Plan Commission

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

Regular Meeting

Final Minutes

Monday, June 27, 2022 | **7:00 PM** | **Council Chambers and Virtual**

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	
Brenda Busch	Commissioner	Present	
Dan Carpenter	Alderperson	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Alderperson	Present	
Shane Raymaker	Commissioner	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 May 23, 2022 Plan Commission meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Raymaker, Schilling

3. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Plan Commission. §6-3(f) DPMC.

There were no public comments.

RESULT:	**DISCUSSED**

4. A Public Hearing on the current status of CDBG-Funded Activities is scheduled for 7:00 PM or as soon thereafter as can be heard.

Kelly Barker read the notice of public hearing, stating that it was published in the Press Times on June 10, 2022.

A. Overview and current status of CDBG-funded activities.

The consultant, Katherine Westaby presented an overview of the Oak Meadows project at 525 N Tenth St. The building was constructed in the 1970's and was vacant at the time of the application. The City applied for and was awarded the grant in 2021 for a 55-unit independent affordable senior living facility. Since 2002, the building was remodeled and used as a 68-bed Assisted Living Facility. Construction began in January 2022 and should be completed by the end of July.

RESULT:	**DISCUSSED**

B. Citizen input regarding current CDBG activities.

Mayor Boyd declared the public hearing open at 7:05 PM. There were no public comments. The public hearing was declared closed at 7:06 PM. Mark Higgins asked how many CDBG grants are ongoing in the City of De Pere. Development Services Director Daniel Lindstrom stated that this is the one and only active CBDG project in De Pere.

RESULT:	**DISCUSSED**

5. A Public Hearing on the proposed project plan amendment for Tax Increment Financing District No. 15 is scheduled for 7:00 PM, or as soon thereafter as can be heard.

A. Notice of Public Hearing for Tax Increment District No. 15 Project Plan Amendment.

Kelly Barker read the notice of public hearing, stating that it was published in the Press Times on June 17, 2022.

RESULT:	**DISCUSSED**

B. Review Proposed Project Plan Amendment for Tax Increment Financing District No. 15. *

Development Services Director Daniel Lindstrom reviewed the proposed project plan amendment for TID No. 15. The TID was created in 2020 as an overlay to TID No. 8. It is a mixed-use TID. He explained that the purpose of the boundary amendment is to add planned project costs to the previously approved TID Project Plan. It is strictly a project plan amendment and the boundary of TID No. 15 remains unchanged. The amendment now includes additional project costs that were not included in the original project plan, including the Humana Campus mixed-use redevelopment project. Also included in the amendment is the cost-share increase associated with the future Southern Bridge Connector Project. Mayor Boyd opened the public hearing at 7:19 PM. No one wished to speak and Mayor Boyd declared the public hearing closed at 7:19 PM. Mark Higgins moved, seconded by Ald. Raasch to approve the project plan amendment and forward it to Common Council. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mark Higgins, Commissioner
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Raymaker, Schilling

C. Resolution PC22-01, Recommending Adoption of the Proposed Project Amendment to Tax Increment District No. 15.

Ald. Raasch moved, seconded by Brenda Busch, to approve Resolution PC22-01. Upon vote, motion carried unanimously.

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

6. Discussion between the Plan Commission and developer about the proposed development and rezoning with Planned Development District (PDD) overlay of four Condominium Units at 815 Fox River DR (Parcel ED-91).

City Planner Peter Schleinz provided a brief introduction of the proposed development and rezoning at 815 Fox River Drive. He outlined the next steps in the process, which will include a rezoning with a PDD overlay. This first step in the process is for a discussion between the developer and the Plan Commission. Bob Gryboski addressed the board, stating that the owner of the property, Tim Kneeland approached him about bringing a higher-end custom condominium development to the Fox River Drive area. The development will consist of 2 two-unit condominiums. Tim Kneeland reported that he talked to all the nearby residents and they were all supportive of the project. Mark Higgins stated that the rendering are very impressive and Ald. Carpenter added that the design of the condos is complimentary to the building next door to the north. This is a discussion-only item so no action is needed at this time.

RESULT:	**DISCUSSED**

7. Consideration and possible action for a site plan for an ~3,950 building addition and ~6,375 SF parking lot addition at 1415 Fortune AV (Parcel WD-D0040-1).

City Planner Peter Schleinz reviewed the site plan for a building addition and parking lot addition at 1415 Fortune Avenue. The site plan includes the following:
A. Additional office space
B. Modified/additional parking area
C. New canopy and facade materials on the office area.
D. New windows on the east and west end of the warehouse.
Peter noted that some of the office facade materials include smooth architectural panel, which requires Plan Commission approval. Staff recommended approval of the site plan, as well as the smooth metal panel for the office portion of the building, subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Raasch, to approve the site plan and metal panel. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Raymaker, Schilling

8. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to parking and access.

City Planner Peter Schleinz reviewed the proposed draft zoning code related to parking and access. He explained the significant changes to parking ratios for residential, public and civic uses, as well as for commercial uses. Parking ratios refer to how we calculate the number of parking stalls that are required. One change to residential uses is that one stall must be enclosed. This applies to single-family, two-family and multi-family residential. One exception to this requirement is for small lots and older neighborhoods, but most do have an enclosed structure. Peter pointed out that in the new code, the information is more user-friendly and is laid out in tables rather than written out in full sentences. The next topic explained was the calculation of required parking. Peter provided a few examples, comparing the required parking for both the existing code and the new code. He then moved on to the significant parking reductions and credit changes. One change is that there is one auto stall credit for every five bicycle stalls provided (up to 10 auto stalls). Also, nearby public parking lots and off-street parking can be credited for non-residential uses. Finally, shared parking can be used, based on different uses and hours of parking demand. The next topic was bicycle parking changes. Peter noted that the current code does not have any bicycle parking requirements, but the new code establishes short-term and long-term bicycle parking location and design criteria. Also, certain criteria must be met in order to obtain auto stall credits. Peter emphasized that bicycle parking is strongly encouraged but not required. Next, Peter highlighted significant off-site parking changes. He noted that residential uses do not allow off-site parking. In addition, off-site parking lots need to be within a 500-foot radius, measured from the entrance door to the outer perimeter of the furthest parking stall. The next topic of discussion was parking area layout and design. Peter noted that parking stall widths are reduced from 9 feet wide to 8.5 feet wide. Also, requirement for tandem parking spaces is added. Peter stated that not much has changed with regard to driveways and curb cuts. One significant change is that the maximum driveway width at the property line has increased from 25 feet to 30 feet for residential uses. Next, Peter highlighted the significant changes to stacking space, which refers to the line spacing for drive-through lanes. The new code establishes stacking spaces for all types of drive-throughs, with a size of 8 feet by 17 feet. The last topic regarding the zoning code changes is loading area changes. These include: a minimum size of 10 feet by 25 feet with 15 feet of overhang clearance, cannot be on the front facade, loading and unloading must be done onsite, not in the ROW, and signage is required for "no idling for longer than 5 minutes" when parked in a loading area. One area of change with the new code is that 8 feet screening is required when adjacent to a residential district, as opposed to 5 feet in the current code. Mayor Boyd asked if anyone had questions regarding Peter's presentation. Discussion followed regarding the 500-foot radius for off-site parking and whether the radius should be larger than 500 feet. Peter noted that the radius can be changed to a larger number based on the Plan Commission's suggestion. Ald, Raasch stated that he thinks 500 feet is too small and that the number should be increased to possibly 750 or 1000 feet. Mayor Boyd agreed that a wider radius is a good idea. Ald. Carpenter asked Peter what the downfall of creating a larger radius would be. Peter replied that a key component of the off-site parking situation is making sure the public is educated on the parking, which includes making sure everyone understands that they may need to walk a little further from their final destination in order to get a parking spot. This item is for discussion only so no action needed to be taken at this time.

City Planner Peter Schleinz introduced the second part of the agenda item, which is a memo from Ald. Hanson related to a resident's parking concern with a large camper parked right up the sidewalk in his neighborhood. Ald. Hanson explained that he was contacted by a citizen who is concerned because his neighbor parks a large camper in his driveway right up to the street for 6 plus months of the year. Mayor Boyd asked the homeowner if he contacted the developer of the subdivision regarding the restrictive covenant violation. Mayor Boyd moved, seconded by Ald. Raasch, to open the meeting. Upon vote, motion carried unanimously. Homeowner Matt Van Sistine addressed the board. He stated that he spoke to the developer briefly about the camper, but the developer preferred not to enforce the covenant prohibiting campers. Mayor Boyd moved, seconded by Ald. Raasch, to go back to regular order. Upon vote, motion carried unanimously. Ald. Carpenter stated that he understands Mr. Van Sistine's frustration, but he doesn't know how to address it. He stated that there are campers, boats, and trailers parked all over the City. Mayor Boyd added that there are several campers parked in driveways in his neighborhood as well. He stated that there would be severe backlash from citizens if the City imposed a restriction on parking campers on hard surfaces. Ald. Hanson requested that staff look into establishing a setback from the street. Ald. Raasch asked if the homeowner wants to prohibit the camper altogether or just to establish a setback from the street. Mayor Boyd moved, seconded by Ald. Raasch, to open the meeting for a second time. Upon vote, motion carried unanimously. Matt Van Sistine stated that his goal is not to get rid of all campers. He just wants a 2 or 4-foot setback from the sidewalk. Mayor Boyd thanked Mr. Van Sistine for his comments. He then moved to go back to regular order, seconded by Ald. Carpenter. Upon vote, motion carried unanimously. Discussion followed and it was decided that staff would look into whether other communities have any ordinances related to this topic.

RESULT:	**DISCUSSED**

Adjournment

Mayor Boyd moved, seconded by Ald. Raasch, to adjourn the meeting at 8:44 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker