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

Plan Commission

Regular Meeting

Final Minutes

Monday, January 22, 2024 | **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	
Mark Higgins	Commissioner	Excused	
Devin Perock	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Shane Raymaker	Commissioner	Present	
Grant Schilling	Commissioner	Present	

Also present: Development Services Director Daniel Lindstrom, City Planner Peter Schleinz, Parks Director Marty Kosobucki, Public Works Director Scott Thoresen, Community & Economic Development Specialist Quasan Shaw, and members of the public.

2. Approval of the minutes of the November 27, 2023 Plan Commission meeting.

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

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.

Development Services Director Daniel Lindstrom welcomed the new Community & Economic Development Specialist, Quasan Shaw. Quasan introduced himself to the Commission. There were no other public comments.

RESULT:	**DISCUSSED**

4. Consideration and possible action on the Final Draft of the Comprehensive Outdoor Recreation Plan (CORP) 2024-2029.*

City Planner Peter Schleinz introduced Parks Director Marty Kosobucki, who provided a summary of the Comprehensive Outdoor Recreation Plan (CORP) for 2024-2029. He explained that there was a lot of community input, which was then reviewed and approved by the Park Board in December 2023. Mayor Boyd moved, seconded by Shane Raymaker, to approve the final draft of the CORP and forward it to the Common Council for final approval. Upon vote, motion carried unanimously.

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

5. Consideration and possible action for an extraterritorial 1-lot and 1-outlot certified survey map at 3300 BLK Monroe RD in Ledgeview (Parcel D-423).*

   City Planner Peter Schleinz reviewed the extraterritorial CSM at 3300 Block of Monroe Road in the Town of Ledgeview. Staff recommended approval of the CSM, subject to one condition in the report. Mayor Boyd moved, seconded by Ald. Raasch, to approve the CSM and forward it to the Common Council. Upon vote, motion carried unanimously.

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

6. Consideration and possible action for a conditional use of landscape materials and supplies use in a C (Commercial) District at 2108 Lawrence DR (Parcel WD-L281-1).*

   City Planner Peter Schleinz reviewed the conditional use request for a landscape materials and supplies use in a C District at 2108 Lawrence Drive. Staff recommended approval of the conditional use, subject to the conditions in the report. Peter added that all property owners within 300 feet of the subject area were notified. Ald. Raasch moved, seconded by Mayor Boyd, to open the meeting for public comment. Jerry Lewin, the authorized representative for the project, provided comments to the commission. His intent was to request some design exceptions, which staff determined would be more appropriate to request during the site plan phase of the project. Mayor Boyd moved, seconded by Ald. Raasch, to go back to regular session. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Ald. Raash, to approve the conditional use request subject to the conditions in the report and forward to the Common Council for final approval. Upon vote, motion carried unanimously.

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

7. Consideration and possible action for a zoning map amendment from C PDD (Commercial with a pre-existing Planned Development District overlay) to C (Commercial) at 2000 BLK Profit PL (Parcels ED-F0081-5, ED-F0081-2, ED-2389, ED-2388, ED-2387).*

   City Planner Peter Schleinz reviewed the zoning map amendment from C PDD to C at the 2000 Block Profit Place. He added that all property owners within 300 feet of the subject area were notified. Staff recommended approval of the zoning map amendment, subject to one condition. Mayor Boyd moved, seconded by Ald. Raasch, to approve the zoning map amendment. Upon vote, motion carried unanimously.

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

8. Consideration and possible action for a zoning map amendment from PI-1 (Neighborhood Public & Institutional District) to PI-2 (Campus Public & Institutional District) at 925 S Sixth ST and 500 BLK Lande ST (Parcels WD-142, WD-144-1-1).*

City Planner Peter Schleinz reviewed the zoning map amendment from PI-1 to PI-2 at 925 S Sixth St and the 500 Block of Lande Street. The zoning map amendment includes a master plan as well as a site plan to build a new fueling station where one currently exists at the Municipal Service Center. Staff recommended approval of the zoning map amendment subject to the conditions in the report. Peter noted that letters were mailed to property owners within 300 feet of the boundary. A few calls were received regarding concerns about this project. Peter stated that he answered questions regarding the project. Mayor Boyd moved, seconded by Ald. Raasch to open the meeting. Upon vote, motion carried unanimously. John Aland, the property owner at 926 S Sixth St wanted clarification of the rezoning. Peter noted that it only includes the two parcels that are currently owned by the City. Mr. Aland then asked when the project will be completed. Peter stated that the fueling station is going to happen shortly after the rezoning is approved. Scott Thoresen, Director of Public Works addressed the Commission. He noted that the other projects will occur in phases due to budget constraints and other factors. Mayor Boyd moved, seconded by Ald. Raasch to go back to regular session. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Brenda Busch, to approve the zoning map amendment with conditions. Upon vote, motion carried unanimously.

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

9. Consideration and possible action for a Zoning Ordinance text amendment for building materials in Business Park and Industrial Zoning Districts.*

City Planner Peter Schleinz reviewed the zoning ordinance text amendment for building materials in business park and industrial zoning districts. He explained that staff has run into a few issues with the new Zoning Ordinance regarding the use of metal materials. It was assumed that the expanded list of metal materials would lead to greater flexibility in building design. However, it has led to greater confusion from some developers. Therefore, staff realized there is a need for Plan Commission to discuss metal materials, finishes, and fasteners to ensure the Zoning Ordinance addresses the original intent of the expanded metal facade materials. Discussion followed and it was decided to have a separate standard for the Business Park and Industrial Zoning Districts, with more strict regulations in the Business Parks. The discussion included allowing exposed metal fasteners on the rear and side facades in the Industrial Zoning District and on the rear facade only in the Business Park District. Another clarification in the Industrial Zoning District is that metal siding with exposed fasteners on the sides is allowed as long as 35% of the ground level is brick, masonry, or stone. The standard will remain the same in the

Business Park along with the clarifying statement that ribbed metal panel is not allowed unless it's part of a metal panel system. Finally, smooth metal panels need to be considered an architectural element or feature but are not allowed for full walls. Full walls need to be textured. Staff explained that the revisions will be reviewed in the first quarter. Mayor Boyd moved, seconded by Shane Raymaker, to receive the discussion and place it on file. Upon vote, motion carried unanimously.

*These minutes were amended and approved at the March 25, 2024 Plan Commission meeting.

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

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

City Planner Peter Schleinz provided an update on the status of recently approved development projects since the November 2023 Plan Commission meeting. There were no questions or comments.

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

Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 8:21 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker