consulting; Campus Planning; Civil Engineering; Coastal Engineering; Energy & Environmental Modeling; Facility Condition Assessment; Fire Protection & Life Safety Engineering; Historic Preservation; Information, Communications & Technology (ICT); Interiors; Lab Planning; Landscape Architecture; Lighting Design; Medical Planning; MEP Engineering; Programming; Strategy; Space Utilization; Structural Engineering; Sustainable Design; Urban Design & Planning

OUR VALUES



EQUITY

We believe in creating a design culture grounded in empathy, dignity, and excellence. We strive to minimize barriers in how we work and live to maximize our collective potential for success.



SUSTAINABILITY

We design to create a healthy and prosperous future for our clients and communities. As stewards of future generations, our work seems to balance the needs of thriving society, economy, and environment.



COMMUNITY

We are leaders where we live and work. We share our energy, our time, and our knowledge to advance our clients and professions.



PASSION

Our uniting passion for design excellence drives us to solve complex, meaningful problems for our clients.



CURIOSITY

Our eyes and minds are always open. We relentlessly explore, test, and learn in order to innovate and solve emerging challenges of our clients and our world.



INTEGRITY

Trust is the foundation of all great design solutions. The only way to serve our clients and one another is with bedrock integrity.

LINKING OUR VALUES & YOURS

Since the adoption of the last comprehensive plan, the City of De Pere is faced with different trends that affect all their major systems: land use and housing, economy and businesses, transportation and mobility, and public services. This pressure is coinciding with a period of rapid demographic, technological, and sometimes uncertain change: aging baby boomers, millennials seeking different lifestyles, evolving transportation needs and technology, new forms of workplaces, affordability concerns, and a changing natural environment.

Consequently, how we respond to these changes and pressures is critical—as it relates directly to the health, equity, vibrancy, diversity, and integrity of the community. Being able to make informed decisions about the future requires a thorough consideration of our values—both for guiding the planning process itself and for shaping effective recommendations.

While fully developing a shared set of community's values is an integral part of the planning process, there are important values to highlight, in addition to our SmithGroup values listed above, which will guide the process itself:

Transparency: A clear process that is open and understandable to all.

Authenticity: Be true to the character and integrity of the De Pere community and its evolving heritage.

We will build on the steering committee's direction to lead the community through a shared values framework to understand:

1. **Evaluate:** Where are we?
2. **Brainstorm:** Where do we want to be?
3. **Prioritize:** What's most important?

We look forward to evaluating your existing plans and engaging the community in calibrating the goals for this plan update and crafting a consensus-based, implementable vision for the West Downtown.

CROSS MARKET INTEGRATION DRIVES INNOVATION



URBAN ENVIRONMENTS



CULTURAL



MIXED-USE



PARKS & OPEN SPACES



WATERFRONTS



HOSPITALITY & RESORTS



RESIDENTIAL



SCIENCE & TECHNOLOGY



SENIOR LIVING



HIGHER EDUCATION



HEALTH



WORKPLACE

ENGAGING THE COMMUNITY

OUR APPROACH

We feel—and our experiences have demonstrated—the most successful engagement happens when you meet people where they are. Our process is designed to deliberately engage a variety of community groups in diverse and accessible ways.

Our engagement process is rooted in empathy, dignity, and respect of the diverse spectrum of stakeholders who will advance the plan’s vision and outcomes. The planning process best serves the community when it empowers citizens to become part of the decision-making process, and as facilitators we’re able to provide safe and protected spaces for all voices to be heard. Our engagement process is crafted around several key principles which include:

CO-DESIGN

We believe the strength of this plan will be in creating it hand-in-hand with community members. We will work with the City of De Pere staff to ensure community members are not only brought into the process and decision-making through several key engagement pushes, but also through several key networks.

EMPOWER

We will empower community members to help make design decisions through interactive engagement activities and by sharing out to them how their feedback shapes the plan. This will also help the City of De Pere grow their network of champions to help with implementation beyond the plan’s completion.

KEEP IT FUN

The best way to build momentum and enthusiasm for the plan and the process is to keep it fun. While we will make space and times for deep, meaningful conversations, we also plan to use tools like cards, coloring pages, games, and interactive activities to ensure people are excited to be a part of the planning process.





ENERGIZE DOWNTOWN ERIE PUBLIC SPACE PLAN



GORDON PARK SOUTH SITE PLANNING & DESIGN

MEET PEOPLE WHERE THEY ARE

People lead busy lives, so we try to meet them where they are. Not only will we have virtual options to expand our reach, but we also plan for materials to easily be used at both dedicated project events, and for pop-ups at other community events. Throughout the process, we'll track demographic information to see if we have any gaps and create targeted solutions to reach community members we aren't commonly hearing from. When dedicated events are created, scheduling them during lunch hours and after work will ensure we capture as many people as possible. Our team will also make use of the City of De Pere's existing resources, such as its email list, to reach community members.

KEEP IT FRESH

Our team plans to deploy a variety of tools throughout the process to keep it feeling new, ensuring people don't get bored or fatigued of the process as we navigate throughout the year. This will include, but is not limited to, the following:

- In-Person meetings
- Hybrid meetings
- Virtual engagement
- Project page hosted on the Infinite Erie website
- Social media posts
- Surveys
- Interactive maps
- Pop-ups

ENGAGEMENT

Engagement activities are woven throughout the Project Approach (Section 4). While we have recommended a specific approach and engagement with particular groups throughout the process, we look forward to tailoring the engagement strategy with the City of De Pere staff at the onset of the process by co-authoring the Community Engagement Plan. All engagement events, survey results, and feedback collected will be carefully catalogued and will culminate in an Engagement Summary that will serve as an appendix to the plan.



CITY OF ANN ARBOR COMPREHENSIVE PLAN

SECTION 2

PROJECT UNDERSTANDING

Raymour & Flanigan
Furniture and
Delivery

FROM VISION TO REALITY | BROADWAY FILLMORE NEIGHBORHOOD PLAN

SmithGroup engaged with community members in Broadway Fillmore to create a shared vision for the neighborhood and the iconic Buffalo Central Terminal. This set the foundation for over \$60 million in funds gained to revitalize the historic structure and invest in the neighborhood.



UNDERSTANDING YOUR NEEDS

The City of De Pere has created a downtown master plan and cultural district master plan through previous studies. Since these plans were developed, the Mulva Center was constructed and additional plans and studies have occurred. Portions of these plans still apply. The City seeks a single plan for the downtown that refines the important aspects of previous studies, incorporates new information, and consolidates the vision in a unifying document that is clear, concise, and public-friendly. The Downtown Plan should be developed through an engagement-based process so the vision reflects the goals the community, encouraging collaboration and connection.

The City of De Pere has talented, capable staff who will collaborate with the design team, participate in meetings, coordinate and advertise attendance, and provide input along the way to help shape the preferred outcomes.

We are committed to being a true partner: one that listens deeply, collaborates openly, and works alongside you to craft a plan that is both visionary and implementable.

We will guide this effort through three interconnected tasks. In Task 1: Understand, we immerse ourselves in the community's story, uncovering the ideas, patterns, and priorities that form the foundation of the plan. Through Task 2: Explore, we will work closely with you to test possibilities, refine alternatives, and build consensus around what is most feasible and meaningful. Finally, in Task 3: Realize, we will translate shared direction into a clear, actionable roadmap that supports near-term decisions and long-term aspirations. Through this process, we also will identify opportunities to strengthen and update your Comprehensive Plan for adoption, ensuring alignment across all planning efforts. Our goal is simple: to assist De Pere's stakeholders in creating a plan for its highest success both now and well into the future.

SECTION 3

KEY STAFF



ORGANIZATION CHART

We offer a team that provides familiarity, national expertise, and an an influence of new expertise. The this balanced team will be able to hit the ground running, with the ability to challenge assumptions, grounded in an understanding of the community, and supported by broad-based insight to downtown development.



PRINCIPAL-IN-CHARGE

TOM ROGERS

PLA



Tom's expertise lies in creating distinct and memorable spaces for people. His experience includes a broad cross section of project types from small urban areas to community and neighborhood redevelopment. He is adept at working with multiple disciplines and stakeholders to develop beautiful and sustainable solutions that embrace the values of a community to create powerful opportunities for positive growth.

DE PERE 2040 COMPREHENSIVE PLAN UPDATE AND WEST DOWNTOWN VISION PLAN

De Pere, Wisconsin.

DE PERE CULTURAL DISTRICT MASTER PLAN

De Pere, Wisconsin.

CITY OF APPLETON, WISCONSIN, COMPREHENSIVE PLAN UPDATE

Appleton, Wisconsin.

KENOSHA INNOVATION DISTRICT

Kenosha, Wisconsin.

CITY OF PORTAGE DOWNTOWN MASTER PLAN

Portage, Indiana.

EAST MOLINE DOWNTOWN STREETScape & RIVERFRONT MASTER PLAN VISION

East Moline, Illinois.

BURLINGTON DOWNTOWN AND RIVERFRONT PLANNING

Burlington, Iowa.

13TH STREET CORRIDOR PLANNING

Milwaukee, Wisconsin.

GREEN BAY BOTANICAL GARDEN MASTER PLAN

Green Bay, Wisconsin.

CITY OF CLINTON, RIVERFRONT DEVELOPMENT STUDY

Clinton, Iowa.

LA PORTE CLEAR LAKE SUB AREA PLAN

La Porte, Indiana.

EDUCATION

Bachelor of Science in Landscape Architecture,
University of Wisconsin-Madison

REGISTRATIONS

Professional Landscape Architect:
Colorado
Iowa
Wisconsin

MAUSHARIE VALENTINE-KERBS

AIA, NCARB



Mausharie is an accomplished and creative architect and urban designer with diverse experience in urban planning, community revitalization, and resilient design. She is dedicated to neighborhood placemaking that fosters livable, equitable, and innovative urban environments. She is adept at facilitating communication among teams, driving successful community engagement processes, and fosters a culture of trust on all her projects.

CITY OF APPLETON, WISCONSIN, COMPREHENSIVE PLAN UPDATE

Appleton, Wisconsin.

CITY OF DANVILLE, CITY-WIDE COMPREHENSIVE PLAN

Danville, Virginia.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC) REDEVELOPMENT READY COMMUNITIES PROGRAM

Various Locations, Michigan.

MEDC TALENT PARTNERSHIP GRANT ASSISTANCE

Ann Arbor, Michigan.

CITY OF DETROIT, MASTER PLAN

Detroit, Michigan

CITY OF DETROIT, EQUITY AND RESILIENCY INTEGRATION PLAN

Detroit, Michigan

CITY OF CLINTON, RIVERFRONT DEVELOPMENT STUDY

Clinton, Iowa.

ROCHESTER DESTINATION MEDICAL CENTER MASTER PLAN UPDATE

Rochester, Minnesota.

EDUCATION

Master of Architecture, Urban Design & Campus Planning, Andrews University

Bachelor of Science in Architecture, Andrews University

REGISTRATIONS

Registered Architect:
Michigan

National Council of Architectural
Registration Boards Certified (NCARB)

PROFESSIONAL AFFILIATIONS

American Institute of
Architects (AIA)

Michigan Association of Planning

KATHLEEN DUFFY

AICP



Kathleen specializes in urban design and planning. She has a wide variety of planning and zoning experience ranging from small villages to capital cities, from rural townships to urban centers. She is an expert on land use, character and placemaking projects, and excels in redevelopment and economic development strategies for corridors, downtowns, and districts linking land use to transportation. Her creative problem solving, unique design skills, and big picture thinking allow her to effectively and efficiently implement engagement strategies that are inclusive and ultimately result in an implementable plan.

DE PERE 2040 COMPREHENSIVE PLAN UPDATE AND WEST DOWNTOWN VISION PLAN

De Pere, Wisconsin.

CITY OF APPLETON, WISCONSIN, COMPREHENSIVE PLAN UPDATE

Appleton, Wisconsin.

KENOSHA INNOVATION DISTRICT

Kenosha, Wisconsin.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC) REDEVELOPMENT READY COMMUNITIES PROGRAM

Various Locations, Michigan.

MEDC TALENT PARTNERSHIP GRANT ASSISTANCE

Ann Arbor, Michigan.

LA PORTE CLEAR LAKE SUB AREA PLAN

La Porte, Indiana.

DOWNTOWN VISION PLAN

Muskegon Heights, Michigan.

SOUTHTOWN CORRIDOR IMPROVEMENT DISTRICT PLAN

Grand Rapids, Michigan.

MAHOMET DOWNTOWN PLAN AND FORM-BASED CODE

Mahomet, Illinois.

EDUCATION

Master of Urban & Regional Planning,
University of Illinois

Bachelor of Science in Architecture,
University of Michigan

Urban Land Institute,
Larson Center for Leadership

REGISTRATIONS

American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

Urban Land Institute

Form-Based Code Institute

National Charrette Institute

ULI Michigan's Housing and Community
Development Local Product Council,
Member

SENIOR URBAN DESIGNER

DAN KINKEAD

AIA, NCARB



As a design architect, urban designer and director of SmithGroup's national urban design market, Dan brings 27 years of experience in urban design, adaptive reuse, and mixed-use development. His work integrates intuitive creativity and analytical methods to yield transformative impacts for clients, stakeholders, and cities across the globe. From strategic plans to the design and implementation of mixed-use, hospitality, adaptive reuse, and institutional projects, Dan works closely with his clients to ensure outcomes that are as enduring as they are beautiful. Dan has served as an advisory member for the U.S. State Department's submission to the 2016 Venice Biennale, and was a chapter author for the book *Post-Industrial Cities: Lessons from North America and Europe*, published by Carnegie Mellon and Routledge, UK (2016).

EDUCATION

Master of Architecture in Urban Design, with distinction, Harvard University

Bachelor of Architecture
University of Kentucky

REGISTRATIONS

Registered Architect:
Michigan

National Council of Architectural
Registration Boards Certified (NCARB)

PROFESSIONAL AFFILIATIONS

American Institute of Architects
(AIA), Michigan

American Institute of Architects
(AIA), Detroit

Van Alen Institute, New York

Architectural League of New York

Council on Open Building, Urban
Land Institute

ANN ARBOR SOUTHTOWN MIXED-USE DEVELOPMENT PLANNING & DESIGN

Ann Arbor, Michigan.

CITY OF DETROIT, MASTER PLAN

Detroit, Michigan.

CITY OF DETROIT, CAMPAU BANGLATOWN NEIGHBORHOOD PLANNING

Detroit Michigan.

MEDC TALENT PARTNERSHIP GRANT ASSISTANCE

Ann Arbor, Michigan.

CITY OF LANSING, DESIGN LANSING COMPREHENSIVE PLAN

Lansing, Michigan.

CITY OF ANN ARBOR, 415 W. WASHINGTON PUBLIC ENGAGEMENT & CONCEPT DEVELOPMENT

Ann Arbor, Michigan.

BUFFALO CENTRAL TERMINAL ADAPTIVE REUSE & MASTER PLAN

Buffalo, New York.

OAKLAND NEIGHBORHOOD INNOVATION DISTRICT

Pittsburgh, Pennsylvania.

CITY OF PORTAGE DOWNTOWN MASTER PLAN

Portage, Indiana.

URBAN DESIGNER

JAKE JENKINS

PLA, ASLA, LEED GA



Jake has a range of professional experience working on projects ranging from greenways, waterfronts, and campuses to complex spatial studies and ecological analysis. His design approach focuses on a technical exploration of site and context, unearthing parameters to develop design, and investigating innovative techniques for project delivery. His work is focused on data driven landscape design using computational techniques to develop adaptive and responsive designs. He is a team captain in the computational design practice at SmithGroup, leading efforts for integration of parametric modeling and visualization of big data into our practice.

DE PERE 2040 COMPREHENSIVE PLAN UPDATE AND WEST DOWNTOWN VISION PLAN

De Pere, Wisconsin.

DE PERE CULTURAL DISTRICT MASTER PLAN

De Pere, Wisconsin.

CITY OF APPLETON, WISCONSIN, COMPREHENSIVE PLAN UPDATE

Appleton, Wisconsin.

KENOSHA INNOVATION DISTRICT

Kenosha, Wisconsin.

LA PORTE CLEAR LAKE SUB AREA PLAN

La Porte, Indiana.

MDOT M-5 STREETScape REHABILITATION

Detroit, Michigan.

BURLINGTON DOWNTOWN AND RIVERFRONT PLANNING

Burlington, Iowa.

CITY OF PORTAGE DOWNTOWN MASTER PLAN

Portage, Indiana.

13TH STREET CORRIDOR PLANNING

Milwaukee, Wisconsin.

EDUCATION

Master of Landscape Architecture, with Honors, Kansas State University

Bachelor of Science in Community and Regional Planning, Minor in Sociology, Iowa State University

REGISTRATIONS

Landscape Architect:
Wisconsin

LEED Green Associate

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects

ECONOMIC DEVELOPMENT SPECIALIST

MICHELLE JOHNSON



Michelle has over 20 years of experience in comprehensive planning, economic development, and waterfront planning and redevelopment. Her extensive portfolio in commercial, housing, office, and industrial market analyses and assessments, highest and best use analyses, Tax Increment Financing (TIF) analyses and projections, retail gap and leakage analysis, development strategies and forecasting, development proformas and travel time analysis will serve as a driver not only for the components of the De Pere Downtown Master Plan, but the ongoing goals of the City. Michelle's previous experience with the Northeast Ohio Areawide Coordinating Agency (NOACA), the Cleveland/Northeast Ohio Metropolitan Planning Organization (MPO), has given her deep knowledge of federal and state funding processes, grant administration, and grant writing and reporting. She has been successful in securing over \$100M in grant funding for her Clients.

CITY OF APPLETON COMPREHENSIVE PLAN UPDATE, HOUSING ASSESSMENT & MARKET ANALYSIS

Appleton, Wisconsin.

KENOSHA INNOVATION DISTRICT, EDA GRANT ADMINISTRATOR

Kenosha, Wisconsin.

SR 204 HIGHWAY TO BOULEVARD PLANNING STUDY, MARKET ANALYSIS & ECONOMIC IMPACT ASSESSMENT, CALIFORNIA HIGH-SPEED RAIL AUTHORITY

Bakersfield, California.

HERMITAGE CITY-WIDE AND LINDENPOINTE NEIGHBORHOOD HOUSING ASSESSMENT AND MARKET ANALYSIS

Hermitage, Pennsylvania.

TOWNSHIP OF GROSSE ILE, MASTER PLAN, MARKET ANALYSIS & FUTURE ECONOMIC IMPACT STUDY

Grosse Ile, Michigan.

SYLVANIA DOWNTOWN MASTER PLAN, MARKET ANALYSIS & TIF ANALYSIS*

Sylvania, Ohio.

**Experience prior to SmithGroup*

EDUCATION

Master of Urban Planning, Design and Development,
Cleveland State University

Bachelor of Arts, Urban and Regional Planning, Minor, Landscape Architecture, Miami University

PROFESSIONAL AFFILIATIONS

Cleveland Leadership Academy,
20th Class, Fellow

Board Member, Conservancy for Cuyahoga Valley National Park

American Planning Assoc., Cleveland Chapter, Member, Executive Board Member 2021 - Present

Board Member, Trust for Public Land, Ohio, 2024 - Present

Member, International Council of Shopping Centers

SECTION 4

SCOPE & APPROACH



APPROACH

Our approach is grounded in authentic, people-centered design and the belief that a Downtown Master Plan should reflect the lived experiences and aspirations of the entire De Pere community. Every resident, business owner, institution, and stakeholder holds a piece of the story that shapes what the downtown can become. Our role is to bring those voices together through a transparent, inclusive, and accessible process that turns data into dialogue and dialogue into shared direction.

Our team begins with listening- creating space for people to articulate their values, needs, and ideas. These insights help us build shared language, identify areas of alignment, and define measurable outcomes that guide decision making. Storytelling is a core tool in this process: it bridges perspectives, elevates lived experiences, and surfaces what matters most to the community. **Our facilitation-forward approach is intentionally personal and participatory, with feedback loops designed to engage a range of communication and learning styles.**

We also prioritize intentional collaboration with City staff through a co-leadership model that integrates their knowledge and community relationships into the process through strategic methods. By centering trust, clarity, and shared authorship, we aim to co-create a vision for Downtown De Pere that the entire community can recognize as its own.

Our process is structured around five interconnected parts:

1. STEERING COMMITTEE ENGAGEMENT

The Steering Committee, appointed by City staff, plays a central role in shaping the plan. Its purpose is to guide the planning process, review and refine materials, provide community insights, and ultimately make a recommendation to the Plan Commission and the Common Council prior to adoption of the Downtown Master Plan.

We propose a clear, predictable meeting rhythm that supports this role:

- Kickoff orientation and visioning session
- Pre-charrette working session
- Post-charrette concept review
- Draft Plan review and refinement
- Final Plan recommendation meeting

Each session – a mix of in-person, hybrid, and virtual attendance – will be structured, interactive, outcome-oriented, and build trust through clear communication channels supported by briefing packets, summary memos, and visual materials to aid discussion and decision-making.

2. STAKEHOLDER FOCUS GROUP ENGAGEMENT

De Pere’s downtown is shaped by many voices, a broad range of sectors that must be represented which will help surface local priorities, identify opportunities and constraints, and test early assumptions before the charrette tasks take place. Hybrid meeting options will be offered to maximize accessibility for participants’ busy schedules.

To ensure robust representation, with guidance from City Staff, we will organize stakeholder engagement around thematic six focus areas. These may include:

- Business and property owners
- Arts, culture, and entertainment partners (including Mulva Cultural Center) and Riverfront and public realm advocates
- Mobility and multimodal transportation stakeholders (e.g., WISDOT)
- Development community and real estate professionals
- Institutional partners (e.g., St. Norbert College)

3. PUBLIC ENGAGEMENT

As part of translating community input into meaningful dialogue that supports effective decision making, we have structured a clear series of broad public engagement touchpoints at key moments in the process. Engagement will take multiple forms through interactive open houses and an open design studio, each designed with the distinct purpose of listening, co-creating, and validating ideas as the plan evolves. Open houses will be especially engaging, featuring thoughtfully crafted, hands-on activities that invite participants into dynamic conversations with the design team.

As the project moves from capturing the broad vision to concept development and plan refinement, community members will be able to observe progress, respond to emerging ideas, and provide real time feedback. This collaborative approach ensures that local voices meaningfully shape the Downtown Master Plan throughout every phase of the work.

City staff will co-lead events, as appropriate, and will support logistics and promotions, while our team leads facilitation, content development, and materials preparation, consistent with the City's stated expectations.

4. COMMUNICATION STRATEGY

We will partner with City staff to leverage digital tools and platforms throughout the engagement process to compliment interactions and invite participation, keeping the community informed throughout the process. These tools expand participation, reaching residents who cannot or would not typically attend events in person and may include:

- Digital versions of engagement boards and draft documents to be posted by City staff on their website and social media platforms.
- Recommendations for social media event promotion and outreach, supported by City staff and graphic designers.
- A community survey (optional add service).

5. DOCUMENTATION & TRANSPARENCY

Throughout the project, we will prepare clear, visually accessible engagement summaries that synthesize what we heard at each stage and show how community input shaped the plan. This approach ensures transparency and builds community trust throughout the planning process.

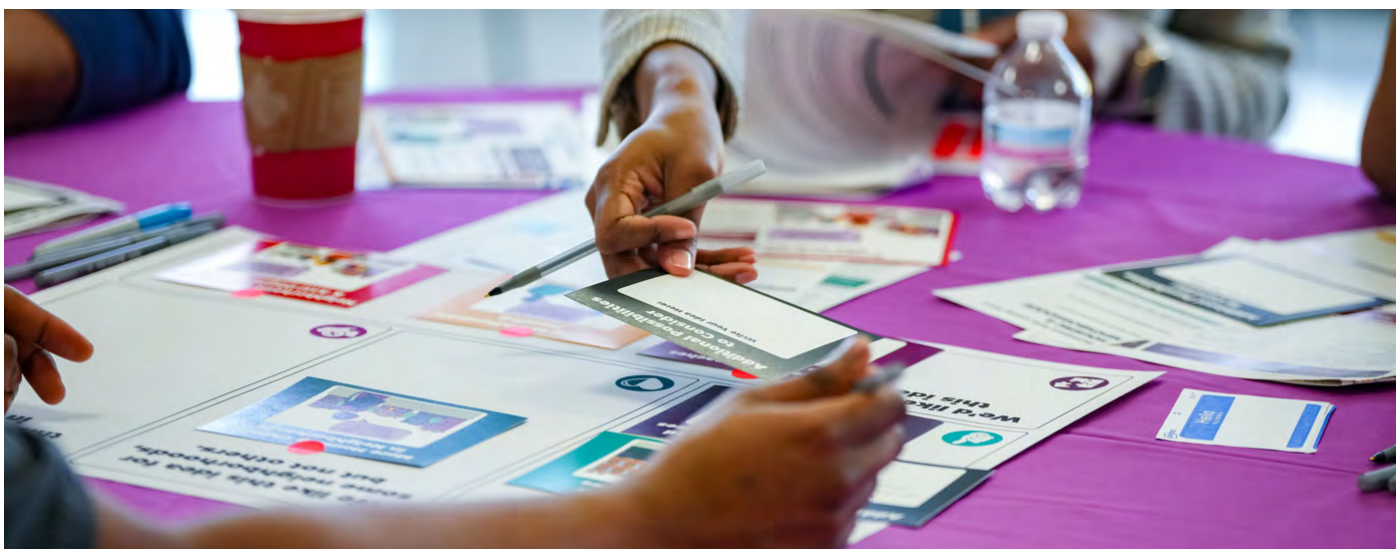
Each summary will include:

- Key themes and findings
- Visual highlights
- Quantitative and qualitative input
- How feedback influenced design decisions and recommendations

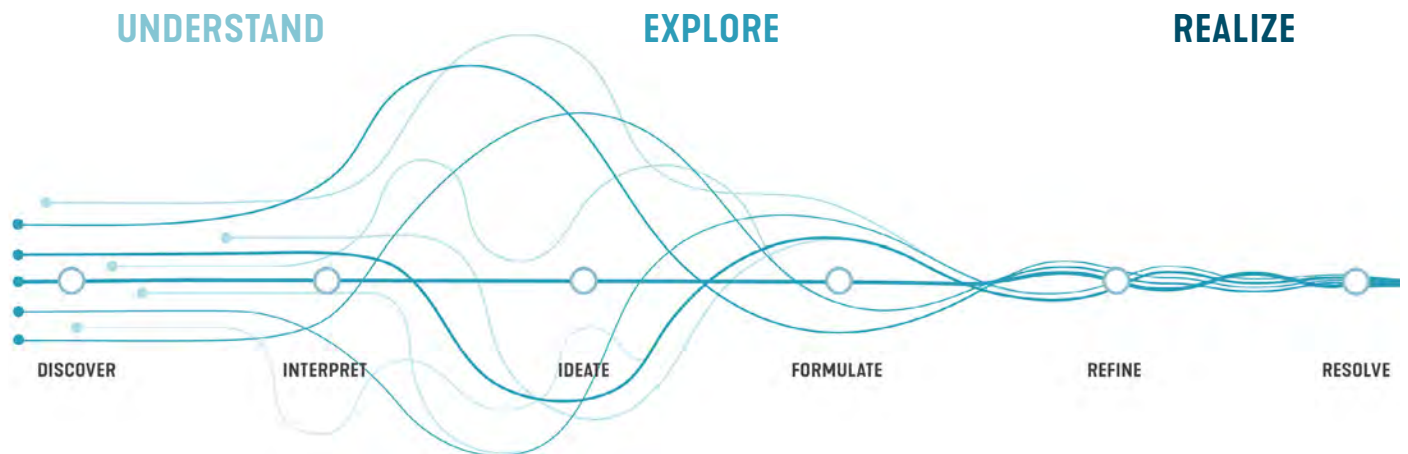
IMPLEMENTATION

A strong plan relies on clear, actionable strategies for success that are easily accessible to the public. What we will develop together will elevate practical recommendations that outline regulatory recommendations, incentive tools, programming opportunities, and operational considerations. This strategy will help the City prioritize investments, coordinate partnerships, and take confident action toward realizing the vision. The recommendations will be clearly structured to support both near-term wins and long-term transformation.

As we complete the Downtown Master Plan, we will identify opportunities to integrate this work into future updates of the City's Comprehensive Plan. Aligning these efforts ensures consistency across policy, land use, economic development, and urban design frameworks—positioning De Pere for coordinated long-term success.



SCOPE



TASK 1: UNDERSTAND

To ensure this plan builds on the strongest elements of previous efforts while moving De Pere forward, we will evaluate the 2011 Downtown Master Plan and the 2018 Cultural District Plan to determine which components should be retained, updated, or retired. This review, paired with updated 2020 census data and current development patterns, will provide a clear foundation for crafting a modernized, unified Downtown Master Plan that reflects both continuity and change.

1.1 - Kickoff (Virtual) with Project Management team

- Discuss available documents and key considerations
- Identify key stakeholders and steering committee
- Review a project process roadmap, schedule and timeline
- Discuss overall goals, approach and potential challenges to navigate

1.2 - Due Diligence and Background Research

- Review guiding documents
- Conduct desktop analysis of property inventory, business mix, utilities
- Create project basemaps for study area
- Conduct preliminary economic analysis

1.3 - Steering Committee Kickoff and Immersion Tour (Trip #1)

- Review desktop analysis work session with staff
- Steering Committee Meeting Brunch
- (5) Core Focus Group Meetings (hybrid)
- Open House #1: Listening and Discovery
- Site Immersion Tour and Assessment
- Summary overview with Steering Committee Lunch

Add Service

- Public Survey (\$5,000)
- Council Presentation (\$2,200)

Deliverables & Meetings

- Demographics, Initial Conditions, and Site Assessment Presentation
- Engagement Feedback Summary
- Public Survey Results (Add service)
- Council Presentation Materials (Add service)



TASK 2: EXPLORE

This task builds on the foundation established in Task 1: Understand by translating insights into ideas and opportunities for Downtown De Pere. Through a collaborative and iterative process, we will work alongside the City and community to test concepts, explore alternatives, and evaluate tradeoffs using design as a tool for visualization and dialogue. Anchored by a focused charrette, this task examines downtown’s key areas, public spaces, and connections to ensure emerging concepts are grounded in community priorities, market realities, and longterm feasibility before advancing into a refined framework for implementation.

2.1 - Charrette Preparation

- Prepare preliminary content
- Virtual review session with staff
- Economic Overview: Using Placer.ai and ESRI data, we will provide daytime population, out-of-market visitors, and inbound commuter visits for annual visits as well as when school is in session.

2.2 - Design Charrette (Trip #2)

- Day 1: Objectives and Initial Outcomes
 - Steering Committee Charrette Kickoff
 - Charrette Concept Development

- Public spaces, open space and landscaping, riverfront conditions and opportunities
- Public space concepts Street- and Area-Specific Exploration
- Mobility and connectivity
- Design Intent and Development Form
- Public art and cultural identity
- Business Mix & Economic Synergy
- Design intent / possible design guidelines that directs public art
- Day 2: Refining Concepts and Presenting Options
 - Open House: Present feedback from first open house and preliminary concepts
 - Refine and review public feedback with Steering Committee

Deliverables & Meetings

- Charrette and Mapping Materials
- Draft Concept Visuals
- Open House #2 Summary
- Engagement Summary
- Updated Design Recommendations

Add Service

Snapshot Demand and City Leakage Analysis

To better understand consumer spending patterns and growth in the study area, we will evaluate retail performance at the site. This will include:

- **City-Wide Leakage Analysis (\$5,500)**
This analysis by sector to identify potential opportunities for growth, as well as an understanding of where and how far people are leaving the City to do their retail shopping.
- **Retail/Commercial/Restaurant Snapshot Demand Analysis (\$5,500)**
This includes the type of retail establishment, square footage that is in demand per retail type, and translation of how many new establishments per retail type that are supported.
- **Retail Typology Analysis (\$3,600)**
If new retail is not currently in demand, we will work with the City to develop a list of desirable retail establishments and provide the necessary annual foot traffic needed to support those retail typologies.

This compilation of this data will set the framework for a comprehensive list of businesses and land uses that fit economically with the redevelopment plan, and with the design intent and massing recommendations, will set the vision for cultural synergy in Downtown De Pere.

TASK 3: REALIZE

In this task, we translate community input and design exploration into a clear, implementable Downtown Master Plan. This includes developing subarea plans organized by district or zone; public space and streetscape concepts; design intent and potential material guidelines; building height and massing recommendations; and guidance on land uses and business types that support economic vitality and cultural synergy. These components work together to create a cohesive, forward-looking blueprint for downtown.

3.1 Downtown Master Plan

- **Develop Draft Overall Plan:** synthesize analysis, engagement input, and design exploration into a cohesive Draft Downtown Master Plan that clearly articulates the vision, guiding principles, and recommended directions.



- **Economic Analysis:** complete a high level, district-wide economic analysis to inform land use strategies, development potential, and implementation priorities.
- **Implementation Recommendations:** develop actionable implementation recommendations that identify policy, regulatory, investment, and programming strategies to support successful realization of the plan.
- **Steering Committee Review (Virtual):** review the Draft Downtown Master Plan with the Steering Committee to gather feedback, confirm alignment, and identify refinements prior to finalization.
- **Final Plan:** finalize the Downtown Master Plan integrating the feedback received, with refined recommendations.
- **Revise and submit plan for adoption:** revise the plan and submit the final Downtown Master Plan for review and adoption by the Plan Commission and Common Council.

Deliverables & Meetings










- Final Downtown Master Plan: Economic Analysis, Implementation Recommendations, and Engagement Summary
- Comprehensive Plan Implementation Recommendations (Add Service)
- Policy Integration Checklist (Add Service)

SECTION 5






SCHEDULE



PROPOSED SCHEDULE

		MONTHS					
		1	2	3	4	5	6
TASK 1: UNDERSTAND							
1.1	Kickoff (Virtual) with Project Management Team						
1.2	Due Diligence and Background Research						
1.3	Steering Committee Kick-Off & Immersion Tour (Trip #1)						
TASK 2: EXPLORE							
2.1	Charrette Prep						
2.2	Design Charrette (Trip #2)						
	Coordination with Management Team						
TASK 3: REALIZE							
3.1	Downtown Master Plan						
	Coordination with Management Team						

KEY

-  Coordination Meeting
-  Stakeholder Session
-  Public Meeting
-  Steering Committee
-  Key Deliverable

SECTION 6

EXPERIENCE



WE BRING EXPERTISE IN...

NEIGHBORHOOD PLANNING

Our work is based on an understanding and deep appreciation for community context. We analyze existing conditions and rapidly iterate future opportunities, including the physical form and relationship of buildings, streets, and open spaces in the context of historical patterns, existing situations, and future needs. We improve cities through design guidelines, development projects, and refined details that strengthen and identify values and give a unique sense of place.



WATERFRONT PLANNING

From small scale interventions to regional resilience plans, SmithGroup designs across scales to protect and enhance the communities in which we live, work and play. Our work includes waterfront stabilization and development, environmental habitat restoration, parks, greenways and trails.



MOBILITY

SmithGroup is a leader in the design of mobility systems that reflect and sustain land use, social activity, movement, outdoor dining and shopping, and community identity. Street design must accommodate multi-modal users of all ages and abilities and be flexible enough to adapt to evolving mixes of land use and activity.



REDEVELOPMENT & REVITALIZATION

Urban developments depend on collaborative networks for success –forging local partnerships and building community coalitions, drawing on multiple funding sources, and securing agency support and regulatory approvals. As a multi-disciplinary firm, we do everything from long-range planning to zoning ordinance amendments and detailed construction drawings. Our understanding of the challenges that come after the plan informs our designs to help speed up the implementation of redevelopment opportunities.



COALITION BUILDING

Our team is built on the philosophy that equitable public engagement has the power to shape the design of our communities. We listen first—gathering information and diverse stakeholder perspectives. Then, we help shape a shared vision for future priorities and outcomes. The result is a plan that authentically reflects your community and connects your aspirations and assets with genuine opportunities.

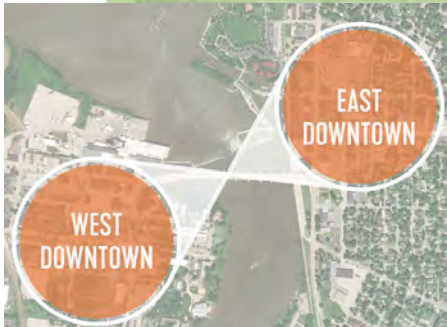
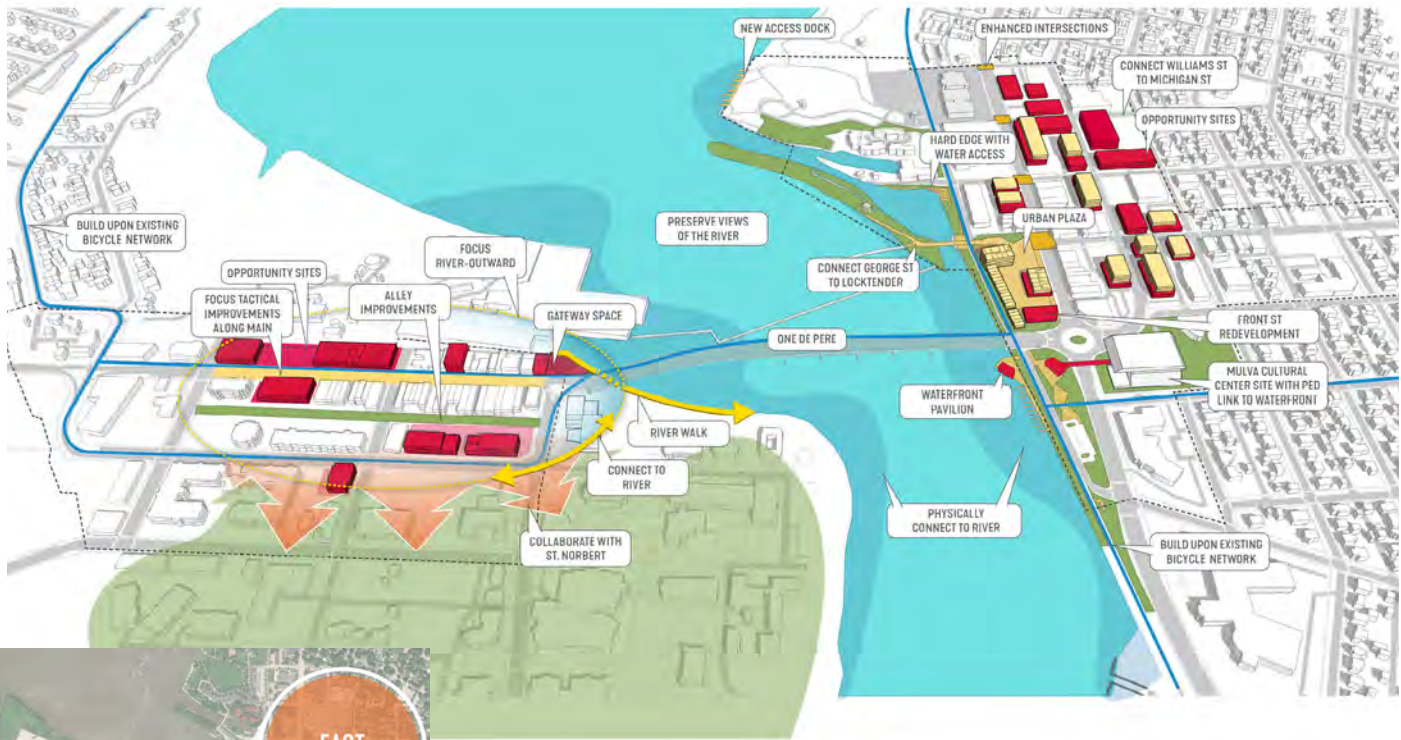


MARKET-INFORMED PLANNING & STRATEGIC INVESTMENT

We integrate market realities, economic insights, and development trends into our planning. By understanding the local context, we develop targeted strategies that attract investment and support growth. This ensures that our planning solutions are both visionary and grounded in real-world opportunities, making them financially viable and impactful.



ADVANCING COMMUNITY CONNECTIVITY & VIBRANT DEVELOPMENT IN DE PERE



CITY OF DE PERE | 2040 COMPREHENSIVE PLAN UPDATE WITH WEST DOWNTOWN VISION & CULTURAL DISTRICT MASTER PLAN

2040 COMPREHENSIVE PLAN UPDATE WITH DOWNTOWN VISION

This effort was part of an update to the citywide comprehensive plan, which built an exhaustive framework upon several recent planning efforts like the recent branding initiative. The resulting plan is vibrant and approachable, providing a new set of united guiding principles and concise strategies. SmithGroup also prepared a subarea plan for the Southeast Area, a largely undeveloped area expected to develop upon the completion of the new southern bridge crossing. This smart growth plan outlines strategies to build complete, walkable neighborhoods, mixed-use centers, and a network of green connections and natural preserves.

While the Fox River is one of De Pere's greatest assets and amenities, it splits the city and downtown in two, challenging the community's notion of unity and a shared identity. Having completed the east downtown's Cultural District Plan, SmithGroup embarked on a process to create a complementary set of recommendations for the west downtown. The recommendations included identifying key redevelopment site strategies, installing improved crossings and streetscape, and implementing results from a recent parking study.

LOCATION

De Pere, Wisconsin

COMPLETION DATE

Comp. Plan Update with Downtown Vision: 2022

Cultural District Master Plan: 2018

CULTURAL DISTRICT MASTER PLAN

The City of De Pere, Wisconsin hired SmithGroup to conduct a 3-day charrette to explore the potential for a cultural district in their downtown to make De Pere a distinguished hub of culture and arts in the Greater Green Bay metropolitan area.

The resulting plan provides guidelines for riverfront activation, trail connections and development patterns in the downtown. The cultural district is anchored by the Mulva Cultural Center, and includes high quality dining and entertainment businesses amidst extraordinary views of the Fox River, public art of many forms and superior public realm and open spaces.



2010-2022 PLANNING EFFORTS



2020-2030 PLANNING EFFORTS



BLENDING CUTTING-EDGE INDUSTRY WITH AUTHENTIC COMMUNITY CHARACTER



CITY OF KENOSHA, WISCONSIN | INNOVATION NEIGHBORHOOD MASTER PLAN

The Kenosha Innovation Neighborhood Master Plan provides a vision for redeveloping a 107-acre former Chrysler Assembly Plant in downtown Kenosha. The plan calls for an innovation district that brings new industry-leading technologies and businesses to the region, as well as retrains and attracts young professionals.

Unlike other innovation districts, this plan seeks to frame the redevelopment much like a neighborhood. Its location is nested in, and an extension of, existing adjacent neighborhoods and features new housing, a commercial district, and a high school.

The plan is inclusive and supports individuals with varying degrees of skills, creating flexibility for sustainable and resilient neighborhood growth. It is respectful of the existing neighborhood history and character, and blurs boundaries between development and neighborhood, responding to the scale and density of the community.

This resulted in an innovation-centric, community-based, mixed-use master plan organized around creating a unique, yet familiar regional destination connected by a strong urban fabric. The master plan incorporates 20-acres of public green space, a well-connected street grid that promotes multi-modal access, and a range of development opportunities that could include over 1 million square feet of innovation-focused office, medical, institutional, and commercial space, and up to 1,300 residential units. The plan and design guidelines provide a framework to guide development to meet the goals and objectives identified by the community.

A \$5 million EDA grant earned by the city is dedicated to the project.

LOCATION

Kenosha, Wisconsin

COMPLETION DATE

2022

REFERENCE

Tim Casey, Director of Community Development, City of Kenosha
tcasey@kenosha.org, 262.653.4030



APPLETON ADOPTS DATA-DRIVEN COMPREHENSIVE PLAN TO GUIDE EQUITABLE, LONG-TERM GROWTH



CITY OF APPLETON, WISCONSIN | COMPREHENSIVE & SUBAREA PLANS

In 2025, SmithGroup led the update of Appleton’s Comprehensive Plan, delivering a strategic, data-driven framework tailored to the needs of a legacy city navigating economic transition. Like many other cities, Appleton faces challenges common to post-industrial communities—aging infrastructure, shifting demographics, and the need to reimagine key corridors for inclusive growth.

The plan focused on housing, land use, and redevelopment, repackaging existing content with fresh data, policy alignment, and actionable strategies. A user-friendly, web-based format was introduced to improve accessibility and transparency, helping residents and decision-makers engage with the plan more effectively than the bulky, voluminous plan used previously.

LOCATION

Appleton, Wisconsin

COMPLETION DATE

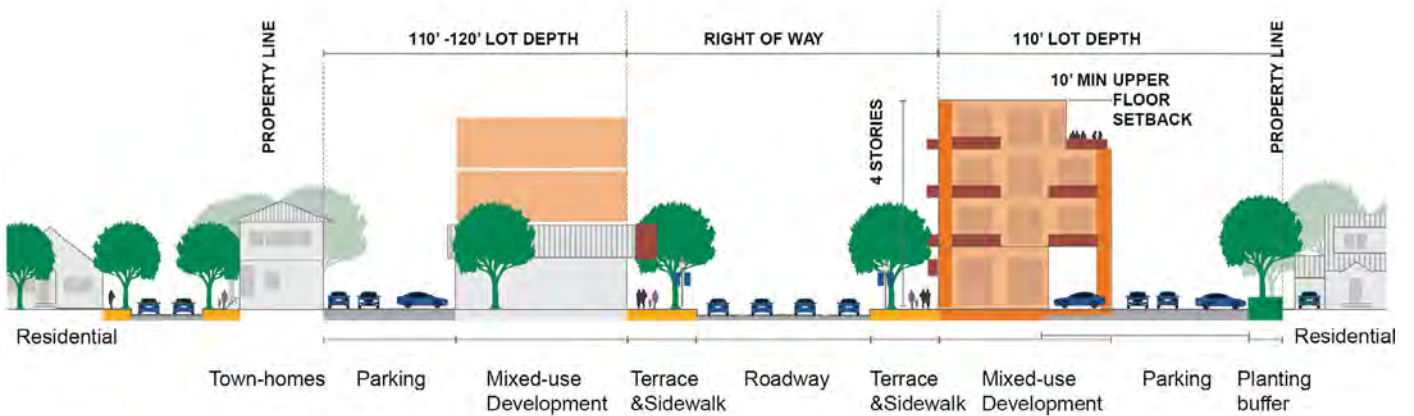
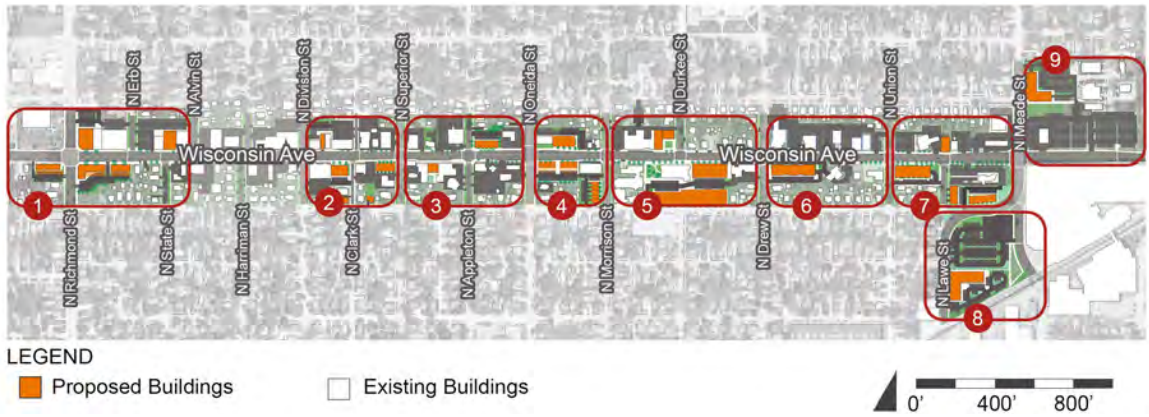
2025

REFERENCE

Lindsey Smith,
Principal Planner, City of Appleton,
lindsey.smith@appleton.org,
920.832.3943

Targeted strategies for three key corridors, Wisconsin Avenue, Northland Avenue, and South Oneida Street, identified transformative sites and guided redevelopment through alternatives planning, zoning reform, and market analysis. These corridors were positioned for adaptive reuse and economic revitalization.

The planning process emphasized equity, connectivity, and long-term resilience, integrating robust community input and cross-sector collaboration. SmithGroup’s approach ensured the plan was not only visionary but implementable, grounded in local identity and responsive to economic realities.



FROM HISTORIC DIVIDES TO A SHARED FUTURE: DANVILLE BEGINS VISIONARY PLANNING EFFORT



CITY OF DANVILLE, VIRGINIA | DANVILLE CITYWIDE COMPREHENSIVE PLAN

Located along the southern border of Virginia, Danville is a large city with a small-town feel. A former mill town and a major hub for tobacco trading, the City has a long-standing history as the final capital of the Confederacy before the end of the Civil War. However, this legacy of divisive politics and inequitable division of resources created numerous challenges for the City, whose population is still racially and economically divided. Danville was eager to move forward from its past narratives and build a new legacy. Embracing a future-forward perspective positions the City as more than the historical divisiveness it has been known for.

With some major economic investments being infused into the City in the form of a new multi-million-dollar Caesars Palace Casino and two major employers setting up shop, Danville revisited its comprehensive plan to build on its unique existing urban fabric and southern charm.

This comprehensive planning effort included a deep and robust engagement process that spanned approximately 12-18 months, placing the community at the center of the work. With major transportation, healthcare access, and economic and housing equity challenges, the city's passion and investment demonstrate its commitment to this complex journey to highlight all the wonderful things Danville offers.

LOCATION

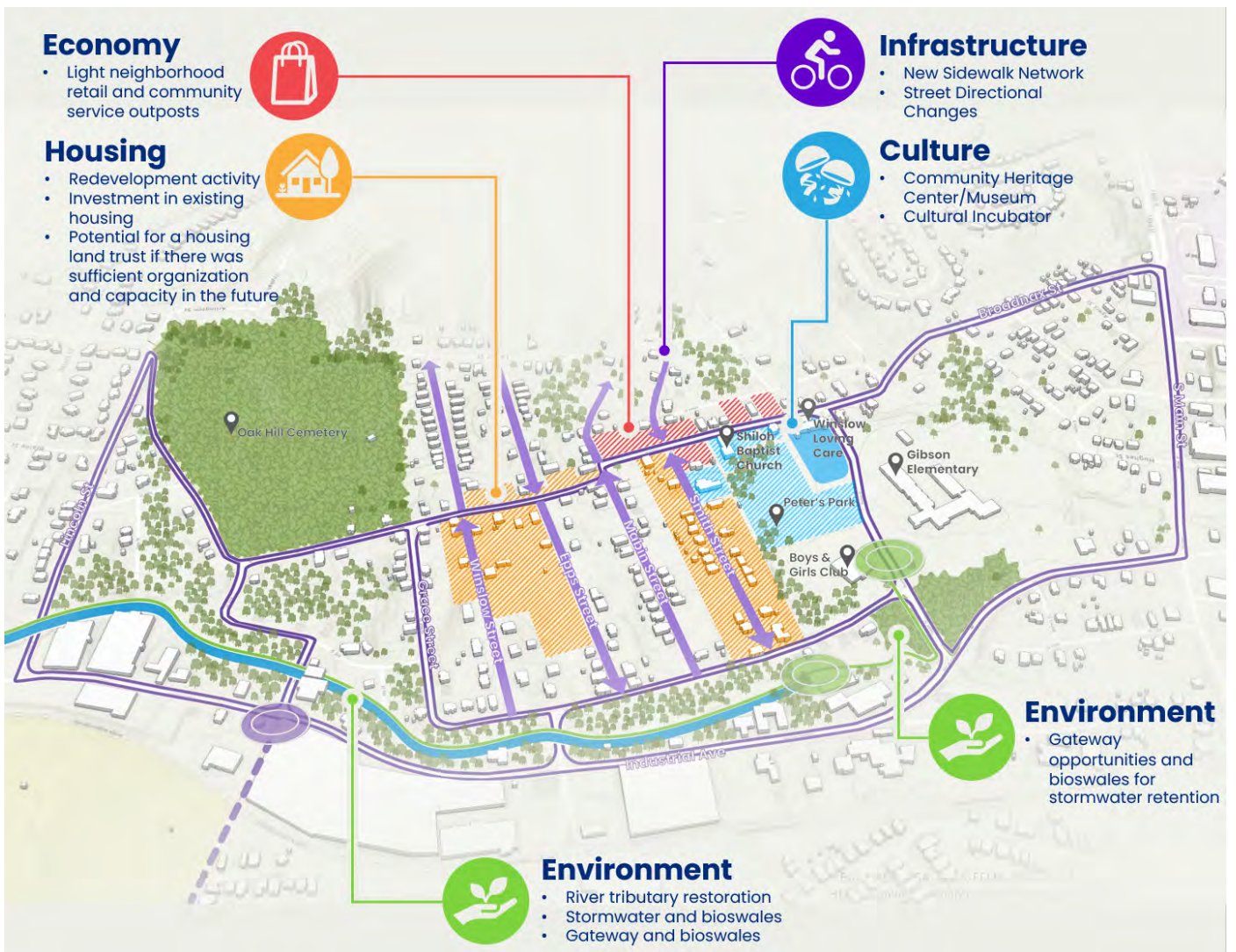
Danville, Virginia

COMPLETION DATE

2025

REFERENCE

Renee Burton
Division Director of Planning & Zoning
Danville, Virginia
434.799.5260 x2502
burtotr@danvilleva.gov



TRANSFORMING DOWNTOWN ANN ARBOR: TEN YEARS OF PROGRESSIVE PLANNING AND DESIGN



CITY OF ANN ARBOR & ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY | DOWNTOWN ANN ARBOR PLANNING & IMPLEMENTATION

SMITHGROUP & THE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

For the past 10-years, SmithGroup has been the Ann Arbor DDA’s trusted partner leading progressive and impact planning, analysis, engagement, design, and engineering projects. From the creation of the 2015 Downtown Street Design Guide, which established a vision and framework for all of downtown, to the pending 2025 DDA Development Plan, which identifies over \$1 Billion in public infrastructure opportunity.

Between these planning milestones, SmithGroup has led the design and engineering of nine transformative complete street projects over the past 8-years. From reclaiming excess roadway space, to building the Downtown Bike Loop, and designing the city’s first curbsless core commercial street, SmithGroup and the DDA have worked seamlessly to elevate the conversation, incorporate data and best practice into decision-making, and put the community’s values into practice.

DOWNTOWN AREA CIRCULATION STUDY

SmithGroup conducted an analysis of multi-modal transportation models in Ann Arbor, focusing on conceptual design, cost estimates, best practices, stakeholder engagement, and technical guidance to support coordinated project development. Key efforts included assessing inclusive bicycle connections aligned with the Moving Together Transportation Plan, integrating transit priority improvements from TheRide’s 2045 Long-Range Plan into downtown planning, and exploring innovative street designs, such as shared streets and pedestrian malls. Stakeholder and public engagement played a central role in shaping priorities, evaluating trade-offs, and ensuring alignment with community values.

LOCATION
Ann Arbor, Michigan

COMPLETION DATE
Ongoing

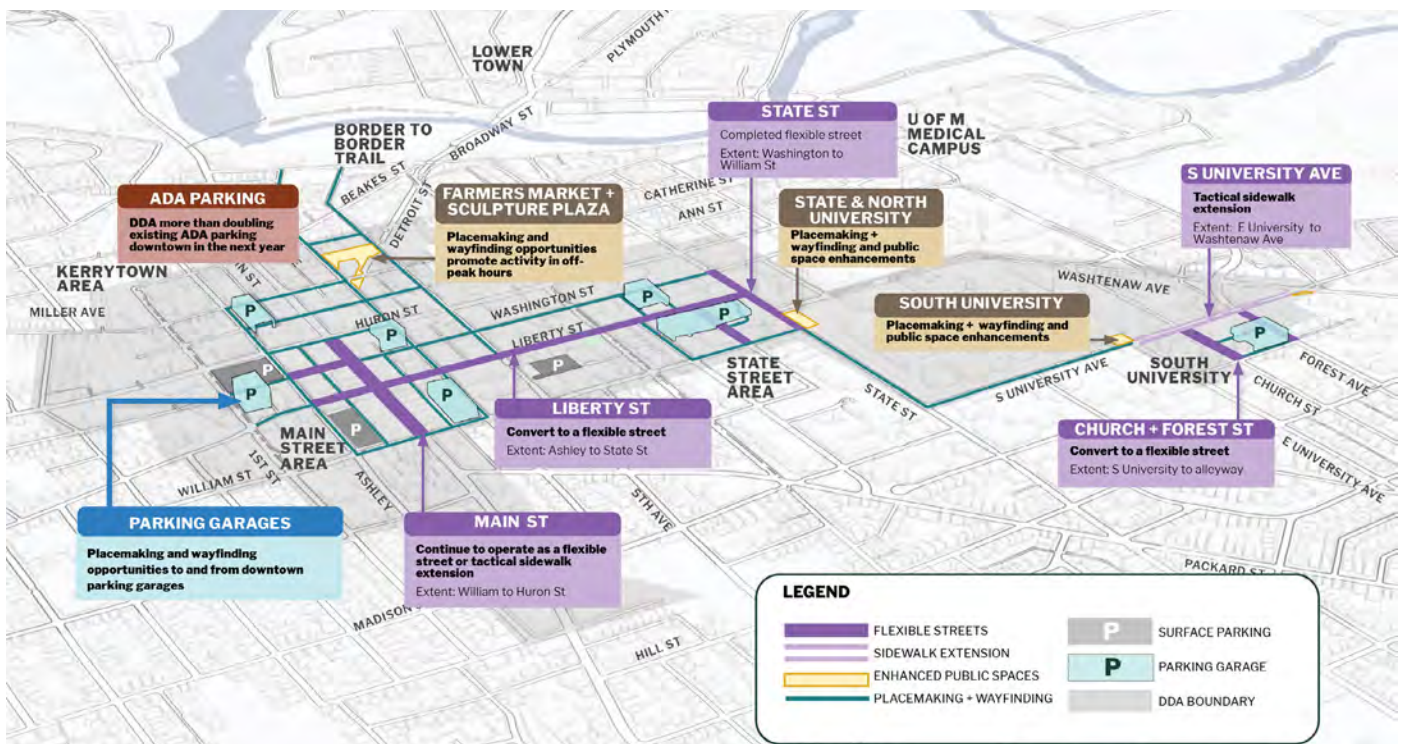
REFERENCE
Amber Miller
Capital Projects Manager
Ann Arbor DDA
amiller@a2dda.org
734.997.1352

DDA 2025 DEVELOPMENT PLAN

In 2025, SmithGroup is completing a full revision to the Ann Arbor DDA's 30-year Development Plan and TIF Financing Plan. Key areas of work include integrating land use recommendations and strategies within the city's draft Comprehensive Plan, utilizing a values-based capital improvement plan (CIP) tool to evaluate and prioritize over \$1 Billion worth of public infrastructure improvements in the Downtown across a range of equity, sustainability, and economic factors, and develop recommendations for changes to the DDA's funding model and DDA boundary expansion scenarios. This critical planning document will equip the DDA with a roadmap and priorities for implementation for the subsequent decade.

DOWNTOWN BIKEWAY LOOP

Conceptualized as part of the Downtown Street Design Manual and Framework Plan, in 2023 the final leg of the envisioned Downtown Bikeway Loop was completed. The bikeway loop provides a separated two-way cycle track accessing each quadrant of the downtown and connecting to adjacent neighborhoods and bicycle facilities. Extensive ridership and safety data continues to be collected, showing significant improvements to transportation safety on the bikeway corridors for all travelers and significant increases to bicycle trips.



ADDITIONAL RELEVANT EXPERIENCE



CITY OF LA PORTE, CLEAR LAKE SUB AREA PLAN

SmithGroup facilitated a community-based, open charrette process to create a healthy living vision for the City of La Porte. The main purpose for the Heart of La Porte Plan is to create destinations to drive active living, and to build infrastructure supporting redevelopment.



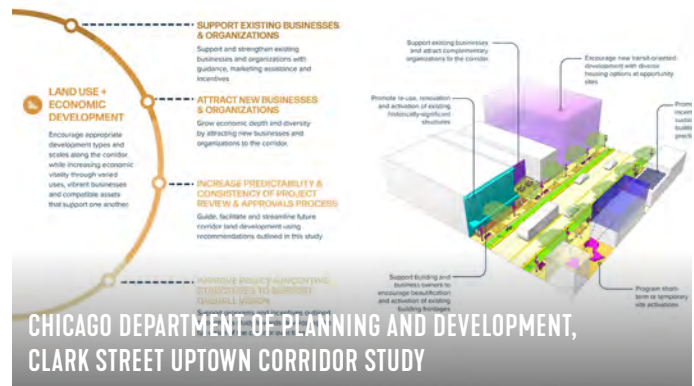
DOWNTOWN MIDLAND STREETSCAPE REDEVELOPMENT

SmithGroup, along with DLZ, was selected to evaluate and determine design options for immediate and future street projects throughout the downtown area that provide more and safer pedestrian usage, create space for outdoor and street events and outdoor dining, and boost bicycle accessibility. A festival-style street includes planter beds, rain gardens, and flexible seating.



DOWNTOWN LANSING DEVELOPMENT, URBAN DESIGN PLAN

Creation of a strategy and cohesive vision for new development, transit, placemaking, and greenspace across three vibrant Lansing neighborhoods with outcomes including affordable housing, childcare, retail grocery, and public space.



CHICAGO DEPARTMENT OF PLANNING AND DEVELOPMENT, CLARK STREET UPTOWN CORRIDOR STUDY

SmithGroup developed a long-range vision for the Clark Street corridor, focusing on land use, character, and physical appearance to support and inform local businesses and future corridor development.



DOWNTOWN GRAND RAPIDS, INC., HILL & RIVER NETWORK

This project is a 14.6-acre urban design effort to improve equitable, safe, non-vehicular connections between the riverfront, Belknap Hill, and nearby neighborhoods through projects like Division Street Improvements, Belknap Hillside Park, and The Underpass. A key component repurposes a former rail tunnel and underpass into a pedestrian plaza with parks and complete-street upgrades, creating a safe linkage to parks, businesses, and the Grand River.



CITY OF CLINTON, IOWA, CLINTON RIVERFRONT DEVELOPMENT STUDY

The Clinton Riverfront Development study aims to revitalize over 327 acres along three miles of riverfront, positioning the area for new retail, housing, recreation, and tourism opportunities. SmithGroup is guiding a community-driven planning process to shape a preferred vision and master plan that promotes development, enhances recreation, and creates an inclusive destination for Clinton.



MICHIGAN ECONOMIC DEVELOPMENT CORPORATION REDEVELOPMENT READY COMMUNITY

SmithGroup partnered with the State of Michigan to support the Michigan Talent Partnership Program by providing expert guidance, program design, and technical assistance to MEDC and participating cities. The effort helped create competitive proposals aimed at attracting and retaining young talent, expanding local business ownership, and fostering long-term community, population, and economic growth in Michigan's central cities.



CALIFORNIA HIGH SPEED RAIL DELIVERY SUPPORT & TECHNICAL PLANNING SERVICES

SmithGroup collaborated with local transit agencies and the City of Gilroy on the Gilroy Station Area Visioning Study to shape a vision for the downtown area surrounding the future Gilroy High-Speed Rail station. The study aligns land use, transportation, and environmental goals to establish a well-connected, sustainable district that supports regional mobility and enhances quality of life, positioning Gilroy as a model for transit-oriented development in California.

SECTION 7

COST



PROPOSED COST BY PHASE

SmithGroup proposes a total fee of \$79,500 for this work, based on the proposed scope and our shared understanding of the project goals at this stage. We see this engagement as a partnership and are open to refining our approach in collaboration with you as the project evolves. There are additional services available that could enhance the final deliverable, and we would welcome the opportunity to discuss those options with you as needs and priorities are clarified. We are grateful for the opportunity to collaborate and look forward to shaping this work together.

PHASE	COST
TASK 1: UNDERSTAND	\$20,300
TASK 2: EXPLORE	\$18,500
TASK 3: REALIZE	\$30,000
Total	\$79,500

ADDITIONAL SERVICES	COST
Public Survey	\$5,000
Council Presentation	\$2,200
City-Wide Leakage Analysis	\$5,500
Retail/Commerical/Restaurant Snapshot Demand Analysis	\$5,500
Retail Typology Analysis	\$3,600

Design a Better Future

SMITHGROUP

smithgroup.com

44 E Mifflin St., Suite #500
Madison, WI 53703



Request for Plan Commission Action


MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Discussion about Backyard Cottage Regulations related to Zoning Ordinance Section 14-27(3)(c) [Table 2-8], Building Size.
RECOMMENDED ACTION: Discussion.

ATTACHMENTS:
Memo to PC - 23 Feb 2026

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator 

Date: February 23, 2026

RE: **Discussion about Backyard Cottage Regulations related to Zoning Ordinance Section 14-27(3)(c) [Table 2-8], Building Size.**

Summary

The rewrite of the Zoning Ordinance in 2023 introduced a property owner's ability to develop a backyard cottage (a.k.a. - accessory dwelling unit) with a detached house in a residential zoning district. Zoning Ordinance 14-27 establishes specific regulations for backyard cottages.

One of the regulations limits the backyard cottage maximum height to be either 20-foot tall, or no taller than the height of the principal building, whichever is shorter. The intent of the height regulation was to discourage accessory buildings from overwhelming the primary structure. However, the height regulation is limited when one-story houses are less than 20 feet tall, or when a property owner wants to convert or expand the second floor of an existing accessory building, like a detached garage.

- A one-story ranch-style house in De Pere is approximately 15-20 feet tall.
- A two-story backyard cottage will likely need a near-flat roof to stay under 20 feet tall.

Staff Recommendation

Plan Commission should discuss the restrictions for backyard cottages and discuss potential changes for the backyard cottage maximum building height. If the Plan Commission determines a change is needed, Plan Commission may suggest that staff prepare a revision into the next cycle of Zoning Ordinance revisions for formal review by Plan Commission and Common Council.

This is a discussion item. No formal action is needed.



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Discussion about the 2025 City of De Pere Housing Affordability Report Update.
RECOMMENDED ACTION: Discussion.


ATTACHMENTS:

Memo to PC - 23 Feb 2026, 2025 Housing Affordability Report Update - with map

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator 

Date: February 23, 2026

RE: **Discussion about the 2025 City of De Pere Housing Affordability Report Update.**

Summary

Per the requirements of Wisconsin Act 243, all Wisconsin communities with a population greater than 10,000 were required to prepare a Housing Affordability Report for the year 2018 and then update the report annually. The following document reflects the Year 2025 Update for the City of De Pere.

The intent of the document is to focus on affordable housing and improve upon the City's 2010 Comprehensive Plan. The report also helps to identify the existence of housing stock and opportunities for lower-income families.

The contents of the report, in summary, include the following from year 2025:

- The number of approved residential subdivision plats (0), certified survey maps (3), condominium plats (0), and building permit applications (1,807).
- The total number of new subdivision plats (0), certified survey maps (3, with a potential for 427 residential units), condominium plats (0), and new residential unit building permit applications (135).
- An analysis of housing affordability for homeowners and renters.
- A list and map of undeveloped parcels that are zoned for residential development as well as undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment.

The City of De Pere Housing Affordability Report 2025 Update was placed on the City of De Pere website before the January 31, 2026, deadline.

Staff Recommendation

Receive and place on file.

CITY OF DE PERE

Housing Affordability Report 2025 Update

*An update on De Pere's implementation of the
housing element of the Comprehensive Plan*



Update Completed January 31, 2026

Prepared per 2017 WI Act 243 Housing Report Requirements

Contents

Purpose for a Housing Affordability Report 2025 Update	2
Year 2024 Final Approved Residential Land Divisions and Building Permit Applications.....	2
Final Approved Residential Land Division and Building Permit Reviews	2
Year-End Undeveloped City Acreage Suitability for Residential Development	3
Analysis of Residential Development Regulations.....	3
Land Use Controls	3
Site Improvement Requirements and Costs	3
Cost to Permit	4
Fees and Land Dedication Requirements	4
Permit Procedures	4
Housing Demand and Development Regulations	5
Subdivision approvals, timing, and savings.....	5
Subdivision Plat	5
Certified Survey Map (CSM).....	5
Condominium Plat	5
Lot Size Changes and Savings with more Sellable Lots	5
Financial Support for Residential Development	6
Additional Potential Changes to Residential Regulations.....	6
Housing Affordability	7
Appendix A: Building/Planning Fee Lists.....	8
Appendix B: City Residential Fees Collected.....	11
Appendix C: List of Undeveloped Parcels (Residential Related).....	12
Appendix D: Map of Undeveloped Parcels (Residential Related).....	22

Purpose for a Housing Affordability Report 2025 Update

Wisconsin Statutes Section 66.10013 requires that municipalities with a population greater than 10,000 publish an annual housing affordability report online and the report must be updated annually. The City of De Pere, with an approximate 2025 population of 25,453, is providing the following information as part of the 2025 update:

- Number of proposed new residential dwelling units.
- An analysis of residential development regulations.
- A financial impact on the cost of each new subdivision.
- Ways to modify construction and development regulations, lot sizes, approval processes, and fees to meet existing and forecasted housing demand, and reduce time and cost to approve and develop a new subdivision by 20%.
- A list and map of undeveloped parcels that are suitable for but not zoned for residential development.
- A list and map of undeveloped residential zoned parcels.

All information within the 2025 update reflects data that was collected from January 1, 2025, through December 31, 2025. The 2025 update was posted on the City of De Pere website on January 31, 2026.

Year 2024 Final Approved Residential Land Divisions and Building Permit Applications

Final Approved Residential Land Division and Building Permit Reviews

SUBDIVISION PLATS		CERTIFIED SURVEY MAPS (CSM)		CONDOMINIUM PLATS		BUILDING PERMIT APPLICATIONS	
Subdivision Name	New Residential Dwelling Units	CSM Location	New Residential Dwelling Units	Condominium Name	New Residential Dwelling Units	All Use Applications	New Residential Dwelling Units
-	-	1900 BLK Longtail CT	336	-	-	1,807	67 one-unit 8 two-unit 60 multi-unit
-	-	647 Foxview AV	1	-	-	-	-
-	-	1900 BLK Lebrun ST	90	-	-	-	-
TOTAL	0	NA	427	NA	0	1,807	135

Source: Year 2025 Plan Commission reviews and Building Permit applications.

Year-End Undeveloped City Acreage Suitability for Residential Development

UNDEVELOPED CITY ACREAGE TYPE	ACRES
Zoned for Residential Development	671.33
Not zoned but Suitable for Residential Development	165.15
TOTAL	836.48

Source: Year 2025 City Zoning Map and GIS.

Appendix C includes a list of undeveloped parcels in the municipality that are zoned for residential development and all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development. Appendix D includes a map of the parcels referenced in Appendix C.

Analysis of Residential Development Regulations

Land Use Controls

A rewrite of Municipal Code Chapter 14 (Zoning Ordinance) became effective on January 1, 2023. The rewritten [Zoning Ordinance Articles II and III](#) modernized land use controls for residential lots, principal building siting, accessory building siting, and maximum building height. In most cases the changes included reduced lot sizes, reduced setbacks, increased accessory building sizes, and increased building heights.

The Zoning Ordinance does not have any architectural or material requirements for one-unit and two-unit dwellings. Multi-unit dwellings are subject to [Zoning Ordinance Article IX](#) (Building and Site Design) for allowed and prohibited façade materials and [Zoning Ordinance Article X](#) (Landscaping and Screening). The Zoning Ordinance rewrite and revisions modernized with expanded lists and opportunities for the developer.

Site Improvement Requirements and Costs

The City of De Pere designs, bids and oversees construction of almost all public infrastructure in new residential developments including stormwater management, utilities, and roads. Sidewalks are required and are installed by the property owner or home builder. The City of De Pere had no newly approved residential subdivisions in 2024 for cost calculations, so previous year estimates are shown.

Average Cost for City Residential Infrastructure

TYPE	COST
Utilities, Streets, Curbs	\$700 per lineal foot
Stormwater	\$1,000 per lot

Source: Year 2025 City Engineering.

Costs can vary depending on the design of the subdivision and property conditions. Developers also incur additional costs including Wisconsin Public Service, engineering fees and real estate fees.

Estimated City Plat Infrastructure Costs

SUBDIVISION NAME	ACRES	ONE-UNIT LOTS	ESTIMATED COST PER LOT	AVERAGE SALE PRICE PER LOT	NOTES
The Kingston Preserve	52	34	\$20,250	\$49,240 (Brown County)	All one-unit.

Source: City Development Services, Brown County GIS, Zillow.com.

Cost to Permit

The following are estimated City of De Pere rezoning, permit, park dedication, and engineering fees from the last five one-unit dwellings on vacant land. The average City cost for developing a basic 20 lot subdivision using the average of the below developer driven lots would be approximately \$734,156.94.

Estimated Per-Lot Platting, Rezoning, Permit, Park Dedication, and Engineering Fees

ADDRESS	SQUARE FEET	PLATTING	REZONING	BUILDING PERMIT	PARK DEDICATION	INFRA-STRUCTURE
2557 Meadow Rose LN	16,169	\$70.19	\$1.19	\$1,008.04	\$0.00	\$44,050.00
2025 Everett DR	12,994	\$80.13	\$1.34	\$1,045.68	\$300.00	\$35,300.00
1624 N Honeysuckle CI	8,788	\$80.13	\$1.34	\$1,193.40	\$300.00	\$19,550.00
1232-1234 Atrium CT	7,975	\$80.13	\$1.34	\$1,506.88	\$600.00	\$20,250.00
1635 N Honeysuckle CI	8,930	\$80.13	\$1.34	\$1,178.28	\$300.00	\$25,850.00

Source: City Development Services.

Fees and Land Dedication Requirements

The City of De Pere charges platting and/or zoning review fees and park in lieu of dedication fees for residential development. Appendix A includes a list of review and permit fees; Appendix B includes a table of collected residential fees from 2025. Land dedication requirements are outlined in [Municipal Code Section 46-5](#) (Platting and Division of Land – Public sites and open spaces), which includes requirements for dedication of sites and payment in lieu of dedication.

Permit Procedures

Permit procedures and applications are provided in a Single and Two-Family [Permit Packet](#) that is available on the City’s website. Single and Two-Family residential permit reviews are typically completed within five days of submittal. General steps are outlined in the permit packet.

Housing Demand and Development Regulations

The following information includes a summary of the impact on existing and forecasted housing demand. The information also includes ways that a developer can work with the City of De Pere and reduce time and/or costs to approve a new subdivision by up to 20%.

Subdivision approvals, timing, and savings

The creation of new one-unit lots generally occurs through the land division process. The types of land divisions are subdivision plats, certified survey maps, and condominium plats.

Subdivision Plat

Subdivision plats are reviewed in three phases, per [Municipal Code Section 46-3](#) (Platting and Division of Land – Procedure). The phases include a pre-consultation, preliminary plat review, and final plat review.

Most subdivisions in De Pere are reviewed faster than the Municipal Code established timelines. Generally, Plan Commission reviews the preliminary plat and final plat when properly submitted 4 weeks prior to a Plan Commission meeting and Common Council reviews plats within 8-16 days of Plan Commission reviews. This represents a 44%-67% time reduction.

Certified Survey Map (CSM)

Certified survey maps are reviewed in two phases, per [Municipal Code Section 46-8](#) (Platting and Division of Land – Land divisions other than subdivisions). The phases include a pre-consultation and certified survey map review.

Most CSM documents in De Pere are reviewed faster than the Municipal Code Chapter 46 established timelines. Generally, Plan Commission reviews the CSM when properly submitted 4 weeks prior to a Plan Commission meeting and Common Council (if needed) reviews within 8-16 days of Plan Commission reviews. This represents a 44%-67% time reduction.

Condominium Plat

Condominium plats are reviewed in two phases, per [Municipal Code Section 46-13](#) (Platting and Division of Land – Land divisions other than subdivisions) and Wis. Stats. §703.115. The phase includes a pre-consultation and condominium plat review.

Most condominium plats in De Pere are reviewed faster than the Wis. Stats. §703.115 established 10-day deadline. Administrative staff reviews typically take 0-2 days, representing an 80% to 100% time savings. To further save, The City eliminated the need for the review of the conversion of existing duplex units, which is a 100% savings for review time and a 100% savings for review fees.

Lot Size Changes and Savings with more Sellable Lots

No new subdivisions were approved in 2025. Based on the last 5 one-unit detached house building permits, the average lot size was 9,376 square feet and the average street frontage was 80.0 linear feet. The sizes were developer driven; a reduction and savings in sizes to generate more saleable lots can also be developer driven, rather than City driven, by simply reducing lot sizes. See the example table below,

which compares the 2025 average developer lot sizes and street frontages to the city allowed lot sizes and street frontages for one-unit detached houses.

For the sake of simplicity when comparing, the following will be assumed for the “concept subdivisions”:

- The subdivision will include the construction of a new 970-foot-long street.
- Half of the lots will be on each side of the street.
- In order to keep the street length comparable for all scenarios, any extra remaining street frontage can be used to make additional full-size lots, but insufficient width to make an extra lot will be absorbed into the costs of the remaining lots.
- Each lot will have a one-unit detached house.
- Special land dedications were not made for parks, etc.

Potential Per Lot Profit Increase when a Developer Reduces Detached House Lot Sizes

CONCEPT SUBDIVISION	PER LOT FRONTAGE	TOTAL LOTS	PER LOT FEES/INFRA-STRUCTURE	PER LOT SALE PRICE	PER LOT PROFIT	ALL LOTS PROFIT
2025 Developer Driven Average	80'	24	\$30,389.87	\$64,900.00 (2492 Kilrush RD)	\$34,310.13	\$823,443.06
Existing R1-80 Zoning District	80'	24	\$30,589.87	\$64,900.00 (2492 Kilrush RD)	\$34,310.13	\$823,443.06
Existing R1-60 Zoning District	60'	32	\$23,581.02	\$50,000.00 (2518 Tipperary TR)	\$26,418.98	\$845,407.41
Existing R1-45 Zoning District	45'	45	\$18323.34	\$49,240.00 (1686 N Honeysuckle RD)	\$30,916.66	\$1,391,249.48

Source: City Development Services, Brown County GIS. Data for informational purposes only.

Financial Support for Residential Development

The City proactively supports residential development via a Residential Infrastructure Policy. This policy allows developers to request City-funded public infrastructure. The City funds the public infrastructure for the project and then recaptures those funds as lots develop. This dramatically reduces the capital outlay required by the developer. The City of De Pere also offers TID for mixed-use projects in the downtown area that includes residential units.

Additional Potential Changes to Residential Regulations

A new Zoning Ordinance became effective on January 1, 2023. To assist in meeting existing and forecasted housing demands the new Zoning Ordinance addressed the following:

- Backyard cottages and secondary suites are permitted a use in residential districts.
- Maximum building heights are increased, and minimum lot sizes are reduced.
- Online permit submittal and payment are available.
- Along with developers, the following were promoted:

- Promote reinvestment in existing housing stock to maintain property values and strong neighborhoods.
- Promote adequate supply and mix of housing types for individuals of all life stages, physical abilities, and income levels.
- Encourage the development of additional community-based residential facilities to help care for a diverse population.
- Identify residential Smart Growth areas next to existing development to take advantage of existing utilities and public services.
- Promote traditional neighborhood design (TND) as a viable mixed-use development option.
- Develop and implement residential maintenance standards.
- Identify and utilize government programs, such as Community Development Block Grants–Housing (CDBG–Housing) and the Wisconsin Housing and Economic Development Authority (WHEDA), to improve aging residential stock.

Housing Affordability

De Pere Median One-Unit Detached House Price for Past Five Years

YEAR End	MEDIAN HOME PRICE	INCREASE / DECREASE FROM PREVIOUS YEAR
2025	\$386,209	+ \$16,851
2024	\$369,358	+ \$29,417
2023	\$339,924	+ \$17,707
2022	\$322,217	+ \$35,874
2021	\$286,343	-

Source: City Development Services, Zillow.com.

De Pere Average Monthly Rent by Number of Bedrooms

NUMBER OF BEDROOMS	DE PERE AVERAGE MONTHLY RENT	COMPARABLE GREEN BAY AVERAGE MONTHLY RENT	COMPARABLE ASHWAUBENON AVERAGE MONTHLY RENT
Studio	\$904	\$973	\$1,272
1	\$1,084	\$982	\$1,203
2	\$1,288	\$1,246	\$1,727
3	\$1,2874	\$1,639	\$1,058

Source: City Development Services, Apartments.com

In 2025, the median cost of home ownership and apartment rental went up from the previous year. Living in Green Bay, Allouez, or Ashwaubenon is less expensive than De Pere; It is more expensive to live in Bellevue, Hobart, and Suamico.

Appendix A: Building/Planning Fee Lists

PLANNING DEPARTMENT FEES

Fee Type	2025
Cell Tower	\$325.00
Comprehensive Plan Amendment	\$500.00
Conditional Use Permit	\$350.00
Condo Plat Review	$\$300 + (\# \text{ of lots} \times \$68) + (\# \text{ of common elements} \times \$68)$
CSM Review	\$375.00
Land Use Permit	\$175.00
New Easement/Easement Release	\$375.00
Preliminary Plat Review	$\$300 + (\# \text{ of lots} \times \$68)$
Final Plat	\$200.00
Revocable Occupany Permit (ROP)	\$35.00
Right-of-way Vacation	\$350.00
Short Term Rental	\$350.00
Site Plan Review	\$350.00
Street Name Change	\$350.00
Variance Request	\$175.00
Zoning Map Amendment	\$350.00
Zoning Verification Letter	\$75.00

NOTE: Above fees are as of January 31, 2026. The fees are being updated in 2026.

BUILDING DEPARTMENT FEES

Fee Type	2026
Residential Building Permit - New/Add	\$12/sq ft
Commercial Tenant Build-out Permit	\$22/sq ft
Warehouses - New/Add Building Permit	\$12/sq ft
Comm/Ind/Institutional/Multi Fam - New/Add	\$22/sq ft
Comm/Ind/Institutional/Multi Fam - Alt/Rep/Rem	\$12/\$1,000
Residential - Alt/Rep/Rem	\$10/\$1,000
1-2 Family Dwelling Plan Review - New/Add	\$175.00
Residential Alteration Plan Review Fee	\$75.00
Fire Alarm System	\$100.00
Fire Suppression Sprinkler System - New/Add/Alt	\$380 + \$80/riser or
Flood Plain Development Fee	\$175.00
Flood Plain Zoning Letter	\$95.00
Soil Erosion Control Fee <20,000 sq ft	\$150.00
Soil Erosion Control Fee >20,000 sq ft	\$250.00
State UDC Permit Seal	\$50.00
Residing/soffits	\$75.00
Accessory Building (<200 sq ft)	\$75.00
Deck/Gazebo	\$75.00
Accessory Building (>200 sq ft)	\$100.00
Swimming Pool/Hot Tub/Spa	\$75.00
Pool Abandonment	\$30.00
Canopy (installed over gas station dispensers)	\$275.00
Awnings/Canopies to Exterior of Buildings	\$75.00
Moving Building (<600 sq ft)	\$100.00
Moving Building (>600 sq ft)	\$300.00
Window/Door Replacement	\$75.00
Working Without a Permit	\$75.00
Wrecking Permit (<600 sq ft)	\$75.00
Wrecking Permit (>600 sq ft)	\$160.00
Early Start (footings & foundation)	\$175.00
Fence	\$75.00
Reinspection Fee	\$75.00
Renew Lapsed Permit	\$75.00
Grade Permit	\$90.00
Curb Cut	\$40.00
Docks	\$75.00
Fox River Bank Stabilization/Rip Rap	\$75.00
Bleachers/Assembly Seating	\$125.00
Residential Driveway	\$75.00
Comm/Ind/Multi Driveway/Parking Lot	\$150.00
Sign Contractor Annual License	\$130.00
Sign Permit	\$100.00
Sign Variance	\$175.00
Payment in Lieu of Dedication - Single Family	\$300.00
Payment in Lieu of Dedication - Two Family	\$600.00
Payment in Lieu of Dedication - Multi Family	\$130.00/bedroom
Change of Use/Occupancy/Special Inspections	\$75.00
Tent Permit	\$75.00
Municipal Service Fee - First violation	\$75.00
Municipal Service Fee - Second Violation	\$150.00
Municipal Service Fee- Third Violation	\$300.00

NOTE: Above fees are as of January 31, 2026. The fees are being updated in 2026.

HVAC PERMIT FEES

Fee Type	2026
Residential - New/Add	\$.10/sq ft
Comm/Ind/Inst/Multi Fam - New/Add	\$.14/sq ft
Warehouses - HVAC/MUA/AH/VAV/RTU	\$75.00/unit
1-2 Family - Alt/Repair/Remodel	\$7/\$1,000
Multi/Comm/Ind/Inst - Alt/Rep/Rem	\$8/\$1,000
Furnace/Boiler Replacement	\$75.00
Air Conditioner	\$75.00
Fireplace	\$75.00
Wood Burning Unit/Space Heater	\$75.00
Geo Thermal	\$75.00
Re-inspection fee	\$75.00
RTU/MUA/AH	\$75.00
Kitchen Hood	\$100.00
Spray Booth	\$100.00
VAV Unit	\$75.00
Unit Heater	\$75.00
Infrared Heater	\$75.00

ELECTRIC PERMIT FEES

Fee Type	2026
Residential - New/Add	\$.10/sq ft
Warehouses - New/Add	\$.12/sq ft
Comm/Ind/Inst - New/Add	\$.14/sq st
Alt/Repair/Remodel (1-30 fixtures)	\$50.00
Alt/Repair/Remodel (31-60 fixtures)	\$75.00
Alt/Repair/Remodel (61-90 fixtures)	\$100.00
Alt/Repair/Remodel (>90 fixtures)	\$125 +\$.50/ea. opening >90)
Single Family Service Change	\$75.00
Two Family Service Change	\$75.00
Service Change (all others)	\$100.00
Gas Station Pump Control Panel	\$75.00
Gas Station Canopy Lights	\$75.00
Gas Station Dispensers	\$75.00
Illuminated Signs	\$75.00
Temporary Electrical Service	\$75.00
Accessory Building	\$75.00
Re-inspection Fee	\$75.00
Cell Tower	\$100.00
Active Sub-Slab Ventilation System	\$75.00
Generator/Standby Sytem	\$100.00
Photovoltaic System	\$100.00
Vehicle Charging Station	\$100.00

PLUMBING PERMIT FEES

Fee Type	2026
Residential - New/Add/Alt	\$12/fixture
Buildings Requiring State Approval (16+ fixtures)	\$175 + \$12/fixture
Lawn Sprinkler Systems	\$75.00
Replacement Water Heater	\$75.00
Cap sanitary sewer	\$75.00
Sewer Lateral Connection	\$125.00
Re-inspection fee	\$75.00

NOTE: Above fees are as of January 31, 2026. The fees are being updated in 2026.

Appendix B: City Residential Fees Collected

ITEM	FEE COLLECTED
Residential Building Permits	\$76,642
Additions	\$1,266
Alterations	\$15,250
Plumbing related to residential	\$15,970
Electrical related to residential	\$20,611
HVAC related to residential	\$18,519
Plat Review (preliminary)	3360
Plat Review (final)	\$400
CSM Review	750
Condominium Plat Review	2612
Fee in lieu of Land (single-family residential)	\$19,200
Fee in lieu of Land (two-family residential)	\$3,000
Fee in lieu of Land (multi-family residential)	0
Water Meter Fee (residential)	\$31,102
Sewer Connection (residential)	\$15,875
TOTAL	\$76,642

Source: City Development Services

Building permits for new residential dwelling units:

135

2025 City Residential Fees Divided by above-referenced residential dwelling units*: \$1,663.39

*This calculation is included as part of the fee report appendix but does not accurately reflect fees per unit because many units approved in 2025 are not recorded and permitted until a later year. Some fees are paid at the time of permit, not the time of land division approval.

Appendix C: List of Undeveloped Parcels (Residential Related)

Residential Use Zoned Property

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
ED-1007	715 GEORGE ST	MX2	Neighborhood Mixed-Use	0.17
ED-1010	114 N SUPERIOR ST	MX2	Neighborhood Mixed-Use	0.17
ED-1041	220 S ERIE ST	R2-45	Two-Unit	0.17
ED-1065	109 N ERIE ST	MX2	Neighborhood Mixed-Use	0.17
ED-1113	0 S ERIE ST	GX2	Neighborhood Office-Residential	0.17
ED-1119	0 S ONTARIO ST	R2-45	Two-Unit	0.18
ED-1128-2-3	0 N BROADWAY ST	MX3	Corridor Mixed-Use	0.51
ED-1128-E-3-2	0 N BROADWAY ST	MX3	Corridor Mixed-Use	0.45
ED-1129-Q-41	0 MERRILL ST	R1-80	Single-Dwelling Detached	0.35
ED-1164-R-32-2	0 RIDGEWAY DR	RM-2	Multi-Unit	5.57
ED-1186	420 COOK ST	R1-60	Single-Dwelling Detached	0.17
ED-1212	0 RANDALL AVE	R1-45	Single-Dwelling Detached	0.12
ED-124-29	1501 GRACE ST BLK	R1-80	Single-Dwelling Detached	0.27
ED-124-48-2	0 GRACE ST	R1-80	Single-Dwelling Detached	0.20
ED-124-N-62	1300 N SUMMER RANGE RD BLK	R1-80	Single-Dwelling Detached	0.47
ED-124-N-67	1300 S SUMMER RANGE RD BLK	R1-80	Single-Dwelling Detached	0.46
ED-124-Q-28	1644 COLONY DR	R1-80	Single-Dwelling Detached	0.27
ED-125	N BROADWAY ST	R1-80	Single-Dwelling Detached	1.11
ED-1303	611 GLENWOOD AVE	R1-45	Single-Dwelling Detached	0.31
ED-134	N BROADWAY ST	R1-80	Single-Dwelling Detached	1.53
ED-137	0 OAKDALE AVE	R1-45	Single-Dwelling Detached	0.22
ED-1423-2	0 BOLLES ST	R2-60	Two-Unit	0.22
ED-1423-25	0 BOMIER ST	R2-60	Two-Unit	0.19
ED-1435-41	0 N WINNEBAGO ST	R1-60	Single-Dwelling Detached	0.20
ED-1442-5	1300 CHICAGO ST BLK	R1-60	Single-Dwelling Detached	0.33
ED-1455	927 FOX RIVER DR	R1-80	Single-Dwelling Detached	0.16
ED-156	436 RANDALL AVE	R1-45	Single-Dwelling Detached	0.23
ED-163-2	0 N BROADWAY ST	R1-45	Single-Dwelling Detached	0.23
ED-165	0 RANDALL AVE	R1-45	Single-Dwelling Detached	0.21
ED-177	0 S WISCONSIN ST	R2-45	Two-Unit	0.17
ED-181	334 S SUPERIOR ST	R2-45	Two-Unit	0.33
ED-18-51	0 WILLIAM ST	RM-2	Multi-Unit	0.26
ED-2	N BROADWAY ST	R1-80	Single-Dwelling Detached	0.73
ED-20	639 N BROADWAY ST	R1-80	Single-Dwelling Detached	0.47
ED-2001-41	1831 SADDLEBROOK LN	R1-80	Single-Dwelling Detached	0.38
ED-21	707 N BROADWAY ST	R1-80	Single-Dwelling Detached	0.47

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
ED-2226	741 EAST RIVER DR	R1-80	Single-Dwelling Detached	0.28
ED-2436	200 OAK WATER CT	R1-80	Single-Dwelling Detached	0.41
ED-2474	2082 RUSHWAY CIR	R1-45	Single-Dwelling Detached	0.15
ED-2498	2113 YAHARA CIR	R1-80	Single-Dwelling Detached	1.01
ED-2510	2193 YAHARA CIR	R1-80	Single-Dwelling Detached	0.33
ED-2525	2150 CHARLES ST	R1-80	Single-Dwelling Detached	0.49
ED-2528	619 BLACK EARTH DR	R1-80	Single-Dwelling Detached	0.49
ED-2569	2067 OLD PLANK CT	R1-80	Single-Dwelling Detached	0.52
ED-2570	2066 OLD PLANK CT	R1-80	Single-Dwelling Detached	0.58
ED-2763	814 ROTH RD	R1-60	Single-Dwelling Detached	0.21
ED-2813	1232 ATRIUM CT	R2-60	Two-Unit	0.25
ED-2818	1201 ATRIUM CT	R2-60	Two-Unit	0.28
ED-2819	1233 ATRIUM CT	R2-60	Two-Unit	0.34
ED-2917	942 TRAILSIDE CT	R1-80	Single-Dwelling Detached	0.30
ED-3012	3030 SCARLET OAK RD	R1-60	Single-Dwelling Detached	0.29
ED-3019	2700 W SCARLET OAK CIR	R1-60	Single-Dwelling Detached	0.25
ED-3053	2562 E SCARLET OAK CIR	R1-60	Single-Dwelling Detached	0.34
ED-345	600 N WISCONSIN ST BLK	R1-60	Single-Dwelling Detached	0.30
ED-347	0 N WISCONSIN ST	R1-60	Single-Dwelling Detached	0.30
ED-367	0 N HURON ST	R1-60	Single-Dwelling Detached	0.19
ED-371-A-45	0 N FOX CROFT DR	R1-80	Single-Dwelling Detached	0.41
ED-377	435 N BROADWAY ST	GX1	Office-Residential Mix	0.24
ED-387	0 FRONT ST	R1-80	Single-Dwelling Detached	0.24
ED-404	0 FULTON ST	R1-60	Single-Dwelling Detached	0.20
ED-410	N WISCONSIN ST	R2-45	Two-Unit	0.19
ED-537	910 FRANKLIN ST	R2-45	Two-Unit	0.08
ED-582-10	828 N WEBSTER AVE BLK	R1-60	Single-Dwelling Detached	0.26
ED-582-N-26	0 RIDGEWAY BLVD	R1-60	Single-Dwelling Detached	0.29
ED-747	0 FRONT ST	MX2	Neighborhood Mixed-Use	0.72
ED-783	100 S BROADWAY ST	MX1	Downtown Mixed-Use	0.21
ED-784	106 S BROADWAY ST	MX1	Downtown Mixed-Use	0.05
ED-785	114 S BROADWAY ST	MX1	Downtown Mixed-Use	0.21
ED-798	302 GEORGE ST	MX1	Downtown Mixed-Use	0.13
ED-83	0 FOX RIVER DR	R1-60	Single-Dwelling Detached	0.20
ED-836	117 N WISCONSIN ST	MX1	Downtown Mixed-Use	0.17
ED-870	314 N BROADWAY ST	MX2	Neighborhood Mixed-Use	0.19
ED-952-1	0 S SUPERIOR ST	MX2	Neighborhood Mixed-Use	0.06
ED-D483-2-1	0 LEDGEVIEW RD RR	R1-80	Single-Dwelling Detached	0.37
ED-D483-2-2	0 LEDGEVIEW RD RR	R1-80	Single-Dwelling Detached	0.73
ED-F0123	0 OLD PLANK RD	R1-80	Single-Dwelling Detached	1.28
ED-F0124	0 STH 32-57	R1-80	Single-Dwelling Detached	4.26

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
ED-R20	0 CTH PP	R1-80	Single-Dwelling Detached	20.79
ED-R26	0 ROCKLAND RD	MX3	Corridor Mixed-Use	13.73
ED-R29	3100 RYAN RD BLK	R1-80	Single-Dwelling Detached	21.63
ED-R42	0 ROCKLAND RD	MX3	Corridor Mixed-Use	51.58
ED-R43-1	0 ROCKLAND RD	R1-60	Single-Dwelling Detached	17.63
ED-R44	0 ROCKLAND RD	R1-60	Single-Dwelling Detached	14.61
ED-R45	0 ROCKLAND RD	MX3	Corridor Mixed-Use	20.10
ED-R46	0 ROCKLAND RD	MX3	Corridor Mixed-Use	19.61
ED-R46-1	3352 OLD JANSSEN TRL	R1-60	Single-Dwelling Detached	10.06
ED-R48	0 ROCKLAND RD	MX3	Corridor Mixed-Use	20.10
ED-R49	OLD PLANK RD	R1-60	Single-Dwelling Detached	31.29
ED-R49-1	0 STH 32-57	R1-60	Single-Dwelling Detached	9.18
ED-R50-1	0 OLD PLANK RD	R1-60	Single-Dwelling Detached	8.57
ED-R52-1	0 STH 57	MX3	Corridor Mixed-Use	21.57
ED-R52-2	0 STH 57	R1-60	Single-Dwelling Detached	14.74
ED-R52-3	0 OLD PLANK RD	R1-60	Single-Dwelling Detached	14.25
ED-R53-2	0 OLD JANSSEN TRL	R1-60	Single-Dwelling Detached	20.37
ED-R53-3	OLD JANSSEN TRL	R1-60	Single-Dwelling Detached	11.35
ED-R54-1	0 STH 57	R1-60	Single-Dwelling Detached	11.93
ED-R54-2	0 STH 57	R1-60	Single-Dwelling Detached	3.12
ED-R56-1	3162 STH 57	R1-60	Single-Dwelling Detached	5.00
ED-R60	3234 OLD JANSSEN TRL	R1-60	Single-Dwelling Detached	31.38
ED-R61	0 OLD MARTIN RD	R1-60	Single-Dwelling Detached	36.55
ED-R65-1	0 NEW PLANK RD	R1-60	Single-Dwelling Detached	8.91
WD-100-2	600 GRANT ST BLK	MX2	Neighborhood Mixed-Use	0.48
WD-1004	421 S NINTH ST	R1-80	Single-Dwelling Detached	0.25
WD-102	645 GRANT ST	R2-45	Two-Unit	0.14
WD-1023	422 S NINTH ST	R2-60	Two-Unit	0.29
WD-1030-6	1510 N HONEYSUCKLE CIR	R1-80	Single-Dwelling Detached	0.66
WD-1102	1410 S CARRINGTON LN	R2-60	Two-Unit	0.28
WD-119-5	0 FRIENDSHIP LN	R2-45	Two-Unit	0.08
WD-122-2	0 FRIENDSHIP LN	R2-45	Two-Unit	0.23
WD-123-1	0 FRIENDSHIP LN	R2-60	Two-Unit	0.31
WD-123-4	0 FRIENDSHIP LN	R2-60	Two-Unit	0.80
WD-1239	2373 DAYTONA SPEEDWAY	R1-45	Single-Dwelling Detached	0.16
WD-128-1-1	0 MARTIN ST	R2-45	Two-Unit	0.16
WD-1364	0 RED TAIL GLEN	R1-80	Single-Dwelling Detached	0.21
WD-1387	1951 SNOWY OWL CT	R1-60	Single-Dwelling Detached	1.09
WD-1388	1952 SNOWY OWL CT	R1-60	Single-Dwelling Detached	1.61
WD-1544	2218 RYGAR CT	R2-60	Two-Unit	0.29
WD-1601	2293 GLEN MEADOWS CIR	R2-60	Two-Unit	0.40

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
WD-1607	2269 GLEN MEADOWS CIR	R2-60	Two-Unit	0.28
WD-1609	2257 GLEN MEADOWS CIR	R2-60	Two-Unit	0.37
WD-175-2	0 MEMORY LN	R2-60	Two-Unit	0.10
WD-1943	2497 LAWRENCE DR	R1-60	Single-Dwelling Detached	0.26
WD-1944	2501 LAWRENCE DR	R1-60	Single-Dwelling Detached	0.26
WD-1945	2505 LAWRENCE DR	R1-60	Single-Dwelling Detached	0.26
WD-1946	2509 LAWRENCE DR	R1-60	Single-Dwelling Detached	0.26
WD-1956	1762-1764 GARROMAN DR	R2-60	Two-Unit	0.36
WD-1961	2520 KILRUSH RD	R1-60	Single-Dwelling Detached	0.57
WD-1970	2489 KILRUSH RD	R1-60	Single-Dwelling Detached	0.26
WD-197-1	1131 LOST DAUPHIN RD	R1-80	Single-Dwelling Detached	0.36
WD-198-1	1201 LOST DAUPHIN RD	R1-80	Single-Dwelling Detached	0.38
WD-207-2-1	0 PATRIOT WAY RR	R2-60	Two-Unit	0.56
WD-2092	2599 N STELLITA CIR	R1-60	Single-Dwelling Detached	1.77
WD-2095	2583 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.32
WD-2097	2536 MEYER WAY	R1-60	Single-Dwelling Detached	0.86
WD-2098	2540 MEYER WAY	R1-60	Single-Dwelling Detached	0.86
WD-2101	2558 MEYER WAY	R1-60	Single-Dwelling Detached	0.30
WD-2103	2570 MEYER WAY	R1-60	Single-Dwelling Detached	0.41
WD-2104	2576 MEYER WAY	R1-60	Single-Dwelling Detached	0.41
WD-2105	2575 MEYER WAY	R1-60	Single-Dwelling Detached	0.55
WD-2106	2571 MEYER WAY	R1-60	Single-Dwelling Detached	0.55
WD-2108	2591 S STELLITA CIR	R1-60	Single-Dwelling Detached	0.57
WD-210-8	0 LOST DAUPHIN RD	R1-80	Single-Dwelling Detached	0.45
WD-2110	2579 S STELLITA CIR	R1-60	Single-Dwelling Detached	0.25
WD-2111	2573 S STELLITA CIR	R1-60	Single-Dwelling Detached	0.24
WD-2121	2513 S STELLITA CIR	R1-60	Single-Dwelling Detached	0.33
WD-2122	2507 S STELLITA CIR	R1-60	Single-Dwelling Detached	0.41
WD-2123	2501 S STELLITA CIR	R1-60	Single-Dwelling Detached	0.29
WD-2124	2500 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.34
WD-2125	2504 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.45
WD-2126	2512 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.58
WD-2127	2518 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.34
WD-2129	2528 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.23
WD-2130	2534 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.25
WD-2132	2548 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.26
WD-2133	2556 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.28
WD-2134	2564 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.30
WD-2135	2572 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.28
WD-2136	2578 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.27
WD-2137	2580 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.31

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
WD-2138	2584 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.43
WD-2140	2590 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.35
WD-2144	2429 ADRIENNE CT	R1-60	Single-Dwelling Detached	0.36
WD-2146	2417 ADRIENNE CT	R1-60	Single-Dwelling Detached	0.66
WD-2154	2547 MEYER WAY	R1-60	Single-Dwelling Detached	0.26
WD-2155	2553 MEYER WAY	R1-60	Single-Dwelling Detached	0.35
WD-215-7	1016 STEVENS ST	R1-80	Single-Dwelling Detached	0.24
WD-2158	2582 S STELLITA CIR	R1-60	Single-Dwelling Detached	0.23
WD-2160	2570 S STELLITA CIR	R1-60	Single-Dwelling Detached	0.24
WD-2171	2521 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.39
WD-2175	2509 BEASLE CT	R1-60	Single-Dwelling Detached	0.30
WD-2176	2515 BEASLE CT	R1-60	Single-Dwelling Detached	0.46
WD-2177	2521 BEASLE CT	R1-60	Single-Dwelling Detached	0.32
WD-2179	2514 BEASLE CT	R1-60	Single-Dwelling Detached	0.34
WD-2180	2508 BEASLE CT	R1-60	Single-Dwelling Detached	0.35
WD-2181	2557 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.29
WD-2182	2563 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.23
WD-2183	2571 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.23
WD-256	0 LOST DAUPHIN RD	R1-45	Single-Dwelling Detached	0.22
WD-266	0 PROSPECT PL	R1-80	Single-Dwelling Detached	0.36
WD-332	660 REID ST	R1-45	Single-Dwelling Detached	0.17
WD-2173	2535 N STELLITA CIR	R1-60	Single-Dwelling Detached	0.30
WD-387-1	0 MAIN AVE	MX1	Downtown Mixed-Use	0.21
WD-425	0 N SIXTH ST	R1-45	Single-Dwelling Detached	0.14
WD-459	711 PINE ST	R1-45	Single-Dwelling Detached	0.14
WD-462	PINE ST	R1-45	Single-Dwelling Detached	0.14
WD-463-1	731 PINE ST	R1-45	Single-Dwelling Detached	0.14
WD-484	306 FORT HOWARD AVE	R1-45	Single-Dwelling Detached	0.15
WD-502	412 N SIXTH ST	R1-45	Single-Dwelling Detached	0.35
WD-551	823 PINE ST	R1-45	Single-Dwelling Detached	0.14
WD-553-1	0 PINE ST	R1-45	Single-Dwelling Detached	0.14
WD-596-2	0 SPRUCE ST	R1-45	Single-Dwelling Detached	0.14
WD-597-2	835 ASH ST	R1-45	Single-Dwelling Detached	0.22
WD-6	0 HELENA ST	R2-45	Two-Unit	0.19
WD-699-E-1	0 ERICKSON WAY	R2-60	Two-Unit	1.63
WD-708-J-10	0 FRIENDSHIP LN	R2-60	Two-Unit	0.24
WD-708-J-11	0 FRIENDSHIP LN	R2-60	Two-Unit	0.25
WD-708-J-12	0 FRIENDSHIP LN	R2-60	Two-Unit	0.24
WD-708-J-14	0 FRIENDSHIP LN	R2-60	Two-Unit	0.23
WD-708-J-235	966 ALDRIN ST	R2-60	Two-Unit	0.47
WD-708-J-7	0 OUTWARD AVE	R2-60	Two-Unit	0.25

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
WD-720-2	0 N NINTH ST	R1-80	Single-Dwelling Detached	0.97
WD-723-20	1501 FOX RIDGE CT	R1-80	Single-Dwelling Detached	1.12
WD-726-V-4	0 MEADOW VIEW LN BLK	R1-80	Single-Dwelling Detached	0.27
WD-734	0 LANDE ST	R2-60	Two-Unit	0.60
WD-735	0 LANDE ST	R2-60	Two-Unit	0.19
WD-736	0 LANDE ST	R2-60	Two-Unit	0.38
WD-746	0 LANDE ST	R2-60	Two-Unit	0.16
WD-746-D-82	1234 CARMEN CT	R1-80	Single-Dwelling Detached	0.34
WD-77-2	0 FORT HOWARD AVE	R1-45	Single-Dwelling Detached	0.52
WD-792-3-1	0 FORT HOWARD AVE	R1-45	Single-Dwelling Detached	0.18
WD-792-9	500 DUNNING DR	R1-45	Single-Dwelling Detached	0.20
WD-792-G-87	1291 DRIFTWOOD DR	R1-80	Single-Dwelling Detached	0.24
WD-80	736 REID ST	GX2	Neighborhood Office-Residential	0.43
WD-807-1	600 FAIRVIEW AVE BLK	R1-45	Single-Dwelling Detached	0.24
WD-813	649 FAIRVIEW AVE	R1-45	Single-Dwelling Detached	0.14
WD-816	667 FAIRVIEW AVE	R1-45	Single-Dwelling Detached	0.14
WD-835	600 RIVER AVE BLK	R1-45	Single-Dwelling Detached	0.15
WD-883-T-23	1002 COUNTRYSIDE DR	R1-80	Single-Dwelling Detached	0.37
WD-99	601 GRANT ST	MX2	Neighborhood Mixed-Use	0.51
WD-99-4	0 GRANT ST	MX2	Neighborhood Mixed-Use	0.13
WD-D0075-1	0 LOST DAUPHIN RD	RM-2	Multi-Unit	1.12
WD-D0075-2	0 LOST DAUPHIN RD	RM-2	Multi-Unit	16.95
WD-D0079-11	1200 RED MAPLE RD BLK	RM-2	Multi-Unit	9.78
WD-D0200-4	114 S NINTH ST	MX3	Corridor Mixed-Use	2.28
WD-D0217-3-1	0 S NINTH ST	RM-2	Multi-Unit	0.10
WD-L437-12	0 LEMON LN	R1-60	Single-Dwelling Detached	0.83
WD-L438	1986 CREAMERY RD	R1-60	Single-Dwelling Detached	1.08
WD-L438-6	0 CREAMERY RD	R1-60	Single-Dwelling Detached	0.54
WD-L438-8	0 CREAMERY RD RR	R1-60	Single-Dwelling Detached	2.98
WD-L500-1	0 LOST DAUPHIN RD	R1-60	Single-Dwelling Detached	17.13
WD-L505-1	0 LOST DAUPHIN RD	R1-60	Single-Dwelling Detached	17.21
WD-VA457	1007 CEDAR ST	RM-2	Multi-Unit	2.18
WD-VA458	CEDAR ST RR	RM-2	Multi-Unit	2.75
ED-371-C-612	445 N GOOD HOPE RD 3	RM-1	Multi-Unit	1.56
WD-2314	1707 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.27
WD-2316	1719 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.34
WD-2297	1605 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.36
WD-2313	1701 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.21
WD-2312	1695 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.18
WD-2311	1689 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.18
WD-2310	1683 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.18

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
WD-2309	1677 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.20
WD-2306	1659 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.19
WD-2299	1617 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.21
WD-2305	1653 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.19
WD-2300	1623 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.20
WD-2304	1647 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.22
WD-2302	1635 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.21
WD-2317	1722 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.37
WD-2318	1716 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.33
WD-2319	1710 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.24
WD-2320	1704 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.18
WD-2321	1698 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.18
WD-2322	1692 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.22
WD-2323	1686 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.18
WD-2327	2025 EVERETT DR	R1-45	Single-Dwelling Detached	0.30
WD-2330	1618 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.20
WD-2326	2013 EVERETT DR	R1-45	Single-Dwelling Detached	0.22
WD-2329	1624 N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	0.20
WD-2334	N HONEYSUCKLE CIR	R1-45	Single-Dwelling Detached	1.62
WD-2308	1671 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.22
WD-2315	1713 N HONEYSUCKLE CT	R1-45	Single-Dwelling Detached	0.32
WD-2210	305 BATTERY AVE	R1-80	Single-Dwelling Detached	0.41
WD-2235	304 BATTERY AVE	R1-80	Single-Dwelling Detached	0.43
WD-2224	311 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.65
WD-2225	321 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.38
WD-2204	363 BATTERY AVE	R1-80	Single-Dwelling Detached	0.30
WD-2223	303 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.49
WD-2226	329 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.31
WD-2227	335 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.31
WD-2246	302 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.55
WD-2288	320 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.44
WD-2228	347 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.31
WD-2198	399 BATTERY AVE	R1-80	Single-Dwelling Detached	0.30
WD-2236	372 BATTERY AVE	R1-80	Single-Dwelling Detached	0.31
WD-2289	328 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.33
WD-2229	355 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.31
WD-2287	323 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.44
WD-2290	334 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.33
WD-2245	363 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.31
WD-2247	310 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.77
WD-2238	396 BATTERY AVE	R1-80	Single-Dwelling Detached	0.31

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
WD-2286	335 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.33
WD-2244	373 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.31
WD-2239	400 BATTERY AVE	R1-80	Single-Dwelling Detached	0.31
WD-2261	301 ADDISON ST	R1-80	Single-Dwelling Detached	0.44
WD-2285	347 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.33
WD-2248	322 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.42
WD-2243	385 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.31
WD-2260	313 ADDISON ST	R1-80	Single-Dwelling Detached	0.34
WD-2240	410 BATTERY AVE	R1-80	Single-Dwelling Detached	0.35
WD-2249	334 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.33
WD-2242	403 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.31
WD-2259	325 ADDISON ST	R1-80	Single-Dwelling Detached	0.33
WD-2250	346 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.33
WD-2241	413 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.37
WD-2282	380 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.34
WD-2258	337 ADDISON ST	R1-80	Single-Dwelling Detached	0.33
WD-2251	358 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.33
WD-2283	400 BROOKLINE AVE	R1-80	Single-Dwelling Detached	0.34
WD-2257	345 ADDISON ST	R1-80	Single-Dwelling Detached	0.33
WD-2252	366 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.32
WD-2281	387 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.34
WD-2256	353 ADDISON ST	R1-80	Single-Dwelling Detached	0.33
WD-2253	374 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.32
WD-2280	405 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.34
WD-2255	365 ADDISON ST	R1-80	Single-Dwelling Detached	0.32
WD-2262	386 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.32
WD-2254	373 ADDISON ST	R1-80	Single-Dwelling Detached	0.32
WD-2263	400 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.32
WD-2269	385 ADDISON ST	R1-80	Single-Dwelling Detached	0.32
WD-2264	408 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.31
WD-2268	401 ADDISON ST	R1-80	Single-Dwelling Detached	0.32
WD-2265	416 LANSLOWNE ST	R1-80	Single-Dwelling Detached	0.37
WD-2267	413 ADDISON ST	R1-80	Single-Dwelling Detached	0.31
WD-2190	2532-2534 MEADOW ROSE LN	RM-1	Multi-Unit	0.37
ED-1128-11	0 EAST RIVER DR	RM-2	Multi-Unit	12.16
ED-2504	798 PECATONICA CT	R1-80	Single-Dwelling Detached	0.56
WD-1694	2475 LAWRENCE DR	R1-60	Single-Dwelling Detached	0.25
WD-1696	2463 LAWRENCE DR	R1-60	Single-Dwelling Detached	0.25
WD-1862	1745 MAXWELL CT	R2-60	Two-Unit	0.46
WD-1863	1753 MAXWELL CT	R2-60	Two-Unit	0.32
WD-1987	2475 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.37

PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
WD-1988	2481 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.32
WD-1989	2487 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.32
WD-1990	2493 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.28
WD-1991	2501 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.32
WD-1999	2533 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.20
WD-2000	2537 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.34
WD-2001	1754 GARROMAN DR	R1-60	Single-Dwelling Detached	0.34
WD-2004	2526 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.20
WD-2005	2522 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.20
WD-2006	2518 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.20
WD-2007	2514 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.20
WD-2008	2510 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.20
WD-2009	2506 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.28
WD-2010	2474 TIPPERARY TRL	R1-60	Single-Dwelling Detached	0.28
WD-2196	2580-2582 MEADOW ROSE LN	RM-1	Multi-Unit	0.49
WD-2195	2572-2574 MEADOW ROSE LN	RM-1	Multi-Unit	0.37
WD-2194	2564-2566 MEADOW ROSE LN	RM-1	Multi-Unit	0.37
WD-2193	2556-2558 MEADOW ROSE LN	RM-1	Multi-Unit	0.37
WD-2192	2548-2550 MEADOW ROSE LN	RM-1	Multi-Unit	0.37
WD-2191	2540-2542 MEADOW ROSE LN	RM-1	Multi-Unit	0.37
WD-2189	2524-2526 MEADOW ROSE LN	RM-1	Multi-Unit	0.37
WD-2188	2516-2518 MEADOW ROSE LN	RM-1	Multi-Unit	0.37
ED-875-2	230 N WISCONSIN ST	MX1	Downtown Mixed-Use	0.32
WD-2336	EVERETT DR	R1-45	Single-Dwelling Detached	27.28
ED-861-2	N WISCONSIN ST	MX1	Downtown Mixed-Use	1.38

Source: City Development Services, City GIS.

Non-Residential Use Zoned Property

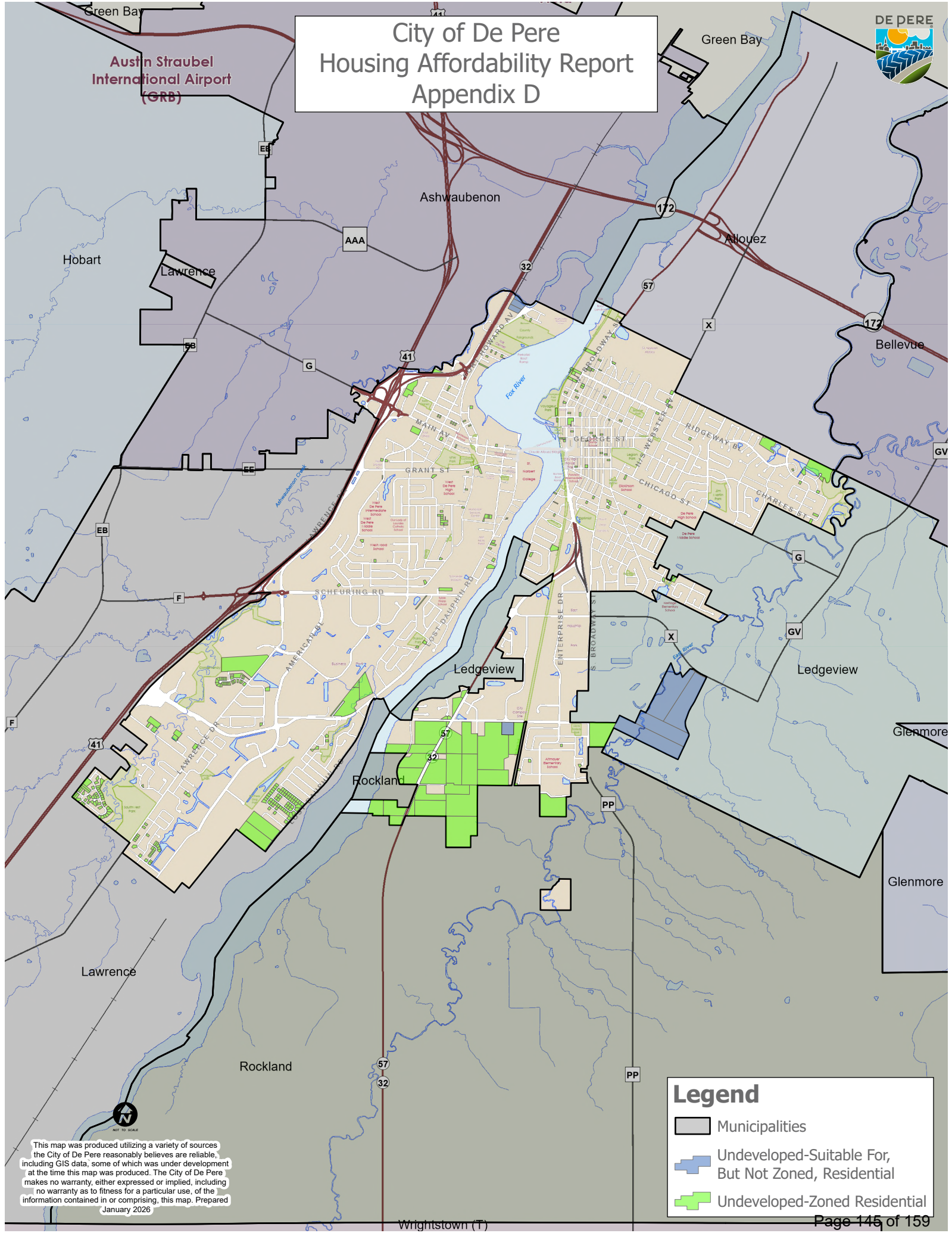
PARCEL NUMBER	ADDRESS	ZONING DISTRICT	ZONING DISTRICT NAME	ACRES
WD-52	1703 Fort Howard Ave	I	INDUSTRIAL	1.47
WD-59	1703 Fort Howard Ave	I	INDUSTRIAL	3.41
WD-60	1703 Fort Howard Ave	I	INDUSTRIAL	2.47
ED-1128-E-3-2	0 N BROADWAY ST	PI-1	NEIGHBORHOOD PUBLIC & INSTITUTIONAL	0.45
ED-D394	2022 Heritage Rd	A	AGRICULTURAL	39.82
ED-D393-3	0 Heritage Rd	A	AGRICULTURAL	43.87
ED-D393-4	0 Heritage Rd	CON	CONSERVANCY	1.45
ED-D409	0 Cottonwood Ln	A	AGRICULTURAL	31.09
ED-D411-1	0 Cottonwood Ln	A	AGRICULTURAL	26.80
ED-D411-2	0 CTH PP	A	AGRICULTURAL	14.32

Source: City Development Services, City GIS.

Appendix D: Map of Undeveloped Parcels (Residential Related)

(MAP ON NEXT PAGE)

City of De Pere Housing Affordability Report Appendix D



Austin Straubel
International Airport
(GRB)

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map. Prepared January 2026

Legend

- Municipalities
- Undeveloped-Suitable For, But Not Zoned, Residential
- Undeveloped-Zoned Residential



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Discussion about site plans received since the January 2026 Plan Commission meeting and review of the status of recently approved development projects.
RECOMMENDED ACTION: Discussion.

ATTACHMENTS:
SP Reviews Memo

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator
Date: February 23, 2026

RE: **Discussion about site plans received since the January 2026 Plan Commission meeting and review of the status of recently approved development projects.**

Summary:

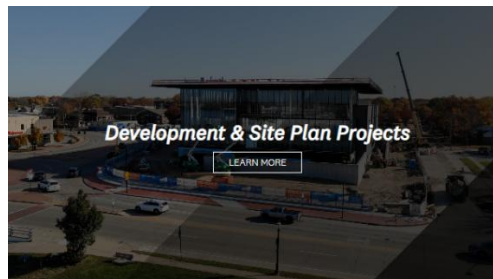
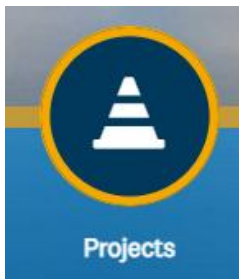
The City of De Pere approved a new Zoning Ordinance that became effective on January 1, 2023. The new Zoning Ordinance speeds up the site plan review process by allowing staff to approve site plan proposals that comply with the Zoning Ordinance.

Attached is a list of site plans that are either awaiting developer revisions, under staff review, recently approved, recently completed, or denied. Updated information is also available on the City website.

Development and Site Plan Projects are Available Online

Updated development and site plan project information is available to Plan Commission and the public at any time by accessing the City website, clicking on 'Projects', and clicking on 'Development & Site Plan Projects'.

- City Website Link: <https://www.deperewi.gov/>



There are two alternatives to access the development and site plan project information online: The first alternative is navigating to the Planning & Zoning page. The second alternative is direct access using the following link: <https://www.deperewi.gov/topic/index.php?topicid=574&structureid=124>.

Development and Site Plan Information Available

The development and site plan projects page includes an interactive project map, a list of projects, and tables for project status with a link to the actual site plans and project contacts.

Staff Recommendation

Review the attached list. Ask staff questions, if any, about specific site plan projects.

Start Content

Development & Site Plan Projects

Search

1. [Home](#)
2. [Government](#)
3. [General / Shared](#)
4. [Projects in the City of De Pere](#)
5. [Development & Site Plan Projects](#)

Page last updated on February 19, 2026.

Development & Site Plan Projects

This page includes a linked Project Map with the locations of recent development and site plan projects in the City of De Pere that are either being revised by the developer (D), under staff review (R), recently approved (A), recently completed (green X), or recently denied (red X). For additional information about a specific project, access to developer contact information, and site plans, click on the project in the List of Projects.

Project Map



Unable to create map: Unable to load the base map layer

List of Projects

Developer Revising Plans:

- [2121 American BL - New Robinson Parking Lot](#)
- [2121 American BL - New Robinson Metal Southeast Warehouse Access Drive](#)

Projects that are Under Staff Review:

- [815 Fox River DR - New Residential Three-Unit Building and Garage](#)
- [1700 Chicago ST - De Pere High School Re-pavement](#)
- [845 Prosper ST - Valley Cabinet Loading Dock and Pavement Addition](#)
- [1900 BLK Lebrun ST - New Norfield Apartments](#)
- [700 BLK Millennium CT - New Shop and Office](#)

Projects that are Recently Approved:

- [665 Grant ST - West De Pere High School Autos Addition](#)
- [925 S Sixth ST - MSC Expansion](#)
- [1100 BLK Employers BL - New Phoenix of De Pere Multi-Unit Residential](#)
- [3001 Ryan RD - Altmayer Elementary School Re-Pavement \(includes new pavement\)](#)
- [411 Destiny DR - Mobius Parking Restripe and New Playground](#)
- [2000 BLK Profit PL - New Soft Light Photography](#)
- [224 N Wisconsin ST - New De Pere Parking Facility](#)
- [2221 Innovation DR - American 3-Fab](#)
- [2121 American BL - New Robinson West Laydown Yard](#)
- [403-409 N Broadway ST - White Pillars Expansion](#)
- [114 S Ninth ST - New Ninth ST Multi-Tenant Development](#)
- [2005 Commerce DR - New City Composting Yard Waste Site](#)
- [633 Heritage RD - Belmark Plant 3 Expansion](#)
- [2385 Lawrence DR - New Draco Pavement and Screening](#)
- [550 William ST - New 550 West Mixed Use](#)
- [215 N Wisconsin ST - New Towneplace Suites Hotel](#)
- [450 Fortune AV - New Robinson Metal Transportation Terminal & Outdoor Storage Area](#)
- [1751 W Matthew DR - Sustana Fibers Flash Dryer System Addition](#)
- [1405 Enterprise DR - New Contractor Warehouses](#)
- [1840 S Broadway ST - New Valley Cabinet](#)
- [2211 American BL - Nicolet Real Estate Addition](#)
- [701 Millennium CT - Storage Shop USA Phase 2 & 3 Addition](#)

Projects that are Recently Completed:

- [2000 Commerce DR - New Amerilux Buildings](#)
- [2005 Venture AV - New Massman Corporate INC](#)

Projects that are Recently Denied:

- None

Additional Project Status Information

New Residential Three-Unit Building and Garage							
Address: 815 Fox River DR							
Parcel Number: ED-91							
City Funding: No							
Developer or Authorized Representative: Nathan Kovac, Vierbicher							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

De Pere High School Re-pavement							
Address: 1700 Chicago ST							
Parcel Number: ED-1128-30							
City Funding: No							
Developer or Authorized Representative: Jesse Becker, Point of Beginning							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

Valley Cabinet Loading Dock and Paving Addition							
Address: 845 Prosper ST							
Parcel Number: ED-F0102							
City Funding: TIF 10							
Developer or Authorized Representative: David O'Brien, Bayland Buildings							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Feb 11, 2026 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Norfield Apartments							
Address: 1900 BLK Lebrun ST							
Parcel Number: ED-1164-32-2							
City Funding: No							
Developer or Authorized Representative: Tyler Jorgensen, Slusarek Construction							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Shop and Office							
Address: 700 BLK Millennium CT							
Parcel Number: part of ED-2311							
City Funding: TIF 10							
Developer or Authorized Representative: Brandon Robaidek, Robert E Lee and Associates INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

Altmayer Elementary School Re-pavement (includes new pavement)							
Address: 3001 Ryan RD							
Parcel Number: ED-R28							
City Funding: No							
Developer or Authorized Representative: Jesse Becker, Point of Beginning INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jan 12, 2026 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

Mobius Parking Restripe and New Playground							
Address: 224 N Wisconsin ST							
Parcel Number: ED-F0081-1							
City Funding: No							
Developer or Authorized Representative: Tanner Wojcik, Vierbicher							
Project Status: (C) indicates Completed Step							

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jan 07, 2026 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

West De Pere High School Autos Addition							
Address: 665 Grant ST							
Parcel Number: WD-864							
City Funding: No							
Developer or Authorized Representative: Nathan Stark, Bray Architects							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Feb 19, 2026 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New De Pere Parking Facility							
Address: 224 N Wisconsin ST							
Parcel Number: ED-875							
City Funding: TIF 18							
Developer or Authorized Representative: Daniel Lindstrom, City of De Pere, Development Services							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Dec 23, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

MSC Expansion							
Address: 925 S Sixth ST							
Parcel Number: WD-142, WD-144-1-1							
City Funding: City Project							
Developer or Authorized Representative: Yeechue Thao, raSmith							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jan 27, 2026 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Soft Light Photography							
Address: 2000 BLK Profit PL							
Parcel Number: ED-2384							
City Funding: TIF 17							
Developer or Authorized Representative: Shawn Jandry, McMahon Associates INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan-Commission Review (C)	Site Plan Approved - Jan 07, 2026 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Phoenix of De Pere Multi-Unit Residential							
Address: 1100 BLK Employers BL							
Parcel Number: WD-D0031-1							
City Funding: TIF 8							
Developer or Authorized Representative: Kyle Clark, Robert E Lee & Associates							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan-Commission Review (C)	Site Plan Approved - Jan 23, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

American 3-Fab New Pavement and Screening							
Address: 2221 Innovation DR							
Parcel Number: WD-L436-3							
City Funding: TIF 8							
Developer or Authorized Representative: Tonya Wagner, Vierbicher							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan-Commission Review (C)	Site Plan Approved - Oct 15, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Robinson West Laydown Yard							
Address: 2121 American BL							
Parcel Number: WD-1040, WD-1042, WD-1043							
City Funding: Partially in TIF 11							
Developer or Authorized Representative: Steven Kolar, Payne & Dolan INC							
Project Status: (C) indicates Completed Step							

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved- Oct 08, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Ninth Street Multi-Tenant Development							
Address: 114 S Ninth ST							
Parcel Number: WD-D0200-4							
City Funding: TIF 13							
Developer or Authorized Representative: Drew Willmann, DeLeers Construction INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Sep 17, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

Belmark Plant 3 Expansion							
Address: 633 Heritage RD							
Parcel Number: ED-F0094-1							
City Funding: TIF 10							
Developer or Authorized Representative: Carolyn Adler, McMahon Associates							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jul 21, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New City Composting Yard Waste Site							
Address: 2005 Commerce DR							
Parcel Number: ED-3100							
City Funding: City Project in TIF 10							
Developer or Authorized Representative: Eric Rakers, City Engineer, City of De Pere							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jul 25, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Robinson Metal Parking Lot							
Address: 2121 American BL							
Parcel Number: WD-1040, WD-1041-1, WD-1041-2							
City Funding: Partially in TIF 11							
Developer or Authorized Representative: Steven Kolar, Payne & Dolan INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New 550 West Mixed Use							
Address: 550 William ST							
Parcel Number: ED-875-1							
City Funding: TIF 18							
Developer or Authorized Representative: Brandon Robaidek, Robert E Lee & Associates INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - May 30, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Draco Pavement and Screening							
Address: 2385 Lawrence DR							
Parcel Number: WD-L487							
City Funding: No							
Developer or Authorized Representative: Brandon Robaidek, Robert E Lee & Associates INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Jun 24, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Towneplace Suites Hotel							
Address: 215 N Wisconsin ST							
Parcel Number: ED-861							
City Funding: TIF 18							
Developer or Authorized Representative: Brandon Robaidek, Robert E Lee & Associates INC							
Project Status: (C) indicates Completed Step							

Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - May 16, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Robinson Metal Warehouse Southeast Access Drive							
Address: 2121 American BL							
Parcel Number: WD-1040, WD-1041-1, WD-1041-2							
City Funding: Partially in TIF 11							
Developer or Authorized Representative: Steven Kolar, Payne & Dolan INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress	Plan Commission Review	Site Plan Approved or Denied	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Robinson Metal Transportation Terminal & Outdoor Storage							
Address: 450 Fortune AV							
Parcel Number: WD-1040, WD-1041-1, WD-104102, WD-1043							
City Funding: TIF 11							
Developer or Authorized Representative: Steven Kolar, Payne & Dolan INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Mar 05, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

White Pillars Expansion							
Address: 403 N Broadway ST							
Parcel Number: ED-752							
City Funding: No							
Developer or Authorized Representative: Bob Mach, Mach IV Engineering & Surveying LLC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Sep 30, 2025 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Amerilux Buildings							
Address: 2000 Commerce DR							
Parcel Number: ED-3103							
City Funding: TIF 17							
Developer or Authorized Representative: Robert Mach, Mach IV Engineering & Surveying							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan-Commission Review (C)	Site Plan Approved - Dec 03, 2024 (C)	Permits Issued or Under Construction (C)	Certificate of Occupancy Issued (C)	Project Completed - Jan 12, 2026 (C)
Click here to see the site plan and developer contact information.							

New Contractor Warehouses							
Address: 1405 Enterprise DR							
Parcel Number: ED-2077-1							
City Funding: No							
Developer or Authorized Representative: Mathew Litchfield, Mach IV Engineering & Surveying LLC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan-Commission Review (C)	Site Plan Approved - Sep 03, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Valley Cabinet							
Address: 1840 S Broadway ST							
Parcel Number: ED-F0101							
City Funding: No							
Developer or Authorized Representative: Mike Kohlbeck, McMahon Associates INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan-Commission Review (C)	Site Plan Approved - Jun 11, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

New Massman Corporate INC							
Address: 2005 Venture AV							
Parcel Number: WD-D0076							
City Funding: TIF 11							
Developer or Authorized Representative: John Davel, Davel Engineering & Environmental INC							
Project Status: (C) indicates Completed Step							

Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Aug 22, 2025 (C)	Permits Issued or Under Construction (C)	Certificate of Occupancy Issued (C)	Project Completed Nov 18, 2025 (C)
Click here to see the site plan and developer contact information.							

Nicolet Real Estate Addition							
Address: 2211 American BL							
Parcel Number: WD-1375							
City Funding: No							
Developer or Authorized Representative: Colin Meisel, Project Manager, Ruckert & Mielke INC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress	Plan Commission Review (C)	Site Plan Approved - Dec 06, 2023 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

Sustana Fibers Flash Dryer System Addition							
Address: 1751 W Matthew DR							
Parcel Number: WD-364-D-526							
City Funding: No							
Developer or Authorized Representative: Dan Bassindale, Sustana Solutions							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans	Staff Review in Progress (C)	Plan Commission Review (C)	Site Plan Approved - Oct 10, 2024 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

Storage Shop USA Phase 2 & 3 Addition							
Address: 701 Millennium CT							
Parcel Number: ED-3090							
City Funding: No							
Developer or Authorized Representative: Dave Anderson, Owner, Town and Country Development LLC							
Project Status: (C) indicates Completed Step							
Submit Site Plan and Review Fee (C)	Developer Revising Plans (C)	Staff Review in Progress (C)	Plan Commission Review - Sep 26, 2022 (C)	Site Plan Approved - Oct 4, 2022 (C)	Permits Issued or Under Construction	Certificate of Occupancy Issued	Project Completed
Click here to see the site plan and developer contact information.							

- Recent News
- Related Pages
- Services
- Upcoming Events
- Public Information

In this Department



Request for Plan Commission Action

MEETING DATE: February 23, 2026
DEPARTMENT: Development Services
FROM: Kelly Barker, Administrative Assistant
SUBJECT: Adjournment.
RECOMMENDED ACTION: Adjournment.

ATTACHMENTS:
None