



Plan Commission

Regular Meeting

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

Final Minutes

Monday, July 25, 2016

7:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 7:00 PM by Alderperson James Boyd

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

Also present: City Planner Peter Schleinz, City Attorney Judy Schmidt-Lehman, and members of the public.

In the absence of Mayor Walsh, the Commission nominated a chair pro-tem to lead the meeting. Jim Kalny motioned, seconded by Derek Beiderwieden, to elect Alderperson Boyd as the chair pro-tem. Upon vote, motion carried unanimously.

2. Approval of the minutes of the June 27, 2016 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Jim Kalny, Commissioner
AYES:	Boyd, Lueck, Beiderwieden, Kalny, Kunding
EXCUSED:	Michael J. Walsh, Steve Taylor

3. A Public Hearing on the proposed project plan amendment to Tax Incremental Financing District #7 is scheduled for 7:00 PM, or as soon thereafter as can be heard.

A. Notice of Public Hearing

Staff member Kelly Barker read the notice of public hearing and announced that it was published in the Green Bay Press Gazette on July 11 and July 18, 2016.

B. Review of Project Plan Amendment for Tax Incremental Financing District #7*

Alderperson Boyd declared the public hearing open to the public; no one wished to speak so he declared the public hearing closed. City Planner Peter Schleinz reviewed the proposed amendment, explaining that this is the second amendment to TID #7. The only amendment proposed for the TID at this time is to include consideration of the Mulva Center, which is a non-taxable cultural event center which is planned to be built at the former MAC Dental site. This amendment does not alter the TID boundary; what it does do is provide an economic impact analysis and provide for TID land acquisition costs for the proposed Mulva Center. Alderperson Lueck motioned, seconded by Alderperson Boyd, to approve the project plan amendment. Upon vote, motion carried unanimously.

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

C. Resolution PC16-01, Recommending Adoption of the Project Plan Amendment for Tax Incremental Financing District #7

City Planner Peter Schleinz noted that the resolution is scheduled to go before the City Council meeting on August 2, 2016. Alderperson Lueck motioned, seconded by Jim Kalny, to approve the resolution. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Jim Kalny, Commissioner
AYES:	Boyd, Lueck, Beiderwieden, Kalny, Kunding
EXCUSED:	Michael J. Walsh, Steve Taylor

4. Review and Recommendation for a Conditional Use request to allow Student Housing on Property Zoned R-2 (Single and Two-Family Residence District) on 4th Street, being parcels WD-230, WD-225, WD-224, and WD-246. Applicant: St. Norbert College *

City Planner Peter Schleinz reviewed the conditional use request to allow student housing on four properties that used to be owned by individual landlords but were recently purchased by St. Norbert College. All four properties are located within the 400-700 block of Fourth Street and are zoned R-2 (single and two family residence district). They will continue to remain R-2 but they are now under the ownership of St. Norbert College and therefore fall under the category of student housing. When looking at the history of these properties, Peter mentioned that there have been a few maintenance issues; however most of those issues have now been addressed since ownership has changed hands. This item will forward on to City Council for the August 16, 2016 meeting where a public hearing will take place. Staff recommended approval with one condition that it follow all state & local regulations and zoning codes for university and college housing.

Alderperson Boyd asked if St. Norbert College will now maintain all of the houses. Peter replied that the intent is that the use of the houses will continue as they have in the past except now the landlord is St. Norbert College, who will be responsible for all maintenance on the houses. Derek Beiderwiden motioned, seconded by Jim Kalny, to open the meeting. Upon vote, motion carried unanimously.

Jim Anderson, who owns property on Fourth Street, addressed the board. He stated that he is not against the conditional use request. In fact, he feels that the houses will be better cared for under the ownership of St. Norbert College. However, he would like the college to consider a few things which he thinks would improve the properties. In particular, the soffits and trim need to be painted at 507 Fourth St. Also, at both 515 and 517 Front Street, there are gravel driveways. He would like to see the gravel removed and changed to a hard surface instead. He is also concerned about the lack of landscaping at all of the properties. In response to these comments, the board invited Pat Wren, director of facilities at St. Norbert College to address the comments. He explained that the college is planning on paving the driveways, especially the gravel ones. Because the landscaping was overgrown and unkept at these houses, the college decided to remove most of the landscaping to keep the yards low-maintenance. Amy Kunding

asked what the time frame is for the improvements. Pat Wren explained that the painting at 507 Fourth Street is already being done. And since the properties were purchased after the budget for this year was already approved, the other improvements will be put on the agenda for next year's budget. Derek Beiderwieden motioned, seconded by Alderperson Boyd to go back to regular session. Derek Beiderwiden motioned, seconded by Alderperson Boyd to approve all four conditional use requests as one. Upon vote, motion carried unanimously.

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

5. Review and Recommendation for a Site Plan request at 1751 W. Matthew Drive for an office and parking lot expansion. Applicant: Davel Engineering & Environmental INC
- City Planner Peter Schleinz reviewed the site plan for Fox River Fiber for a 2700 sq ft addition. They are proposing the addition of nine parking stalls and nine offices and one conference room. Peter pointed out that the site plan has changed slightly since when the agenda packet was published. At the time of publishing, the site plan proposed a metallic material would be used on the face of the building which required Plan Commission approval. However, this has changed and is now being replaced with mason and brick which is already within code and does not require approval. Also, the parking stalls are appropriate with City of De Pere requirements. Staff recommends approval subject to the comments and conditions of the Plan Commission. The members did not have any questions for the applicant. Jim Kalny motioned, seconded by Amy Kunding, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kalny, Commissioner
SECONDER:	Amy Kunding
AYES:	Boyd, Lueck, Beiderwieden, Kalny, Kunding
EXCUSED:	Michael J. Walsh, Steve Taylor

6. Review and Recommendation for a Site Plan request at 2049 Creamery Road for a two-bay garage expansion. Applicant: Heyrman Construction Company INC
- City Planner Peter Schleinz reviewed the site plan request for Trudell Trailers for a 4000 sq ft addition to the Southern end of an existing building. The site plan is proposing the addition of two in-bay garages which will be used for painting. Metal siding on the South and East side of the structure are proposed, which does require approval from the Plan Commission in order to be an allowed material. Peter noted that this same material has already been used on the existing buildings. When staff reviewed this site plan, engineering did identify that there were eight technical corrections that needed to be made, most of them related to identifying sewer depths and other similar stormwater related corrections. Also, Plan Commission staff strongly recommended combining the three parcels of land into one so that the use of outdoor storage on the two parcels without a building ceases to be a non-conforming use. This recommendation is not required as a condition of approval for the site plan but is just a suggestion so they don't run into any other zoning problems in the future. Staff recommended approval subject to the comments and conditions of the Plan Commission. The members did not have any

questions for the applicant. Alderperson Lueck motioned, seconded by Amy Kunding, to approve the site plan with conditions. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Amy Kunding
AYES:	Boyd, Lueck, Beiderwieden, Kalny, Kunding
EXCUSED:	Michael J. Walsh, Steve Taylor

7. Review and Recommendation on a Zoning Ordinance amendment to create an Agricultural District (A-1)*

City Planner Peter Schlien explained that the City has identified a number of areas on the outskirts of De Pere where it would like to have agricultural uses allowed since the land is not yet developed. However, the City does not have an agricultural category in the City of De Pere zoning code so there is no A-1 or A-2 or any type of agricultural district at present time. This proposal would create an agricultural district so that agricultural uses can be allowed and monitored and controlled with the zoning code. The plan is not to take property and convert it from other uses that already might be existing and change to agricultural. Instead, it's to properly zone uses that are already going on that are agricultural uses so that it falls into the proper zoning category. The majority of these areas are on the Southern ends of the City. One area of the code that will need to be addressed is animal waste management. Since this is a rather complex topic, the City has plans to delegate that authority to Brown County because they have a staff in their land conservation department that specializes in animal waste management. This plan is in the works and is being discussed with Brown County at this time. This amendment would relate to more of the agricultural land uses that would fall under the A-1 zoning category. Staff recommended approval of the proposed agricultural district and the item will be forwarded to City Council for a public hearing on August 16, 2016. There were no questions from the board members. Alderperson Boyd moved, seconded by Alderperson Lueck, to approve the amendment. Upon vote, motion carried unanimously.

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

Adjournment

Before adjournment, Derek Beiderwieden suggested to include a future agenda item for the next meeting to discuss the nomination and election of a vice-chair. This item will be added as an agenda item to next month's Plan Commission meeting, which is scheduled for August 22, 2016. Derek Beiderwieden motioned, seconded by Jim Kalny, to adjourn the meeting. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker