

February 22, 2016 (Plan Commission Meeting)

**PLAN COMMISSION MEETING  
MONDAY, FEBRUARY 22, 2016  
6:00 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER/ROLL CALL

Chairperson Kornowske called the meeting to order at 6:00 p.m.

Present: W. Kornowske, H. Ropp, P. Dart, K. Hansen, R. Retzlaff, J. Wheeler, A. Kowalzek-Adrians

Excused: H. Nohr (alternate)

Also Present: B. Lange, T. Fuller

MODIFY/ADOPT AGENDA

**Motion by Retzlaff / Hansen to adopt the agenda as presented. Motion carried.**

MINUTES FROM JANUARY 25, 2016

**Motion by Hansen / Kowalzek-Adrians to approve minutes from January 25, 2016 as presented. Motion carried.**

ANNOUNCEMENTS

- Staff provided an update on the Mayflower Greenhouse project. Mayflower hopes to have the plans submitted for Planned Development District final review within the next week.
- Retzlaff announced Brown County Planning Department has launched a public access website to gain public input for the update of the Brown County Bicycle and Pedestrian Plan.

PUBLIC APPEARANCES

Jim O'Rourke, 2339 Oakwood Avenue

- Ad Hoc Bicycle and Pedestrian Committee is looking at the use of existing right of ways to connect neighborhoods with existing parks.
- Asked the Plan Commission to look at the undeveloped land on the west side of Riverside Drive (within Allouez and south of HWY 172) and come up with a development plan. This information would help the Ad Hoc Bicycle and Pedestrian Committee.

The Plan Commission asked staff to keep the commission updated as ideas and strategies are recommended by the Ad Hoc Bicycle and Pedestrian Committee.

ACTION RE: UWGB COMMUNITY SIGN DESIGNS

Staff mentioned that over the past year, the village has been talking about creating a sense of place – something that distinguishes Allouez from the rest of Green Bay. The Riverside Drive and Webster Avenue Corridor Study suggests utilizing gateway signs, banners, and wayfinding signs to accomplish this task. At the same time, the Parks Department is looking to incrementally replace the parks signs over the next ten years. Staff wanted to establish a consistent theme for all of these signs to help create a unique identity. Staff enlisted the help of the UWGB Environmental Design Studio to come up with a few design options.

Professor Dan Roarty and students presented three different concept designs to the Plan Commission. Each concept presented included a gateway sign, parks sign, and wayfinding sign, as well as a fourth sign type as determined by each group (e.g. kiosk, water tower, trail markers, banner). The commission was asked to provide feedback to the students – the elements of each concept the students should continue to explore and expand on for the final presentation to the Village Board in April.

The Plan Commission likes the use of a different emblem denoting each park, the use of ledgestone, and the use of the village logo (representing the parks, rivers, and sun) in the signs. The commission requested using more green in some of the signs, suggested using the logo only once per sign, and preferred asymmetrical signs.

ACTION RE: AMENDMENT OF SIGN CODE – SECTION 11.28 OF ZONING ORDINANCE

Staff mentioned that the discussion of amending the sign code began with allowing for some flexibility for businesses located in multi-tenant office/retail spaces. Additional items addressed in the amendment include changes to the LED message center sign requirements (area requirements, display timing, and illumination standards), the non-conforming sign standards, the sponsor sign policy in public parks, and the evaluation of signs in the Planned Development District process.

Commission discussion of the sign code included:

- New height proposals for monument signs
- Variance requests
- Display timing for LED message centers
- Monument sign area limitations for 1-2 tenant businesses occupying buildings less than 25,000sq.ft.
- Commercial signs allowed to abut directly to residential properties
- Non-commercial sign regulations

Commission decided to have the Economic Development Committee review and give input. Plan Commission will discuss further at the next meeting.

ACTION RE: 2015 PLAN COMMISSION ANNUAL REPORT

Staff presented the draft of the 2015 Plan Commission Annual Report. The draft is similar to the draft that was presented at the meeting last month, but with the additional tasks of updating our Official Map and identifying projects for NEWEYE.

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**Motion by Dart / Hansen to approve and adopt the 2015 Plan Commission Annual Report as presented. Motion Carried.**

DISCUSSION OF RECOMMENDATIONS FOR USE OF REFUND FOR EXCESS LAMBEAU FIELD SALES TAX

Staff provided the Plan Commission with an update on projects and areas other communities are considering using their refund for.

Action by the Village Board will likely be sought after the spring election for Village Board President.

NEXT MEETING DATE AND AGENDA ITEMS

Next meeting date: Monday, March 7, 2016, 6:00p.m.

Agenda items: Action/discussion of sign code amendment, action re: Mayflower Planned Development District proposal.

ADJOURNMENT

**Motion by Retzlaff / Hansen to adjourn at 7:52p.m. Motion Carried.**

Minutes submitted by Trevor Fuller, Planning and Zoning Administrator.