



Allouez Plan Commission 2012 Annual Report

Prepared by Plan Commission/Staff

FEBRUARY 2013

Planning is a crucial step for the Village of Allouez, especially because growing out is not an option. Being surrounded by the cities of Green Bay, De Pere and the Village of Bellevue, we must be prepared and ready for redevelopment opportunities within the Village's confined boundaries. With new programs such as the Tax Incremental Finance District, we must be ever mindful of the needs and ambitions of the community, while keeping in mind that not every redevelopment opportunity is a viable option or a good community fit. We must focus on our Comprehensive Plan as a vision for the Village which the Village Board, staff, and the residents of Allouez can understand and support.

Allouez is a great place to live and has many locational amenities to offer residents and potential businesses. The convenient proximity to the Fox River, the Fox River State Trail, Highway 172, and other Green Bay Metro communities provides both challenges and opportunities for the Village of Allouez to find our niche that makes our community a destination the rest of the metro area desires to visit and call home.

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 second annual Plan Commission Report relating to 2012. 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.

2012 Major Tasks and Accomplishments:

- Recommended Safe Routes to School Plan.
- Finalized 2011 Annual Report.
- Recommended sign for Orthodontic Clinic as part of Site Plan Review.
- Recommended New Sign Code.
- Recommended Conditional Use Permits for three (3) Cell Tower Upgrades Projects.
- Participated in Education Session - In the Scope of Your Authority.
- Recommended PDD for Development at 289 East St. Joseph.
- Recommended Site Plan Review for Early Education and Care Inc. at 1821 S. Webster.
- Determined Path Forward for Development of Traditional Neighborhood Development Ordinance.
- Held Discussion with Historical Preservation Chair.
- Completed Alley Vacation for BP Gas Station Project.
- Discussion held on Process to Develop Duties and Position description for Commission members.
- Completed Site Plan Review process for Allouez C- Store 2203 S. Webster Ave.
- Completed Site Plan Review for McCormick Home Addition 212 Iroquois Ave.
- Recommended Certified Survey Map for 289 E. St. Joseph Street.
- Recommended Transitional Facilities Ordinance.
- Recommended CSM for 1999 Riverside Drive.
- Involvement in addition of Trustee to Plan Commission.
- Discussed Allouez Demographics and Outreach Techniques.
- Discussed and Recommended the Addition of an Intern to help with Planning and Zoning Tasks.
- Recommended the Site Plan Review for Resurrection Catholic Parish, 333 Hilltop Drive.
- Supported the addition of a planning and zoning intern.
- Recommendation on TIF Incentive Program and Façade Improvement Program and General TIF Document.
- Recommended Certified Survey Map for BP Gas Station.

2013 Plan Commission possible tasks and proposed schedule:

- Implement TIF District **(on going)**.
- Discuss goals and objectives of what should be accomplished in 2013 **(February 2013)**.
- Approve Site Plan Design and Review Submission Process handout **(Discuss February 2013 and finish in March 2013)**.

- Approve Planned Development District Submission Process handout (**Discuss February 2013 and finish in March 2013**).
- Approve Plan Commission duties as explained in 62.23 and summarized in Plan Commission Job Description handout (**Discuss February 2013 and finish in April 2013**).
- Work with Brown County Planning Department in finalizing the updated Village Comprehensive Plan (**Begin discussion March 2013**).
- 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 2013**).
- Develop language to include in the Village Planned Development District Process that would incorporate the redevelopment goals of the Village outlined in the Comprehensive Plan, as well as being in compliance with the State's Traditional Neighborhood Development program (Wis. Stat. 66.1027) (**May 2013**).
- Hold the public hearing for approval of the updated comprehensive plan and make a recommendation to the Village Board (**June 2013**).
- 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 2013**).
- Develop a strategy on how the Tax Incremental Finance District and the major gateways into Allouez should look or be redeveloped (**September 2013**). 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 2013**).

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.
- Hire a full-time planner for the Village.

Opportunities to Improve:

- Better advocate/promote the concepts of the Comprehensive Plan to the Village Board and developers.
- Seek out education/training opportunities the Plan Commission and staff could attend, including opportunities through UW Extension, UWGB, Brown County Planning Commission/ Metropolitan Planning Organization, and surrounding

communities (The Village of Howard Plan Commission is hosting a workshop by the Center for Land Use Education in April 2013.).

- Seek out ways to involve the community.
- Work with the Brown County Planning Department in improving and updating the Site Plan Review Process.
- Recruit new members to fill any Plan Commission openings.
- Develop procedures for working through time consuming tasks, such as a bi-monthly meeting (one for the discussion of business and another for reviewing documents).
- Reword zoning code, with procedures including getting quotes for options and recommendations.
- Subscribe to “Planner’s Network” or other community development periodicals and sources of information.

Thank you for reviewing the 2012 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

Penny Dart, Trustee: 639-6870 or pennyd@villageofallouez.com

Paul Zeller, Trustee: 432-6810 or paulz@villageofallouez.com

James Genrich, Trustee: 544-0021 or jumgtrustee@villageofallouex.com

PLAN COMMISSION - THREE YEAR TERMS

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

Chris Culotta 04/30/13

04/17/07 (Appointed as 2nd alternate)

05/20/08 (Appointed as 1st alternate)

04/20/10 (Appointed as regular member)

Adam Parrillo 04/30/15

03/15/11 (Appointed as regular member)

Roger Retzlaff 04/30/14

08/02/11 (Appointed as 1st alternate)

04/17/12 (Appointed as regular member)

Kendra Hansen 04/30/15

05/15/12 (Appointed as regular member)

Howard Ropp 04/30/14
09/18/12 (Appointed as 1st alternate)
10/16/12 (Appointed as regular member)

Penny Dart 08/22/13
04/30/13 (Appointed as Village Board Representative)

Judy Classon 04/30/14
05/03/11 (Appointed as regular member)
10/16/12 (Appointed as 1st alternate)

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

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

Staff Liaison - Village Administrator Tracy Flucke
448-2800 ext. 106
tracy@villageofallouez.com