



MASTER PLAN FOR CITY OF DE PERE MUNICIPAL SERVICES CENTER EXPANSION

**Part of
City of De Pere Municipal Services Center
925 S. Sixth Street
De Pere, WI 54115-2002**

**Document prepared by
raSmith and SEH**

January 17, 2024

1. PURPOSE

The Master Plan for the City of De Pere Municipal Service Center Expansion will provide the City with summary of current Code requirements, indicate the requirements that cannot be met by the development and detail why they cannot be met. The Master Plan will also include appendices which show the proposed development which is seeking Master Plan approval.

2. PLANNING AREA

The City of De Pere Municipal Services Master Plan applies to the area located within the red polygon on the following map:



The City of De Pere Municipal Service Center Expansion Master Plan applies to all the parcels within the above map. The parcels are:

Subject Property

WD-144-1-1

WD-142

Property within 300
feet of Subject
Property

WD-141-1	WD-142	WD-143-2	WD-143
WD-143-1	WD-144-2	WD-144	WD-144-1
WD-144-1-1	WD-141-1	WD-144-2	WD-143-2
WD-143	WD-143-1	WD-147	WD-144
WD-144-1	WD-146-1	WD-145	WD-147-1
WD-146	WD-1-3-1	WD-1	WD-131-1
WD-864	WD-4	WD-3	WD-5-3
WD-5-2	WD-6-5	WD-6-4	WD-1-1
WD-1-2	WD-6	WD-133-3	WD-6-3
WD-6-1	WD-133	WD-133-1	WD-6-A
WD-133-2	WD-134-3	WD-134-3-1	WD-133-4
WD-134-2	WD-135-3	WD-135-4	WD-134
WD-134-1	WD-135-1	WD-d0008	WD-135-2
WD-135	WD-903-1	WD-903	WD-904
WD-904-1	WD-853	WD-853	WD-902
WD-851	WD-152-1	WD-154	WD-854
WD-150	WD-156-1	WD-158	WD-155
WD-156	WD-736	WD-746	WD-734
WD-735	WD-743	WD-742-2	WD-745
WD-744			WD-742-1
WD-742			

3. EXISTING PROPERTY USES

The City of De Pere Municipal Center has two entrances to the property off South Sixth Street. The visitor/office entrance is in the Southwestern area of the lot, and the public works entrance is in the Northwestern corner. The existing lot includes a large one-story brick building, a small wooden material storage building to the northeast, and concrete salt shed east of that. A cold storage structure sits in the northeast corner of the lot. Asphalt paved parking areas are on the site with the largest parking area southeast of the main building near the visitor and office entrance. A second parking area is along the north side of the main brick building. Parking facilities include 93 spaces and 4 ADA spaces for a total of 97 spaces.

Small concrete pads are located throughout the site at the overhead door entrances to the material storage building, the salt shed, and in fuel pump areas. A concrete sidewalk runs from the southern entrance off sixth street to the main office entrance on the southwestern side of the building. The lot is enclosed by chain link fence on the property line on the northern, eastern, and southern borders. The Wisconsin Central LTD Railroad borders the property to the east. Residential homes are adjacent to the property on the south and South Sixth Street border the west. To the north, there is an industrially zoned lot.

Lighting facilities line the outside of the paved area to the North, West and South. The fuel station with pumps sits on the north edge of the lot with keypad and filler caps. Brine tanks sit on the eastern side of the main brick building. Material Storage and waste areas are located on the eastern side of the lot, with an unpaved gravel area in the Southeastern corner that is bordered by a concrete wall. Electric, water, gas and fiber optic utilities run underground on the western, southern and northern sides of the lot. Overhead wire runs along the northern property line. The surrounding land is landscaped with trees and bushes. A telephone box is in the far southwestern corner of the lot, and a hydrant is located next to South Sixth Street along the sidewalk. Flagpole, monuments, and signs are located on the main lawn facing south sixth street, and entrance/security gates are located both north and south of the main building. These gates provide security for the public works yard, located east of the main building.

The following paragraphs are descriptive of the existing buildings:

Municipal Services Building

The main structure on the site is the Municipal Services Building. Constructed in phases, the municipal building includes three attached buildings housing administrative, vehicle storage, and vehicle maintenance functions.

The 8,863 SF Administrative Building contains public reception, office and conference areas and an employee break room. The building has 8'-8" high, five score colored CMU exterior walls with a painted EIFS façade up to an approximate eave height of 14 feet. A low slope pitched roof is covered with a white membrane. A portion of this building also includes a lower-level basement.

The 39,488 SF Vehicle Storage Building is a heated garage which houses vehicles and equipment for the City's Engineering, Parks, Streets and Water departments. The building has 8'-8" high, five score colored CMU exterior walls with metal wall

panels up to an approximate height of 18 feet at the eave and 22 feet at the gable end. Large overhead doors allow vehicle access on three sides of the building. A low slope metal roof pitches to exterior scupper drains.

The 17,375 SF Vehicle Maintenance Building contains a three bay vehicle maintenance garage with a water service and wash bay. The building has 8'-8" high, five score colored CMU exterior walls with metal wall panels up to an approximate eave height of 20 feet with a maximum eave height of 25 feet at one of the maintenance bays. The building has large overhead doors at each of the bays. A low slope roof pitches to exterior scupper drains. The roof is white membrane except for the high maintenance bay which is metal panel.

Cold Storage Building

The 10,800 SF. Cold Storage building is an unconditioned wood framed pole building with steel roof and wall panels. This building provides storage for miscellaneous items for all the City's departments.

The building has 16-foot eaves with an approximate height of 28 feet at the ridge. The building has overhead doors for equipment access.

Dome Salt Storage Building.

The approximately 2,000 SF salt storage structure has 10-foot-high concrete push wall topped with a wood framed geodesic dome structure covered with asphalt shingles. The height of the building is approximately 30 ft to the top of the dome.

Salt Bin/Material Storage Building.

The 2,700 SF structure has an open bin area for the street departments mixed materials along with an enclosed salt storage area. The building is wood timber framed with exposed timer walls and an asphalt shingle roof. The building has approximately 16-foot eaves with an approximate height of 20 ft at the ridge.

For the Existing Property Uses, see Appendix 1.

4. PROPOSED USES AND DEVELOPMENT ENVELOPE

A Project Scope Site Plan, indicating the site phasing (Phasing Plan), is included in Appendix 2.

Proposed changes for the City of De Pere Municipal services center include expansion and rehabilitation of the main garage building and other structures on property such as the cold storage building and material storage building. The fuel pump station will be updated with a new concrete pad, new fuel pumps, filler caps, and keypad. This fuel pump station will initially be installed at a temporary location north of the main garage building, then relocated to the permanent location at a later time. Existing gates on both North and South sides of the main building will be replaced, with new concrete walls installed between the north gate and the building. Concrete curb and gutter will be installed from the northernmost entrance off South Sixth Street up the driveway toward the garage building. The curb and gutter will also extend along the north edge of the paved area past the fuel pumping station. Additionally, the section of land lining the drive beyond the southern driveway gate will get new curb and gutter. New asphalt will be paved

between limits of the northernmost entrance, wrapping around the garage building to the southern edge of the garage building.

The proposed municipal service center expansion will be a phased expansion of the existing buildings and land uses from the existing condition explained above. The existing municipal service center building will be expanded to the north as part of Phase 1a, along with a new Material storage building along the north side of the site, new access to Lande Street, and relocated fuel islands from the north side to the east side of the property. Phase 1b will include the garage addition to the northwest side of the existing garage building. Phase 2 includes an addition to the cold storage building, wash bay, and salt shed.

The following paragraphs are descriptive of the proposed expansion:

Phase 0 – Temporary Fuel Island

Above ground fuel tanks and fuel dispensing units will be installed at a temporary location north of the existing vehicle storage building. This facility will be relocated to its permanent location in Phase 1a. The temporary fuel island plans are in Appendix 3.

Zoning Code Conformance Deviations: The Zoning Code requires screening around the entire item. There will not be screening around the north and west side of the temporary fuel island in Phase 0. The west side cannot be screened from the street due to the access driveway to the site.

Phase 1a & 1b - Municipal Services Building Addition

A proposed 33,200 SF Vehicle Storage Building addition will provide additional shelter for City vehicles and equipment. Exterior materials will include architectural masonry and insulated metal wall panels. Large overhead doors will allow vehicle access to enter and exit the building. A low slope membrane roof will pitch to exterior scupper drains. The eave height will be approximately 18 feet at the eave with an overall maximum height of 22 feet. The fuel station will be relocated to a permanent location as indicated on the Phasing Plan located in Appendix 2. The salt bin and material storage building along the north property line will be demolished and a new building constructed. The brine tanks at the northeast corner of the existing vehicle storage building will be relocated to a new support slab. Interior renovations will be constructed. A new generator, sound wall, and electrical service will be installed at the location indicated on the Phasing Plan.

Zoning Code Conformance Deviations: Both the fuel island permanent location and the brine tank relocation will not have screening to the south property line due to the amount of pavement located within the yard that will not allow screening to be placed. The transformer will not be screened from the street or residents to the south due to the topography to the south and the entrance driveway to the street. The 30-yard roll-offs will not be screened from the residents to the south due to the proximity to the property line.

Phase 2a & 2b & 2c & 2d & 2e - Cold Storage Building Addition

A proposed 7,200 SF addition to the Cold Storage building. The addition will be a continuation of the existing wood framed pole building structure and have a steel roof and wall panels. This building will provide additional storage for miscellaneous

items for all the City's departments. The building will have 16-foot eaves with an approximate height of 28 feet at the ridge. The building will have an additional overhead door for equipment access. The existing wash bay will be modified, and a new entrance extension to the existing salt dome will be constructed. A new storage mezzanine and overhead door will be constructed in the storage building.

Zoning Code Conformance Deviations: The cold storage building addition will have a rear yard setback of 9.5-feet, which is less than the required 20-feet.

Table 1 – Zoning Relief Summary

Regulation	Relief Requested	Explanation for Seeking Relief
Screening Required Around Temporary Fuel Station	No Screening Provided	We cannot provide screening between the roadway and the fuel station due to the driveway access along the north side of the site.
Screening Required Around Permanent Fuel Station	No Screening Provided	We cannot provide screening for the residential properties to the south due to the limited space available to provide any screening.
Screening Required Around Brine Tanks	No Screening Provided	We cannot provide screening for the residential properties to the south due to the limited space available to provide any screening.
Screening Required Around Electrical Transformer	No Screening Provided	We cannot provide screening for the residential properties to the south due to the limited space available to provide any screening.
Screening Required Around the 30-yard Rolloff Containers	No Screening Provided	We cannot provide screening for the residential properties to the south due to the limited space available to provide any screening.
Rear Yard Setback of 20-feet	Cold Storage Building Addition will have a setback of 9.5-feet	The existing building is setback less than 20-feet from the property line, so the addition will fall within the required setback as well. Additionally, the vehicle movement in the yard will be negatively impacted if we construct the addition outside the setbacks.
Building Façade Material	Using Architectural Metal Panel System and Ground Level Concrete Masonry Units	The building is a public works facility, it is not reasonable to use the building materials required for residential units.

Table 2 – Expansion Summary per Phase

City of De Pere Municipal Service Center	Temporary Fuel Island Phase 0	Municipal Services Building Addition Phase 1a	Salt Bin/Storage Building Phase 1a	Municipal Services Building Addition Phase 1b	Cold Storage Expansion Phase 2	New Access to Lande Street Phase 1	New Access to South 6th Street Phase 1
Floor Area	NA	20,600 SF	3,224 SF	12,600 SF	7,200 SF	16,000 SF	32,000 SF
Building Height	NA	22'	20'	22'	28'	NA	NA
Setbacks	22' North PL	37' North PL 50' South 6 th Street	9' North PL	48' South 6 th Street 39' North PL	9.5' East PL	NA	NA
Open Space	17%	17%	17%	17%	17%	NA	NA
Motor vehicle Parking Ratios (stalls)	85 motor vehicles	85 motor vehicles	85 motor vehicles	85 motor vehicles	85 motor vehicles	NA	NA

5. TRANSPORTATION PLAN

The project will not propose additional off-street parking spaces as part of the building and site expansion. Zoning Code 14-806(6) Traffic Impact Analysis indicates a Traffic Impact Analysis (TIA) must be submitted for review by the public works director prior to approval of any rezoning, conditional use or site plan application that proposes more than 250 off-street parking spaces. TIAs must provide an evaluation of the impacts that the proposed development will have on traffic conditions, transit users, pedestrians and bicyclists. Therefore, because we are not proposing additional parking spaces, a TIA is not required.

6. LANDSCAPE PLAN

The proposed building and site expansion will provide landscaping as can be provided with the acknowledgement that both the existing site use and proposed expansion limit the amount of landscaping which can be provided. The Landscaping Ordinance of the City of De Pere, found in Chapter 14, Article X – Landscape and Screening of the City of De Pere Municipal Ordinance requires landscape and screening. The following sections of the Landscape Ordinance will require relief:

Section 14-105 Foundation Landscaping. The west side of the existing building is the only side of the building facing the street and does not currently provide foundation plantings. The proposed improvements do not propose any foundation plantings along the street facing portion of the building because the office will not be impacted by the building expansion, and the portion of the garage expansion which faces the street includes overhead door access points, which will not allow foundation plantings.

Section 14-108 Landscape Plans. The existing site includes minimal landscaping throughout the site. The minimal use of landscaping is due to the nature of the site use and the amount of paving located throughout the property, particularly the area north, east, and south of the building. The proposed expansion site use will include minimal landscaping. The proposal includes restoration of disturbed areas with topsoil and seed. There are no screening or other plantings proposed due to the limited areas which are conducive to plantings.

7. APPROVAL PROCEDURES

Master Plan Review and Approval Procedures

The review and approval of the Master Plan will follow procedures identified in Zoning Ordinance 14-53 for establishing PI-2 Districts and in Zoning Ordinance 14-122 for zoning map amendments. The Plans are in the Appendix.

Future Site Plan Review and Approval Procedures

The review of site plans that are not provided in detail as part of the Master Plan will follow procedures identified in Zoning Ordinance 14-124 for site plan reviews. Site plan reviews have separate review fees.

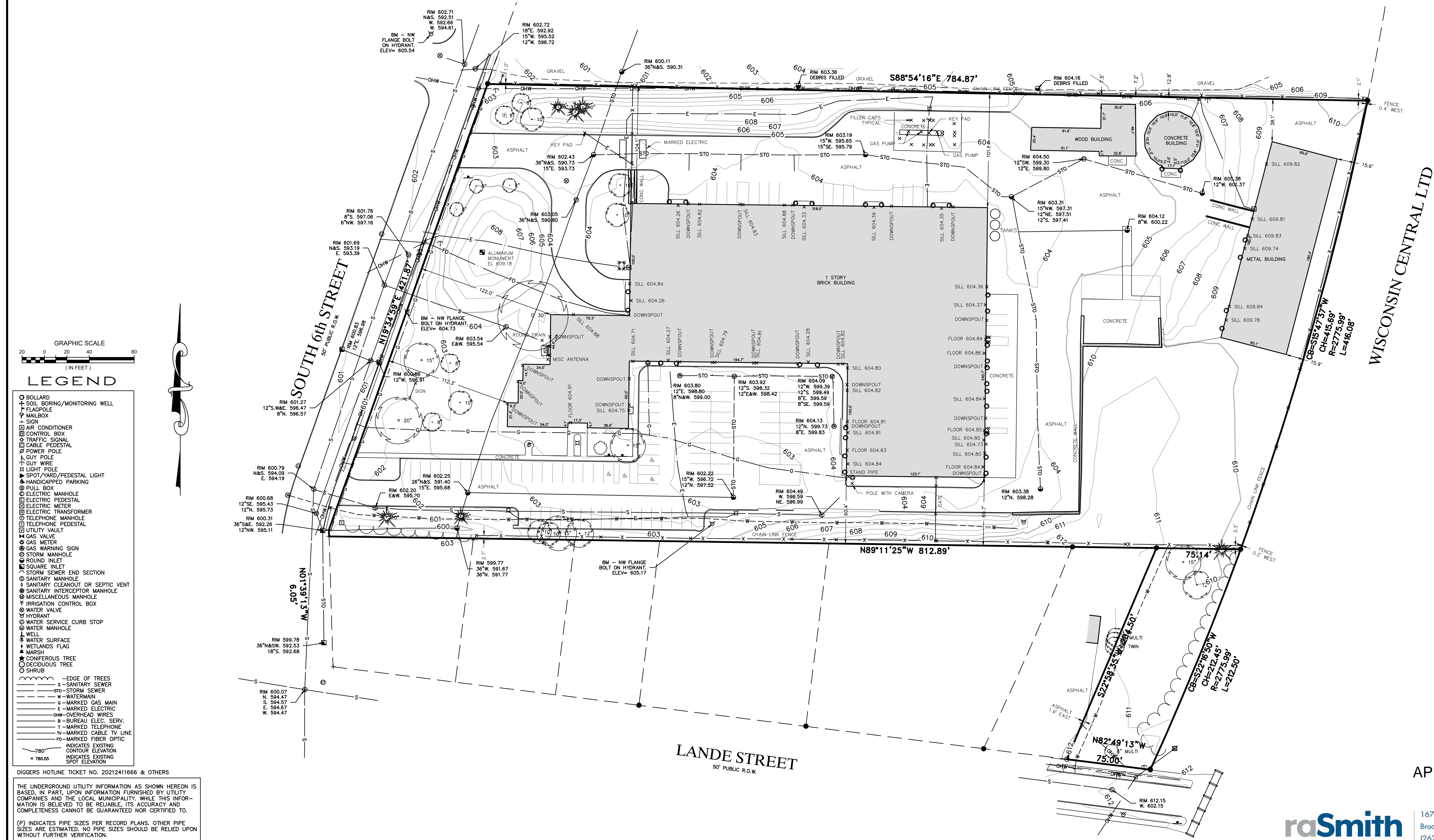
Table 3 – Restrictions Summary

Code Category	Most Restrictive
Minimum Lot Area	N/A in PI-1 (per PI-1)
Minimum Lot Frontage	N/A in PI-1 (per (PI-1)
Minimum Building Setbacks	
Front	15' (per R2-60)
Street Side	15' (per R2-60)
Interior Side	6' (per R2-60)
Rear	9.5'
Maximum Building Height	40' (per R2-60)
Accessory Building	28'
Landscape and Screening	
Appurtenance Screening	None
Street Right-of-Way Trees	None
Parking Lot Interior Landscaping	None
Foundation Landscaping	None
Parking ratios	85 cars
Building Facade	
Façade Material	Using Architectural Metal Panel System and Ground Level Concrete Masonry Units. With no minimum percentages.

Note: All other Zoning Code Requirements will be met. The proposed plans will follow the Code as written.

APPENDIX 1 – EXISTING PROPERTY USES

EXISTING PROPERTY USES



APPENDIX 2 – PHASING SITE PLAN

Project Owner

Municipal Services Center Renovation

923 S SIXTH ST
De Pere, WI 54115

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EH Project	161454
Checked By	JRL
Drawn By	JRL

Project Status	Issue Date
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VISION SCHEDULE

REV. #	DESCRIPTION	DATE
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PROPOSED SITE PHASING PLAN










APPENDIX 2



1 PROJECT OVERALL PLAN
G002 1/32" = 1'-0"



PROJECT SCOPE LEGEND

- | | | | |
|--|---|---|--|
|  EXISTING STRUCTURES |  <ul style="list-style-type: none"> NEW VEHICLE STORAGE GARAGE ADDITION. RELOCATE FUELING STATION TO LOCATION SHOWN. DEMO EXISTING SALT / BIN STORAGE BUILDING AND BUILD NEW IN CONFIGURATION SHOWN. RELOCATE EXISTING BRINE TANKS ON NEW SUPPORT SLAB. MISCELLANEOUS ALTERATION IN EXISTING GARAGE PER DRAWINGS. REMOVE EXISTING GENERATOR. PROVIDE NEW GENERATOR AND ELECTRICAL SERVICE AT LOCATION SHOWN ON ELECTRICAL DRAWING. NEW GENERATOR SOUND WALL. SITE MODIFICATIONS PER CIVIL DRAWINGS. SIGN SHOP MECHANICAL UPGRADES |  <ul style="list-style-type: none"> NEW PRE-ENGINEERED WOOD FRAMED STORAGE BUILDING (SOUTH ADDITION) WITH METAL SIDING AND ROOF PANELS. PROFILE AND COLOR OF BUILDING TO MATCH EXISTING. NEW STORAGE MEZZANINE. NEW OPENING WITH OVERHEAD DOOR IN EXISTING STORAGE BUILDING. |  <ul style="list-style-type: none"> NEW PRE-ENGINEERED WOOD FRAMED STORAGE BUILDING (NORTH ADDITION) WITH METAL SIDING AND ROOF PANELS. PROFILE AND COLOR OF BUILDING TO MATCH EXISTING. |
|  <ul style="list-style-type: none"> REMOVAL OF THE UNDERGROUND FUEL TANKS AND FUEL DISPENSERS. (3) NEW 10,000 GALLON ABOVE GROUND FUEL TANKS AND NEW DISPENSERS TANKS, DISPENSERS AND THE ENTIRE FUELING STATION SYSTEM TO BE RELOCATED TO THE LOCATION NOTED IN PHASE 1a |  <ul style="list-style-type: none"> NEW VEHICLE STORAGE GARAGE ADDITION (SECOND PHASE) |  <ul style="list-style-type: none"> EXISTING WASHBAY MODIFICATIONS. NEW CONCRETE SLAB, ADD A NEW UNDERCARRIAGE WASHING SYSTEM. PAINT THE INTERIOR CMU WALLS AND ADD AN INTERIOR LINER PANEL ABOVE THE CMU MECHANICAL / ELECTRICAL / PLUMBING MODIFICATIONS PER DRAWINGS. |  <ul style="list-style-type: none"> NEW STORAGE MEZZANINE IN EXISTING STORAGE BUILDING. |
| | |  <ul style="list-style-type: none"> NEW ENTRANCE EXTENSION ON EXISTING DOME SALT SHED | |

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APPENDIX 3 – TEMPORARY FUEL ISLAND PLANS

Project Owner

FUEL STATION REPLACEMENT

923 S. Sixth Street
DePere, WI 54115

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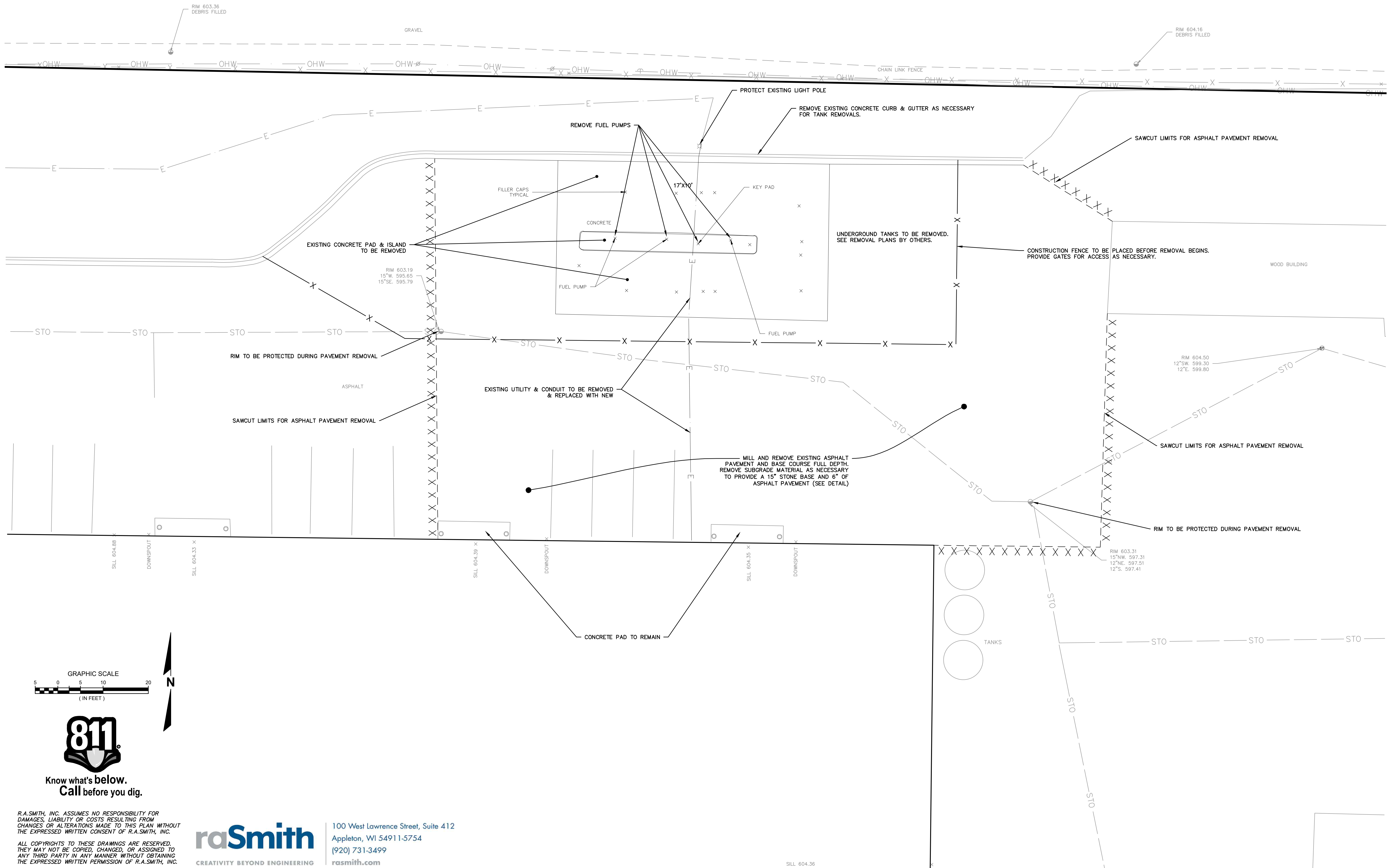
EH Project	161454
Checked By	BH
Drawn By	RMM

Project Status	Issue Date
	10-24-2023

REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE

EXISTING FUEL PUMP REMOVAL PLAN

APPENDIX 3



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APPENDIX 3

