DE PERE

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

Plan Commission

Regular Meeting

Final Minutes

Monday, October 24, 2022 | **6:00 PM** | **Council Chambers and Virtual**

Call to Order

The meeting was called to order at 6:00 PM by Mayor James Boyd

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

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

2. Approval of the minutes of the September 26, 2022 Plan Commission meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Mark Higgins, 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**

4. Consideration and possible action to rezone 2000 BLK Lawrence DR (Parcels WD-D0034, WD-D0035) from C-EO (Corporate-Executive Office District) to R-1 PDD (Single Family Residence District with a Planned Development District Overlay). *

City Planner Peter Schleinz reviewed the request to rezone the 2000 Block of Lawrence Drive from C-EO (Corporate-Executive Office District) to R-1 PDD (Single Family Residence District with a Planned Development District Overlay). There are seven proposed changes to R-1 zoning which Peter summarized. Staff recommended approval of the rezoning, subject to the conditions in the report. Peter noted that in the proposed new zoning code, only 2 of the 7 changes would be remaining. Mayor Boyd moved, seconded by Grant Schilling, to approve the rezoning request and forward it to the Common Council. Upon vote, motion carried unanimously. The Council will review the rezoning with a public hearing at the November 15, 2022 meeting.

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

5. Consideration and possible action on a 4 lot certified survey map at 2000 BLK Lawrence DR (Parcel WD-D0034). *

   City Planner Peter Schleinz reviewed the 4 lot CSM, which is for one of the same parcels as the previous agenda item. Staff recommended approval of the CSM and forwarding it to the Common Council, subject to the conditions in the report. Ald. Carpenter moved, seconded by Shane Raymaker, to approve the CSM. Upon vote, motion carried unanimously. The Council will review the CSM at the November 15, 2022 meeting.

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

6. Consideration and possible action on a 3 lot preliminary extraterritorial plat of Shady Court Subdivision at 2400 BLK Little Rapids RD in the Town of Lawrence (Parcel L-458-7). *

   City Planner Peter Schleinz reviewed the 3 lot preliminary extraterritorial plat of Shady Court subdivision in the Town of Lawrence. Staff recommended approval of the plat, subject to the conditions in the report. Mayor Boyd moved, seconded by Mark Higgins, to approve the preliminary extraterritorial plat and forward the plat to the Common Council. Upon vote, motion carried unanimously. The Council will review the CSM at the November 1, 2022 meeting.

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

7. Consideration and possible action for a site plan for a 27,680 SF two-story office and one-story warehouse addition with 35 additional parking stalls at 2257 American BL (Parcel WD-1371).

   City Planner Peter Schleinz reviewed the site plan for a two-story office and one-story warehouse addition at 2257 American BLV. Peter noted that the petitioner is proposing architectural metal panels on the front, sides, and rear facades, which requires Plan Commission approval. He also mentioned that the metal facade on the south side of the building was allowed by Plan Commission in 2012 with the understanding that an addition would occur by 2015 or that the all metal facade would be brought into conformance with masonry. However, the existing building has not been brought into compliance with either an expansion or an upgrade to the facade materials. Staff recommended approval of the site plan, subject to the conditions in the report along with the metal panel on the front, rear, and sides of the building. Mark Higgins asked why the building was not brought into compliance by the 2015 deadline. Peter explained that because staff was aware that an expansion was going to happen sometime in the future, they did not push the owner to build a brick wall just to tear it down a few years later when the expansion took place. Other circumstances which contributed to the delay in the addition included the Covid pandemic and the extreme increase in construction costs that followed. Development Services Director Daniel Lindstrom added that both his predecessor as well as the previous planner at the time were a little bit lenient because they were aware that the owners were going to be requesting a land purchase for the future expansion. Mark Higgins noted that there is a large number of staff comments in the report. Peter explained that a majority of the comments are technical corrections that can be reviewed by staff. Ald. Carpenter commented on the trees that are proposed to be planted. He would prefer that the trees be planted on private property rather than in the city right-of-way. Peter noted that the proposed trees will be planted within the property lines of the subject parcel, not the right-of-way. Mayor Boyd moved, seconded by Mark Higgins, to approve the site plan. Upon vote, motion carried unanimously.

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

8. Consideration and possible action for a site plan for a new 33,440 SF four-building two-story apartment complex (8,360 SF per building) with 138 parking stalls at 300 BLK Willie Mays CI (Part of Parcel WD-L496).

City Planner Peter Schleinz reviewed the site plan for a new four building two-story apartment complex at 300 Block Willie Mays CI. He explained that clarification is needed from the petitioner/developer regarding inconsistent facade materials and unlabeled colors on the site plan. Other elements that need clarification include emergency access needs revision and verification with the Fire Chief, unclear tree count, and missing buffers from residential zoning. Also, the Engineering review has not been completed yet. Mayor Boyd moved, seconded by Ald. Carpenter to open the meeting. The developer, Jared Schmidt addressed the board. He stated that the facade proposed is made up completely of stone and brick, which is approvable materials. The garage buildings will also be full masonry as well. He reported that he will work with the fire chief to make sure the emergency access requirements are met. He added that he will continue to work with staff on the landscaping plan to ensure that the landscape plan meets the code and that he is compliant with the buffering requirements. Lastly, he will also work with Engineering comments once their review is completed. Mayor Boyd moved, seconded by Shane Raymaker, to go back to regular session. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Shane Raymaker, to approve the site plan with staff conditions. Upon vote, motion carried unanimously.

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

Adjournment

Mayor Boyd moved, seconded by Grant Schilling, to adjourn the meeting at 6:33 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker