Plan Commission

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

Regular Meeting

Final Minutes

Monday, January 23, 2017 **7:00 PM** **De Pere City Hall Council Chambers**

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	
Larry Lueck	Alderperson	Present	
Derek Beiderwieden	Commissioner	Present	
Jim Kalny	Commissioner	Excused	
Amy Kundinger	Commissioner	Present	
Steve Taylor	Commissioner	Excused	

Also present: Planning Director Kim Flom, City Planner Peter Schleinz, and members of the public.

2. Approval of the minutes of the November 28, 2016 Plan Commission meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderperson
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

3. Recommendation regarding a rezoning request from C-EO-2 (Corporate Executive Office District 2) to I-B-2 (Industrial Business 2) at the 2200 BLK American Boulevard (Parcel WD-1379). Gaming Machine Manufacturing & Supply.*

City Planner Peter Schleinz reviewed the rezoning request. He reported that when this area was originally zoned, the entire area around American Court was zoned to the existing category, including this property. The first thing that was looked at was adjacent zoning categories and it was identified that the proposed zoning category does exist across the street to the east and also southward. Staff recommended approval of the rezoning provided it meets all state and local regulations. If the request is approved, it will require a public hearing before the City Council, which is scheduled for February 22, 2017. Derek Beiderwieden moved, seconded by James Boyd, to approve the rezoning request. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	James Boyd, Alderperson
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

4. Recommendation regarding a rezoning request from Temporary R-1 to R-1 (Parcel ED-R20), Temporary A-1 to A-1 (Parcels ED-D393-3, ED-D394, ED-D409, ED-D411-1, ED-D411-2), and Temporary A-11 to Conservancy District (Parcel (ED-D393-4) for recently annexed lands on South Broadway Street and on Heritage Road. Submitted by City of De Pere.*

City Planner Peter Schleinz reviewed the rezoning request. He stated that this is the property that was annexed into the City of De Pere from the Towns of Ledgeview and Rockland in November of 2016. At the time of the annexation, these properties were only temporarily zoned, so this is the formal action to assign permanent zoning categories to the parcels. The zoning categories that were selected are the same as the ones identified during the annexation with the exception of one parcel (ED-D393-4), which is proposed to be changed to the Conservancy District since there is a waterway that cuts through the parcel. Peter noted that it is a wooded area which can't be reached for practical farming. Staff recommended approval of the rezoning subject to meeting state and local regulations. Peter stated that if this is approved, it will require a public hearing before the City Council, which is scheduled for February 22, 2017. Mayor Walsh motioned, seconded by Derek Beiderwieden, to approve the rezoning request. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Derek Beiderwieden, Commissioner
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

5. Review possible land and location for future Fire Station #3 *

Planning Director Kim Flom presented the next agenda item, stating that the next two items are related to the west industrial park and specifically the same parcels of land. Early in the fall of 2015, there was a discussion at Plan Commission and Council to put City land on hold for the future development of fire station #3. This land was located at the southeast corner of American and Red Maple. At that time, the land was put on hold but there was some discussion of the fact that there are other properties in the area that are available if there were development interest on this piece of land. Kim stated that there is now some development interest on this piece of land, which is the reason why this item is coming back to the Plan Commission to propose they switch the hold for fire station #3 to the parcel across the street. In a memo from Al Matzke, the fire chief, it was identified that one of the most important things they are looking for is access to Southbridge and the Southbridge corridor pending the future bridge. Another important factor is a site that allows for two vehicular access points so that a fire truck could drive in and then drive out easily without having to back up and turn around. The new proposed site provides both of those things and the fire chief is in support of the relocation of the fire station to this property. Kim noted that this hold is more of a note for staff that this property is on hold and may not be as available to potential buyers as other sites. James Boyd motioned, seconded by Derek Beiderwieden, to approve the relocation of the fire station. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Alderperson
SECONDER:	Derek Beiderwieden, Commissioner
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

6. Recommendation regarding a Conditional Use request to permit a Recreational Building located generally at the southeast corner of Red Maple Rd and American Blvd (Parcels WD-L479-3, WD-L-179-4, WD-L-179-5-1). *

Planning Director Kim Flom reviewed the conditional use request. The overall project is an indoor recreational building that will house a few related companies, including a laser tag facility, a ninja warrior style course, and a dairy bar concession facility. There is a developer who is looking to acquire the land from the City and build the building and a business tenant in a lease-to-own situation operating the business. The business has already applied for and received preliminary approval for a revolving loan fund. Kim reported that in the next few Plan Commission meetings, a CSM will consolidate all of these lots together and also provide right of way for a future round-about at Southbridge and American. Also, a site plan will come forward at a later date which will have a lot more detail than the preliminary diagram. She stated that the developer wanted to get this initial conditional use approval before going through the expenses related to the development of a site plan. Kim explained that the request is for an indoor recreational land use. Usually the reason a recreational use is listed is because traditional industrial buildings may not have enough parking to serve a recreational use which often needs to be served at commercial type levels. In this case, it is a new build, and the building will be built with commercial parking standards so parking will not be an issue. Kim noted that this is a two step approval process with a public hearing by the City Council, which will be held on Feb. 22, 2017. Mayor Walsh moved, seconded by Larry Lueck, to approve the conditional use request. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

7. Recommendation regarding a Revised Site Plan request at 1212 N. Enterprise Drive in De Pere for a warehouse addition and parking lot expansion (Parcels ED-2070 and ED-2069). Applicant: Mach IV Engineering & Surveying LLC

City Planner Peter Schleinz reviewed the revised site plan request for Amerilux Holdings LLC. The original site plan was reviewed at the November 28, 2017 Plan Commission meeting. The difference between the two site plans is that the proposal for the warehouse is changing from a 28,100 square foot building to a 30,590 square foot building to maximize the space. However, with the larger building, the southeast corner will encroach approximately 14 feet into the side yard setback, which is typically a 25 foot setback. Peter reported that a Board of Appeals approval is required for the setback variance, and this variance was approved at the Board of Appeals meeting earlier this evening. Staff recommended approval of the revised site plan subject to compliance with staff comments. Peter highlighted condition #4 under the building and planning recommendations, which recognizes that the front facade of the building does not meet the full criteria of the building material requirements. However, it is known that an office building is being built as a future addition to the warehouse which will bring it into compliance. The petitioner has five years to build the office addition; however, Peter noted that the Plan Commission's approval this evening is not for the approval of the office addition, it is only identifying that the addition needs to happen within five years. Mayor Walsh moved, seconded by Amy Kundinger, to approve the revised site plan. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Amy Kundinger, Commissioner
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

8. Recommendation regarding a Site Plan request at 1700 Chicago Street in De Pere for a Music Addition to East De Pere High School (Parcel ED-1128-30). Applicant: GRAEF

   City Planner Peter Schleinz reviewed the site plan request for a 3590 square foot music addition to the west side of East De Pere High School. Due to the fact that the addition to the building will not be increasing student population, it does not trigger requirements for additional parking. However, staff recognizes that a parking shortage already exists at the school and is recommending additional parking be considered. Staff recommended approval subject to compliance with a few staff comments, with the recommendation to consider additional parking. Peter stated that he did talk to the applicant of this project, who was not present at the meeting and they did mention that the school is considering conducting a parking lot study to evaluate the parking conditions. Mayor Walsh strongly suggested the applicant consider the additional parking as he has received numerous inquiries from residents regarding the current parking situation. Alderperson Boyd agreed that the parking shortage is a problem that needs to be addressed. Mayor Walsh motioned, seconded by Amy Kundinger, to approve the site plan request, adding that he strongly suggests they consider putting in additional parking. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Amy Kundinger, Commissioner
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

9. Discussion (only) with applicant regarding a proposed site plan and revision to a Planned Development District (PDD) for The Rennes Group -- De Pere Campus CBRF and RCAC Addition, located at the northwest corner of Ninth Street and Lois street. Applicant: The Rennes Group.

   City Planner Peter Schleinz reviewed the site plan proposal for the Rennes Group, stating that it is not being formally submitted at this time. The applicant is submitting the site plan for discussion only at this time in order to get feedback from the Plan Commission. Mayor Walsh moved, seconded by Derek Beiderwieden, to open the meeting to the public. Upon vote, motion carried unanimously. Eric Schoedel, of Plunkett Raysich Architects, addressed the board. He explained that there is a multifaceted expansion and upgrades to the campus that are being planned, including a CBRF (community based residential facility) along Lois Street along with the expansion of another level of assisted living facilites. There will also be an expansion to the current therapy building along with upgrades to the main entrance of the health center along Ninth Street. Along with this expansion, they are proposing filling in a portion of the retention pond along Lois Street to accommodate the expansion, which would reduce the setback from 30 feet to 20 feet. Eric noted that some parking will be reconfigured to help maximize the parking that will be taken up by the expansion. James Boyd asked if the reduced retention pond will still meet the requirements with the proposed changes. Planning Director Kim Flom stated that this is something to take a look at and double check with engineering to make sure the retention pond requirements are still met. Mayor Walsh moved, seconded by Derek Beiderwieden, to go back to regular order. Upon vote, motion carried unanimously. As this is a discussion only item, no action needed to be taken by the Plan Commission at this time.

RESULT:	**NO ACTION**

10. Recommendation regarding a Proposed Extraterritorial Two-Lot Certified Survey Map at 1800 BLK Swan Road in Ledgeview (Parcel D-74-4). Submitted by Steven M. Bieda, PLS.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

11. Recommendation regarding a street name change for the suffix of Richco Road to change to Richco Court, located east from American Boulevard. Submitted by City of De Pere.*

    City Planner Peter Schleinz explained that a recent certified survey map along Richco Road created three or four parcels and shortly thereafter, a street vacation on a portion of Richco Road occurred, which left a remnant of the road behind as a cul-de-sac. Typically cul-de-sacs end in a suffix of Court. Therefore Road is no longer an appropriate name since this is no longer a thru street, so a more appropriate name would be Court. Staff recommended approval with no conditions. Mayor Walsh moved, seconded by Derek Beiderwieden, to approve the street name change. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Derek Beiderwieden, Commissioner
AYES:	Walsh, Boyd, Lueck, Beiderwieden, Kundinger
EXCUSED:	Jim Kalny, Steve Taylor

Adjournment

Mayor Walsh moved, seconded by James Boyd, to adjourn the meeting at 7:39 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker