Plan Commission

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

Regular Meeting

Final Minutes

Monday, July 22, 2019 | **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	Present	
Derek Beiderwieden	Commissioner	Present	
Brenda Busch	Commissioner	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Alderperson	Present	
Grant Schilling	Commissioner	Present	

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

2. Approval of the minutes of the June 24, 2019 Plan Commission meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Brenda Busch, Commissioner
AYES:	Walsh, Beiderwieden, Busch, Higgins, Raasch, Schilling
EXCUSED:	James Boyd

3. Staff recommendation and possible action regarding a Site Plan for a new dental office and off-street parking areas at 221-233 S. Erie Street (Parcels ED-1112, ED-1113, ED-1114). Submitted by Katie Nemitz, Design Unlimited, authorized representative for HNM LLC, property owner.

City Planner Peter Schleinz reviewed the site plan for MAC Dental. Mayor Walsh moved to deny the site plan because Parcel ED-1114 was not properly zoned, seconded by Derek Beiderwieden. Upon vote, motion carried unanimously. Alderperson Raasch asked if staff has received any information from MAC Dental regarding whether they plan to build on the two parcels which are currently zoned R-3. Development Services Director Kim Flom stated that she believes they will explore other options on the two parcels they own.

RESULT:	**DEFEATED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Derek Beiderwieden, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Busch, Higgins, Raasch, Schilling

4. Staff recommendation and possible action regarding a Precise Implementation Plan (PIP) for proposed Notre Dame School at 100 S Huron Street (Parcel ED-1013). *

Development Services Director Kim Flom reviewed the Precise Implementation Plan for the proposed Notre Dame School at 100 S Huron Street. This school will be a combined elementary and middle school which will replace the current elementary school. She reported that Council recently approved modifications to building setbacks on George, Huron and Superior Streets, as well as action taken regarding traffic patterns. Huron

Street will remain as a two-way street with Superior Street becoming a one-way street in the one block section around the school. In addition, parking will be allowed on the north side of Charles Street, not on the south side. Council requested as a condition of approval that the applicant work with surrounding property owners who have parking lots so that the parking lots could be used at times when the school may have a large event. The building design will be primarily masonry and glass, with some metal accent panels. It will have a modern design with staggered heights. Two entrance canopies on Huron and Superior Streets will extend about 17 feet out. These canopies will be completely on private property, and do not extend into the right-of-way. Kim added that the applicant submitted a very detailed landscape plan with really good parking lot buffering. Also, the rooftop playground proposed in the initial plan has been removed. Mayor Walsh moved, seconded by Alderperson Raasch, to open the meeting. Upon vote, motion carried unanimously. Peter Schneider of Groth Design, address the commission. He stated that the rooftop playground had to be removed due to very stringent load requirements, but they are still hoping to have a rooftop garden. He also added that they would like to eliminate the roof screening on the taller roofs, as long as it is not visible at street level. Discussion followed regarding traffic. Derek Beiderwieden stated that he is not concerned with traffic issues with the new proposal. The three crossing guards that the City currently provides will continue, but does not plan on adding any additional crossing guards. However, one more crossing guard will be needed at the mid- block of Superior Street. Kim noted that the fourth crossing guard will be provided by school staff. Derek Beiderwieden added that the additional crossing guard will be trained by the Police Department. Mayor Walsh moved, seconded by Alderperson Raasch, to go back to regular order. Upon vote, motion carried unanimously. Mayor Walsh moved, seconded by Alderperson Raasch, to approve the Precise Implementation Plan subject to the conditions and comments outlined in the staff report. Upon vote, motion carried unanimously. The Common Council will review the PIP on August 6, 2019.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Walsh, Boyd, Beiderwieden, Busch, Higgins, Raasch, Schilling

5. Consideration and possible action regarding a building material review for 331 Main Avenue (WD-912), also known as Nicky’s.

Development Services Director Kim Flom reviewed the material review for Nicky's at 331 Main Avenue. Nicky's is in the process of completing several interior and exterior improvements to the building, including the exterior of the alley. This area will be the future site of an art installation, which is scheduled to be completed in fall. Kim noted that materials that are permitted in the downtown include masonry, glass, and stone. The existing siding, which is vinyl, is damaged and in disrepair. The proposed upgrade to the vinyl siding is a wood composite material that is not a permitted material. Alderperson Raasch asked if the material is not approved, will they will just replace it with new vinyl siding. Kim replied yes. Mayor Walsh added that the proposed material looks much nicer than what is there now. Alderperson Raasch moved, seconded by Alderperson Boyd, to approve the composite material. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Walsh, Boyd, Beiderwieden, Busch, Higgins, Raasch, Schilling

6. Staff recommendation and possible action regarding a sign variance request to allow a new wall sign to be 53.85 square feet in area, rather than a maximum of 23 square feet in area, at 1041 Main Avenue (Part of Parcel WD-D0200-2). Submitted by Charles Xiong, TLC Sign INC, authorized representative for Matt Schweighart, T&S Land Development LLC, property owner.

City Planner Peter Schleinz reviewed the sign variance for The UPS Store at 1041 Main Avenue. He noted that sign sizes are calculated on a linear foot basis and the maximum size of the sign to meet code is 23 square feet. The existing signs on the building are larger, on average 46 square feet, but were allowed since they occurred before the sign code was updated in 2014. Mayor Walsh suggested putting a moratorium on sign variances until after the sign code is updated. Alderperson Raasch did not agree with a moratorium. Mayor Walsh moved, seconded by Alderperson Raash, to open the meeting. Upon vote, motion carried unanimously. Charles Xiong, the representative from TLC Sign addressed the commission. He provided a handout comparing the sign heights of the other signs on the building. Based on his data, the sign that meets code would be half the size of the rest of the signs on the building and would not be visible from the street. He added that this would put the UPS Store at a disadvantage. Grant Schilling stated that he is more concerned with the symmetry of the sign in relation to the other signs. Mayor Walsh moved, seconded by Brenda Busch, to go back to regular order. Upon vote, motion carried unanimously. Alderperson Raasch moved, seconded by Brenda Busch, to approve the sign at 53.85 square feet. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Brenda Busch, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Busch, Higgins, Raasch, Schilling

7. Request to Release Parking Easement on Parcels ED-834 and ED-835. *

City Planner Peter Schleinz reviewed the request to release a parking easement on a City-owned parking lot at the corner of James and Wisconsin Street in order to construct a dumpster enclosure for the businesses in the area. Mayor Walsh moved, seconded by Derek Beiderwieden, to approve the parking easement release. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Derek Beiderwieden, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Busch, Higgins, Raasch, Schilling

8. Staff recommendation and possible action regarding DRAFT Zoning Code Module 1, related to administration and procedures.

City Planner Peter Schleinz reviewed the final draft version of Module 1 of the zoning code rewrite. He provided a memo which highlighted a summary of significant changes for Municipal Code 14-09 through 14-32. He noted that this is the first of three modules that will be presented to the Plan Commission over the next few months. Following the

Plan Commission review, all modules will be presented to the public during a 3 week long public review and a two day series of public review sessions. Revisions, based on information gathered during the public reviews, will be made and a final draft version of the Code and zoning map will be returned to the Plan Commission for a final recommendation approval, followed by Common Council public hearing and final approval. Depending on the level of revisions needed, final approval may occur at the end of 2019 or by mid 2020. Derek Beiderwieden approved the Zoning Code Module 1 as a draft for public comment and review, seconded by Alderperson Raasch. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Dean Raasch, Alderperson
AYES:	Walsh, Boyd, Beiderwieden, Busch, Higgins, Raasch, Schilling

9. Status report of City of De Pere Zoning Ordinance and Sign Ordinance rewrite -- July 2019.

City Planner Peter Schleinz provided an update on the zoning code rewrite. He reported that staff has completed the review and editing of Module 1 and is in the process of completing the review of Module 2. He added that the project has fallen behind schedule by about 2-3 months and a new updated schedule will be drafted.

RESULT:	**NO ACTION**

Adjournment

Mayor Walsh moved, seconded by Derek Beiderwieden, to adjourn the meeting at 8:03 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker