Plan Commission

335 South Broadway

De Pere, WI 54115

http://www.de-pere.org

Regular Meeting

Final Minutes

Monday, August 24, 2015 **7:00 PM** **De Pere City Hall Council Chambers**

Call to Order

The meeting was called to order at 7:00 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Derek Beiderwieden	Commissioner	Present	
James Boyd	Alderperson	Excused	
Jim Kalny	Commissioner	Present	
Larry Lueck	Alderperson	Present	
Elizabeth Runge	Commissioner	Excused	
Steve Taylor	Commissioner	Present	
Michael J. Walsh	Mayor	Present	

Also present: City Planner Sarah Wallace, City Administrator Larry Delo, Public Works Director Scott Thoresen, City Engineer Eric Rakers, and members of the public.

2. Approval of the minutes of the July 27, 2015 Plan Commission meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jim Kalny, Commissioner
SECONDER:	Steve Taylor, Commissioner
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

3. A Public Hearing on the proposed boundary and project plan amendment to Tax Incremental Financing District #8 is scheduled for 7:00 p.m.

Recording secretary Carey Danen announced that the public hearing notice was published in the Green Bay Press Gazette on August 12th and 16th, 2015.

B. Review of Boundary and Project Plan Amendment for Tax Incremental Financing District #8

City Administrator Larry Delo explained that the City is proposing to expand the boundary of this existing TID District. The map provided in the packet indicates the existing boundary in red, with the proposed additions in blue. The lot furthest north is slated to be the future headquarters of Festival Foods. The City also has conceptual proposals for the southern expansion areas.
Mayor Walsh declared the public hearing open; no one wished to speak and he declared the public hearing closed.

C. Resolution PC15-01, Recommending Adoption of the Boundary and Project Plan Amendment (#2) for Tax Incremental Financing District #8*

Derek Beiderwieden motioned, seconded by Jim Kalny, to approve the boundary and project plan amendment. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Jim Kalny, Commissioner
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

4. A Public Hearing on the proposed creation of Tax Incremental Financing District #11 is scheduled for 7:00 p.m., or as soon thereafter as can be heard.

Recording secretary Carey Danen announced that the public hearing notice was published in the Green Bay Press Gazette on August 12th and 16th, 2015.

B. Review of Tax Increment Financing Plan for Tax Incremental Financing District #11

City Administrator Larry Delo explained this is a new district for the city; it includes an overlay of properties that are currently in TID District #6. The expenditure period for TID #6 is ending in March of 2016. The City decided to go forward with a new TID at this time because of a pending property acquisition at the end of Fortune Av. The property, which has been vacant for several decades, is expected to close by the end of October. The land is currently in TID #6, and construction of a road through the property will be one of the expenditures of the old TID. TID District #11 will also pick up six other properties that the City felt needed additional incentives.
Mayor Walsh declared the public hearing open; no one wished to speak and he declared the public hearing closed.

C. Resolution PC15-02, Recommending the Adoption of the Boundaries of Tax Incremental Financing District #11 and the Adoption of the Tax Incremental Financing District #11 Project Plan*

Steve Taylor motioned, seconded by Mayor Walsh, to approve the adoption of the boundaries and project plan for TID #11. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Steve Taylor, Commissioner
SECONDER:	Michael J. Walsh, Mayor
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

5. A Public Hearing on the proposed creation of Tax Incremental Financing District #12 is scheduled for 7:00 p.m., or as soon thereafter as can be heard.

Recording secretary Carey Danen announced that the public hearing notice was published in the Green Bay Press Gazette on August 12th and 16th, 2015.

B. Review of Tax Increment Financing Plan for Tax Incremental Financing District #12

City Administrator Larry Delo explained that TID District #12 would also act as an overlap district until TID District #6 closes, and includes new areas as well. The current boundary of TID #6 is the end of American Blvd; the City has an

interest in continuing the business park further south. The Garrity family owns most if not all of this property, and while they are not currently interested in developing it, they would be willing to entertain an offer from an interested party.
Mayor Walsh declared the public hearing open; no one wished to speak and he declared the public hearing closed.

C. Resolution PC15-03, Recommending the Adoption of the Boundaries of Tax Incremental Financing District #12 and the Adoption of the Tax Incremental Financing District #12 Project Plan*

Mayor Walsh motioned, seconded by Derek Beiderwieden, to approve the boundaries and project plan for TID #12. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Derek Beiderwieden, Commissioner
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

6. Land and Location Proposal for De Pere Fire Station 3.*

City Planner Sarah Wallace reported that Chief Rubin was hoping to be in attendance tonight but had another commitment. The City is requesting to place a hold on the property at Red Maple and Southbridge Rd for the future development of a third fire station. No specific plans or target dates have been established. Jim Kalny motioned, seconded by Steve Taylor, to approve the request. Discussion followed regarding the potential difficulty of marketing the site for another purpose due to its irregular shape and the existence of some contamination. City Administrator Larry Delo stated that the City has also discussed another potential site across the street; if at some point the decision is made to place a hold on that property instead, it would come back to the Plan Commission for a similar approval.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jim Kalny, Commissioner
SECONDER:	Steve Taylor, Commissioner
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

7. Review of the Precise Implementation Plan for 43,800 sqft Commercial Office Building located off of Lawrence Dr. Applicant: Mau & Associates. *

City Planner Sarah Wallace reported that staff received updated plans after the agenda packet was published: the front elevation was modified for a canopy and drive through, and the footprint of the dumpster storage area was reduced. Staff is recommending that any use for dumpster storage and/or parking would require a separate license agreement because it is located outside of property they own. This proposal is considered a major amendment due to the change of use from the General Development Plan that was approved in 2006. The site was originally identified as retail/service, and is now going forward as a corporate office.
Jim Kalny motioned, seconded by Mayor Walsh, to open the meeting for public comments. Upon vote, motion carried unanimously.

Developer Bob Weyers expressed concern regarding the Engineering Department's requirement for a traffic impact study. He stated that Festival Foods is in growth mode and needs extra space; they would like to begin construction as soon as possible, and waiting for a traffic impact study would cause an unacceptable delay.
City Engineer Eric Rakers explained that the 2006 traffic impact study focused on the Scheuring/Lawrence intersection, which was signalized at that time. Staff is concerned that the addition of traffic to the Festival headquarters might necessitate the installation of a traffic signal at their entrance. Eric suggested that it would be acceptable for the traffic impact study to happen concurrently with the development instead.
Mr. Weyers stated that the developers are willing to do a traffic study prior to any future development at the site.
Mayor Walsh motioned, seconded by Jim Kalny, to return to regular order. Upon vote, motion carried unanimously.
Mayor Walsh motioned, seconded by Steve Taylor, to approve the Precise Implementation Plan, with the amendment that a traffic impact study will be completed when the additional lots are developed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Steve Taylor, Commissioner
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

8. Review and Action for the Property at 1535 N. Ashland Avenue (Drift Inn) for modification of Building Design and Construction Requirements.

City Planner Sarah Wallace reviewed the two options being proposed for this project, and provided samples of the metal and woodgrain siding options. She noted that the lower 40" of the facade would be stone with either option. While not typically allowed in this district, staff is recommending approval of either material due to the fact that the owner is making substantial improvements to the building, and that similar materials have been used nearby. Sarah confirmed that Plan Commission approval of this material would be strictly for this property, and not for the entire zoning district.
Mayor Walsh motioned, seconded by Steve Taylor, to open the meeting for public comments. Upon vote, motion carried unanimously.
Drift Inn owner Gail Kozlovsky and Mark Rukamp from Alliance Construction addressed the board. Mr. Rukamp explained that the owner is looking to do something unique; the vertical metal siding is their first choice due to cost, but also because they have a specific clientele and they don't want to stray by going with a look that is too ritzy or expensive. Mr. Rukamp noted that the higher cost of the cement board siding might postpone some of the decorative features in the plan such as the wood truss gables, masonry, and vestibule improvements. Discussion followed regarding maintenance requirements and lifespan of the product choices.
Mayor Walsh motioned, seconded by Jim Kalny, to return to regular order. Upon vote, motion carried unanimously.
Mayor Walsh motioned, seconded by Steve Taylor, to approve the design with the metal siding material. Discussion followed regarding the history of similar requests in the past.

RESULT:	**ADOPTED [3 TO 2]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Steve Taylor, Commissioner
AYES:	Larry Lueck, Steve Taylor, Michael J. Walsh
NAYS:	Derek Beiderwieden, Jim Kalny
EXCUSED:	James Boyd, Elizabeth Runge

9. Review and Recommendation on Street Width Policy – Residential Urban Streets.

City staff are working to establish a City Street Policy; they have analyzed existing street widths through the years and developed a new guideline that narrows streets slightly. City Engineer Eric Rakers noted that one of the biggest complaints received by the Engineering department references speeding, and wider streets promote speeding. He explained that street width impacts many things in addition to traffic speed, including cost of construction, emergency and maintenance vehicle access, stormwater runoff, neighborhood aesthetics, on-street parking, and bike/pedestrian use. He noted that these new guidelines would pertain only to residential urban streets that are minor or connector; collector or arterial streets would have different specifications. The proposed policy would dictate the following widths: 23' clear (face of curb to face of curb) for streets with no parking; 28' clear for streets with parking on one side, and 30' clear for streets with parking on both sides.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Jim Kalny, Commissioner
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

10. Review and Action on Updated BID Bylaws.*

Last fall the City created a downtown Business Improvement District, which included the establishment of a BID Board. The original BID operating plan contained draft bylaws, which were amended by staff and approved by the BID Board at its August meeting. City Planner Sarah Wallace provided an overview of the changes, noting that there is no statutory requirement for the Plan Commission to approve bylaw amendments. If this request is approved, any future changes would forward directly to the Common Council.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Steve Taylor, Commissioner
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

11. Review and Action on the 2016 De Pere Business Improvement District Operating Plan.*

City Planner Sarah Wallace reviewed the changes to the Year 2 Operating Plan, which included more measurables for reporting purposes. The Plan was approved by the BID board at its August meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jim Kalny, Commissioner
AYES:	Beiderwieden, Kalny, Lueck, Taylor, Walsh
EXCUSED:	James Boyd, Elizabeth Runge

12. Future Agenda Items.

None.

Adjournment

Mayor Walsh motioned, seconded by Derek Beiderwieden, to adjourn the meeting at 7:47 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen