# Plan Commission

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

**Regular Meeting**

**Final Minutes**

**Monday, August 22, 2016** **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 |
|---|---|---|---|
| Michael J. Walsh | Mayor | Present | |
| James Boyd | Alderperson | Excused | |
| Larry Lueck | Alderperson | Present | |
| Derek Beiderwieden | Commissioner | Present | |
| Jim Kalny | Commissioner | Present | |
| Amy Kundinger | | Present | |
| Steve Taylor | Commissioner | Excused | |

Also present: Planning Director Kim Flom, City Planner Peter Schleinz, and members of the public.

2. Approval of the minutes of the July 25, 2016 Plan Commission meeting.

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

3. Informational Item: Potential Infrastructure Improvements at Main Ave and Lawrence Dr

Planning Director Kim Flom reported on the possible round-about at the Main & Lawrence intersection. For about a year, the City has been working with a consultant, talking with WISDOT, and exploring the possibility for a round-about at this intersection. The traffic counts have confirmed that the round-about is feasible and the City has come up with a preliminary design and has met with some of the property owners that would be affected. Kim stated that there are three main benefits of a round-about at this location. The first benefit relates to access to the potentially redeveloped property at 1030-1040 Main Avenue which was recently rezoned from residential to commercial. As of right now, these parcels are only accessible from the residential street and from a perspective of business growth and development, this is not very conducive. Access for this parcel and also McDonald's would change to Lawrence Drive. The second benefit is the removal of some driveways along Main Avenue which will help traffic flow more smoothly and also make it safer to get in and out of this area. According to Kim, the largest impact of this round-about is to the DOT park & ride, one of the heaviest used park & rides in the state. The City is working with the DOT to look at different parking lot arrangements with the goal of maintaining the same number of parking spaces that are there now. This project is still in the preliminary phase. The next steps are to continue working with the surrounding property owners as related to impacts to their parcels, get cost estimates, and also explore funding mechanisms. As of right now, the City is looking at possibly creating a TID district and using increment from future development and redevelopment to fund the infrastructure for this project. There will be some DOT review and approval as well. Kim stated that this project could possibly begin

construction in 2018 at the earliest, with an overall construction time frame of 4-5 months.
Mayor Walsh asked if all property owners have been contacted regarding this project. Kim replied that Garritt Bader, the owner of the potential redevelopment property on Main Avenue has been notified, as well as the Midwest real estate manager of McDonald's. She has not yet met with the local owners of McDonald's and Burger King but the next step is to set up a meeting with these two property owners. Amy Kundinger asked if the scale of the proposed round-about is similar to the other round-about on Main Avenue or if it will be smaller. Kim replied that in theory, it is pretty similar and both are two lane round-abouts. Kim added that signal detection would be placed in the pavement so that when back-ups occurred, the signals further down the street could possibly adjust to help flow the traffic through as needed. As this is an informational item only, no action is needed from the Plan Commission at this time.

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| **RESULT:** | **DISCUSSED** |

4. Review and recommendation for a Proposed Four-Lot Extraterritorial Certified Survey Map on Wrightstown Road in Rockland (Parcel R-313). Submitted by CQM INC.*

City Planner Peter Schleinz reviewed the proposed four lot extraterritoral CSM on Wrightstown Road at the southern most border in the Town of Rockland. The current property has one residential structure in the northeast corner. He reported that this property will be divided into 4 lots, each approximately 6 acres in size. He explained that since this particular property is south of the City's urban reserve area, the minimum 10 acre lot size does not apply to this property. He stated that it complies with all the City's rules and regulations. Staff recommended approval and it will be forwarded to the Common Council for approval, subject to two conditions: 1. A color air photograph should not be used on the map on page 2 on the CSM and 2. It meets all other state and local regulations, including the Town of Rockland and Brown County Planning & Land Services.
Mayor Walsh motioned, seconded by Amy Kundinger, to approve the CSM. Upon vote, motion carried unanimously.

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

5. Review and recommendation for a Proposed Two-Lot Certified Survey Map at 400 Destiny Drive (Parcel ED-F0081-2). Submitted by the City of De Pere.*

City Planner Peter Scheinz reported on a two lot CSM at 400 Destiny Drive. He explained that this proposal is being made by the City because of the fact that this is a city-owned lot. The proposal is to cut the lot into two halves with Lot 1 at the northern end of the property. Lot 1 is proposed to be developed into a 3000 square foot office. The site plan for the proposed office will also be discussed at this meeting, as agenda item 6. Peter reported that planning staff identified six technical corrections for this CSM, which would be corrected by the surveyor. Staff recommended approval of the CSM to be forwarded to the Common Council for its final approval. Jim Kalny motioned, seconded by Derek Beiderwieden, to approve the CSM. Upon vote, motion carried unanimously.

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

6. Review and Recommendation for a Site Plan request at 400 Destiny Drive for a new office and parking lot. Applicant: Paroubek Holdings LLC

   City Planner Peter Schleinz explained that the proposed site plan being discussed references Lot 1 of the CSM that was recommended for approval in agenda item 5. It is for a 3000 square foot office and parking lot for Paroubek Holdings, which will relocate from its current location on Broadway due to the fact that the company has grown too large for its existing facility. This approval is only for the 3000 square foot office and parking lot although the site plan does identify a silhouette for a total 6000 square foot building. The site plan shows a proposed mirror image of the 3000 square foot building. Peter stated that in the future, the other half of the building may possibly go before the Plan Commission when the company decides to expand their building even further. The exterior facade of the building includes a combination of fiber cement siding, stone, brick, aluminum, anodized windows, as well as timber beams and post detail. Planning staff recommended approval subject to compliance with comments and conditions that were identified by the engineering, forestry, and building and planning departments. Mayor Walsh motioned, seconded by Larry Lueck, to approve the site plan request. Upon vote, motion carried unanimously.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael J. Walsh, Mayor |
| **SECONDER:** | Larry Lueck, Alderperson |
| **AYES:** | Walsh, Lueck, Beiderwieden, Kalny, Kundinger |
| **EXCUSED:** | James Boyd, Steve Taylor |

7. Erosion Control Ordinance Revisions

   City Planner Peter Schleinz explained that the purpose for the ordinance revision is due to the fact that the Department of Natural Resources is requiring changes to both erosion control and storm water management ordinances as a result of the MS4 permit. The storm water management ordinance will be reviewed by the Board of Public Works in September but the erosion control ordinance must be reviewed by the Plan Commission and the Common Council. The majority of the changes relate to exemptions that clarify transportation facilities and exemptions for maintenance of smaller sites with hydraulic or grade capacities. It also addresses a clean up of definitions related to construction sites, design storm areas, the definition of landowner, silvaculture activity, and a definition of transportation facility. There are also a handful of miscellaneous text cleanups that make the ordinance easier to read. Staff recommended approval of the ordinance revisions to be forwarded to the Common Council for final approval. Derek Beiderwieden motioned, seconded by Jim Kalny, to approve the ordinance revisions. Upon vote, motion carried unanimously.

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

8. Nomination and Election of a Vice-Chair

Larry Lueck motioned, seconded by Mayor Walsh, to nominate Derek Beiderwieden as vice-chair. Upon vote, motion carried unanimously.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Larry Lueck, Alderperson |
| **SECONDER:** | Michael J. Walsh, Mayor |
| **AYES:** | Walsh, Lueck, Beiderwieden, Kalny, Kundinger |
| **EXCUSED:** | James Boyd, Steve Taylor |

## Adjournment

Mayor Walsh motioned, seconded by Derek Beiderwieden, to adjourn the meeting at 7:20 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker