



Plan Commission

Regular Meeting

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

Final Minutes

Monday, January 24, 2022

7:00 PM

GoToMeeting

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	
Derek Beiderwieden	Commissioner	Excused	
Brenda Busch	Commissioner	Present	
Dan Carpenter	Aldersperson	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Aldersperson	Present	
Grant Schilling	Commissioner	Present	

Also present: Development Services Director Daniel Lindstrom, City Planner Peter Schlein, City Attorney Judy Schmidt-Lehman, and members of the public.

(Remove Derek from the list of members.)

2. Approval of the minutes of the December 20, 2021 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

3. Public comments upon matters not on the agenda.

There were no public comments.

RESULT:	DISCUSSED
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4. Discussion and possible action on Title Clean-Up Requirements for City Owned Front Street Parking Lot Parcels. *

City Attorney Judy Schmidt-Lehman reviewed the agenda item for the City owned Front Street parking lot parcels which requires some title clean up in order for future redevelopment of the Front Street parcels. She reported that the Legal Department has been researching the property makeup of the Front Street parking lot parcels over the past 18 months in preparation of the redevelopment. She identified four separate parcels and explained the actions that will need to be taken for each parcel. Staff recommended that the Plan Commission schedule a public hearing before the Common Council regarding the removal of the public parking restrictive covenant and the Plan Commission recommend that the Council authorize the City Attorney's Office to initiate an action in Circuit Court to remove any existing impediments to marketable title. Judy requested that the motions be made separately for clarification. Mayor Boyd moved, seconded by Ald. Raasch, to schedule a public hearing before the Common Council regarding the removal of the parking restriction. Mayor Boyd then moved, seconded by Ald. Raasch, to recommend that the Council authorize the City Attorney's Office to initiate an action in

Circuit Court to remove any existing impediments to marketable title. Upon vote, both motions carried unanimously.

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

5. Consideration and possible action on an extraterritorial 2 lot certified survey map at 1927 Williams Grant DR in the Town of Lawrence (Parcel L-433-1).*

City Planner Peter Schleinz reviewed the 2 lot extraterritorial CSM in the Town of Lawrence at 1927 Williams Grant Dr. Staff recommended approval of the CSM, subject to the conditions in the report. Ald. Carpenter moved, seconded by Mark Higgins, to approve the CSM. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

6. Consideration and possible action on a 2 lot certified survey map at 3234 Old Janssen TR (Parcel ED-R53).*

City Planner Peter Schleinz reviewed the 2 lot CSM at 3234 Old Janssen Trail. Staff recommended approval of the CSM, subject to the conditions in the report. Ald. Carpenter moved, seconded by Mark Higgins, to approve the CSM. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Brenda Busch, Commissioner
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

7. Consideration and possible action on a 74 lot and 3 outlot preliminary 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 preliminary extraterritorial plat of Grande Ridge Estates First Addition in the Town of Ledgeview. Staff recommended approval of the preliminary plat, subject to the conditions in the report. Mayor Boyd motioned, seconded by Ald. Raasch to open the meeting. Upon vote, motion carried unanimously. Steve Bieda with Mau & Associates, asked staff if the final plat also needs to be approved. Peter replied that the final plat must be approved by both the Plan Commission and Common Council, but first the preliminary plat must be reviewed by Council, which would be at the February 1, 2022 meeting. Mayor Boyd moved, seconded by Ald. Raasch, to return to regular session. Upon vote, motion carried unanimously. Ald. Raasch moved, seconded by Brenda Busch, to approve the preliminary extraterritorial plat and forward it to the Common Council for approval, subject to the conditions in the report. Upon vote, motion carried unanimously.

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

8. Consideration and possible action on a 104 lot and 4 outlot preliminary plat of Waterview Heights Fifth Addition at 2400 BLK Lost Dauphin RD (Parcels WD-D0104, WD-L496).*

City Planner Peter Schleinz reviewed the preliminary plat of Waterview Heights Fifth Addition at the 2400 block of Lost Dauphin Road. Staff recommended approval of the preliminary plat, subject to the conditions in the report. He noted that there are a large number of conditions, due to a lot of technical and engineering conditions that will be reviewed by staff. Mark Higgins pointed out an address mistake on page 38 of the packet, which referenced the 2200 BLK French Road, but should be the 2400 BLK Lost Dauphin Road. Peter stated that the correction would be made by staff before the item goes to the Common Council. Mayor Boyd moved, seconded by Mark Higgins to approve the preliminary plat and forward the plat to the Common Council for approval. Upon vote, motion carried unanimously. The expected review date is February 1, 2022.

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

9. Consideration and possible action on a request for a 97 lot and 2 outlot final plat of Mystic Creek at 2200 BLK French RD (Parcel WD-L499).*

City Planner Peter Schleinz reviewed the final plat of Mystic Creek at the 2200 block of French Road. Staff recommended approval of the final plat, subject to the conditions in the report. Mayor Boyd moved, seconded by Ald. Carpenter, to approve the final plat and forward the plat to the Common Council for approval. Upon vote, motion carried unanimously. The Common Council is expected to review the final plat on February 1, 2022.

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

10. Consideration and possible action for an Amended Precise Implementation Plan to allow a second drive-through lane for a restaurant (fast food/drive-in) at 1499 Lawrence DR (Parcel WD-D0011-4).

City Planner Peter Schleinz reviewed the Precise Implementation Plan Amendment to allow a second drive thru lane at the Culver's restaurant located at 1499 Lawrence Drive. Since this is a PIP, the site plan review requires an amendment rather than a straight-forward site plan review. Peter noted that landscaping will be re-arranged and added to the area. This is a Plan Commission-only review and is not reviewed by the Common Council. Staff recommended approval of the amendment, with no conditions. Brenda

Busch moved, seconded by Mark Higgins, to approve the Amended Precise Implementation Plan. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brenda Busch, Commissioner
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

11. Consideration and possible action for a site plan for bus parking, a 12,000 SF building addition, a modified front entry and driveway, a new 26 stall parking lot, a relocated play structure, and a new 5,000 SF garage at 755 Scheuring RD (Parcel WD-208-2).

City Planner Peter Schlein reviewed the site plan for Syble Hopp School. He explained that there are 6 proposed changes which include: bus parking lot modification, building addition to the rear of the building, addition at front entry and a widened U-shaped driveway, addition of 26 stall new parking lot, the relocation of an existing play structure, and the addition of a free-standing garage. Peter noted that the Board of Appeals approved a rear setback variance earlier this evening for this site plan, from 75 feet to 60 feet. Peter added that some landscaping screening will be added to screen the parking lot. Staff recommended approval of the site plan, with no conditions of approval remaining. Neighbors were notified of the project, and no responses were made. 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:	Boyd, Busch, Carpenter, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

Adjournment

Mayor Boyd moved, seconded by Ald. Raasch, to adjourn the meeting at 7:43 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker