



Plan Commission

Regular Meeting

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

Final Minutes

Monday, June 22, 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 Schleinzi and members of the public.

2. Approval of the minutes of the May 26, 2020 Plan Commission meeting.

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

3. Consideration and possible action regarding a variance to permit a 50 square foot wall sign on the south façade of the Notre Dame School in R-2 District at 137 S Superior ST (Parcel ED-1033).

City Planner Peter Schleinzi reviewed the variance request to permit a 50 square foot wall sign on the south facade of the Notre Dame School. He explained that the Plan Commission reviewed a variance request for 3 wall signs in May, of which 2 of the 3 signs were approved. The new variance request is for a larger wall sign than what is permitted by code, 50 square feet as opposed to 32 square feet. Mark Higgins asked if there are there any guidelines for defining hardship. Peter explained the five general criteria for identifying hardship in the zoning code. Marv Wall, the representative for the school and Scott Betrand from the sign company were both on the call to answer any questions. Mayor Boyd moved, seconded by Derek Beiderwieden, to open the meeting. Upon vote, motion carried unanimously. Scott Betrand explained that the monument sign isn't practical for the specific site, so they are trying to maximize the square footage with the wall sign. Mayor Boyd moved, seconded by Ald. Raasch, to go back to regular order. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Ald. Raasch, to approve the 50 square foot wall sign with the condition that the sign be shut off with a timer from 10 pm until dawn. Upon vote, motion carried unanimously.

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

4. Staff recommendation and possible action regarding a site plan request for an outdoor storage and driveway addition at 1155 Scheuring RD (Parcel WD-D0048-1).

City Planner Peter Schleinzi reviewed the site plan request for an outdoor storage and driveway addition at 1155 Scheuring Road. The petitioner would like to add outdoor storage at the south end of the existing building. Staff identified that proper screening is necessary, including a fence and landscaping. Staff recommended approval subject to conditions in the report. Peter reported that there are two areas of existing gravel, which staff recommends that it be paved, however it is not a requirement. Peter clarified that the existing gravel areas can remain, but the dimensions of these areas need to be clarified. Ald. Carpenter is in favor of the gravel being removed and paved. Mayor Boyd moved, seconded by Derek Beiderwieden, to open the meeting. Upon vote, motion carried unanimously. Jeff Bauer, the representative for Brown Wilbert stated that the outdoor storage would be used for a new product the company started using about two years ago, which are large stone blocks. Mark Higgins asked what the reason is to keep the gravel areas. Jeff Bauer stated that due to the weight of the product, asphalt may not be adequate to withstand the weight. Discussion followed and it was determined that since the petitioner is requesting a change to the site plan, the site plan should be tabled to the next Plan Commission meeting. This will give them more time to work out the details with staff. Ald. Raasch moved, seconded by Mayor Boyd to go back to regular session. Upon vote, motion carried unanimously. Ald. Raasch moved, seconded by Mayor Boyd, to table the item and bring it back to the next Plan Commission meeting. Upon vote, motion carried unanimously.

RESULT: **TABLED [UNANIMOUS]**

Next: 7/27/2020 7:00 PM

MOVER: Dean Raasch, Alderperson

SECONDER: James Boyd, Mayor

AYES: Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling

5. Staff recommendation and possible action regarding the release of a 20 foot wide ingress and egress easement at 675 Heritage RD (Parcel ED-F0094-1).*

City Planner Peter Schleinzi reviewed the easement release at 675 Heritage Road. Staff recommended approval subject to one condition in the report. Ald. Raasch moved, seconded by Mark Higgins, to approve the easement release. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on July 7, 2020.

RESULT: **ADOPTED [UNANIMOUS]**

MOVER: Dean Raasch, Alderperson

SECONDER: Mark Higgins, Commissioner

AYES: Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling

6. Staff recommendation and possible action regarding a new 20-foot wide ingress and egress easement at 675 Heritage RD (Parcel ED-F0094-1).*

City Planner Peter Schleinzi reviewed the new easement for 675 Heritage Road, which will replace the easement which was released in the previous agenda item. Derek Beiderwieden moved, seconded by Ald. Raasch, to approve the new easement. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on July 7, 2020.

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

7. Consideration and possible action regarding the two-lot replat of the final extraterritorial Carpenter's Crossing South First Addition in the Town of Lawrence (Parcels L-2073, L-2038).*

City Planner Peter Schleinz reviewed the two lot replat of the final extraterritorial Carpenter's Crossing South in the Town of Lawrence. Staff recommended approval subject to two conditions in the report. Mayor Boyd moved, seconded by Brenda Busch, to approve the replat. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on July 7, 2020.

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

8. Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map at 760-780 Millennium CT (Parcels ED-2313-1, ED-2314).*

City Planner Peter Schleinz reviewed the two lot CSM at 760-780 Millennium Court. Ald. Carpenter asked if the smaller lot would be difficult to sell. Development Services Director Daniel Lindstrom replied that the City has had two interested parties so he doesn't feel that it will be hard to sell. Ald. Raasch moved, seconded by Mayor Boyd, to approve the CSM. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on July 7, 2020.

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

9. Staff recommendation and possible action regarding a Proposed 1 Lot and 1 Outlot Certified Survey Map at 1900 BLK Commerce DR (Parcel ED-344-102-5).*

City Planner Peter Schleinz reviewed the CSM at the 1900 block of Commerce Drive. Staff recommended approval, subject to conditions in the report. Derek Beiderwieden moved, seconded by Ald. Carpenter, to approve the CSM. Upon vote, motion carried unanimously. This item will be reviewed by the Common Council on July 7, 2020.

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

Adjournment

Mayor Boyd moved, seconded by Ald. Raasch, to adjourn the meeting at 7:46 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker