Plan Commission

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

Regular Meeting

Final Minutes

Monday, March 23, 2020 **7:00 PM**

Call to Order

The meeting was called to order at 7:00 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Michael J. Walsh	Mayor	Present	
James Boyd	Alderperson	Present	
Derek Beiderwieden	Commissioner	Excused	
Brenda Busch	Commissioner	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 February 24, 2020 Plan Commission meeting.

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

3. Staff recommendation and possible action regarding a Rezoning Request from B-2 (General Business District) to R-3 Multiple Family Residence District) at 261 N Lawrence DR (Parcel WD-VA450-1). *

City Planner Peter Schleinz reviewed the rezoning request for 261 N Lawrence Drive, from B-2 (General Business District) to R-3 (Multiple Family Residence District) for a proposed ten unit apartment building on the site. Staff recommended approval, subject to one condition outlined in the report. Mayor Walsh moved, seconded by Ald. Boyd, to open the meeting. Upon vote, motion carried unanimously. The petitioner, Garritt Bader addressed the commission. Alderperson Raasch asked how many buildings are proposed. Garritt replied that it is a single building with ten units, four one-bedroom units and six two-bedroom units. Mayor Walsh moved, seconded by Ald. Raasch, to go back to regular order. Upon vote, motion carried unanimously. Mayor Walsh moved, seconded by Ald. Raasch, to approve the rezoning request. Upon vote, motion carried unanimously. The Common Council will review this item on April 8, 2020 with a public hearing.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Walsh, Boyd, Busch, Higgins, Raasch
EXCUSED:	Derek Beiderwieden, Grant Schilling

4. Staff recommendation and possible action regarding a Site Plan request for a new ten-unit apartment with a parking lot at 261 N Lawrence DR (Parcel WD-VA450-1).

Ald. Raasch moved, seconded by Ald. Boyd, to approve the site plan for a new ten-unit apartment at 261 N Lawrence Drive. Upon vote, motion carried unanimously.

At the end of the meeting, Mayor Walsh went back to this item, stating that he is concerned with the rear of the building being constructed with 100% vinyl. He had hoped to bring up this fact while the agenda item was being discussed but Ald. Raasch approved it right away before staff had a chance to present the item. City Planner Peter Schleinz replied that he would reach out to the petitioner, Garrett Bader with the Plan Commission's concerns to see if he would consider adding a mansonry knee wall on the rear side of the building. The Plan Commission members were all in agreement with this suggestion.

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

5. Staff recommendation and possible action regarding a Site Plan request for an office and warehouse addition with a parking lot at 2257 American BLVD (Parcel WD-864, WD-1138-4).

City Planner Peter Schleinz reviewed the site plan request for an office and warehouse addition at 2257 American Boulevard. He noted that the architectural metal paneling requires Plan Commission approval due to the fact that the rear wall is proposed to be 100% metal, which is typically not permitted. Staff recommended approval subject to conditions in the report, as well as the approval of metal on two street sides and the rear side with the condition that the rear wall is covered with Code approvable materials or a building expansion takes place within the next 5 years. Ald. Boyd moved, seconded by Ald. Raasch, to approve the site plan and the use of the metal siding. Upon vote, motion carried unanimously.

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

6. Staff recommendation and possible action regarding a Site Plan request for a stadium addition and a new permanent visitor stadium for De Pere High School at 1700 Chicago ST (Parcel ED-1128-30).

City Planner Peter Schleinz reviewed the site plan request for a stadium addition and new permanent visitor stadium for the De Pere High School. Materials for the home team stadium are proposed to be metal with a masonry knee wall. The visitor stadium is proposed to be all metal, with the inclusion of landscaping to screen the stadium. The petitioner is also proposing the extension of landscaping along Chigago Street, all the way down to the storm pond to further screen the use of metal on both stadiums. In addition, the site will include a service entrance on the east side of the field which will be utilized as a ticket office/entry point to encourage the use of parking lots at the middle school. Peter noted that parking requirements will easily be accommodated in the current high school parking lot; however, the middle school can also accommodate parking. Staff recommended approval, subject to the conditions in the report. There was some discussion on parking and Peter noted that the site plan still meets code if the middle school parking lots were eliminated from the parking counts. Mayor Walsh moved, seconded by Ald. Boyd, to open the meeting. Upon vote, motion carried unanimously. School Superintendent Ben Villaruel addressed the commission. Mark Higgins asked if is any minimum seating capacity for the visitors stadium and Ben replied there is not. Mayor Walsh moved, seconded by Ald. Raasch, to go back to regular order. Upon vote, motion carried unanimously. Mayor Walsh moved, seconded by Ald. Raasch, to approve the site plan. Upon vote, motion carried unanimously. Ald. Boyd moved, seconded by Brenda Busch, to approve the materials with the landscape screening. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Walsh, Boyd, Busch, Higgins, Raasch
EXCUSED:	Derek Beiderwieden, Grant Schilling

7. Staff recommendation and possible action regarding a parking lot addition to a warehouse at 633 Heritage RD (Parcel ED-F0094, ED-F0094-3).

City Planner Peter Schleinz reviewed the site plan for a parking lot addition at 633 Heritage Road, for the Belmark Corporation. He noted that staff did have some concern with the landscaping islands and that they did not reference any specific trees. Ald. Raasch moved, seconded by Mark Higgins, to approve the site plan with the addition of trees and landscaping. Upon vote, motion carried unanimously.

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

8. Staff recommendation and possible action regarding a Site Plan request for a new pool building and mechanical building, and modifications to an existing parking lot for VFW Park at 730 Grant ST (Parcels WD-87, WD-91, WD-93-3, WD-93-1-A, WD-94, WD-110).

City Planner Peter Schleinz reviewed the site plan request for a new pool building and mechanical building for VFW Park and modifications to the parking lot to add a drop-off zone. Staff recommended approval, subject to conditions in the report. Ald. Raasch moved, seconded by Brenda Busch, to approve the site plan. Upon vote, motion carried unanimously.

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

9. Staff recommendation and possible action regarding a Site Plan request for a Wisconsin Public Service natural gas regulator station at 806-808 Ash ST (Parcel WD-602, WD-603).

City Planner Peter Schleinz reviewed the site plan request for a WPS natural gas regulator station at 806-808 Ash Street. The conditional use request was approved by Plan Commission in February. WPS is working with the neighbors on the north side of the property to establish an access easement. If that happens, the new driveway may not be needed. Staff recommended approval subject to the conditions in the report. Mayor Walsh asked what the normal width of a residential driveway is. Peter noted that the proposed driveway is 20 feet and the next largest driveway on the block is 18 feet wide. He added that the petitioner reduced the original driveway from 30 feet to 20 feet; however, it would be the largest driveway on Ash Street. If they are not able to access the easement, they will need to build the driveway. There will also be a six foot chain link fence on all four sides of the building, as well as a five foot landscaping bed with arborvitae proposed along the south, east, and west sides of the fence. Mayor Walsh moved, seconded by Ald. Raasch, to open the meeting. Upon vote, motion carried unanimously. Scott Shepheard from WPS invited the commission members to ask questions. Mark Higgins asked if he received any pushback from the neighbors. Scott replied that letters were sent to all of the surrounding neighbors, as well as some door-to-door canvassing of the neighborhood all the way down to the end of Ash Street. He noted that no negative feedback was received. Mayor Walsh asked how the progress is going with obtaining the access easement with the neighbor to the north. Scott replied that they are still working on finalizing the agreement. Mayor Walsh moved, seconded by Ald. Raasch, to go back to regular order. Upon vote, motion carried unanimously. Mayor Walsh moved, seconded by Ald. Raasch, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Walsh, Boyd, Busch, Higgins, Raasch
EXCUSED:	Derek Beiderwieden, Grant Schilling

10. Staff recommendation and possible action regarding a proposed right-of-way vacation/discontinuance for the 200 BLK of S Wisconsin ST and the west portion of the 500 BLK Charles ST (Adjacent to Parcels ED-812, ED-914, ED-920). *

City Planner Peter Schleinz reviewed the right of way vacation/discontinuance for the 200 block of Wisconsin and Charles Street. Staff recommended approval subject to the conditions in the report. Ald. Boyd moved, seconded by Ald. Raasch, to approve the vacation. Upon vote, motion carried unanimously.

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

11. Staff recommendation and possible action regarding a Proposed Extraterritorial 20 Lot and 2 Outlot Preliminary Plat of Grande Ridge Estates First Addition between Royal Vista TR and Wayne LN in the Town of Ledgeview (Parcels D-450-1, D-450-2). *

City Planner Peter Schleinz reviewed the proposed extraterritorial 20 lot and 2 outlot preliminary plat of Grande Ridge Estates in the Town of Ledgeview. Staff recommended approval, subject to conditions in the report. Ald. Raasch moved, seconded by Brenda Busch, to approve the plat. Upon vote, motion carried unanimously.

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

Adjournment

Before adjourning the meeting, Mayor Walsh thanked all the Plan Commission members for their service to the City of De Pere during his tenure as mayor. Mayor Walsh moved, seconded by Ald. Raasch, to adjourn the meeting at 8:10 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker