



Plan Commission

Regular Meeting

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

Final Minutes

Monday, March 28, 2022

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	
Brenda Busch	Commissioner	Present	
Dan Carpenter	Alderman	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Alderman	Excused	
Shane Raymaker	Commissioner	Excused	
Grant Schilling	Commissioner	Excused	

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

2. Approval of the minutes of the January 24, 2022 Plan Commission meeting.

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

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
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4. Consideration and possible action on an extraterritorial 2 lot certified survey map at 2206-2207 Blue Stem LN in the Town of Ledgeview (Parcel D-1991).*

City Planner Peter Schlein reviewed the extraterritorial 2 lot CSM in the Town of Ledgeview. Staff recommended approval of the CSM, subject to the conditions in the report. Mark Higgins moved, seconded by Mayor Boyd, to approve the CSM and forward it to Common Council for final approval. Upon vote, motion carried unanimously.

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

5. Consideration and possible action on an extraterritorial 3 lot certified survey map at 2300 BLK French RD in the Town of Lawrence (Parcel L-452).*

City Planner Peter Schlein reviewed the extraterritorial 3 lot CSM in the Town of Lawrence. Staff recommended approval of the CSM, subject to the conditions in the report. Ald. Carpenter noted that the report should state the sewer service area is in the

Town of Lawrence, not Ledgeview. Peter noted that staff would make the correction. Mayor Boyd moved, seconded by Brenda Busch, to approve the CSM and forward it to Common Council for final approval. Upon vote, motion carried unanimously.

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

6. Consideration and possible action on an extraterritorial 3 lot certified survey map at 3550 & 3551 Wayne LN in the Town of Ledgeview (Parcels D-449-1, D-450).*

City Planner Peter Schleinz reviewed the extraterritorial 3 lot CSM in the Town of Ledgeview. Staff recommended approval of the CSM, subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Carpenter, to approve the CSM and forward it to Common Council for final approval. Upon vote, motion carried unanimously.

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

7. Consideration and possible action on a 75 lot and 4 outlot revised preliminary and final extraterritorial plat of Grande Ridge Estates First Addition at 3300 BLK Heritage RD in the Town of Ledgeview (Parcels D-449-2, D-449-2-1, D-450-1, D-450-2).*

City Planner Peter Schleinz reviewed the revised preliminary and final extraterritorial subdivision plat of Grande Ridge Estates in the Town of Ledgeview. Peter noted that three changes have been made since the Plan Commission reviewed the plat in January 2022. Staff recommended approval of the revised preliminary and final plat, subject to the conditions in the report. Brenda Busch moved, seconded by Mark Higgins, to approve the revised preliminary and final plat of Grande Ridge Estates and forward it to Common Council for final approval. Upon vote, motion carried unanimously.

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

8. Discussion between the Plan Commission and developer about the proposed development and rezoning with Planned Development District (PDD) overlay of The Preserve at the 2000 Block of Lawrence DR (Parcels WD-D0034, WD-D0035, part of WD-D0031).

City Planner Peter Schleinz introduced the proposed residential development called The Preserve at the 2000 block of Lawrence Drive. Mayor Boyd moved, seconded by Brenda Busch, to open the meeting. Upon vote, motion carried unanimously. Jared Schmidt with Robert E Lee represented the development group for this project. The development consists of 92 single family lots and a community clubhouse at the southeast corner of the development near Lawrence Drive. The homes will be built on narrow lots (55 feet) and

will be stand alone condo-style buildings. The target market is 55 and older. There will be a homeowner's association which will manage the club house and provide for lawn care and snow removal. Mayor Boyd asked what the price point of the homes will be and Jared replied that the costs will range from \$400,000-\$600,000. Steve Atkins representing Atkins Building Group noted that the average sale for a similar development in Menasha was \$600,000. Jared added that the development would be broken down into two phases, with the first phase consisting of the development of approximately 20 homes. He explained that there are 3 similar developments in the area, including completed projects in Ashwaubenon and East Green Bay, as well as one in Bellevue that is currently in Phase 2 of development. Mayor Boyd asked staff about their comfort level with the zoning issues for the development. Peter stated that the proposed zoning would be R-1 with a PDD overlay, which will allow the developers to establish specific criteria, such as the smaller lot sizes. Peter added that the purpose of tonight's discussion is to get a first look at the development prior to any future approvals. Mark Higgins asked if the development is strictly for people age 55 and older. Jared replied that the target market is 55+ but they are not restricting any age from purchasing. Ald. Carpenter asked if the homes will have basements or be poured on a slab. Steve Atkins replied that some will have basements and others will not, based on the preference of the homeowner. Mark Higgins asked for an explanation for the developer requesting the dedication of approximately 600 feet of Employers Boulevard, which is a private road right-of-way. Jared explained that this dedication is important because it connects a public street to the residential development. Mayor Boyd moved, seconded by Brenda Busch, to go back to regular session. Upon vote, motion carried unanimously. Development Services Daniel Lindstrom clarified that this item is for discussion only and no action is required at this time. He added that the next step in the process is the rezoning of the property, which would follow the City's standard notification process of notifying all adjacent property owners within a 300 foot radius. Ald. Carpenter stated that he would be in favor of a broader area of neighbors being informed and Daniel stated that the ordinance needs to be followed as closely as possible so not everyone will be notified.

RESULT:	DISCUSSED
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9. Consideration and possible action on a rezoning from HWY 41-A (Highway 41 Business Corridor: District A) to HWY 41 A PDD (Highway 41 Business Corridor: District A with a Planned Development District overlay), with an amended General Development Plan, for a proposed drive-in or convenience food restaurant at 1360 Scheuring RD (Part of Parcel WD-D0021-4).*

City Planner Peter Schleinz reviewed the rezoning request at 1360 Scheuring Road to expand an existing Planned Development District overlay to include the southern one-third of the parcel. The PDD already covers the northern two-thirds and a sliver of the west end of the parcel. The underlying zoning district may allow a drive-thru or convenience food restaurant use if a conditional use permit is successfully obtained. However, if the PDD overlay is expanded to include the entire parcel, then a drive-thru or convenience food restaurant use is permitted by right. The petitioner is proposing the development of a new Starbucks restaurant at this location. Staff recommended approval of the rezoning, subject to the conditions in the report, which includes the relocation of the drive on the west side of the property to connect to the north or change the existing drive to a one-way exit-only drive. Mayor Boyd moved, seconded by Mark Higgins, to open the meeting. Upon vote, motion carried unanimously. Joel Ehruth from Mach

Engineering addressed the commission. He is the authorized representative for the project. Mayor Boyd asked how many cars could be in the drive-thru queue. Joel stated that it can accommodate 13 cars. He added that the petitioner is hesitant about relocating the drive-thru as it would make it more confusing for customers to know where to enter the site. Peter noted that a traffic impact analysis may be requested if the drive-thru is not adjusted. Mayor Boyd moved, seconded by Brenda Busch, to go back to regular session. Upon vote, motion carried unanimously. Mark Higgins moved, seconded by Brenda Busch, to approve the rezoning request. Upon vote, motion carried unanimously.

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

10. Consideration and possible action for a right-of-way discontinuance at 1891 and 1895 Commerce DR (Adjacent to Parcels ED-344-102-4, ED-344-102).*

City Planner Peter Schleinz reviewed the right-of-way discontinuance at 1891 and 1895 Commerce Drive. Staff recommended approval, subject to the conditions in the report. Mark Higgins moved, seconded by Ald. Carpenter, to approve the discontinuance and forward it to the Common Council for final approval. Upon vote, motion carried unanimously.

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

11. Consideration and possible action to amend Municipal Code Section 46-4 (Platting and Division of Land – General requirements and design standards) to eliminate the requirement to show building setbacks on city plats and city certified survey maps.*

City Planner Peter Schleinz reviewed the amendment to Municipal Code Section 46-4 to eliminate the requirement to show building setbacks on city plats and city certified survey maps. Staff recommended approval of the modification to the Municipal Code. Mayor Boyd moved, seconded by Brenda Busch, to approve the amendment. Upon vote, motion carried unanimously.

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

12. Discussion to review the 2021 City of De Pere Housing Affordability Report Update.

City Planner Peter Schleinz notified the Plan Commission that the 2021 City of De Pere Housing Affordability Report was posted to the City's website per the state's requirements. No action is needed at this time.

RESULT: DISCUSSED

13. Discussion to review the DRAFT 2021 Brown County Bicycle and Pedestrian Plan Update.

Development Services Director Daniel Lindstrom notified the Plan Commission that the Draft 2021 Brown County Bicycle and Pedestrian Plan has been updated. Brown County will be taking steps to begin the approval of the Draft plan on April 6, 2022 but comments and suggestions can still be made up until April 5. He invited the commission members to review the plan and share their comments with staff or directly to Brown County.

RESULT: DISCUSSED

Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 8:12 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker