DE PERE

Plan Commission

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

Regular Meeting

Final Minutes

Monday, June 26, 2023 **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	
Mark Higgins	Commissioner	Present	
Devin Perock	Alderperson	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 22, 2023 Plan Commission meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, 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. Consideration and possible action for an extraterritorial 3-lot certified survey map at 1700 BLK Williams Grant DR in Lawrence (Parcel L-169).*

City Planner Peter Schleinz reviewed the 3-lot extraterritorial certified survey map at the 1700 Block of Williams Grant Drive in the Town of Lawrence. Staff recommended approval of the CSM, subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Raasch, to approve the CSM. Upon vote, motion carried unanimously.

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

5. Consideration and possible action for a zoning map amendment from R1-45 (Single-Dwelling Detached District) to MX3 (Corridor Mixed-Use District) at 822-828 Main AV and 823-827 Oak ST (Parcels WD-534, WD-535, WD-533-1, WD-536).*

City Planner Peter Schleinz reviewed the zoning map amendment from R1-45 to MX3 for four residential lots at 822-828 Main Avenue and 823-827 Oak Street. Staff recommended approval of the zoning map amendment, subject to the conditions in the report. Peter noted that property owners within 300 feet of the rezoning were notified.

Staff received one phone call about the rezoning, but there was no objection. Ald. Raach moved, seconded by Mayor Boyd to open the meeting. The petioners, Aaron Brightfelt from Robert E. Lee Associates and David Kane with Northshore Bank addressed the commission . At this time, there is the potential for a bank to be developed on part of this property. Mary Jones, who lives at 831 Oak Street spoke next. She is concerned about the timeline and potential commercial development on this property. She asked who owns the four properties. Peter replied that Jambor Properties LLC owns all of the property. He added that the Council will review the rezoning on July 18, 2023. Mayor Boyd noted that the discussion should be based solely on the rezoning of the property, not the potential site plan. Mayor Boyd moved, seconded by Ald. Raasch, to go back to regular session. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Mark Higgins, to approve the zoning map amendment. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

6. Consideration and possible action to review and approve the height of a wall sign in the MX2 (Neighborhood Mixed Use) District at 320 N Wisconsin ST (Parcel ED-880).

City Planner Peter Schleinz reviewed the request to approve the height of a wall sign in the MX2 District at 320 N Wisconsin Street. The maximum wall sign height in the MX2 District is 20 feet; however, the petitioner is requesting the height to be approved at 24 feet due to the following reasons:
1. It is the center location of the building which makes the location pleasing to the eye.
2. There are architectual details that prevent any other location. (Brick, windows, awning)
Staff recommended approval of the request. Ald. Raasch moved, seconded by Shane Raymaker, to approve the wall sign height of 24 feet. Upon vote, motion carried unanimously.

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

7. Consideration and possible action to change three street names and establish a name for a future bridge within the City of De Pere: Southbridge Road, part of Red Maple RD, and Rockland RD changing to Optimistic AV, and a future bridge between Red Maple RD and Rockland RD being named Arthur J. Altmeyer Bridge.*

City Planner Peter Schleinz reviewed the request to change three street names and establish a name for the future Southern bridge. Staff recommended approval of the request. Discussion followed and Ald. Raasch suggested a name that represents the Menominee Nation Tribe. He stated that he will do some research for other name suggestions related to the Menominee tribe. Staff noted that the name should be something forward-thinking. They gave Ald. Raasch a deadline of July 10th so it could be discussed at the next Common Council meeting. Ald. Raach moved, seconded by Mark Higgins, to approve the naming of the bridge and to refer the street name change back to staff to be reviewed and acted on by the Common Council on July 18th. Upon vote, motion carried unanimously.

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

8. Consideration and possible action to review and approve a Request For Proposal (RFP) to write a new 2023 Comprehensive Housing Study and Action Plan.

City Planner Peter Schleinz reviewed the Request for Proposal (RFP) to write a new 2023 Comprehensive Housing Study and Action Plan. Staff recommended approval of the RFP. Mayor Boyd moved, seconded by Ald. Perock, to approve the RFP. Upon vote, motion carried unanimously.

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

9. Consideration and Possible Action to recommend revisions and updates to the Common Council for the Zoning Ordinance and the Official Zoning Map. *

A. Plan Commission recommendation to approve revisions to Municipal Code Chapter 14 (Zoning Ordinance).

City Planner Peter Schleinz reviewed the revisions to Municipal Code Chapter 14. Staff identified 32 zoning ordinance revisions. Staff requested that the Plan Commission members have a discussion regarding the following topics:
Part 1: private residential garages. Do you support or request the changes in red? Everyone supported the changes.
Part 2: Mini warehouse (self-storage)-an enclosed use that provides separate small-scale, self-service storage facilities leased or rented to individuals or small businesses. Do you like it the way it is or do you want to make exceptions? Mayor Boyd suggested to keep things the way they are, with no changes. Everyone agreed.
Part 3: Parking Minimums - no minimum off-street motor vehicle parking ratios apply to nonresidential uses in the MX1 District. "when the building area is less than xxx square feet. If the building area is xxx square feet or greater than 50% of the parking ratio is required to be onsite and the remainder of the parking ratio does not apply. Plan Commission discussed this proposed change, and then considered the following other options:
-Exceeding certain number of required stalls.
-Square footage of building.
-Number of employees.
-Parking Study results.
-Other calculations.
-Leave as written.
Development Services Director Daniel Lindstrom suggested to use the parking study results. The developer would be required to submit parking study results based on the building use. The Plan Commission members were all in agreement with this option. Staff will craft some recommendations. Mark Higgins made a motion, seconded by Shane Raymaker, to recommend the changes made by staff

and subject to the changes recommended during the meeting. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mark Higgins, Commissioner
SECONDER:	Shane Raymaker, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

B. Plan Commission recommendation to approve revisions to the Official Zoning Map.

City Planner Peter Schleinz reviewed the recommendation to approve revisions to the Official Zoning Map. There are four changes. Staff recommended approval of the revisions. Mayor Boyd moved, seconded by Ald. Raasch, to approve the revisions to the Official Zoning Map. Upon vote, motion carried unanimously.

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

10. Discussion about site plans received since the May 2023 Plan Commission meeting and review of the status of recently approved development projects.

City Planner Peter Schleinz reviewed the monthly site plan update of recently approved development projects. There were no comments or questions.

RESULT:	**DISCUSSED**

Adjournment

Mayor Boyd moved, seconded by Ald. Perock, to adjourn the meeting at 8:29 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker