



Plan Commission

Regular Meeting

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

Final Minutes

Monday, July 27, 2020

7:00 PM

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, City Planner Peter Schleinz, and members of the public.

2. Approval of the minutes of the June 22, 2020 Plan Commission meeting.

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

3. Staff recommendation and possible action to table, until the August 24, 2020 Plan Commission meeting, the Brown-Wilbert INC site plan at 1155 Scheuring RD (Parcel WD-D0048-1).

City Planner Peter Schleinz explained that the petitioner is requesting more time to submit a revised site plan. They would like to submit their site plan for review by the Plan Commission in August. Ald. Raasch moved, seconded by Mayor Boyd, to table the agenda item until the August 24, 2020 Plan Commission meeting. Upon vote, motion carried unanimously.

RESULT:	TABLED [UNANIMOUS]
	Next: 8/24/2020 7:00 PM
MOVER:	Dean Raasch, Aldersperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling

4. Staff recommendation and possible action regarding a proposed extraterritorial 2 lot certified survey map at 2548 Mid Valley DR in the Town of Lawrence (Parcels L-414, L-415, L-416).*

City Planner Peter Schleinz reviewed the extraterritorial 2-lot CSM at 2548 Mid Valley Drive in the Town of Lawrence. Staff recommended approval subject to the conditions in the report. Mayor Boyd moved, seconded by Derek Beiderwieden, to approve the CSM. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on August 4, 2020.

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

5. Staff recommendation and possible action regarding a proposed extraterritorial 4 lot certified survey map at 2442 Little Rapids RD in the Town of Lawrence (Parcel L-458-5).*

City Planner Peter Schleinz reviewed the extraterritorial 4-lot CSM at 2442 Little Rapids Road in the Town of Lawrence. Staff recommended approval, subject to the conditions outlined in the report. Ald. Carpenter moved, seconded by Brenda Busch, to approve the CSM. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on August 4, 2020.

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

6. Staff recommendation and possible action regarding a proposed extraterritorial 2 lot certified survey map at the 2800 BLK Lawrence DR in the Town of Lawrence (Parcels L-472, L-473).*

City Planner Peter Schleinz reviewed the extraterritorial 2-lot CSM at the 2800 block of Lawrence Drive in the Town of Lawrence. Staff recommended approval, subject to the conditions outlined in the report. Mayor Boyd moved, seconded by Brenda Busch, to approve the CSM. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on August 4, 2020.

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

7. Staff recommendation and possible action regarding the 7 Lot and 2 Outlot extraterritorial final plat of Lawrence Parkway (Phase 2) at 2400 BLK French RD in the Town of Lawrence (Parcels L-455-1, L-457-7, L-458-3).*

City Planner Peter Schleinz reviewed the 7 lot and 2 outlot extraterritorial final plat of Lawrence Parkway in the Town of Lawrence. Staff recommended approval of the final plat, subject to one condition outlined in the report. Brenda Busch moved, seconded by Derek Beiderwieden, to approve the final plat. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on August 4, 2020.

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

8. Staff recommendation and possible action regarding a site plan request for a new pet day care facility at 2140 American BL (Parcel WD-L179-8).

City Planner Peter Schleinz reviewed the site plan request for a new pet daycare facility at 2140 American Boulevard. The building is mainly masonry on all four sides of the building. Staff recommended approval of the site plan, subject to the conditions outlined in the report. Derek Beiderwieden stated that he will abstain from voting on this item since a family member of his works at Tailwaggers. Ald. Raasch moved, seconded by Mayor Boyd, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
ABSTAIN:	Derek Beiderwieden

9. Staff recommendation and possible action regarding a Planned Development District pre-application conference for a new restroom and recreational vehicle dump station at the Brown County Fairgrounds at 1500 Fort Howard AV (Parcels WD-57, WD-67, WD-70-1).

City Planner Peter Schleinz introduced the pre-application conference for the Planned Development District for the Brown County Fairgrounds. He invited the mayor to turn over the presentation to Matt Kriese, Brown County Parks Director. Matt explained that this project will implement phase 1 of the Master Plan. The restroom building is critical to Phase 1 of the project because the current restroom facility is not ADA compliant. The new facility will include both men's, women's and family restroom areas. The dump station in its current location is not conducive to multiple events; therefore, it is important to move it to the proposed location. He clarified that the dump station is just for use by the campsite, not a regional dump site. Development Services Director Daniel Lindstrom asked if the master plan has amendment procedures in place if there are any deviations from the master plan. Matt explained that the final review of the master plan is scheduled to occur on August 19 with the Brown County Review Board. Mayor Boyd asked for clarification on whether the Plan Commission needs to make a motion on the item. City Planner Peter Schleinz explained that the Plan Commission either needs to let Brown County Parks know that more work needs to be done on the project at this time or direct Matt to work with staff to start preparing the PDD step of the review process and accept the item and place it on file. Mayor Boyd moved, seconded by Mark Higgins, to place the item on file and direct the petitioner to continue to work with staff to prepare rezoning/ PDD applications. Upon vote, motion carried unanimously.

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

10. Director's Report.

Development Services Director Daniel Lindstrom presented the following items:

*Daniel stated staff developed a spreadsheet to track ongoing projects. Daniel explained that the site plan update would be presented within the Director's Report at the end of each Plan Commission meeting.

*Daniel noted that he will be working with the mayor on some TID training for any commission members who are interested in learning more. If anyone is interested in attending, please let him know.

*Daniel provided a zoning code update. Staff was able to get the draft zoning ordinance version for review by staff. Once staff has completed their initial review, the draft will be unveiled to the public. It will then come back to the Plan Commission for review.

RESULT: DISCUSSED

Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 7:38 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker