



Plan Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Final Minutes

Monday, July 28, 2014

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	Alderman	Excused	
Jim Kalny	Commissioner	Present	
Larry Lueck	Alderman	Present	
Elizabeth Runge	Commissioner	Excused	
Steve Taylor	Commissioner	Present	
Michael J. Walsh	Mayor	Present	

Also present: City Planning Director Ken Pabich and members of the public.

2. Approval of the minutes of the May 29, 2014 Plan Commission meeting.

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

3. Review the Site Plan for Saint Norbert College Mel Nicks Field. Agent: Performa. Ken Pabich summarized the proposed improvements to Mel Nicks Field. The site plan proposes to swap the baseball and softball diamonds, construct dugouts and buildings for press boxes/concession stands, and add a brick/masonry entry gate. The structures do meet the city's design standards. Design firm Performa Inc. Has met with the Department of Public Works, and the majority of the items in the staff memo have been addressed; the remaining items can be handled when permits are obtained. Discussion followed regarding playing schedules as well as the proximity of the softball diamond to neighboring properties.

Mike Walsh motioned, seconded by Derek Beiderwieden, to open the meeting for public comments.

Rick Zahn from Rettler Inc. Described the dimensions of the softball field and its distance to the fence, and explained that it is in compliance with NCAA regulations.

Tim Bald, athletic director at St. Norbert College, reported that swapping the diamonds will have a positive effect for neighbors and should reduce the possibility of balls being hit onto neighboring property.

Mike Walsh motioned, seconded by Jim Kalny, to go back to regular order.

Upon vote, motion carried unanimously to approve the site plan with staff items being addressed.

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

4. Review the Conditional Use Application for student housing at the existing apartments at 420 and 450 College Avenue. Applicant: Saint Norbert College. *
- Ken Pabich reviewed the request for two existing apartment buildings to be converted to SNC student housing. 70-85% of their occupancy has traditionally been students already; the zoning code requires a conditional use to make it exclusively student housing. The parcel is currently zoned R-3 with a PDD overlay. Discussion followed regarding potential noise impacts, and notifications to non-student renters about the change of use. Upon vote, motion carried unanimously to approve the conditional use request, and forward it to City Council.

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

5. Review the intergovernmental agreements between the City of De Pere and the Village of Allouez for a portion of Lebrun Road for construction and then detachment / annexation.*
- The first intergovernmental agreement references construction to fully improve East LeBrun Rd, including trail installation on the north side of the street. After improvements are completed, the City's right of way would be detached and then annexed by the Village. The city reserves the right for additional access points in the future for the undeveloped land to the south. The second intergovernmental agreement describes the detachment/annexation. Discussion followed regarding emergency access to properties on the south side of LeBrun. Jim Kalny motioned, seconded by Mike Walsh, to approve the two intergovernmental agreements and accompanying ordinances, contingent upon amending item #5 regarding emergency access if needed. Upon vote, motion carried unanimously to approve as amended and forward to Council.

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

6. Review the detachment and annexation ordinances for a portion of Lebrun Road between the City of De Pere and the Village of Allouez.*
- Mike Walsh motioned, seconded by Larry Lueck, to approve the ordinances and forward to Council. Upon vote, motion carried unanimously.

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

7. Review request for sign variance for 4 directional signs to be placed within the 15' setback for Belmark. Agent: Jones Sign.

The Belmark property contains multiple buildings, and they are proposing to install directional signs on Commerce Drive to direct customers and suppliers to the appropriate building. Code requires a 15' setback from the property line; compliance with the code would place two of the signs in Belmark's parking lot. Therefore, the property owner is requesting a variance from the Plan Commission.

Granting the variance will aid in directing traffic and reducing complaints. Discussion followed regarding potential vision issues and sign materials. Upon vote, motion carried unanimously to grant the variance request.

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

8. Review the initial design concepts for Nicolet Square.
Ken Pabich reviewed the initial design options developed by S.A.A. for the Nicolet Square parking mall renovation. The design firm has conducted multiple meetings with steering groups, and one public meeting. Ken requested feedback from this board to aid in finalizing design options prior to next month's meeting.
9. Review the Street Name Change Request for Fox Point Court to Fox Point Circle. Applicant: City of De Pere.*
Ken Pabich presented an overview of the street name change request. Fox Point Court has been redesigned to curve around and reconnect to Red Maple Road. According to city naming conventions, a through street should not be labeled as a court. A planned future cul de sac would then be named Fox Point Court. Upon vote, motion carried unanimously to approve the request.

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

10. Review the CSM Application for a single lot on Fox Point Circle. Agent REL.*
Ken Pabich reviewed the CSM application, and noted that the street name change must be completed before the CSM is recorded. The request meets all city standards. Upon vote, motion carried unanimously to approve the request and forward to City Council.

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

11. Review the extra territorial CSM Application for a single lot and out lot in the Town of Ledgeview. Agent: McMahon.*
Ken Pabich reviewed the application for a two lot CSM; 1 outlot will be for use by the Central Brown County Water Authority. Upon vote, motion carried unanimously to approve the request and forward to City Council.

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

Adjournment

Mike Walsh motioned, seconded by Steve Taylor, to adjourn the meeting at 7:50 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen