Plan Commission

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

Special Meeting

Final Minutes

Monday, April 3, 2017 **7:00 PM** **De Pere City Hall Council Chambers**

Call to Order

The meeting was called to order at 7:08 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Michael J. Walsh	Mayor	Present	
James Boyd	Alderperson	Excused	
Larry Lueck	Alderperson	Excused	
Derek Beiderwieden	Commissioner	Present	
Jim Kalny	Commissioner	Excused	
Amy Kundinger	Commissioner	Present	
Steve Taylor	Commissioner	Present	

Also present: City Planner Peter Schleinz and members of the public.

2. Approval of the minutes of the February 27, 2017 Plan Commission meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Amy Kundinger, Commissioner
AYES:	Michael J. Walsh, Derek Beiderwieden, Amy Kundinger, Steve Taylor
EXCUSED:	James Boyd, Larry Lueck, Jim Kalny

3. Recommendation regarding part of a Proposed Extraterritorial 56 Lot and 3 Outlot Preliminary Plat at the 4400 BLK Oak Ridge Circle in Ledgeview (Parcels D-207, D-450, D-451). Submitted by Steven M. Bieda, PLS.*

City Planner Peter Schleinz reviewed the extraterritorial preliminary plat for the Grande Ridge Estates subdivision plot in the Town of Ledgeview. He reported that since it is an extraterritorial review, authority must be shared with the Village of Bellevue. Therefore, the City of De Pere has the authority to review only the portion of the plat that is on the west side of the plat. Staff identified that all the lots are an appropriate size and have the appropriate street frontage, and there are some environmentally sensitive areas (ESA) that will be addressed by the Brown County Planning Commission. Peter also mentioned that staff is concerned about increased traffic due to this subdivision and has encouraged the developer to possibly conduct some traffic studies so future residents find the areas to be appealing places to live without traffic congestion. There were no questions or comments from the commission. Mayor Walsh moved, seconded by Steve Taylor, to approve the preliminary plot. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Steve Taylor, Commissioner
AYES:	Michael J. Walsh, Derek Beiderwieden, Amy Kundinger, Steve Taylor
EXCUSED:	James Boyd, Larry Lueck, Jim Kalny

4. Recommendation regarding a Site Plan for a new building and parking lot for an indoor recreational business (Battlehouse/Ninja Warrior) at 1463 Red Maple Road in De Pere (Parcels WD-L179-3-1, WD-L179-4, WD-L179-5-1). Submitted by Mau & Associates LLP.

City Planner Peter Schleinz reviewed the site plan for a new building and parking lot for an indoor recreational building. The building materials proposed include: brick, masonry details on the front facade facing Red Maple, architectural metal paneling on the side facade, and metal paneling and some masonry in the rear. In addition, the site plan includes an 82 stall parking lot with area to expand eastward. Staff recommended approval of the site plan, subject to conditions. Mayor Walsh asked if the building materials are ones that the Plan Commission has approved in the past. Peter replied that both the masonry and metal paneling are acceptable materials. Derek Beiderwieden commented that the address as Red Maple Road is incorrect. Peter replied that the building will actually be assigned an American Boulevard address, but will still be facing Red Maple Road. Discussion followed regarding the layout of the building and whether the building should be laid out differently on the lot. Derek suggested that the nicest side of the building should be facing south. He moved, seconded by Mayor Walsh, to open the meeting for public comments. Upon vote, motion carried unanimously. Mark Soderlund, the contractor for the project, addressed the commission. He stated that the reason there is less masonry on the south side of the building is because there may be an expansion to the building which would occur on the south side. He added that, after the expansion, more masonry would be added to that side to make it more attactive. Derek agreed that this was a reasonable explanation. Mayor Walsh added that this development has generated a lot of excitement throughout the community as well as the schools. Mayor Walsh moved, seconded by Steve Taylor, to go back to regular order. Upon vote, motion carried unanimously. Derek Beiderwieden moved, seconded by Amy Kundinger, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Amy Kundinger, Commissioner
AYES:	Michael J. Walsh, Derek Beiderwieden, Amy Kundinger, Steve Taylor
EXCUSED:	James Boyd, Larry Lueck, Jim Kalny

5. Recommendation regarding a Site Plan for two building additions and a realigned driveway with parking lot alteration for De Pere Cabinet at 1745 E. Matthew Drive in De Pere (Parcels WD-D0048-2, WD-264-D-521). Submitted by Bayland Buildings INC.

City Planner Peter Schleinz reviewed the site plan for De Pere Cabinet for two building additions and a realigned driveway with parking lot alteration. He explained that the addition titled "Area 1" is for an 8,000 square foot addition on the west side of the site and "Area 2" is for a 19,000 square foot addition on the east side of the site. He reported that the proposed building material for the west building is split face CMU block wall and for the east building is concrete, split face block, and architectural metal panel. The driveway and parking lot realignment will occur on the west side of the site, along E. Matthew Drive. Peter explained that the fifteen stalls near the street are being relocated eastward and southward to become nineteen stalls. Originally, there were two handicap stalls, which will be changed to nine handicap stalls. Staff recommended approval subject to conditions. There were no questions or comments from the commission. Mayor Walsh moved, seconded by Steve Taylor, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Steve Taylor, Commissioner
AYES:	Michael J. Walsh, Derek Beiderwieden, Amy Kundinger, Steve Taylor
EXCUSED:	James Boyd, Larry Lueck, Jim Kalny

6. Recommendation regarding a Site Plan for a building addition and a modified parking lot for Green Bay Packaging INC at 2275 American Boulevard in De Pere (Parcel WD-L492-B-2). Submitted by Bayland Buildings INC.

   City Planner Peter Schleinz reviewed the site plan for Green Bay Packaging for a 30,000 square foot building addition and modified parking lot. He reported that the primary concern with the site plan is that the proposed building would lie within the required 50 foot corner side yard setback due to the design of the cul-de-sac on Biotech Way. A variance was granted by the Board of Appeals at their March 20, 2017 meeting. Another component of the site plan is that the drive lane connecting Biotech Way will be relocated and the existing parking lot will be adjusted with 35 additional stalls added to address the Code requirement of 30 additional stalls. Since the addition will only employ ten new employees, parking is more than sufficient. Staff recommended approval of the site plan for a building addition and modified parking lot with driveway, subject to conditions identified by staff. Derek Beiderwieden moved, seconded by Amy Kundinger, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Amy Kundinger, Commissioner
AYES:	Michael J. Walsh, Derek Beiderwieden, Amy Kundinger, Steve Taylor
EXCUSED:	James Boyd, Larry Lueck, Jim Kalny

7. Recommendation regarding a Site Plan for a new building and parking lot for 8 Line Holdings LLC at the 2200 BLK American Boulevard in De Pere (Parcel WD-1379). Submitted by 8 Line Holdings LLC.

   City Planner Peter Schleinz reviewed the site plan request for a new building and parking lot for 8 Line Holdings for a machine manufacturing and supply business. Peter reported that this parcel was recently rezoned from C-EO-2 to I-B-2 in February 2017. The proposed 10,000 square foot building includes three areas: offices and a showroom in the front as well as a manufacturing area in the rear. The building materials of brick and architectural metal paneling meet the Design and Development Standards set by the Zoning Code. A proposed parking lot with 12 parking stalls meets the criteria. Peter reported that he received last minute notice from the applicant that there is a potential for the site plan to change. The following items outline the additional changes that may occur: the rear wall may get moved all the way to the rear setback, the side wall height may go from 16 feet to 20 feet, and as a cost savings measure, the office footprint may be reduced to 1500 square feet with the balance made up internally in the warehouse. Peter explained that staff would likely be able to complete an administrative review of the added changes; however, any changes that were identified as "major" changes would need to be approved by Plan Commission as a revised site plan review. Staff recommended approval of the site plan, subject to conditions. Mayor Walsh moved, seconded by Steve Taylor, to approve, with the condition that staff approve any minor changes, with significant changes being approved by Plan Commission. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Steve Taylor, Commissioner
AYES:	Michael J. Walsh, Derek Beiderwieden, Amy Kundinger, Steve Taylor
EXCUSED:	James Boyd, Larry Lueck, Jim Kalny

Adjournment

Mayor Walsh moved, seconded by Steve Taylor, to adjourn the meeting at 7:40 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker