



Plan Commission

Regular Meeting

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

Final Minutes

Monday, May 23, 2022

7:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 7:00 PM by Alderperson Dean Raasch

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Excused	
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 Schlein, and members of the public.

2. Approval of the minutes of the April 25, 2022 Plan Commission meeting.

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

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 a site plan for an ~11,326 SF private access road and storm water management at 114 S Ninth ST (Parcel WD-D0200-4).

City Planner Peter Schlein reviewed the site plan for the creation of a stormwater management system and the addition of a private access road that will connect between Ninth Street and the east end of the Festival Foods parking lot. Staff recommended approval of the site plan, subject to the conditions in the report. Mark Higgins moved, seconded by Brenda Busch, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Higgins, Commissioner
SECONDER:	Brenda Busch, Commissioner
AYES:	Busch, Carpenter, Higgins, Raasch, Raymaker, Schilling
EXCUSED:	James Boyd

5. Consideration and possible action for a site plan for a ~6,625 SF high jump pad at 1600 Lost Dauphin RD (Parcel WD-201).

City Planner Peter Schleinz reviewed the site plan for a high jump pad at the southeast corner of the track at Schneider Stadium, located at 1600 Lost Dauphin Road. Staff recommended approval of the site plan, subject to the conditions in the report. Ald. Carpenter moved, seconded by Ald. Raasch, to approve the site plan. Upon vote, motion carried unanimously.

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

6. Consideration and possible action for a site plan for a ~17,200 SF addition of two tennis courts with a 12' x 24' pavilion, and the resurfacing of seven existing tennis courts at 1700 Chicago ST (ED-1128-30).

City Planner Peter Schleinz reviewed the site plan for the addition of 2 new tennis courts and the resurfacing of 7 existing tennis courts at De Pere High School, located at 1700 Chicago Street. Ald. Carpenter asked if the common description was incorrectly listed as 600 Lost Dauphin in the report. Peter replied that it was incorrect and staff would make the correction to state, "1700 Chicago Street, located northeast from the Merrill St and Lone Oak Rd intersection." Staff recommended approval of the site plan, subject to the conditions in the report. Mark Higgins moved, seconded by Grant Schilling, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Higgins, Commissioner
SECONDER:	Grant Schilling, Commissioner
AYES:	Busch, Carpenter, Higgins, Raasch, Raymaker, Schilling
EXCUSED:	James Boyd

7. Consideration and possible action for a site plan for a ~4,963 SF parking lot addition at 650 Heritage RD (ED-F0097).

City Planner Peter Schleinz reviewed the site plan for a parking lot addition at 650 Heritage Road. He noted that the addition would add 26 additional parking stalls and walkways to an existing parking lot on the north side of the building. Staff recommended approval of the site plan, subject to the conditions in the report. Shane Raymaker moved, seconded by Brenda Busch, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shane Raymaker, Commissioner
SECONDER:	Brenda Busch, Commissioner
AYES:	Busch, Carpenter, Higgins, Raasch, Raymaker, Schilling
EXCUSED:	James Boyd

8. Discussion about proposed changes to the City's proposed DRAFT Zoning Code related to residential, mixed use, commercial, business park, and industrial landscaping.

City Planner Peter Schleinz provided an update to the City's proposed DRAFT Zoning Code related to residential, mixed use, commercial, business park, and industrial

landscaping. This topic includes the following items: street trees, parking lot screening, parking lot interiors, building foundations and landscaping materials.

Street Trees: There is no requirement for street trees in the current Zoning Code. This new requirement would require 1 large tree to be planted per 30 feet of street frontage in the right-of-way. Peter noted that staff would work with the City Forester and Engineering staff to identify exceptions to the requirement. Ald. Raasch asked who is responsible for maintaining the trees. Peter replied that the trees would be owned by the City but the property owner would be responsible for paying for the trees initially during the planting of the rest of the site. Ald. Carpenter asked if this would be a requirement of all new subdivisions. Peter stated that it would become part of rewriting the subdivision ordinance to include this requirement. Ald. Carpenter stated that he is not in favor of requiring street trees in new subdivisions.

Parking Lot Screening: The existing code states that anywhere there are 4 or more parking stalls, a parking lot needs to be screened in some way, but it doesn't specify the type of screening that is required. In the new Zoning Code, the screening is tied to a specific size parking lot, for any new parking lot or reconstructed parking lot areas that are 3500 square feet or more, and adjacent to streets or residential zoning districts.

Parking Lot Interiors: The areas inside the parking lot are referred to as parking lot interiors, or landscaping islands. In the existing Code, any parking lot that is a half acre in size requires a landscaping island. Trees can be planted in the islands, but are not required. Instead, they can be filled with rock or planted with grass. In the new Zoning Code, any new parking lot with 20 or more stalls or any existing parking lots that are expanded by more than 33% or reconstructed parking lots with a paved area of 3500 square feet all require landscaping islands with tree requirements. Ald. Carpenter noted that the existing Festival Foods and Walmart parking lots do not comply with this new requirement. Peter replied that these parking lots do not comply.

Landscaping Materials: City Planner Peter Schlein noted that staff is sometimes challenged with trees being counted in natural areas. He asked for feedback from the Plan Commission members on this item. Ald. Raasch suggested giving developers a credit for the natural trees as a certain percentage of the requirement. Peter noted that the current landscaping requirements are vague in that they give a tree count but no other guidance as to where the trees should be planted. Discussion followed regarding how to handle naturally occurring trees, and the commission came to a consensus to use the credit as a percentage method.

Building Foundations: establishes a 5 foot wide landscaping foundation for commercial sites. Examples shown included CVS Pharmacy on the west side.

City Planner Peter Schlein showed example images of business sites already doing what is proposed to be required, such as the Festival Foods Headquarters and the new Humana campus.

Mark Higgins asked how De Pere compares to other communities. Development Services Director Daniel Lindstrom stated that De Pere is on the lower end compared to the surrounding communities in landscaping requirements. Other communities, such as

Green Bay and Bellevue, have much higher landscaping standards in their business parks. He suggested that it is probably due to having an older Zoning Code.

This is a discussion-only item, so no action is needed at this time.

RESULT: DISCUSSED

Adjournment

Brenda Busch moved, seconded by Ald. Carpenter, to adjourn the meeting at 7:51 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker