



Plan Commission

Special Meeting

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

Agenda

Monday, December 20, 2021

7:00 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 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 **December 20, 2021** at **7:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

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 Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the November 22, 2021 Plan Commission meeting.
3. Public comments upon matters not on the agenda.
4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by noon on the day of the meeting so that arrangements can be made.

*Items with an asterisk require City Council approval.

Agenda Sent To:

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



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: December 20, 2021

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the November 22, 2021 Plan Commission meeting.

ATTACHMENTS:

- PC_Nov2021_Minutes_Draft (PDF)



Plan Commission

Regular Meeting

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

Draft Minutes

Monday, November 22, 2021

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	
Derek Beiderwieden	Commissioner	Present	
Brenda Busch	Commissioner	Present	
Dan Carpenter	Aldersperson	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Aldersperson	Present	
Grant Schilling	Commissioner	Present	

Also present: Development Services Director Daniel Lindstrom and members of the public.

2. Approval of the minutes of the October 25, 2021 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling

3. Public comments upon matters not on the agenda.

There were no public comments.

RESULT:	DISCUSSED
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4. Consideration and possible action to rezone 2400 BLK Lost Dauphin RD (part of Parcels WD-D0104 and WD-L496) from R-1 (Single Family Residence District) to R-3 (Multiple Family Residence District).*

Development Services Director Daniel Lindstrom reviewed the rezoning request for the 2400 block of Lost Dauphin Road from R-1 to R-3 to allow for two-family and multi-family uses. He noted that all property owners within 300 feet of the subject area were notified of the rezoning application. Staff recommended approval of the rezoning, subject to conditions in the report. Mark Higgins asked if staff had received any comments. Daniel replied that no comments have been received. Mayor Boyd moved, seconded by Derek Beiderwieden, to approve the rezoning. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Derek Beiderwieden, Commissioner
AYES:	Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling

5. Consideration and possible action on a site plan for a 6,393 SF building addition with two loading docks at 675 Heritage RD (Parcel ED-F0094-1).

Development Services Director Daniel Lindstrom reviewed the site plan for a building addition to Plant 5 for Belmark. Staff recommended approval of the site plan, subject to the conditions in the report as well as the metal rooftop screening wall. Plan Commission reviewed and approved a similar rooftop screen for the Plant 7 building in October 2021.

Ald. Raasch moved, seconded by Ald. Carpenter, to approve the site plan as well as the metal rooftop screening. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling

Adjournment

Derek Beiderwieden moved, seconded by Mayor Boyd, to adjourn the meeting at 7:16 PM. Mayor Boyd thanked Derek for his service on the Commission as this is his last meeting as a commission member since he is retiring at the end of the year.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: December 20, 2021

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Public comments upon matters not on the agenda.



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: December 20, 2021

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

ATTACHMENTS:

- Zoning Code Memo 1 - 20 Dec 2021 (PDF)
- 12-2021 PC - Special Mtg (PDF)

CITY OF DE PERE MEMO



To: James Boyd, Mayor
Plan Commission Members

From: Peter Schleinz, Senior Planner | Zoning Administrator

Date: December 20, 2021

RE: **Discussion Regarding Significant changes to the City's New Zoning Code as it relates to zoning districts, building design standards, and the administrative process.**

Summary:

The City of De Pere staff has been working on a new zoning code since 2018 and is preparing to present a FINAL DRAFT version to the Plan Commission and Common Council in 2022. In order to generate a deeper understanding of significant changes proposed in the new Zoning Code, staff is establishing a number of discussions to highlight the changes. The discussion is not intended to call out every single change (or non-change). Rather the intent is to identify significant and important changes that the Plan Commissioners should be aware of. This meeting will focus on the following three topics:

- Zoning districts (expanded, reduced, and new districts).
 - *Residential, Mixed-Use, Commercial & Employment, and Special Districts.*
- Downtown Design Standards (increased and clarified standards).
 - *Building Façade Materials, Street Fronting, Green Spaces.*
- Administrative Process for Site Plans (discussion and thoughts about revising review procedures)
 - *To help staff keep up with the speed of business and updated design standards.*

For the purpose of quality and balanced group discussion, staff will present a more detailed summary of the changes at the time of the Special Plan Commission meeting, rather than preparing documents for preview independently prior to the meeting.

Staff Request:

Discuss the proposed significant changes to the DRAFT Zoning Code with staff and provide suggestions about significant changes that are desired or that need additional work.

City of De Pere Plan Commission December 20, 2021

Special Meeting

1. Roll call.



City of De Pere Plan Commission December 20, 2021 *Special Meeting*

2. Approval of the minutes of the November 22, 2021 Plan Commission meeting.



4.b

**City of De Pere
Plan Commission
December 20, 2021
*Special Meeting***

3. Public comments upon matters not on the agenda.

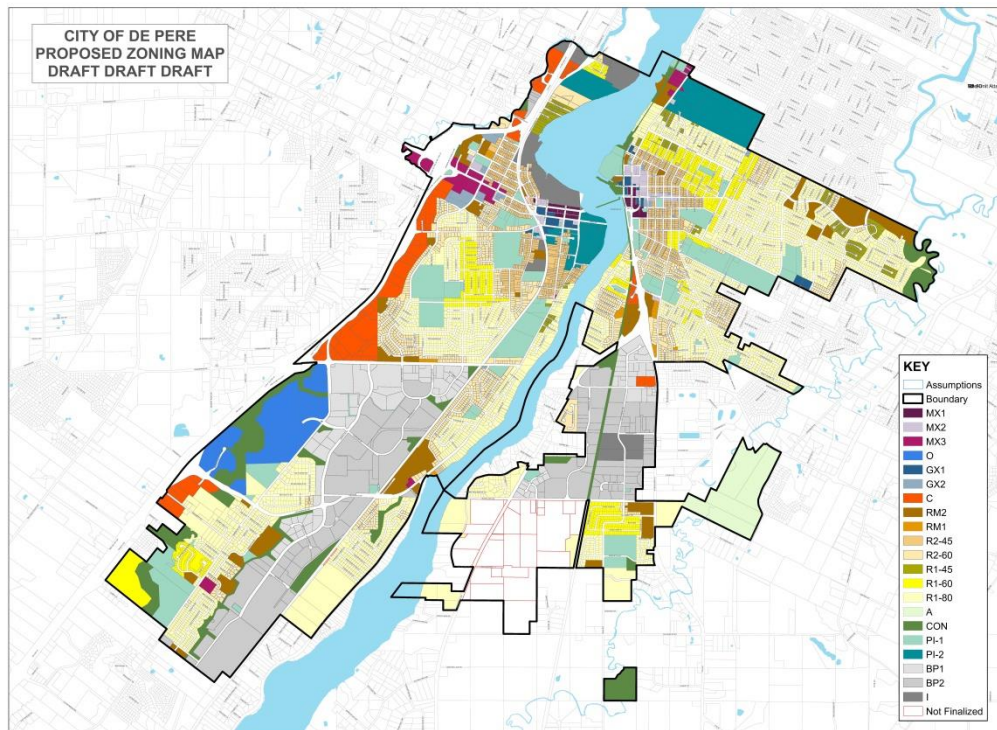


**City of De Pere
Plan Commission
December 20, 2021
*Special Meeting***

4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

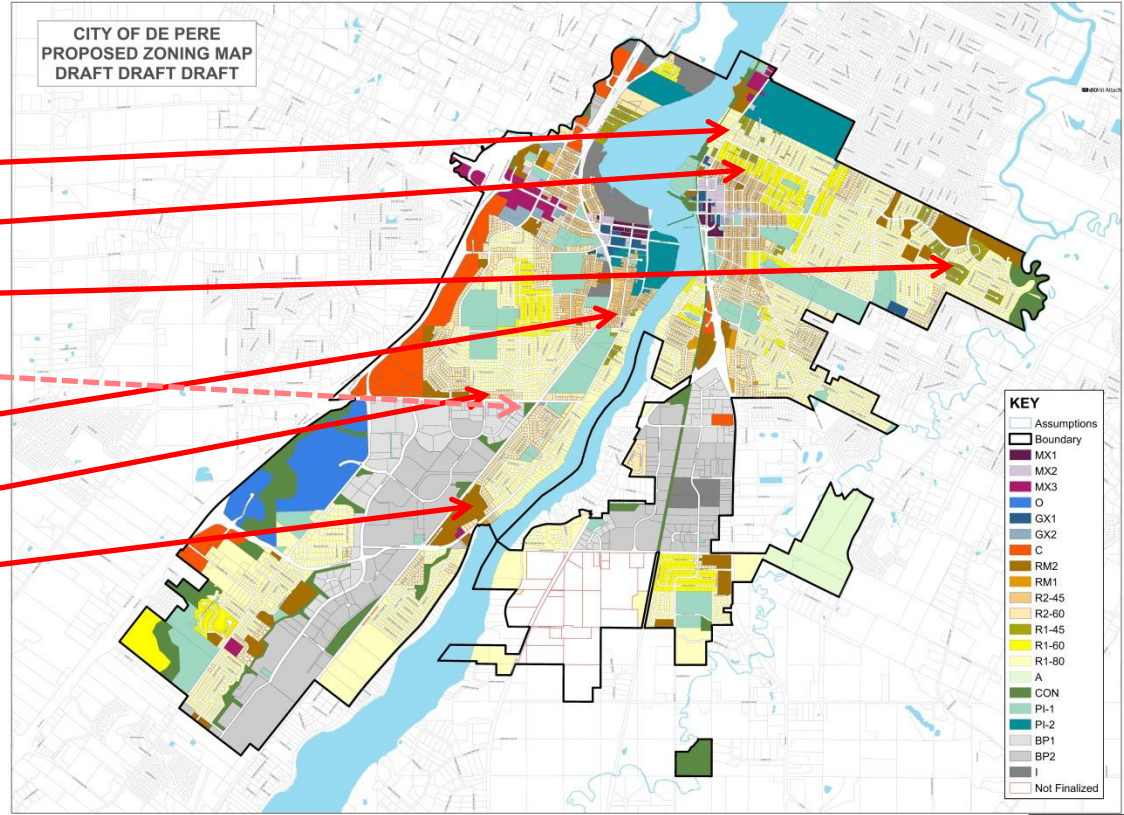
Topics for discussion:

- **Zoning Districts.**
 - Expanded, reduced, and new districts.
- **Downtown Design Standards.**
 - Increased and clarified standards.
- **Administrative Process for Site Plans.**
 - Thoughts on revising procedures to keep up with business.



4. Discussion about proposed changes to the City’s proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Residential Districts	New Districts
R-1	R1-80
	R1-60
	R1-45
R-2	R2-60
	R2-45
R-3	RM-1
	RM-2
R-4	Becomes RM & MX



4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Residential Districts	New Districts	What does it mean?	Significant changes?				
			Lot Area	Front	Side	Rear	New!
R-1	R1-80	Single-family with 80' of frontage.	9,000 SF	25'	8'	Same: 30'	Separate house and attached garage setbacks. R1-45 & R2-45 lots utilize rear alley driveways.
	R1-60	Single-family with 60' of frontage.	7,000 SF	15'	6'	20'	
	R1-45	Single-family with 45' of frontage.	5,000 SF	15'	6'	20'	
R-2	R2-60	Two-family with 60' of frontage.	11,000 SF	15'	6'	20'	Increased SF for accessory buildings.
	R2-45	Two-family with 40' of frontage.	5,000 SF	15'	6'	20'	
R-3	RM-1	Multi-family with 3-6 units.	2,000 SF per unit 7,500 SF min.	25'	8'	Same: 30'	STR Regulations.
	RM-2	Multi-family with 7 or more units.	1,000 SF per unit 7,500 SF min.	20'	6'	25'	Allows backyard cottages.
R-4	Becomes RM & MX	Absorbed into new Districts.	Not Applicable.				

- *Concept to replace lot area with minimum street frontages.*

4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.



New house on 45' lot.

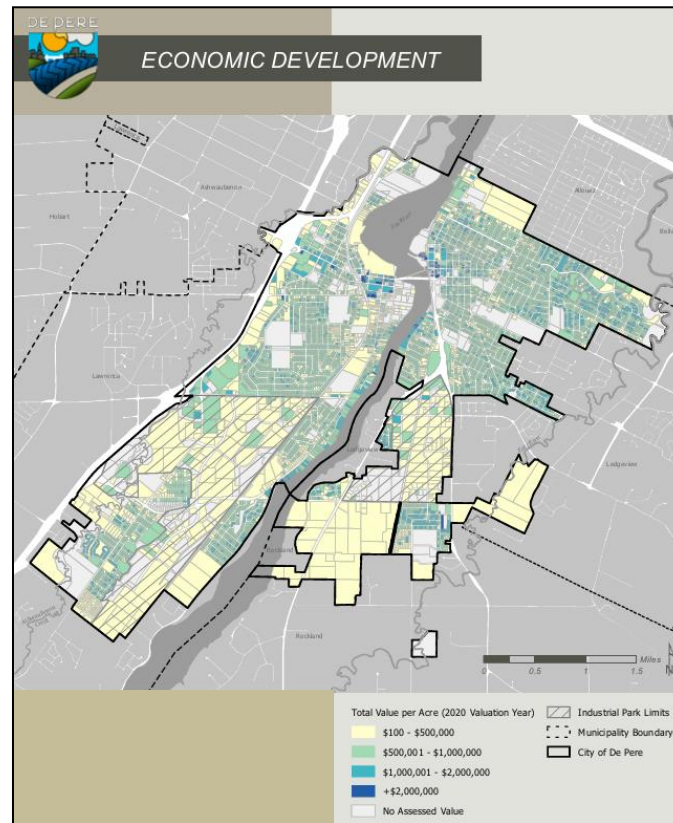
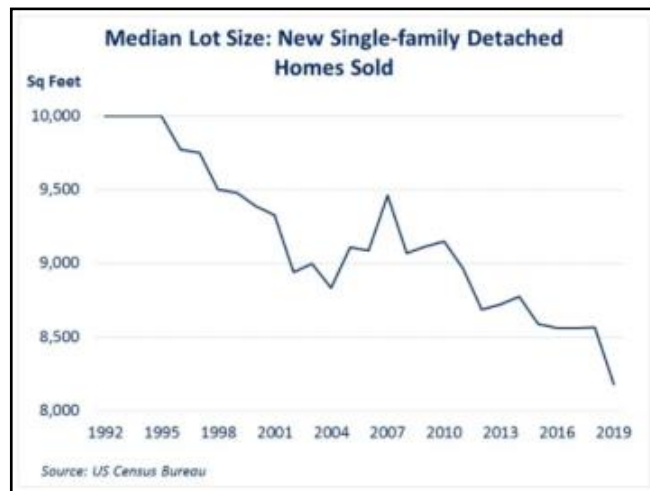


New house on 60' lot.



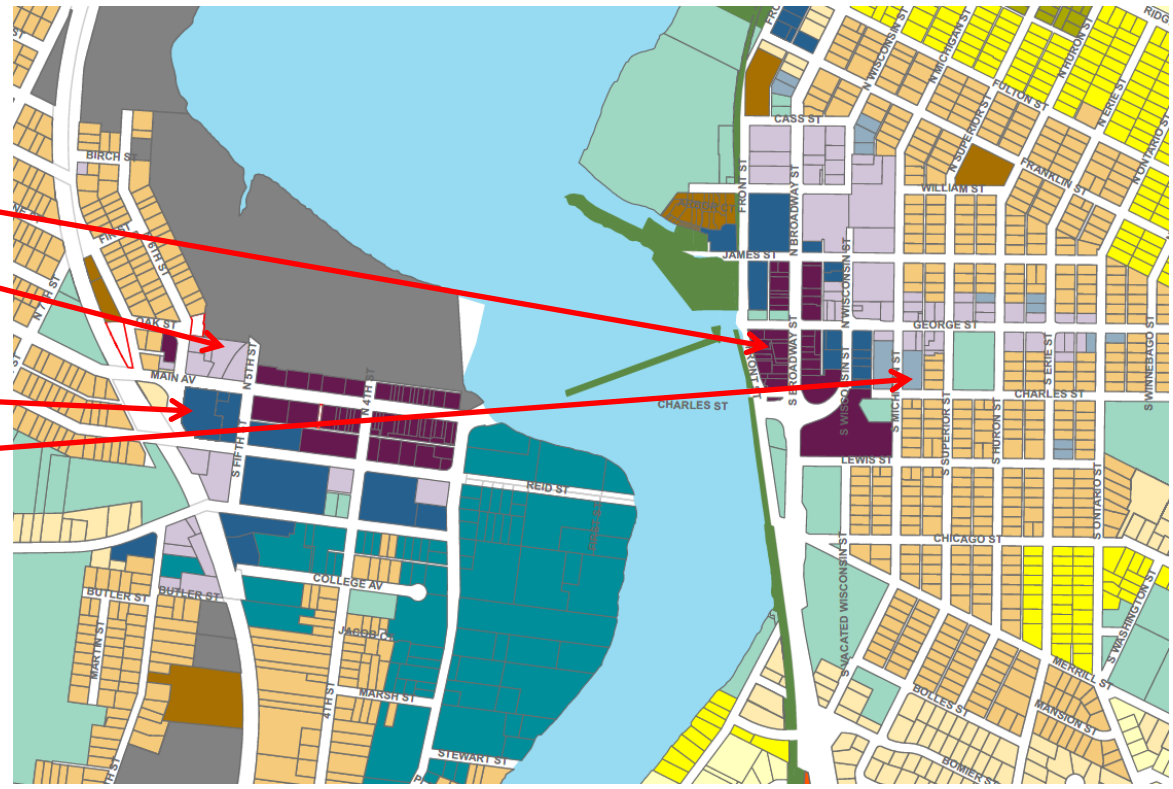
New house on 80' lot.

4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.



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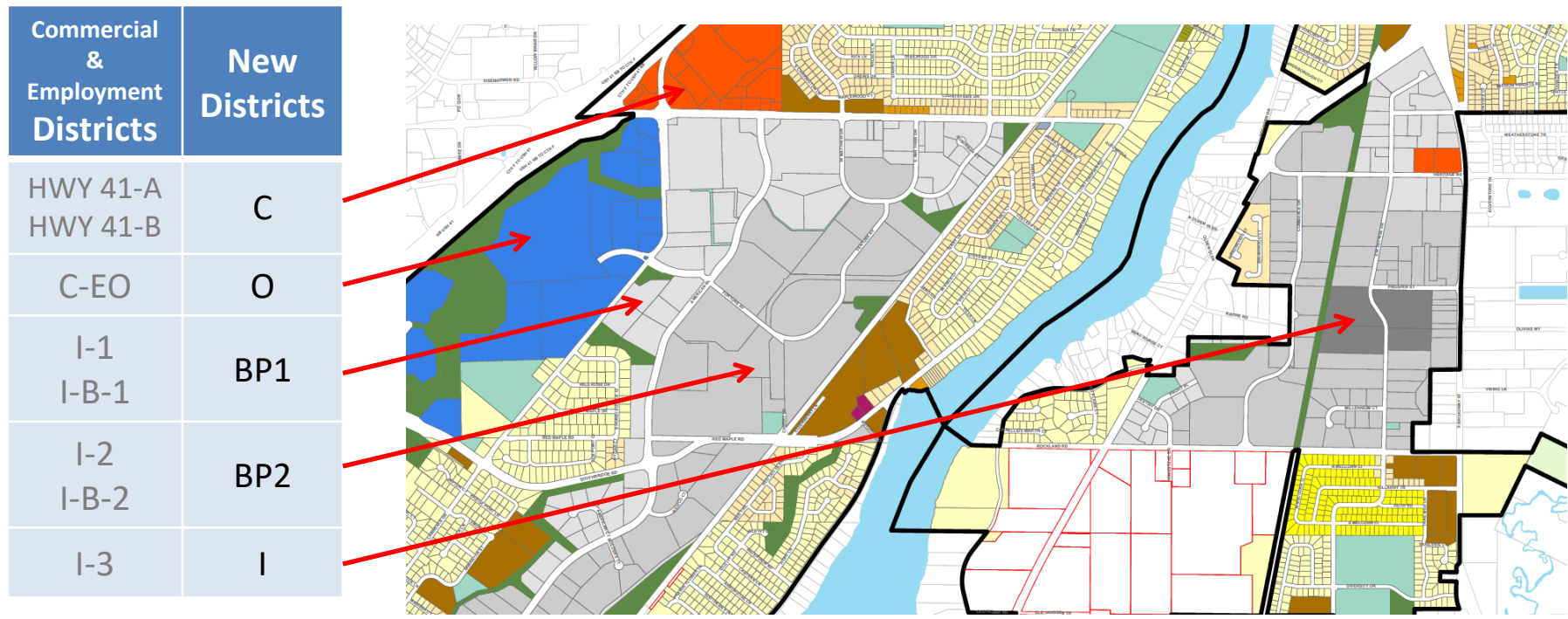
Business Districts	New Districts
B-1	MX1
	MX2
	MX3
	GX1
	GX2
B-2	Becomes MX3, C
B-3	



4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Business Districts	New Districts	What does it mean?	Significant changes?				
			Build-To	Lot Cover	Parking	Height	New!
B-1	MX1	Downtown Mixed-Use	0' to 5' 95% frontage	90% impervious	Rear	2 to 5 stories 66'	MX defines separate requirements for six types of buildings. Updated façade and cap material, textures, shadow lines, and other requirements.
	MX2	Neighborhood Mixed-Use	0' to 10' 95% frontage	90% impervious	Rear – limit side	1 to 3 stories 66'	
	MX3	Corridor Mixed-Use	0' to 10' 95% frontage	90% impervious	Rear – limit side	1 to 3 stories 66'	
	GX1	Office-Residential Mix	5' to 15' 80% frontage	75% impervious	Rear	2 to 5 stories	
	GX2	Office-Residential Mix	10' to 20' 75% frontage	65% impervious	Rear – limit side	1.5 to 3 stories	
B-2 B-3	Becomes MX3, C	Absorbed into new districts.	Not Applicable.				

4. Discussion about proposed changes to the City’s proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

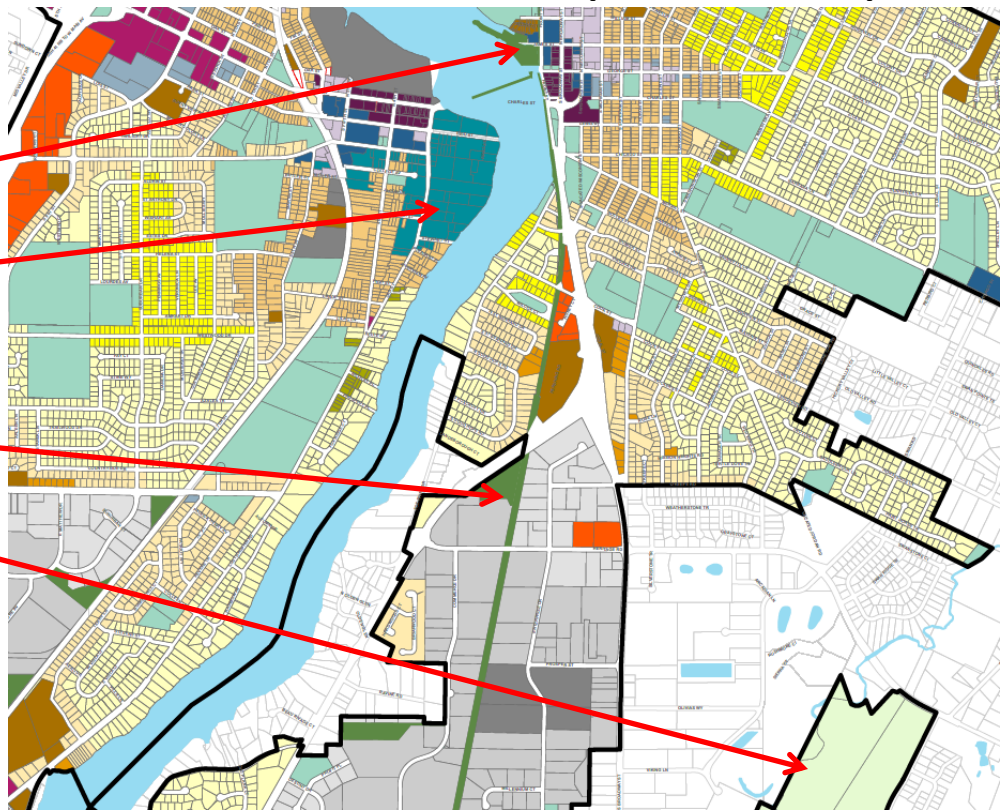


4. Discussion about proposed changes to the City’s proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Commercial & Employment Districts	New Districts	What does it mean?	Significant changes?				
			Lot Area	Footprint	Front/Rear	Height	New!
I-1 I-B-1	BP1	Business Park 1	1 acre	6,000 SF	30' / 20'	No Maximum	BP3 has recently been added back into the code. Updated façade, cap materials and other requirements. Landscaping requirements clarified.
I-2 I-B-2	BP2	Business Park 2	2 acres	10,000 SF	30' / 20'	No Maximum	
I-3	I	Business Park 3	Undefined at this time.				
HWY 41-A HWY 41-B	C	Highway Commercial	1 acre	6,000 SF	30' / 20'	75'	
C-EO	O	Office	1 acre	10,000 SF	30' / 30'	75'	

4. Discussion about proposed changes to the City’s proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Special Districts	New Districts
None	PI-1
	PI-2
	PUD
CON	CON
AG	AG



4. Discussion about proposed changes to the City’s proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Special Districts	New Districts	What does it mean?	Significant changes?					
			Lot Area	Front	Side	Rear	New!	
AG	R1-80	Agricultural.	Same: 10 acres	Same: 35’	Same: 25’	Same: 25’	PI-2 allows a college, school, fairground, park, etc. to create a specific Master Plan, similar to a PUD. PUD is a zoning category, not a ‘PDD overlay.’	
CON	CON	Conservancy	Same but clarified: Natural, historic, and utility areas without setbacks.					
None	PI-1	Public & Institutional 1	Based on adjacent zoning categories.					
	PI-2	Public & Institutional 2	Established by a City approved Master Plan for the site.					
	PUD	Planned Unit Development	Established by a City approved PUD for the site.					

4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Downtown Design Standards	New Districts	What does existing code call for?	Significant front façade changes?		
			Facade Materials (Major)	Facade Materials (Minor)	Accessory Building Materials
FAÇADE MATERIALS	MX1 MX2 MX3 GX1 GX2	SIX façade materials: 1. Brick. 2. Masonry. 3. Concrete. 4. Natural Stone. 5. PC approved material. 6. Metal panel <u>accents</u> .	SEVEN "major" that must cover 70% of front: 1. Brick. 2. CMU. 3. Fiber cement board. <i>(Cottage/Row only)</i> 4. Glass. <i>(transparency requirements)</i> 5. Metal. <i>(MX1 and GX1 only)</i> 6. Stone. 7. Wood. <i>(Cottage/Row only)</i>	TWELVE "minor" that can cover up to 30% of front: 1. Concrete. <i>(below first floor only)</i> 2. Fiber cement board. 3. Glass. 4. Metal. 5. Composite metal. 6. Corten metal. 7. Stucco. <i>(3rd floor or higher - 20%)</i> 8. Ceramic tile (20%). 9. Translucent Panel (20%). 10. Vinyl. <i>(Row building only – 20%)</i> 11. Wood (20%). 12. Wood composite (20%).	Must comply with primary structure materials (major and minor). Can be all metal if: 1. Less than 1,200 SF. 2. Not visible from a street or a residential district. 3. Less than 20' tall. 4. Metal is a color-match to the primary structure.
		No setbacks / build-to line. No landscaping. No encouraged design.	Concrete, fiber cement board, metal, vinyl, stucco, and & wood may be used as <u>accents</u> .		

4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Downtown Design Standards	New Districts	What does existing code call for?	Significant front façade changes?		
			Windows	Shutters	Balconies
BUILDING DESIGN ELEMENTS	MX1 MX2 MX3 GX1 GX2	HVAC systems must be screened.	Front facades will have transparency requirements, based on the building type:	If used, must be sized properly to fit window and be made of wood, metal, or fiber cement.	Minimum 4' deep and 5' wide with a 3" platform.
		Not specific for: 1. windows. 2. Shutters. 3. Balconies. 4. Principal entryway. 5. Building articulation and shadow lines. 6. Arcade design. 7. Vistas 8. Garage doors 9. Ground story sloping.	1. Storefront: 70% 2. Commercial Manor: 15% 3. Commercial Center: 60% 4. General Building: 15% 5. Row Building: 15% 6. Civic Building: 15% The requirements specify where transparency is needed (<i>per floor vs. a height range</i>). Vertical orientation and visibility through glass is required.		Metal grates are not allowed. Must be integrated into the design of the façade. May extend past a build-to line but not into a right-of-way, unless City approved. May cover up to 35% of building façade.

4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.



Storefront: 70%



Commercial Manor: 15%



Commercial Center: 60%



General Building: 15%



Row Building: 15%



Civic Building: 15%

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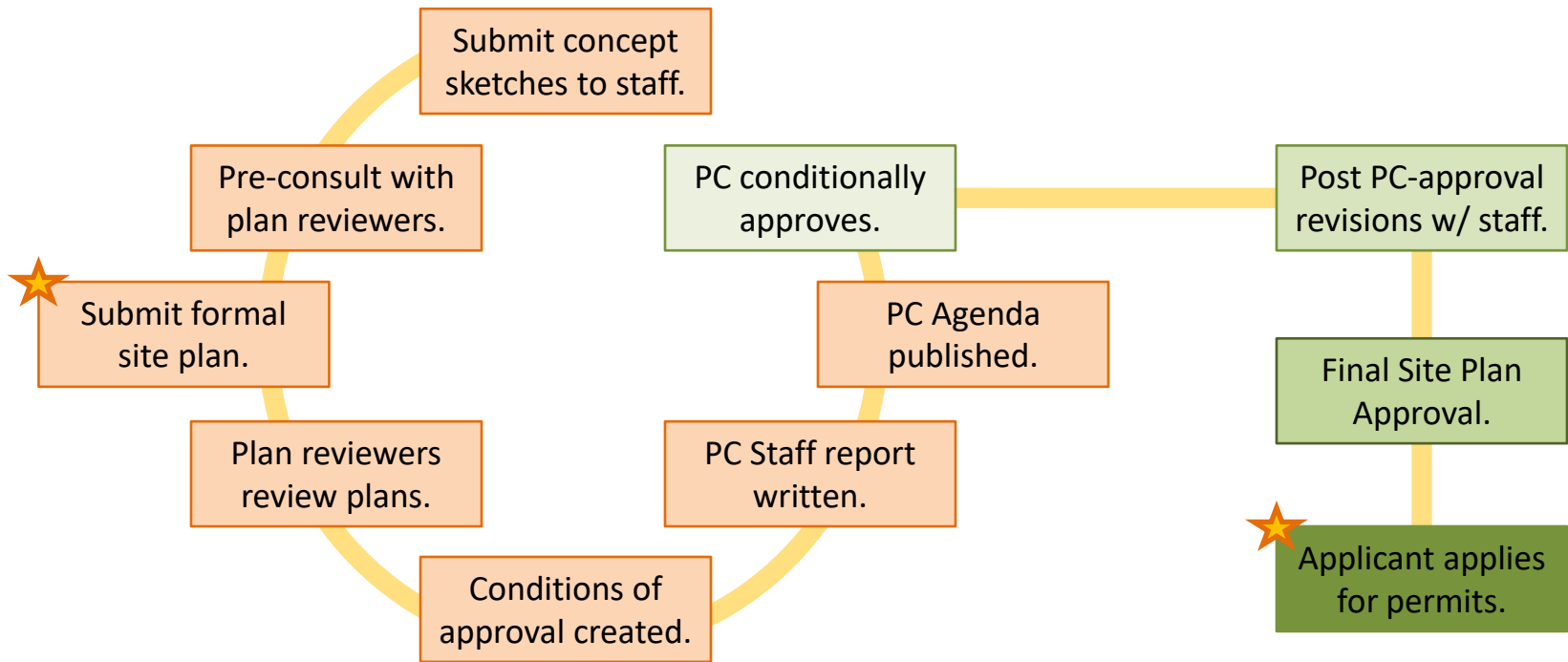
Downtown Design Standards	New Districts	What does existing code call for?	Significant front façade changes?		
			Principal Entryway	Building Articulation	Shadow Lines
BUILDING DESIGN ELEMENTS (CONT.)	MX1 MX2 MX3 GX1 GX2	HVAC systems must be screened. Not specific for: - windows. - Shutters. - Balconies. - Principal entryway. - Building articulation and <i>shadow lines</i>. - Arcade design. - Vistas - Garage doors - Ground story sloping.	A principal entryway must be identifiable with at least one of the following design features: - Roof or canopy. - Porch. - Sidelights and transom. - Extended articulation in a two story bay. - Other emphasis design, if City approved.	Building articulation has been added to ensure variety and articulation of stories. Buildings with over 120' of frontage will need to address at least three of the following: dominant material/color, shadow lines, entrance and window locations, roof types, varying heights, articulation of stories.	Storefront width: every 30' vertical: Top 1st floor Commercial Manor width: every 30' vertical: none Commercial center width: every 30' vertical: Top 1st floor General Building width: every 100' vertical: Top 1st floor Row Building width: every 60' vertical: near base Civic Building width: none, rec. 60' vertical: none, <i>rec. base</i>

4. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to zoning districts, downtown design standards, and the administrative process for site plans.

Downtown Design Standards	New Districts	What does existing code call for?	Significant front façade changes?		
			Arcades	Garage Doors	Ground Story Sloping
BUILDING DESIGN ELEMENTS (CONT.)	MX1 MX2 MX3 GX1 GX2	HVAC systems must be screened. Not specific for: - windows. - Shutters. - Balconies. - Principal entryway. - Building articulation and <i>shadow lines</i>. - Arcade design. - Vistas - Garage doors - Ground story sloping.	Must be recessed 8-15'. Must be front façade and within build-to zone. Columns must be 10-12' on center and a width range. Arch must not be flush with ceilings. A horizontal shadow line is needed to define the ground story. Not allowed if there is a visible basement.	Only on PRIMARY STREET frontage of building if for patio access, open air dining, or display. <u>Not for vehicular access.</u> - Must be recessed 1' from façade and have at least 50% glass. May be allowed on non-primary street frontage if allowed by building type, but is preferred on an interior lot facade. - If door is closed during business hours, must be clad with materials consistent with building.	This addresses grade transitions with the storefront and entryway when there is a sloped sidewalk, etc.

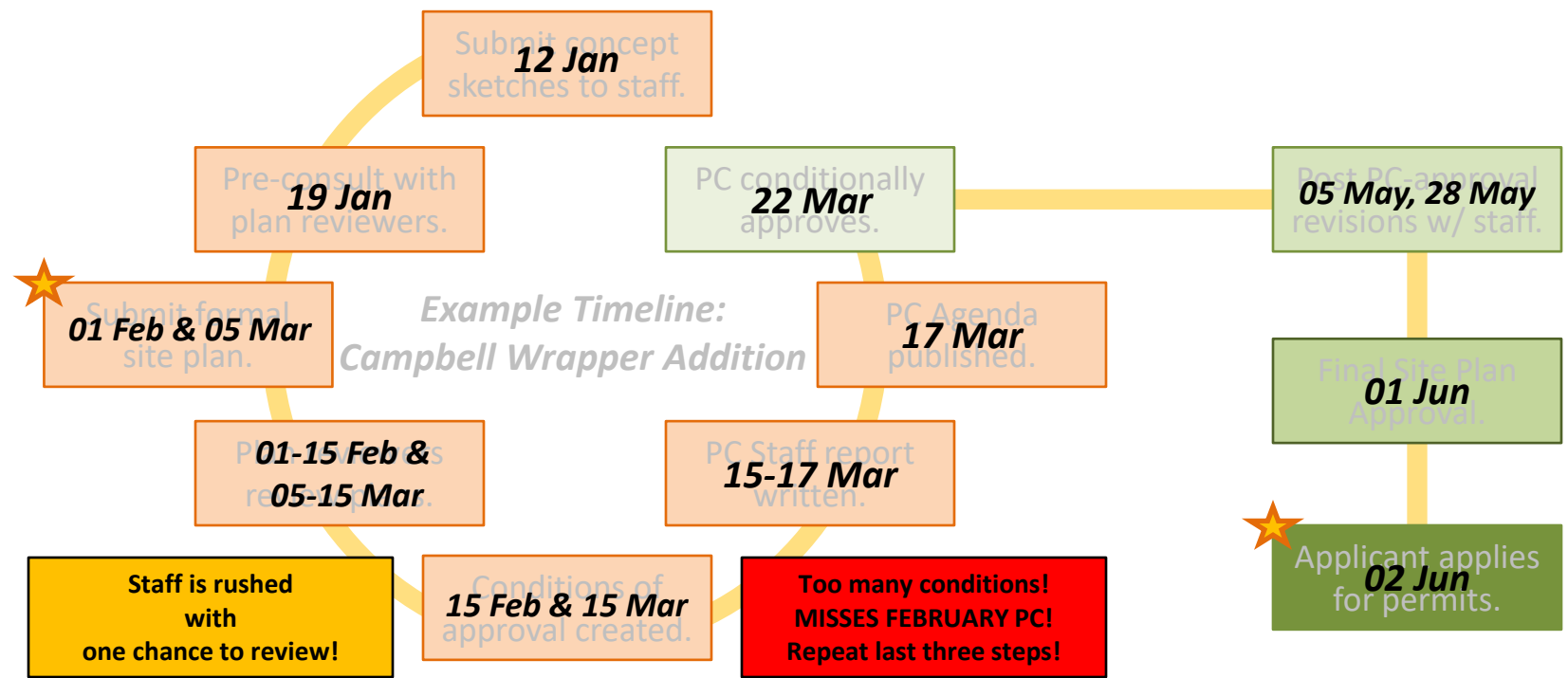
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Administrative Process for site plans discussion:



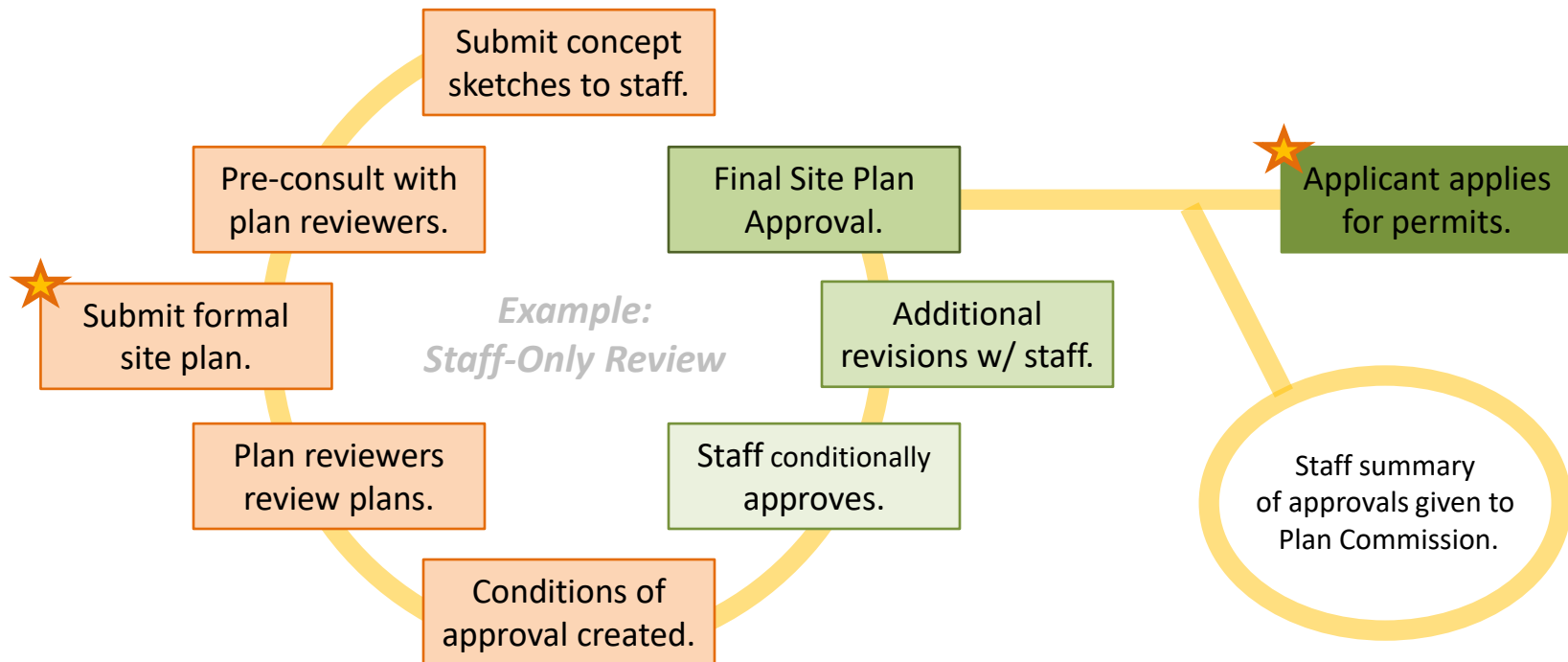
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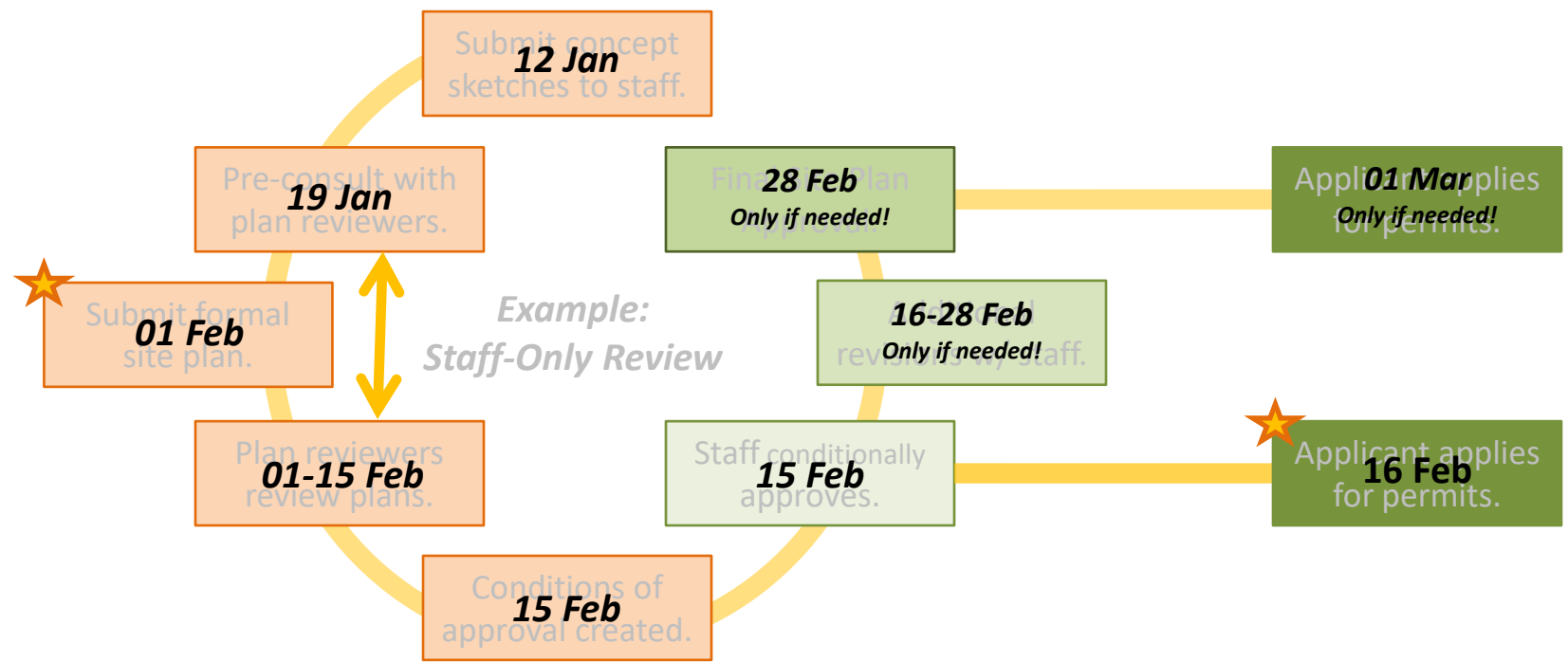
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Administrative Process for site plans discussion:



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Administrative Process for site plans discussion:



Adjournment.



**City of De Pere
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