



Plan Commission

Regular Meeting

Final Minutes

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

Monday, February 23, 2026

7:00 PM

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

I. CALL TO ORDER

1. Roll Call

Also present: Development Services Director Daniel Lindstrom, City Planner Peter Schlein, 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 January 26, 2026 Plan Commission meeting.

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

3. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Plan Commission. §6-3(f) DPMC

There were no public comments.

4. Consideration and possible action 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).*

City Planner Peter Schlein reviewed the final plat of Kingston Preserve First Addition. Staff recommended approval of the plat, subject to the conditions in the report. Ald. Hansen asked for staff to comment on lot size. Peter replied that the lots are smaller lots, slightly larger than the minimum lot size. Mayor Boyd moved, seconded by Brenda Busch, to approve the final plat and forward it to Common Council. 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

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 Consideration and possible action on a zoning map amendment to remove an outdated PDD overlay from 40 parcels within The Kingston Preserve Subdivision, generally located west from the N Honeysuckle CI and Lawrence DR intersection.*

City Planner Peter Schleinz reviewed the zoning map amendment to remove an outdated PDD overlay from the parcels within the Kingston Preserve. He explained that the PDD allows for smaller lots, but the zoning ordinance was rewritten in 2023 to allow for smaller lots, so the PDD overlay is no longer needed. Staff recommended approval of the request. Ald. Hansen moved, seconded by Shane Raymaker, to approve the zoning map amendment. 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

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).*

City Planner Peter Schleinz reviewed the zoning map amendment request. Staff recommended approval with no conditions. Mayor Boyd moved, seconded by Ald. Hansen to approve the zoning map amendment. Upon vote, motion carried unanimously.

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

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).

City Planner Peter Schleinz reviewed the major design exception at 2000 Lawrence Dr. Staff does not make a recommendation for design exceptions. Mark Higgins asked if the owner changed, would the exception transfer to the new owner. Peter replied no, since design exceptions are tied to the specific site plan design, not to the owner of a property. Mayor Boyd moved, seconded by Mark Higgins, to approve the major design exception. 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

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

City Planner Peter Schleinz reviewed the right-of-way discontinuance. The cul-de-sac bulb will not be built, but the right-of-way for a potential future through street remains. Staff recommended approval of the discontinuance. Mayor Boyd moved, seconded by Brenda Busch, to approve the discontinuance. 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

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).*

City Planner Peter Schleinzi reviewed the easement release. Staff recommended approval of the request and forwarding the recommendation to the Common Council. Mayor Boyd moved, seconded by Shane Raymaker, to approve the easement release. Upon vote, motion carried unanimously.

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

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).

City Planner Peter Schleinzi reviewed the major design exception. Staff does not make a recommendation for design exceptions. Peter noted that the petitioner is planning on planting a hedge of six foot juniper bushes and four trees along the northern edge of the east side parking lot. He also stated that they attempted to propose several more street trees and front yard trees but an existing storm sewer line eliminated that proposal. Mayor Boyd moved, seconded by Brenda Busch, to approve the design exception. 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

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).*

City Planner Peter Schleinzi reviewed the easement release for the proposed parking ramp at 224 N Wisconsin St. Staff recommended approval of the request and forwarding the recommendation to the Common Council. Ald. Hansen moved, seconded by Mark Higgins, to approve the easement release. Upon vote, motion carried unanimously.

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

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

Development Services Director Daniel Lindstrom reviewed the award of contract for the Downtown Master Plan Update to SmithGroup. Mayor Boyd moved, seconded by Brenda Busch, to approve the SmithGroup for the Downtown Master Plan Update as outlined in the RFP and forward to recommendation to the Common Council for approval. 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

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

Peter Schleinzi reviewed the regulations related to backyard cottages. The current height limitation is the more restrictive of 20 feet or no taller than the height of the primary structure. He explained that the intent of the height regulation was to discourage accessory buildings from overwhelming the primary structure. Staff would like the Plan Commission to discuss potential changes for the backyard cottage maximum height. Mark Higgins suggested that the City handle these on an individual basis, until they become a problem and then consider changing it in the future if it becomes more of an issue. The consensus was to give the idea more thought for now without suggesting any changes.

14. Discussion about the 2025 City of De Pere Housing Affordability Report Update.

City Planner Peter Schleinzi stated that the 2025 Housing Affordability Report Update was posted online on January 31, 2026. Mayor Boyd moved, seconded by Ald. Perock to receive the update and place it on file. Upon vote, motion carried unanimously.

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

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

City Planner Peter Schleinzi provide an update on the site plans received since the January 2026 Plan Commission meeting. There were no questions.

16. Adjournment.

Mayor Boyd moved, seconded by Ald. Hansen, to adjourn the meeting at 7:58 PM. Upon vote, motion carried unanimously.

Respectfully submitted,

Kelly Barker