



Allouez Plan Commission 2011 Annual Report

Prepared by Plan Commission/Staff

FEBRUARY 2012

Planning is a crucial step for the village to be ready and prepared for redevelopment opportunities especially now in 2011 because Allouez has created our first Tax Incremental Finance District. We as representative of the village need to remember that not every redevelopment opportunity is a viable opportunity or a good community fit. Because Allouez has a confined boundary being surrounded by the cities of Green Bay, De Pere and the village of Bellevue, growing out is not an option. We need to plan to create a community vision the Village Board, staff, Plan Commission and the residents of Allouez understand and support.

Allouez is a great place to live and has many locational amenities to offer residents and potential businesses including the Fox River, the Fox River State Trail, proximity to Highway 172, and its location between the cities of Green Bay and De Pere. Our challenge is to find a niche that makes Allouez a destination the rest of the metro area desires.

The Plan Commission understands our charge to provide well thought out planning and zoning recommendations to the Village Board. We are cognizant the previous role before 2011 has been mostly reactionary and only meeting when given a specific action from the Village Board to discuss.

The Plan Commission acknowledges the contributions staff have made this year to make the Plan Commission a positive and meaningful volunteer activity that serves the community.

The Plan Commission has very talented volunteers with different backgrounds that allow us a well-rounded planning and zoning perspective. We have identified some planning and zoning needs and opportunities that will position Allouez to be prepared for future redevelopment opportunities.

This is the first annual Plan Commission Report relating to 2011. The intent of this report is to fulfill the following purposes:

- Serve as a communication tool between the Plan Commission and the Village Board.
- Educate the Village Board, staff and other committees about what the Plan Commission has accomplished and share what we see as future planning and zoning opportunities or needs to address or be aware of.
- Identify opportunities to review village ordinances and plans for consistency and where possible streamline and simplify the development process to encourage redevelopment opportunities in the village.
- Fill an educational role. The Plan Commission recommends a copy of this annual report along with a link to the comprehensive plan and most current

zoning map be provided to new Plan Commission members or alternates so they have an understanding of what the Plan Commission is responsible for.

- Provide an annual report with documentation of major planning and zoning decisions including major accomplishments, opportunities and areas for improvement to be considered when updating the Comprehensive Plan.
- The Plan Commission will use the annual report to compile and prioritize goals, identify the objectives and resources necessary to accomplish them and develop a timeline for completion.

Role of the Plan Commission:

The Plan Commission is governed by Wisconsin State Statute 62.23. In 2011 the Zoning and Planning Committee was changed to the Plan Commission to meet requirements for their role in the TIF project. Due to the fact that we recently changed to a Commission the members would like to form a task force who would be responsible for developing a position description for Commission members spelling out their responsibilities.

2011 Major Accomplishments:

- Reviewed and updated the village comprehensive plan.
- Completed PDD process for 1901 Libal Street development
- Developed Village's first Tax Increment Financing District
- Met with Economic Development Committee to discuss joint issues.
- Approved Traditional Neighborhood development ordinance
- Completed Site Plan Review process for Ascension Lutheran Church
- Began work on Sign Code
- Completed Site Plan Review Process for 2825 S. Webster
- Approved eight different zoning code changes
- The Planning and Zoning Committee has been renamed the Plan Commission.
- Participation in the Tax Incremental Finance District creation process.
- The village now posts Plan Commission minutes on the village website, which is consistent with other village committees.
- The village administrator prepares meeting materials for the committee to review prior to the Plan Commission meetings.
- The Plan Commission now has the opportunity to review the draft agenda prior to agenda finalization.
- The Village Administrator provides an update to the Plan Commission regarding Village Board decisions based on Plan Commission recommendations. The Plan Commission recommends actions to the Village Board, but we appreciate the feedback so we understand what decisions have been made and to learn how to improve our recommendations to the Village Board.

2012 Plan Commission possible tasks and schedule:

- Discuss or appoint a subcommittee to review the Plan Commission duties as explained in 62.23 (**Discuss January 2012 and finish in April 2012**).
- Discuss goals and objectives what should be accomplished in 2012 (**March 2012 Meeting**).
- Staff or Plan Commission could offer to meet with the Historic Preservation Committee annually. The meeting purpose is to discuss if there any historic districts the Historic Preservation Committee has identified or a particular type of historic signage the Plan Commission should be aware for future redevelopment proposals (**May 2012**).
- Encourage and recommend the Village Board reconsider passing the Traditional Neighborhood Ordinance to allow greater flexibility in redevelopment opportunities and to comply with state law (**May 2012**).
- Hold the public hearing for approval of the updated comprehensive plan and make a recommendation to the Village Board (**April 2012**).
- Work with the Economic Development Committee to develop a map of vacant properties available for redevelopment, for example is the APAC building being used to its best and highest use (**July 2012**).
- Update the village sign ordinance (**August 2012**).
- Develop a strategy on how the Tax Incremental Finance District and the major gateways into Allouez should look or be redeveloped (**September 2012**). Is any development proposal good, or should we have a theme or type of development strategy in mind for certain parts of the village?
- Review the zoning along Riverside to determine if it is appropriate for the redevelopment opportunities along the portion of Riverside to be reconstructed (**October 2012**).
- Review and approve the Safe Route to School Plan
- Review Sustainability Plan completed by UWGB students, Plan Commission and Economic Development Committee to hold a joint meeting(annually)
- Implement TIF District

Future possible Plan Commission tasks for 2013 and beyond:

- Learn about and if appropriate make recommendations regarding Multi-Jurisdictional Tax Incremental Finance Districts.
- Review village documents to ensure consistency between the comprehensive plan recommendations and the existing village zoning.
- Analyze if the zoning classification separation of commercial and residential would eliminate the conditional use permit process which adds cost and time to development proposals.
- Review and update zoning code

Opportunities to Improve:

- What are other village committees doing that may impact the Plan Commission? Request staff pass along planning related items to the Plan Commission as a miscellaneous update toward the end of the regular scheduled Plan Commission Meeting
- Are there any education/training opportunities the Plan Commission/staff could attend? Are there opportunities to schedule these sessions with the UW Extension, UWGB, Brown County Planning Commission/ Metropolitan Planning Organization or surrounding communities to share resources?
- The Village Board budgeted to allow a clerical staff member/or contractor to take notes at the Plan Commission meetings. With the technical detail and importance of accurate complete minutes staff felt this was very important.
- Recruit new members to fill any Plan Commission openings.

Thank you for reviewing the 2011 Plan Commission Annual Report. Please contact staff or Plan Commission if there is additional information that should be considered for inclusion in future reports.

Current Board Members / Contact Information

Steve Vanden Avond, President: 339-9227 or stevevpresident@villageofallouez.com
Ray Kopish, Trustee: 337-0796 or rayktrustee@villageofallouez.com
Lynn Green, Trustee: 435-1772 or lynntrustee@villageofallouez.com
Randy Gast, Trustee: 337-9164 or randyg@villageofallouez.com
Alan Swatloski, Trustee: 619-9075 or alans@villageofallouez.com
Penny Dart, Trustee: 639-6870 or pennyd@villageofallouez.com
Paul Zeller, Trustee: 432-6810 or paulz@villageofallouez.com

PLAN COMMISSION - THREE YEAR TERMS

(Meets the 4th Monday of each month at 6:30 p.m. at the Village Hall)

James Genrich jim@mmhgb.com 04/30/13

09/07/04 (appt. 3rd alt.)

05/03/05 (appt. 1st alt.)

05/02/06 (appt. as regular)

Elected Chair 07/10

Lou Barone lbarone@new.rr.com 04/30/13

04/17/07 (appt. 1st alt.)

05/20/08 (replaced Matuszek as regular)

Chris Culotta chrisculotta@sbcglobal.net 04/30/13
04/17/07 (appt. 2nd alt.)
05/20/08 (appt. 1st alt)
04/20/10 (appt. as reg.)

Adam Parrillo parrillo@uwgb.edu 04/30/15
03/15/11 (replaced Ehrfurth as regular)

Judy Classon dclasson001@new.rr.com 04/30/14
05/03/11 (appt. as reg.)

Roger Retzlaff, roger.retzlaff@gmail.com 04/30/15
08/02/11 (appt. as reg.)

, **1st alt** 04/30/14

, **2nd alt** 04/30/13

, **3rd alt** 04/30/12

Staff Liaison - Village Administrator Tracy Flucke
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