



Plan Commission

Regular Meeting

Final Minutes

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

Monday, March 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	
Larry Lueck	Aldersperson	Excused	
Derek Beiderwieden	Commissioner	Present	
Amy Kundinger	Commissioner	Present	
Steve Taylor	Commissioner	Present	
Grant Schilling	Commissioner	Excused	

Also present: City Planner Peter Schleinz and members of the public.

- Approval of the minutes of the February 25, 2019 Plan Commission meeting. **Adopted [Unanimous]**
- Recommendation regarding a Proposed Two Lot Certified Survey Map at 428 N. Superior Street (Parcel ED-477). Submitted by Joel Ehrfurth, Mach IV Engineering, authorized representative for Irwin School Development LLC, property owner. **Adopted [Unanimous]**

City Planner Peter Schleinz reviewed the CSM for 428 N Superior Street, which is a two lot land division. The applicant proposes dividing the current lot into two lots in order to separate the condominium portion of the project from the townhome portion of the project. Staff recommended approval of the CSM, subject to three conditions outlined in the staff report. Mayor Walsh moved, seconded by Steve Taylor, to approve the CSM. Upon vote, motion carried unanimously.

- Recommendation regarding a Precise Implementation Plan (PIP) for 428 N. Superior Street (Parcel ED-477). Submitted by Joel Ehrfurth, Mach IV Engineering & Surveying, authorized representative for Irwin School Development LLC, property owner. ***Adopted [Unanimous]**

City Planner Peter Schleinz reviewed the Precise Implementation Plan for the Irwin School Development at 428 N Superior Street. Peter noted that the PIP acts as the site plan for the development. There are four major changes from the General Development Plan that were approved by Plan Commission in July 2018. Those changes are:

- Four townhome buildings changed to two (same number of units)
- Southern building angled with school
- Flat townhome facade articulated
- Driveway redesign for stormwater in front of southern townhome

Peter reported that the landscaping plan is on the simplistic side, due to the fact that it is in an urban residential area. Staff is asking that some landscaping be enhanced in areas where the parking stalls are closer to the sidewalk. The schedule for the PIP is a four phase development plan starting in Spring 2019 and ending in December of 2020. Staff recommended approval of the PIP and forwarding it to the Common Council for review, subject to the staff conditions outlined in the report. The Council will review this item at their April 3, 2019 meeting. Mayor Walsh asked about the location of the garages. Peter

noted that the garages will be located on the back side of the school and between the two townhome buildings. Mayor Walsh then asked why staff recommended the substitution of stone, brick, and siding in place of the required brick and stone. Peter noted that the combination of materials was identified as acceptable by staff because it is similar to the materials being used on other residential homes in the neighborhood which helped to make the two buildings fit better into the existing neighborhood. Amy Kunding asked why the driveway was altered. Peter replied that it was possibly to assist with the stormwater management on the site, but suggested the applicants speak on that question. Mayor Walsh moved, seconded by Derek Beiderwieden, to open the meeting. Upon vote, motion carried unanimously. The petitioners, Bob Mach (Mach IV Engineering) and Mike Cashman (DeLeers Construction) addressed the board. Bob Mach explained that there were two main factors behind altering the driveway: accommodating the stormwater management and making up the extra space that was not available between the school and Huron Street. Mike Cashman added that moving the townhomes closer together also created more green space around the townhomes. Mayor Walsh moved, seconded by Derek Beiderwieden, to go back to regular order. Upon vote, motion carried unanimously. Mayor Walsh moved, seconded by Amy Kunding, to approve the Precise Implementation Plan. Upon vote, motion carried unanimously.

5. Recommendation regarding a three part sign variance request to allow a new wall mounted sign on the north side of a carwash building rather than a street side, to replace two monument signs at 12 feet and 8 feet from the property line rather than 15 feet from the property line, and to allow the use of 12 inch lettering for the capital letters of the name of a business on two ground mounted signs rather than 8 inch lettering, in a commercial district at 1610-1620 Lawrence Drive (Parcel WD-D0015-2). Submitted by Derek Fournier, Colortech of Wisconsin, authorized representative for Kwik Trip INC, property owner. **Adopted [Unanimous]**

City Planner Peter Schlein reviewed the three part sign variance request for Kwik Trip. The three parts of the variance are:

1. A wall mounted sign on a non-street fronted side of a building.
2. The replacement of two monument signs with two new larger, but appropriately sized, ground mounted signs that are set back 12 feet and 8 feet from the property line rather than 15 feet from the property line.
3. The use of 12 inch lettering for the capital letters of the name of the "Kwik Trip" business on both sides of the two monument signs.

Peter explained that the first sign variance was denied due to the fact that the sign does not face the street. He added that the sign serves as a directional sign since the gas pumps are hidden behind the building and do not face the street. For the second part of the variance, the two monument signs are proposed to be located closer than the required 15 feet from the property line. This setback does not work for the existing site because the signs would need to be placed within existing drive lanes in the parking lot. The last part of the variance is to allow 12 inch lettering for the "K" and "T" in Kwik Trip for the two monument signs, while the code allows for 8 inch lettering. The Plan Commission may identify that the business name is part of a logo, which is not restricted by the 8 inch lettering requirement. Staff recommended approval of all three parts of the variance subject to a sign permit(s) being obtained and development beginning within 6 months of Plan Commission approval or the variance is no longer valid. Derek Beiderwieden moved, seconded by Amy Kunding, to approve the three part variance request. Upon vote, motion carried unanimously.

6. Recommendation regarding a Site Plan for an addition to the existing Refrigeration Transport building located at 301 Lawrence Drive (Parcel WD-D0204-4). Submitted by Mike Mirro, Transport Refrigeration INC, authorized representative for TRIDP LLC, property owner. **Adopted [Unanimous]**

City Planner Peter Schleinzi reviewed the site plan for a 4,300 square foot building addition to the east end of Refrigeration Transport on Lawrence Drive. The addition is needed in order to add 4 bay doors to the existing shop area, which will result in a total of 11 bay doors. The proposed addition is designed to be constructed of metal wall panels in a white color to match the existing metal portion of the building. Staff identified that the use of metal siding is allowed on the side and rear walls as long as up to twenty five percent is an approvable material and if the Plan Commission finds the use of the metal to be appropriate. Peter added that the side building walls meet the needed minimum 25% of approvable materials with the average of the existing and proposed new side building walls being at 31%. However, the rear building wall does not meet the needed minimum 25%, since the entire rear wall is made of metal. The petitioner is proposing to put a row of landscaping in the back of the building to screen the bay doors. Staff provided photographs of the site, to verify how the view to the rear wall of the building is screened by the existing five to six foot high berm. Mayor Walsh noted that the Plan Commission has always been cognizant of the neighbors and he would like to see more screening than what is currently there, since it is a residential neighborhood. Mayor Walsh moved, seconded by Steve Taylor, to open the meeting. Upon vote, motion carried unanimously. The petitioners, David O'Brien (Bayland Building) and Mark Mirro (Refrigeration Transport) addressed the board. Mr. Mirro explained that if the Plan Commission wanted evergreens to be planted, they would have to cut down some of the existing trees in the berm to make room for the evergreens. Mayor Walsh requested staff consult Don Melichar, the City Forrester, as to what trees could be planted to provide the best screening at the back of the building. Mr. Mirro stated that he is not opposed to planting the additional trees if that's what it takes to get the site plan approved by Plan Commission. Mayor Walsh moved, seconded by Derek Beiderwieden, to go back to regular order. Upon vote, motion carried unanimously. Mayor Walsh moved, seconded by James Boyd, to approve the site plan, subject to Peter consulting Don Melichar on the type of trees that would best provide the necessary screening. Upon vote, motion carried unanimously.

7. Recommendation regarding a Site Plan for a new four building (56 unit) multifamily complex, with parking areas, called Tranquil Trails at 2900 BLK Ryan Road (Parcel ED-3072). Submitted by Jeff Marlow, Tranquil Trails LLC, authorized representative and property owner. **Adopted [Unanimous]**

City Planner Peter Schleinzi reviewed the site plan for Tranquil Trails, a multifamily development on Ryan Road. Peter noted that this item was initially presented to Plan Commission at its February meeting but was referred back to staff for further review. The site plan includes a single drive lane and a more natural landscaping buffer instead of a fence. Peter noted that the building materials remain the same as what was proposed in February. Staff recommended approval of the site plan, subject to the conditions outlined in the staff report. Mayor Walsh moved, seconded by Steve Taylor, to approve the site plan, including the planting of at least 32 evergreen trees. Upon vote, motion carried unanimously.

8. Planned Development District Pre-Application Conference for 1881 Southbridge Drive. Submitted by Brandon D. Robaidek, EIT, Robert E. Lee & Associates, authorized representative for Crosspoint Church INC ETAL, property owner. **Adopted [Unanimous]**

City Planner Peter Schleinzi reviewed the pre-application for a planned development district at 1881 Southbridge Drive. In 2007, a planned development district was established for the development of four twindominium buildings on the property. The approved precise implementation plan expired in 2009. Because the project has expired, staff directed the owners to restart the review process with Plan Commission, beginning with a pre-application conference. The petitioner proposes to rezone the property from R-1 to R-2 with a planned development district overlay in order to develop the site with four buildings that are twindominiums, for a total of 8 residential units. The concept is similar to the original 2007 proposal, with some changes related to setbacks and building locations. Mayor Walsh moved, seconded by Steve Taylor, to open the meeting. Upon vote, motion carried unanimously. The petitioner, Jared Schmidt, addressed the board. He explained that Crosspoint Church has contracted with an individual to develop condos on the site. The condos would be single story condos, which would include realigning the property lines and reducing the front and rear yard setbacks. The front yard setback would be reduced to 45 feet and the rear yard setback reduced to 23 feet. Mayor Walsh moved, seconded by Derek Beiderwieden, to go back to regular order. Upon vote, motion carried unanimously. Peter reminded the commission that all that is needed at this time is to approve the concept of the planned development district and provide the petitioner with any feedback or whether any changes should be made before they file a formal application. Mayor Walsh moved to approve the concept, seconded by Amy Kundinger. Upon vote, motion carried unanimously.

9. Status report of City of De Pere Zoning Ordinance and Sign Ordinance rewrite -- March 2019. **No Action**

City Planner Peter Schleinzi reviewed the status of the zoning code rewrite. He reported that staff has been working with the consultant to better define each zoning category. The consultant is requesting to meet with the Plan Commission in April to go over Module 2. They are hoping to hold a separate meeting, possibly prior to the April Plan Commission meeting on April 22, 2019.

Adjournment

Mayor Walsh moved, seconded by Derek Beiderwieden, to adjourn the meeting at 7:55 pm. Upon vote, motion carried unanimously.

No Vote

Respectfully submitted,
Kelly Barker