



Plan Commission

Regular Meeting

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

Final Minutes

Monday, October 26, 2020

7:00 PM

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	Present	
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, and members of the public.

2. Approval of the minutes of the September 28, 2020 Plan Commission meeting.

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

3. Consideration and possible action on a request for a site plan to add 15,005 SF to an existing building at 1881 Commerce DR (Parcel ED-344-102-1).

City Planner Peter Schlein reviewed the site plan request for a building addition for Kay Distributing at 1881 Commerce Drive. He noted that a variance was granted at tonight's Board of Appeals meeting to infringe five feet into the interior side yard setback. Peter reported that the facade materials include white metal panels on the front, side and rear of the building and a seven foot tall masonry knee wall. He noted that the use of metal may be considered on the I-3 zoned property if approved by Plan Commission. Staff recommended approval of the site plan subject to the conditions outlined in the report. Mayor Boyd moved, seconded by Grant Schilling, to open the meeting. Upon vote, motion carried unanimously. Chip Kolocheski, the petitioner, addressed the commission. He stated that he is eager to get the site plan approved so construction can begin before the frost. No one had questions for the petitioner. Mayor Boyd moved, seconded by Brenda Busch, to go back to regular order. Upon vote, motion carried unanimously. Ald. Raasch moved to approve the site plan, with the use of the metal materials, seconded by Mayor Boyd. Upon vote, motion carried unanimously.

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

4. Consideration and possible action regarding a Precise Implementation Plan (PIP) for a proposed new restroom and dump station on the Brown County Fairgrounds at 1500 Fort Howard AV (Parcels WD-57, WD-67, WD-70-1).*

City Planner Peter Schleinz reviewed the precise implementation plan for the Brown County Fairgrounds for a new restroom and dump station. Staff recommended approval of the PIP, subject to the conditions outlined in the report. Mayor Boyd moved, seconded by Brenda Busch, to open the meeting. Mayor Boyd asked for feedback on the neighborhood open house. Matt Kriese, Brown County Parks Director, reported that about 8-10 residents attended, with no one in opposition of the development. Mayor Boyd moved, seconded by Ald. Raasch, to go back to regular session. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Mark Higgins, to approve the precise implementation plan. Upon vote, motion carried unanimously. This item will require Council approval and will be reviewed at the November 4, 2020 Common Council meeting.

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

5. Discussion regarding the RFP process and structure alternatives for the Comprehensive Plan and Downtown Plan Updates.

Development Services Director Daniel Lindstrom addressed the commission. He reported that the Comprehensive Plan and Downtown Plan Updates which were slated to occur in 2020 have been delayed until 2021 due to COVID. He highlighted the goals of the Comprehensive Plan Update, which include: meet state requirements for an updated comprehensive plan, establish a bike and pedestrian chapter, incorporate public engagement efforts, complete the fourth update by year end 2021, more streamline, better connected to downtown and other plans. He outlined four different options for the RFP:

Option #1:

Hire 2 separate consultants; one for the Comp Plan Update and one for a West Downtown Plan.

Option #2:

Hire 2 separate consultants; one for the Comp Plan Update and one for a Downtown Plan Update.

Option #3:

Hire a single consultant for both the Comp Plan Update and the West Downtown Plan.

Option #4:

Hire a single Consultant for both the Comp Plan Update and a Downtown Plan Update with additional focus on the west side.

Development Services Director Daniel Lindstrom requested feedback of the four options from the Plan Commission members. Discussion followed with all members agreeing that they preferred the idea of a single consultant as opposed to two consultants. Everyone agreed with choosing Option #3. Daniel thanked the commission for their feedback. He added that staff will prepare the scope and bring the RFP back to the November Plan Commission meeting for approval.

RESULT: DISCUSSED

Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 7:48 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker