



Plan Commission

Regular Meeting

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

Final Minutes

Monday, February 27, 2023

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	Present	
Shane Raymaker	Commissioner	Excused	
Grant Schilling	Commissioner	Present	

Also present: Development Services Director Daniel Lindstrom and City Planner Peter Schlein.

2. Approval of the minutes of the January 23, 2023 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderman
SECONDER:	Brenda Busch, Commissioner
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	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 21-lot and 2-outlot extraterritorial preliminary plat of Lawrence Parkway First Addition at 2200-2300 BLK Little Rapids RD in Lawrence (Parcels L-458-6, L-2118, L-2117, L-2116, L-2115, L-2114, L-458, L-456, L-456-2, L-457-3). *

City Planner Peter Schlein reviewed the extraterritorial preliminary subdivision plat of Lawrence Parkway in the Town of Lawrence. Staff recommended approval of the plat subject to the conditions in the report. Mayor Boyd moved, seconded by Mark Higgins, to approve the preliminary plat. Upon vote, motion carried unanimously.

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

5. Consideration and possible action on a 2-lot and 1-outlot CSM at 2200-2300 BLK American BL (Parcel WD-L492-B). *

City Planner Peter Schlein reviewed the 2-lot & 1-outlot CSM at the 2200-2300 Block of American Boulevard. Staff recommended approval of the CSM with no conditions of

approval. Ald. Carpenter moved, seconded by Ald. Raasch, to approve the CSM. Upon vote, motion carried unanimously.

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

6. Consideration and possible action on a 1-lot CSM at 2400-2500 BLK American BL (Parcel WD-L485). *

City Planner Peter Schleinz reviewed the 1-lot CSM at the 2400-2500 block of American Boulevard. Staff recommended approval of the CSM with no conditions of approval. Ald. Raasch moved, seconded by Brenda Busch, to approve the CSM. Upon vote, motion carried unanimously.

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

7. Consideration and possible action on a major design exception from Zoning Ordinance Section 14-92(9)(a)(1) to add a garage door to an approved carport opening on a primary frontage at 441 Main AV (Parcel WD-288).

City Planner Peter Schleinz reviewed the major design exception from Zoning Ordinance Section 14-92(9)(a)(1) to add a garage door to an approved carport opening on a primary frontage at 441 Main Avenue. Peter explained that staff does not make a recommendation for a major design exception but he is available to answer any questions the commission might have. Ald. Raasch asked why the owner wants the garage door. Peter noted that the second floor is intended to be a rental unit and the garage would serve as parking for the tenant. The applicant indicated that the reason for the garage door is to allow a higher level of safety and security for the tenant. Ald. Raasch asked if a garage door already exists in the back of the building, then why would a garage be needed in the front as well. Development Services Director Daniel Lindstrom explained that the applicant feels the garage door offers a more aesthetic look to the front of the building as opposed to leaving the carport open. According to the applicant's statement, the access from Main Avenue would be an entrance only access and exiting the garage would in turn be accomplished only by existing to the back alley. Discussion followed and it was decided to make it a condition of approval that cars can only enter from Main Avenue and exit from the back alley. Ald. Carpenter moved, seconded by Mayor Boyd, to approve the garage door opening on Main Avenue, which is a primary frontage, with the above condition of approval. Upon vote, motion carried unanimously.

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

8. Discussion about repealing and reenacting the City's proposed DRAFT Floodplain Zoning Ordinance (Municipal Code Chapter 16).

City Planner Peter Schleinzi reviewed the City's proposed Draft Floodplain Zoning Ordinance. There are five notable changes in the Ordinance, which are:

- For non-conforming structures with new living quarters built at or above the flood protection elevation the WI DNR is prohibited from imposing cost-based regulations or restrictions to the structure.
- All development must be regulated by the City in special flood hazard areas, regardless of conforming or non-conforming status.
- The City had a 1978 exemption from FEMA in basements in the floodfringe, which is not proposed in the DRAFT Floodplain Zoning Ordinance.
- Certain floodplain variance authorities were created for the Zoning Board of Appeals.
- The City may impose higher floodplain standards than NFIP. No new standards are proposed.

At this time no action needs to be taken. It is being presented to the Plan Commission in order for the members to review it prior to the March 27, 2023 Plan Commission meeting. At that time, the Plan Commission will be asked to make a recommendation to the Common Council.

RESULT:	DISCUSSED
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9. Discussion about the 2022 City of De Pere Housing Affordability Report Update.

City Planner Peter Schleinzi reported that the 2022 City of De Pere Housing Affordability Report was posted on the City website. This is a discussion-only item so no action is required.

RESULT:	DISCUSSED
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10. Discussion about site plans received since the January 2023 Plan Commission meeting and review of the status of recently approved development projects.

City Planner Peter Schleinzi reviewed the site plan review status list which identifies site plan projects that are either under review, denied, approved, permitted/under construction, or obtaining occupancy permits. A few Plan Commission members commented on the list and that it was very informative. They thanked staff for the extensive review. No one had questions. Because this was a discussion-only item, no action was taken.

RESULT:	DISCUSSED
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Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 7:29 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker