Plan Commission

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

Regular Meeting

Final Minutes

Monday, August 26, 2024 | **7:00 PM** | **Council Chambers and Virtual**

Call to Order

The meeting was called to order at 7:00 PM by Mayor James Boyd

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

Also present Development Services Director Daniel Lindstrom, City Planner Peter Schleinz and members of the public.

2. Approval of the minutes of the July 22, 2024 Plan Commission meeting.

Mark Higgins suggested a change to the minutes. For item 7, he suggested changing it to say "with issues discussed regarding some of the suggested strategies." Staff noted that the changes will be made.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Raymaker, Schilling

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

There were no public comments.

RESULT:	**DISCUSSED**

4. Consideration and possible action on a major design exception from Zoning Ordinance Section 14-41, Table 4-2, to reduce the west interior side yard setback from 20 feet to 4 feet at 1414 Builders CT (between Parcels WD-L176-1, WD-1138).

City Planner Peter Schleinz reviewed the major design exception to reduce the west interior side yard setback from 20 feet to 4 feet at 1414 Builders Ct. due to an existing easement on the property. Staff does not make a recommendation for design exceptions. Grant Schilling asked if this would set a precendent. Peter noted that there have been two or three design exceptions in the past. Development Services Director Daniel Lindstrom added that design exceptions were added to the new zoning code in place of variances. Mark Higgins moved, seconded by Brenda Busch, to approve the major design exception. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mark Higgins, Commissioner
SECONDER:	Brenda Busch, Commissioner
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Raymaker, Schilling

5. Consideration and possible action for a new 10-foot-wide no-build easement, created by the City of De Pere, that prohibits development along the proposed eastern interior side yard property line at 1400 BLK Builders CT (Parcel WD-1138).*

City Planner Peter Schleinz reviewed the no-build easement that prohibits development along the proposed eastern interior side yard property line at 1400 Builders Ct. The site is the location of a proposed new property line that is part of a potential land sale between the City of De Pere and Badgerland Buildings. Staff recommended approval of the no-build easement request and forwarding the recommendation to the Common Council for final approval. Mayor Boyd moved, seconded by Ald. Gantz, to approve the no-build easement. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Raymaker, Schilling

6. Discussion with representatives from Sustana Fibers about a year 2023 site plan project status and the proposed timeline for completion of the addition of flash dryers with screening at 1751 W Matthew DR (Parcel WD-364-D-526).

City Planner Peter Schleinz provided a review of the project status for Sustana Fibers. A design exception was awarded in 2023 for the addition of flash dryers with screening at 1751 W Matthew Dr. The building permit expired in June 2024 so the permit needs to be renewed. Mayor Boyd moved, seconded by Brenda Busch, to open the meeting. Upon vote, motion carried unanimously. The representatives from Sustana Fibers introduced themselves. In 2023, business slowed in the paper industry. The COO left the company which resulted in poor turnover of information about the dryer project. Mayor Boyd asked what the projection to finish the project was. The representatives stated that the timeline for completion is eight weeks. City Planner Peter Schleinz noted that staff can review the additional screening and revised site plan without going back to Plan Commission. Mayor Boyd moved, seconded by Shane Raymaker, to back to regular order. Upon vote, motion carried unanimously. This was a discussion only item, so no action was taken.

RESULT:	**DISCUSSED**

7. Consideration and possible action for a right-of-way discontinuance at 2000 Commerce DR and 2051 Profit PL (Adjacent to Parcels ED-3103, ED-2382).*

City Planner Peter Schleinz reviewed the right-of-way discontinuance at 2000 Commerce Drive and 2051 Profit Place. The end of street will turn into a cul-de-sac. Staff recommended approval subject to the conditions in the report. Ald. Hansen moved, seconded by Ald. Gantz, to approve the right-of-way discontinuance. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Boyd, Busch, Gantz, Hansen, Higgins, Raymaker, Schilling

8. Discussion about site plans received since the July 2024 Plan Commission meeting and review of the status of recently approved development projects.

City Planner Peter Schleinz provided an update on the status of recently approved development projects since the July 2024 Plan Commission meeting. Ald. Hansen asked why the Unity Hospice project hasn't gone to Council yet. Peter noted that the project requires a class I public hearing notice, which is a 30 day notice so it will go to the next Council meeting in September. Ald. Hansen then asked about the Caribou Coffee signage issue and Peter stated that staff would be doing a follow-up site visit to assess the signage issue. No other questions or comments were made.

RESULT:	**DISCUSSED**

Adjournment

Mayor Boyd moved, seconded by Ald. Hansen to adjourn the meeting at 7:40 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker