



Plan Commission

Special Meeting

Final Minutes

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

Wednesday, November 9, 2022

6:30 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 6:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Brenda Busch	Commissioner	Excused	
Dan Carpenter	Alderman	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Alderman	Excused	
Shane Raymaker	Commissioner	Present	
Grant Schilling	Commissioner	Present	

Also present: Development Services Director Daniel Lindstrom, City Planner Peter Schlein, and members of the public.

2. Approval of the minutes of the October 24, 2022 Plan Commission meeting.

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

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. Discussion and acceptance of public comments about the City's proposed DRAFT Zoning Code.

Joe Nicks addressed the commission. He has some concerns regarding a business that recently opened at 305 Lande St. He expressed the desire to downzone the property from the existing business district to a residential district. When the property was originally zoned in 1932, it was zoned commercial along with the gas station up the street from it. At that time, it made sense since it was probably at the end of town, and was not zoned commercial in the middle of a residential district. He would like to see more public input before it is approved by the Plan Commission and Common Council. Mayor Boyd thanked him for his comments.

City Planner Peter Schlein outlined the proposed meeting dates for potential approval of the Zoning Code, which include: November 28, 2022 - Plan Commission recommendation to Council, December 6, 2022 - Common Council discussion, December 20, 2022 - public hearing and Common Council decision. Peter explained the topics to be discussed by the Plan Commission, and that included: zoning districts, zoning map, design standards in mixed-use and commercial and employment districts, signage, landscaping, parking & access, and staff recommendations.

Peter presented the tables showing the change in names of the proposed zoning districts. There were no questions or comments regarding the zoning districts.

Next, Peter displayed the zoning map.

A discussion on design standards followed. Peter noted that this section did not have a lot of changes.

Peter explained that the new zoning code is designed in three layers: the first part is table format, the second part includes illustrations to show examples, and the third part is the zoning code text. Ald. Carpenter asked about a building in the east business park that was recently approved by the Plan Commission. Peter explained that a lot of the building materials that have been approved recently have been incorporated into the new Code.

For signage, Peter presented a table showing all of the signs that are permitted or prohibited in each zoning district. Window signs and marquee signs were missing from the list so they have now been added. He added that temporary signs are now content-neutral, which means that the content of the signs cannot be reviewed to determine what size and type of a sign a property can have - only the size of the signs. Mark Higgins asked if the sign section addresses billboards. Peter explained that new billboards are prohibited in the new code, but existing billboards can remain as non-conforming. He added that billboards can be maintained and repaired, but not replaced.

The next topic of discussion was landscaping. Peter presented the landscape section and there was a discussion regarding street trees in subdivisions. Development Services Director Daniel Lindstrom stated that the residential districts could be removed from the street trees requirement and only apply to the commercial districts.

The next topic was parking and access. Mark Higgins asked if the City anticipates parking ramps in the future. Peter explained that the code does allow for the ability to build a parking ramp, either publicly or privately.

Finally, Peter handed out two documents that listed the staff recommended revisions.

The first document listed revisions that do not significantly change the proposed code but are mostly typos and formatting. The second document listed staff-prepared revisions that change requirements from earlier code versions, including rephrasing and missed corrections from previous code versions.

Ald. Carpenter requested that all the staff recommendations and changes be made prior to the Council's review of the final draft on December 20, 2022. The next review date for the zoning code will take place at the Plan Commission meeting on November 28, 2022.

RESULT:	DISCUSSED
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Adjournment

Mayor Boyd moved, seconded by Ald. Carpenter, to adjourn the meeting at 7:40 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker