Plan Commission

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

Regular Meeting

Final Minutes

Monday, April 27, 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	Alderperson	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Alderperson	Present	
Grant Schilling	Commissioner	Present	

Also in attendance: Development Services Director Daniel Lindstrom, City Planner Peter Schleinz and members of the public.

2. Approval of the minutes of the March 23, 2020 Plan Commission meeting.

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

3. Annual Election of Vice Chair.

Ald. Carpenter nominated Ald. Raasch as Vice Chair. Upon vote, motion carried unanimously.

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

4. Staff recommendation and possible action regarding a proposed 32 lot final plat of Honeysuckle Acres Fourth Addition at 1500 BLK Red Maple Rd (Parcels WD-L183-4 & WD-L183-4-1).*

City Planner Peter Schleinz reviewed the final plat of Honeysuckle Acres. He noted that the preliminary plat was reviewed in January 2020 and that there are a few changes between the preliminary and final plat. There was a 2 lot change from 34 lots to 32 lots, which caused lot lines to shift slightly. Also, per Plan Commission request, additional right-of-way was added to the southwest corner of the final plat in anticipation of a future roundabout. Staff recommended approval of the final plat and forwarding the plat to the Common Council for approval, subject to the conditions in the report. Ald. Raasch moved, seconded by Derek Beiderwieden, to approve the final plat, Upon vote, motion carried unanimously. The Common Council is expected to review the plat on May 5, 2020.

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

5. Staff recommendation and possible action regarding a new 15 foot wide utility easement to be added to an existing 10 foot wide utility easement at the 1600 BLK Merrill ST and 1603 Quinnette LN (Parcels ED-1129-Q-41, ED-1129-Q-48).*

City Planner Peter Schleinz reviewed the new 15 foot utility easement to be added to an existing 10 foot wide easement for a total 25 foot easement at the 1600 BLK of Merrill Street and 1603 Quinnette Lane. He noted that the purpose of the additional easement is to make space for a storm sewer, which will go through part of a driveway, but not through any buildings. Staff recommended approval subject to no conditions. City Engineer Eric Rakers noted that the upsized easement should help with the flooding issues on Quinnette Lane. Mayor Boyd moved, seconded by Derek Beiderwieden, to open the meeting. Upon vote, motion carried unanimously. Michael Goeben, brother and power of attorney for property owner Larry Goeben, addressed the commission. He questioned why the easement could not be split between the two properties. He also questioned if the easement would be temporary or permanent. Mayor Boyd moved, seconded by Ald. Raasch, to go back to regular order. Upon vote, motion carried unanimously. Eric Rakers stated that the easement has to be permanent because an existing storm sewer is being replaced. There is 10 feet existing on one side and the City is asking for another 15 feet on the other side. Mayor Boyd moved, seconded by Ald. Raasch, to open the meeting. Upon vote, motion carried unanimously. Michael Goeben stated that he is concerned about the easement being permanent and the resale of the property in the future. Eric replied that landscaping is still allowed in the easement and if the driveway is damaged, the City will be responsible for repairing it. Mayor Boyd moved, seconded by Brenda Busch, to go back to regular order. Upon vote, motion carried unanimously. Ald. Raasch moved, seconded by Grant Schilling, to approve the easement request and forward the recommendation to the Council at a future undetermined meeting. Upon vote, motion carried unanimously.

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

6. Staff recommendation and possible action regarding the release of a section of a 30 foot wide storm sewer-easement at 665 Grant ST (Parcels WD-115-6-2, WD-115-7, WD-115-8-1, WD-864).*

City Planner Peter Schleinz reviewed the easement release for a section of a 30 ft storm easement at 665 Grant Street. The easement needs to be rerouted to allow a fieldhouse building addition for the West De Pere High School. Staff recommended approval of the easement release subject to two conditions outlined in the report. Derek Beiderwieden moved, seconded by Ald. Carpenter, to approve the easement release request. Upon vote, motion carried unanimously. The Common Council is expected to review this item on May 5, 2020.

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

7. Staff recommendation and possible action regarding a new section of a 30 foot wide storm sewer-easement at 665 Grant ST (Parcels WD-115-6-2, WD-115-7, WD-115-8-1, WD-864).*

   City Planner Peter Schleinz reviewed the request for a new section of a 30 foot storm sewer easement at 665 Grant Street. This new easement will replace the released easement in the previous agenda item. Staff recommended approval of the new easement request and forwarding the recommendation to the Council for final approval on May 5, 2020. Ald. Carpenter asked if the size of the new easement is going to be the same size diameter. City Engineer Eric Rakers replied that the new easement will be the same diameter (60 inches). Ald. Raasch moved, seconded by Brenda Busch, to approve the easement request. Upon vote, motion carried unanimously.

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

8. Staff recommendation and possible action regarding the release a 5 foot wide portion of a 50 foot wide sanitary easement at 1881 Southbridge RD (Parcels WD-2029, WD-2030, WD-2031, WD-2032, WD2-33, WD-2034, WD-2035, WD-2036).*

   City Planner Peter Schleinz reviewed the request for the release of a five foot wide portion of a 50 foot wide easement at 1881 Southbridge Road. The release of easement request will reduce the width of the existing easement by five feet and allow for twindominium residential development. Staff recommended approval of the easement release request, subject to one condition in the report. The Common Council will review this item on May 5, 2020. Mayor Boyd moved, seconded by Derek Beiderwieden, to approve the easement release. Upon vote, motion carried unanimously.

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

9. Staff recommendation and possible action regarding a variance to permit three wall signs on the Notre Dame School in the R-2 District at 137 S Superior ST (Parcel ED-1033).

   City Planner Peter Schleinz reviewed the variance request to permit three wall signs on the Notre Dame School. Typically in an R-2 district for schools, only 1 wall sign and 1 monument sign are allowed. The sign code accommodates schools with one primary street frontage. The code does not address schools with multiple primary frontages, such as the Notre Dame School. Ald. Raasch stated that he wants to be consistent with upholding the sign code. He noted that the Plan Commission denied Life Church's request for a second wall sign in 2015 when they applied for a variance. Mayor Boyd moved, seconded by Brenda Busch, to open the meeting. Upon vote, motion carried unanimously. Emily Rogers, a neighbor who lives on Huron Street addressed the commission. She stated that she is worried about light pollution with all of the signs on the school. Peter Schleinz addressed her concern, stating that the applicant is open to attaching timers to the signs so the lights are turned off automatically in the evening. Marv Wall, the project manager for the Notre Dame School addressed the commission. He stated that a major complaint of the two existing schools is that it is difficult to identify the schools at night, adding that proper signage for a new school is important to help identify the school. At the present schools, there are no lighted signs. Ald. Raasch asked if the signs are to identify the schools or to identify the entrances to the schools. He argued that if proper way-finding signage is installed to identify the entrances, the three lighted wall signs would not be necessary. He added that the wall sign on George Street would be sufficient to identify the school and then the way-finding signage would help people find the entrances. Mayor Boyd moved, seconded by Ald. Raasch, to go back to regular order. Upon vote, motion carried unanimously. Discussion followed and it was determined that a monument sign would not work at this site due to the required 15 foot setback and how the school is situated on the site. Ald. Raasch stated that he would be in favor of two wall signs if a monument sign would not work but not in favor of a third wall sign. Ald. Raasch moved, seconded by Brenda Busch, to open the meeting. Upon vote, motion carried unanimously. Discussion followed regarding the current sign code and the upcoming sign code update. Peter Schleinz commented that the new sign code is still under review and will not be finalized until the end of this year. He noted that the school could petition a new variance request if the sign code changes in the future. Ald. Carpenter suggested that the school hold off on the signage until after the new sign code is adopted. Marv Wall stated that waiting to install the signage until the building is finished would be more costly. Mayor Boyd moved, seconded by Derek Beiderwieden, to go back to regular session. Upon vote, motion carried unanimously. Ald. Raasch moved, seconded by Mayor Boyd, to approve a variance for the two wall signs facing the west and east sides of the building but denied the third wall sign facing the south side. Upon vote, motion carried unanimously.

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

10. Staff recommendation and possible action regarding a site plan request for an existing building with a parking lot addition, driveway addition, revisions to a sanitary sewer, and the removal of part of a street fronted berm at 2107 American BL (Parcel WD-1042).

City Planner Peter Schleinz reviewed the site plan request for 2107 American Boulevard for Robinson Metals. He noted that this is an unusual request because it does not involve any buildings. Instead, it involves a parking lot addition, driveway addition, revisions to a sanitary sewer, as well as the removal of a berm. Staff recommended approval, subject to conditions in the report. Derek Beiderwieden moved, seconded by Ald. Carpenter, to approve the site plan. Upon vote, motion carried unanimously.

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

11. Staff recommendation and possible action regarding a site plan request for a cafeteria building addition at 633 Heritage RD (Parcel ED-F0094-3).

City Planner Peter Schleinz reviewed the site plan request for a cafeteria building addition at 633 Heritage Road for Belmark. He noted that this is an existing building, with a 4000 square foot cafeteria addition on the east side of the building.
The exterior facade of the addition is made of approvable split face CMU. The canopy over the entry at the southern end of the addition is made of an approvable architectural metal panel. Peter added that the HVAC screening material on the top of the building needs approval by Plan Commission. Staff recommended approval, subject to conditions in the report. Mark Higgins moved, seconded by Grant Schilling, to approve the site plan and the metal roof screen. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mark Higgins, Commissioner
SECONDER:	Grant Schilling, Commissioner
AYES:	Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling

Adjournment

Mayor Boyd moved, seconded by Ald. Raasch, to adjourn the meeting at 8:08 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker