

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD  
Monday, January 9, 2023

The Aesthetic Design and Site Plan Review Board meeting was called to order at 6:00 p.m. by Chairperson Rick Wiesner in the Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members Rick Wiesner, Nancy Schopf, Mark Struck, Pam Jorns, Dave Augustson, and Thad Birmingham were present. Member Kelsey Fox was excused. Staff present were Community Development Director Marty Olejniczak and Community Development Administrative Assistant Cindy Sommer.

**Adoption of Agenda:** Moved by Ms. Schopf, seconded by Mr. Struck to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from December 19, 2022.
4. Consideration of: Request from Michelle Desotell for a roof pitch of less than 4/12 on a single-family dwelling proposed to be located on Lot 1 of The Shipyard – parcel #2812308325001.
5. Consideration of: Rules of Procedure.
6. Adjourn.

All ayes. Motion carried.

**Approval of minutes from December 19, 2022:** Moved by Ms. Schopf, seconded by Ms. JOrns to approve the minutes. All ayes. Motion carried.

**Consideration of: Request from Michelle Desotell for a roof pitch of less than 4/12 on a single-family dwelling proposed to be located on Lot 1 of The Shipyard – parcel #2812308325001.**

Mr. Olejniczak explained that single family homes are normally exempt from Aesthetic Design Board approval unless the design does not conform to the municipal code. The municipal code dictates that the roof pitch for single family homes must be at least 4/12 to bring design continuity to neighborhoods. The design for the subject property proposes a 3/12 roof pitch, which must be approved on a case by case basis.

Andy Selnar of Alair Homes, 605 George Street, De Pere, who is general contractor for the project, explained that the 3/12 roof pitch design feature was chosen for its more modern look as well as to reduce the overall height of the building so it fits in better with the neighborhood. The roof will be finished with black asphalt shingles.

Mr. Birmingham motioned to approve the project as presented. Ms. Schopf seconded the motion. All ayes, motion carried.

**Consideration of: Rules of Procedure.**

Mr. Olejniczak explained the Rules of Procedure have not been reviewed since they were initially approved back when this Board was a five-member board. He presented and explained proposed changes to the procedures as shown in the meeting packet, which are all small changes to clarify procedures and to allow for updated processes.

Mr. Birmingham motioned to approve the changes as presented. Ms. Jorns seconded the motion. All ayes, motion carried.

**Adjourn:** Moved by Ms. Jorns, seconded by Ms. Schopf to adjourn. All ayes. Motion carried. The meeting adjourned at 6:33 p.m.

Respectfully submitted,

Cindy Sommer  
Community Development  
Administrative Assistant