



Plan Commission

Regular Meeting

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

Final Minutes

Monday, March 27, 2023

7:00 PM

Council Chambers and Virtual

I. 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	Excused	
Dean Raasch	Alderman	Present	
Shane Raymaker	Commissioner	Excused	
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 February 27, 2023 Plan Commission meeting.

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

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 a 1 lot CSM at 367 Lansdowne ST (Parcel WD-2293).

Development Services Director Daniel Lindstrom reviewed the 1-lot CSM at 367 Lansdowne Street. Staff recommended approval of the CSM, subject to the conditions in the report. Ald. Raasch moved, seconded by Brenda Busch, to approve the CSM. Upon vote, motion carried unanimously.

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

5. Consideration and possible action on a 35 lot and 5 outlot final plat of The Kingston Preserve at the 2000 BLK Lawrence DR (Parcels WD-D0034, WD-D0034-1, WD-D0034-2, WD-D0034-3, WD-D0035). *

Development Services Director Daniel Lindstrom reviewed the final plat of the Kingston Preserve at the 2000 Block of Lawrence Drive. He noted that there are several technical

engineering comments, which can be overseen by staff. Daniel explained that there is an additional request to allow a subdivision variance for a minimum lot width for Lot 21, which is not listed in the conditions of approval in the report. Grant Schilling moved, seconded by Ald. Raasch, to approve the final plat, subject to the conditions in the report as well as the subdivision variance request. Upon vote, motion carried unanimously.

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

6. Consideration and possible action on a major design exception from Zoning Ordinance Section 14-91, Table 9-2, to allow flash dryers to be exposed without metal façade screening on a rear façade at 1751 W Matthew DR (Parcel WD-288).

Development Services Director Daniel Lindstrom reviewed the request for a major design exception from Zoning Ordinance Section 14-9, to allow flash dryers to be exposed without metal facade screening on a rear facade at 1751 W Matthew Drive. Daniel noted that staff does not make a recommendation for design exceptions. The tower is already being partially screened and heat is a factor for not screening the exposed flash dryer on the east side of the building. Mayor Boyd moved, seconded by Ald. Raasch, to approve the major design exception. Upon vote, motion carried unanimously.

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

7. Consideration and possible action to repeal and reenact the FINAL DRAFT Floodplain Zoning Ordinance (Municipal Code Chapter 16). *

Development Services Director Daniel Lindstrom reviewed the request to repeal and reenact the Final Draft Floodplain Zoning Ordinance. He explained that nothing has changed since February when this was initially presented to the Plan Commission. The proposed changes address requirements from Wisconsin 2019 ACT 175, which requires local governments to regulate nonconforming structures in a floodplain. Staff recommended that the Plan Commission approve the request to repeal and reenact the Final Draft Floodplain Zoning Ordinance and forward it to the Common Council. Mayor Boyd moved, seconded by Ald. Carpenter, to repeal and reenact the Final Draft Floodplain Zoning Ordinance. Upon vote, motion carried unanimously. The next step in the process is a public hearing at the April 5, 2023 Council meeting.

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

8. Consideration and Possible Action to recommend revisions and updates to the Common Council for the Zoning Ordinance and the Official Zoning Map. *

A. Consideration and possible action to approve revisions to Municipal Code Chapter 14 (Zoning Ordinance). *

Development Services Director Daniel Lindstrom reviewed the revisions and updates for the Zoning Ordinance and the official Zoning Map. The new Zoning Ordinance and Zoning Map were designed to have a quarterly review for potential revisions and updates. This is the first quarter review for 2023. There are 17 Scribner errors, typos and word clarifications. These do not change the existing regulations. The second spreadsheet outlined the revisions to the Zoning Ordinance. There were revisions in residential districts, mixed-use districts, commercial and employment districts, uses, parking and access, landscape and screening, signs, and language, measurements, and definitions. Discussion followed regarding commercial and employment districts and the clarification of the differences between mini-warehouse and contractor-warehouse. Mayor Boyd requested that staff come back with more concrete examples of the storage warehouse types, along with design standard recommendations. Mayor Boyd moved, seconded by Ald. Carpenter, to approve the revisions to Municipal Code Chapter 14 (Zoning Ordinance). Upon vote, motion carried unanimously.

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

B. Consideration and possible action to approve revisions to the Official Zoning Map. *

Development Services Director Daniel Lindstrom reviewed the revisions to the Zoning Code Map. He noted that there are 6 different parcels that will be changing zoning districts, which were listed on the third spreadsheet. Mayor Boyd moved, seconded by Ald. Raasch, to approve the revisions to the Official Zoning Map. Upon vote, motion carried unanimously.

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

9. Discussion about site plans received since the February 2023 Plan Commission meeting and review of the status of recently approved development projects.

Development Services Director Daniel Lindstrom noted that the monthly updates to the site plan review is available for questions and comments. Three new projects were added since the February update. There were no comments or questions.

RESULT:	DISCUSSED
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Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 8:09 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker