Plan Commission

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

Regular Meeting

Final Minutes

Monday, April 26, 2021 | **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	
Derek Beiderwieden	Commissioner	Present	
Brenda Busch	Commissioner	Present	
Dan Carpenter	Alderperson	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Alderperson	Present	
Grant Schilling	Commissioner	Excused	

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

2. Approval of the minutes of the March 22, 2021 Plan Commission meeting.

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

3. Public comments upon matters not on the agenda.

There were no comments.

RESULT:	**DISCUSSED**

4. Consideration and possible action regarding a proposed 3 lot and 1 outlot certified survey map at the 2400-2500 BLK American BL (Parcels WD-1759, WD-L486, WD-L510, WD-L485, WD-L511, WD-2021, WD-L484-1, WD-L514, WD-L483-1, WD-L515, WD-L482-2, Part of WD-1753).*

City Planner Peter Schleinz reviewed the CSM for the 2400-2500 block of American Boulevard. He explained that this is the land division and right-of-way dedication to extend American Boulevard for future business park development. Staff recommended approval of the CSM subject to the conditions in the report. Mayor Boyd moved, seconded by Derek Beiderwieden, to approve the CSM. Upon vote, motion carried unanimously. The Common Council is expected to take action after an agreement is established with the purchaser of City-owned lands on the CSM, but the date is unknown at this time.

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

5. Consideration and possible action to amend Municipal Code Section 14-11 (Zoning – Minimum lot size) to remove 'Special Minimum Yard Requirements' from yards abutting or adjacent to George ST.*

City Planner Peter Schleinz reviewed the code amendment to amend Municipal Code Section 14-11 to remove a special minimum setback restriction for non-residential zoned lots abutting or adjacent to George Street to have special 15 foot front yard, corner side yard, interior side yard, and rear yard setbacks. If approved, all lots will follow established setbacks based on designated zoning districts.
Ald Raasch asked why there are so many businesses that seem to not meet that minimum setback. Peter suggested that perhaps past zoning administrators were not aware of this rule and that was why previous businesses appeared to be in violation. Staff recommended approval of the proposed amendment. Ald. Raasch moved, seconded by Ald. Carpenter, to approve the amendment. Upon vote, motion carried unanimously. This item is scheduled to be reviewed by Common Council on May 4, 2021.

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

6. Consideration and possible action on a request for a site plan to build a new 4,025 SF building at 805 George ST (Parcel ED-1067).

City Planner Peter Schleinz reviewed the site plan request for a new office building at 805 George Street. Plan Commission will act on this item with the assumption that Common Council will approve the text amendment to remove the 15 foot setback for any commercial businesses on George Street. Peter noted that if Council does not approve the amendment, a new site plan would need to be submitted to address the 15 foot corner side yard setback. The landscaping requirement is a minimum 6 foot wide and 6 foot tall buffer along the north property line, as well as parking lot screening on the north property line. The petitioner is proposing a 10 foot wide buffer on the north property line as well as a 6 foot high fence. Also proposed are 4 arborvitaes at the north east property corner and 4 arborvitaes at the northwest property corner. Typically 4 trees are required along the buffer area, but the petitioner is proposing 2 trees along the buffer and is requesting to relocate 2 of the 4 trees from the northeast corner to the southwest corner due to utilities located in the area. Staff supports the request to relocate the trees due to the addition of the arborvitaes to soften the fence line. Staff recommended approval subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Raasch, to approve the site plan. Upon vote, motion carried unanimously.

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

7. Consideration and possible action to amend Municipal Code Section 46-13 (Platting and Division of Land – Condominium Developments) to update City review to be administrative, to establish that the conversion of existing attached two-unit buildings converting to condominium ownership is not subject to City review, and to update certain fees for existing building conversions.*

   City Planner Peter Schleinz reviewed the request to amend Municipal Code Section 46-13 to update City review to be administrative, to establish that the conversion of existing attached two-unit buildings converting to condominium ownership is not subject to the City review, and to update certain fees for existing building conversions. Staff recommended approval of the proposed amendment. Derek Beiderwieden moved, seconded by Ald. Carpenter, to approve the amendment. Upon vote, motion carried unanimously.

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

8. Consideration and possible action on the award of contract for Comprehensive Plan Update and the West Downtown Vision Plan to SmithGroup.

   Development Services Director Daniel Lindstrom presented a review of the award of contract for the Comprehensive Plan Update and the West Downtown Vision Plan. The consultant chosen is SmithGroup. Ald. Raasch moved, seconded by Mayor Boyd, to approve the SmithGroup for the Comp Plan Update including the additional parking study addendum. Upon vote, motion carried unanimously.

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

Adjournment

Mayor Boyd moved, seconded by Ald. Carpenter to adjourn the meeting at 7:43 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker