



Plan Commission

Regular Meeting

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

Final Minutes

Monday, September 26, 2016

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	
Larry Lueck	Aldersperson	Excused	
Derek Beiderwieden	Commissioner	Present	
Jim Kalny	Commissioner	Present	
Amy Kunding	Commissioner	Present	
Steve Taylor	Commissioner	Present	

Also present: Planning Director Kim Flom and members of the public.

2. Approval of the minutes of the August 22, 2016 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Aldersperson
SECONDER:	Steve Taylor, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

3. Land Use Review requested for 1645 Fort Howard Avenue (B-2 General Business District). Applicant: Blue Car Technology, LLC.

Planning Director Kim Flom explained the land use interpretation request submitted by Blue Dolphin Car Care Products. Because the land does not clearly fall within any of the permitted or conditional land uses listed by the Zoning Code for a B-2 General Business District, the applicant made the request for a land use interpretation. Kim reported that many aspects of the land use align with permitted uses in both the B1 and B2 business districts. Blue Dolphin Car Wash Technology primarily offers business to business supplies, service, and installation of car washes. She reported that the land use aligns with parts of the following land uses, which are all permitted: business machine sales & service, offices, business & professional, and motor vehicle sales & service. She stated that she reviewed this request with Dave Hongisto, the building inspector and he agreed with this interpretation. Kim recommended that the Plan Commission interpret car wash service businesses, as described by Blue Dolphin Car Wash Technology, as similar and compatible uses in the B-2 General Business District. Derek Beiderwieden motioned, seconded by Jim Kalny, to approve the land use interpretation. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Jim Kalny, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

4. Review and Recommendation for a Site Plan request at 335 Marsh Street in De Pere for a St. Norbert College new parking lot (Parcels WD-220, WD-220-1, WD-221, WD-841, WD-844, WD-845, WD-846, and WD-846-1). Applicant: Mau & Associates LLP

Planning Director Kim Flom reviewed the site plan request for a new St. Norbert parking lot at 335 Marsh Street. The lot consists of 148 parking spaces which would help with overall parking at the college and also to alleviate some of the parking that was lost due to the addition of the Schuldes Sports Center. Kim stated that there are some outstanding stormwater issues staff is still working on but the applicant has a strong desire to complete the parking lot yet this year and from a code perspective and a planning perspective, there are no issues. She included a recommendation of a few items that the petitioner may want to consider, primarily landscape islands. She stated that they are not required in an R-2 district but are best practice; they add shade and break up the large expanse of concrete, Also recommended are walkways to connect the parking lots to parts of the campus. In the future, they may also want to consider combining lot lines. Amy Kunding asked how many properties in this area are rental. Kim replied that the college owns all surrounding properties except for one and they are all student housing. Amy then asked if the parking lot will be lit and Kim replied yes. Jim Kalny asked if there were any shielding requirements to shield the lights away from the residential area. Kim replied that there is no such requirement in this part of the code for a B-2 district since parking lots are usually not included in a B-2 district. Mayor Walsh mentioned that there are proposed landscape islands in the site plan for the College Avenue parking lot and questioned why this site plan did not include any landscape islands. Mayor Walsh motioned, seconded by Jim Kalny, to open the meeting to the public. Upon vote, motion carried unanimously. Patrick Wrenn, the facilities director for St. Norbert College, addressed the board. He stated that the reason why there are islands in the College Avenue lot is to continue the design since there are already islands in the existing lot. The reason why there are no islands in this lot is to maximize the amount of parking spaces and also as a cost savings measure. Mayor Walsh stated that landscape islands break up the concrete expanse and improve the appearance of parking lots, especially in bigger lots. Pat stated that he is still working through the details of the site plan due to timing and trying to get the parking lot completed before winter. Mayor Walsh stated that he would like to see trees and landscaping included in this parking lot. Pat explained that eight existing trees will be preserved to provide some landscaping. James Boyd agreed with Mayor Walsh and asked if it would be possible to approve the site plan with the condition that islands be added. He also questioned the lack of any handicap stalls. Pat stated that the lack of handicap stalls was a design oversight and they will be added to the northeast corner of the parking lot. Steve Taylor asked how many parking spaces would be given up if an island is added. The answer is that two parking stalls would be lost per island. Mayor Walsh moved, seconded by Jim Kalny, to go back to regular order. Upon vote, motion carried unanimously. Mayor Walsh motioned, seconded by James Boyd, to approve the site plan contingent on both parties working together to come up with a solution to include the landscape islands.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderperson
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

5. Review and Recommendation for a Site Plan request at 324 College Avenue in De Pere for a St. Norbert College parking lot addition (Parcel WD-672). Applicant: Mau & Associates LLP

Planning Director Kim Flom reported on the site plan request for a parking lot expansion at the existing visitor center located on the St. Norbert campus. This expansion would be for 31 parking spaces. This parking lot already has curb & gutter and an island and the expansion includes the same. Mayor Walsh motioned, seconded by Jim Kalny, to approve the site plan request. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jim Kalny, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

6. Review and recommendation for a Proposed Extraterritorial Two-Lot Certified Survey Map at 3975 Creamery Road in Ledgeview (Parcel ED-F0081-2). Submitted by Richard A. Huxford, PLS.*

Planning Director Kim Flom reviewed the proposed two-lot extraterritorial CSM located at the corner of Creamery Road and Ledgeview Road in the Town of Ledgeview. The applicant is proposing dividing it into two lots. Right now, there is a single family home and a large detached accessory building located on the property. Staff recommended approval of the CSM. Derek Beiderwieden moved, seconded by Steve Taylor, to approve the CSM. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Steve Taylor, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

7. Review and recommendation for a Proposed Four-Lot Certified Survey Map at 2100 BLK Richco Road in De Pere (Parcels WD-L178-1-1, WD-L179, WD-L179-3, WD-L179-4). Submitted by City of De Pere.*

Planning Director Kim Flom explained that the next three items were all submitted by the City of De Pere and they all relate to infrastructure improvements in the West Industrial Park. The first item relates to a proposed four-lot CSM located at the Richco Road/Red Maple Road area. The property located on the west side is city-owned, while the property on the east side is owned by KC Stock. The City is currently working on building a regional stormwater pond and constructing and improving Richco Road to a curb & gutter street and a cul-de-sac. Kim explained that this is being done to eliminate Richco Road access to Red Maple in preparation of the Southern Bridge. The first part of this project relates to this CSM and creates the lot that the City is going to purchase from KC Stock for the regional pond and also identifies the right-of-way for the cul-de-sac. It

also splits the City land into two lots which is being done to help with DNR VPLE Program to remediate the environmental concerns. She reported that the reason for this is due to the fact that a few pockets of contaminated soil was discovered on lot 3 and this will be moved to lot 4 where there is a larger area of contaminated soil. Then lot 3 will be completely clean and lot 4 will be capped and ready for development. Separating the lots helps with the DNR program because it moves all the contaminated soil to one single site and keeps all the rest as clean to industrial standards. Mayor Walsh moved, seconded by Derek Beiderwieden, to approve the CSM. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Derek Beiderwieden, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

8. Review and recommendation for a Proposed Right-Of-Way Vacation for a public street at 2100 BLK Richco Road in De Pere (Parcel - None). Submitted by City of De Pere.*

Planning Director Kim Flom reported on the review to vacate the public street at Richco Road. Kim explained that the request to vacate the right-of-way is a rather lengthy process. First, it starts at Plan Commission, then it goes to Common Council twice, followed by a public hearing and then a very lengthy notice period. Kim explained that essentially what will happen is the right-of-way will be split right down the middle and then deeded back to the property owner on either side, so the City of De Pere will get one half and KC Stock will get the other half. Part of the sale agreement with KC Stock includes deeding him some of the right-of-way on the City side, so another CSM may come before Plan Commission at a later date in the future. James Boyd moved, seconded by Jim Kalny, to approve the right-of-way vacation. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderperson
SECONDER:	Jim Kalny, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

9. Review and recommendation for a Proposed Right-Of-Way Vacation for a former Railroad Spur at 500 BLK Fortune Avenue in De Pere (Parcel WD-D0079-A). Submitted by City of De Pere.*

Planning Director Kim Flom reported on a proposed right-of-way vacation which is located in the West Industrial Park. The City is already constructing the road that connects Fortune to Venture. As this was being done, it was noticed that there is a remnant parcel of land that was set up as right-of-way for the railroad spur, but the railroad spur never came through here. Kim explained that this is unnecessary property and there is no use for it so staff is recommending vacating it and cleaning up the extra piece of land. Jim Kalny asked if the railroad has any claim to that property. Kim stated that it is city owned. Steven Taylor moved, seconded by Jim Kalny to approve the right-of-way vacation. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Taylor, Commissioner
SECONDER:	Jim Kalny, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

10. Consider Updates to Chapter 28, Stormwater Management Ordinance (Post Construction).*

Planning Director Kim Flom explained that the updates to the Stormwater Management Ordinance was presented by city engineer Eric Rakers and City Attorney Judy Schmidt-Lehman back in August. She stated that everything in the ordinance updates is a requirement of the DNR per state statute and the City is updating their ordinance to mirror the DNR requirements. Kim stated that this item will be discussed at the Common Council meeting October, along with the Erosion Control Ordinance as a package.

Derek Beiderwieden moved, seconded by Jim Kalny, to approve the updates to the Stormwater Management Ordinance. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Jim Kalny, Commissioner
AYES:	Walsh, Boyd, Beiderwieden, Kalny, Kunding, Taylor
EXCUSED:	Larry Lueck

Adjournment

Mayor Walsh motioned, seconded by Jim Kalny, to adjourn the meeting at 7:32 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker