



Plan Commission

Regular Meeting

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

Final Minutes

Monday, November 25, 2019

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

Also present: City Planner Peter Schleinz, City Administrator Larry Delo and members of the public.

2. Approval of the minutes of the October 28, 2019 Plan Commission meeting.

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

3. Staff recommendation and possible action regarding the 40 Lot and 1 Outlot extraterritorial final plat of Lawrence Parkway (phase 1) at 2400 BLK French Road in the Town of Lawrence (Parcels L-453 & L-455-2). *

City Planner Peter Schleinz reviewed the extraterritorial final plat for Lawrence Parkway in the Town of Lawrence. Peter reported that the preliminary plat was reviewed in June and is being broken into two, possibly three phases. Staff recommended approval of the final plat, subject to conditions outlined in the report. Peter noted that all future phases of this project must be submitted to the City of De Pere within five years of the Common Council approval of the preliminary plat (by July 16, 2024) or a new preliminary plat submittal is required. Mayor Walsh moved, seconded by Grant Schilling, to approve the final plat. Upon vote, motion carried unanimously. The Common Council is expected to review the final plat on December 17, 2019.

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

4. Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Map at the 2100 BLK Innovation Court (Parcels WD-D0035-1-1, WD-D0036). *

City Planner Peter Schleinz reviewed the 2 lot and 2 outlot CSM at the 2100 block of Innovation Court, which involves both private and City owned land. Two lots will

become office/business uses and the two outlots will remain as recreational uses. Staff recommended approval, subject to seven conditions outlined in the report. Mayor Walsh moved, seconded by Mark Higgins, to approve the CSM. Upon vote, motion carried unanimously. The Common Council is expected to review the CSM on December 17, 2019.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Mark Higgins, Commissioner
AYES:	Walsh, Boyd, Busch, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

5. Staff recommendation and possible action regarding a Site Plan request for a new office building and parking lot at 2100 BLK Innovation Court (Parcels WD-D0035-1-1, WD-D0036).

City Planner Peter Schleinz reviewed the site plan for a new office building at the 2100 block of Innovation Court, relating to the previous CSM in item #4. The metal paneling can be approved by Plan Commission for the sides and rear of the building. However, the metal paneling will also be used on the front of the building facing Innovation Court. Peter noted that a very similar type of material is also used on the Foth building. Mayor Walsh asked if the Plan Commission would be setting a precedence if it approved the columns on the first floor. Peter replied that the Plan Commission could approve the columns as an architectural detail, which is permitted or they could tell the petitioner to use a different type of material on the columns. Peter added that under the new zoning code, the use of the material would be allowed. Mayor Walsh moved, seconded by Ald. Boyd, to approve the site plan and the use of the metal paneling as an architectural detail. Upon vote, motion carried unanimously.

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

6. Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with variance for reduced setbacks at 220 S. Michigan Street (Parcel ED-920).

City Planner Peter Schleinz reviewed the 2 lot CSM with a variance for reduced setbacks at 220 S Michigan Street. Two neighborhood meetings were held and property owners within 300 feet were notified. Two people attended. Staff recommended approval of the CSM with the setback variance. Mayor Walsh moved, seconded by Brenda Busch, to open the meeting. Upon vote, motion carried unanimously. Peter Schneider of Groth Design Group and Marv Wall, project manager for the parish and school addressed the commission. They commented that all the feedback they received at the neighborhood meetings was positive. Mayor Walsh moved, seconded by Brenda Busch, to go back to regular order. Upon vote, motion carried unanimously. Mayor Walsh moved, seconded by Grant Schilling, to approve the CSM with a variance. Upon vote, motion carried unanimously.

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

7. Staff recommendation and possible action regarding a Site Plan request for a parish center building addition and façade improvements on an existing church at 220 S. Michigan Street (Parcel ED-920).

City Planner Peter Schleinzi reviewed the site plan for a parish center building addition and facade improvements on an existing church at 220 S Michigan Street. He reported that the building has three materials that are not approvable in the R-4 zoning district- the use of metal panel, concrete, and composite wood over the doorways. In the new zoning code, the materials will all be approvable. Staff recommended approval of the site plan, subject to conditions outlined in the report. Mayor Walsh moved, seconded by Mark Higgins, to approve the site plan. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Mark Higgins, Commissioner
AYES:	Walsh, Boyd, Busch, Higgins, Raasch, Schilling
EXCUSED:	Derek Beiderwieden

8. Staff recommendation and possible action regarding modifications to Section 46(6) of the Platting and Land Division Code to accommodate the reduction of the width of certain minor street right-of-ways (ROW) from 70-feet to 60-feet. *

City Planner Peter Schleinzi reviewed the revision to Section 46-4 of the Platting and Land Division Code to accommodate the reduction of the width of certain minor street right-of-ways. Staff recommended approval to allow for 60 foot ROW when there is either parking on one side of a minor street or when there is no parking on the minor street, subject to approval by the Department of Public Works and the inclusion of tree planting easements. Mayor Walsh questioned whether current streets would also be narrowed when they were redone, and Peter replied that it would be done through a street vacation process. Mayor Walsh moved, seconded by Grant Schilling, to approve the modification to Section 46-4(6) of the Platting and Land Division Code. Upon vote, motion carried unanimously. The Common Council is expected to review this item on December 17, 2019.

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

9. Staff recommendation and possible action regarding DRAFT Zoning Code Module 3, related to parking & access, landscaping & screening, language, measurements & definitions, and signs.

City Planner Peter Schleinzi reviewed Draft Zoning Code Module 3 which is related to parking & access, landscaping & screening, language, measurements & definitions, and signs. He noted that this is the third & final module. Peter noted that revisions, based on

information gathered during the public reviews, will be made and a final draft version of the Code will be returned to the Plan Commission for a final recommendation approval, Common Council public hearing, and Common Council final approval. The final review phases are expected to begin in the spring of 2020. Mayor Walsh moved, seconded by Ald. Boyd, to receipt and place the item on file. Upon vote, motion carried unanimously.

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

Adjournment

Mayor Walsh moved, seconded by Ald. Boyd to adjourn the meeting at 7:52 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker