PLAN COMMISSION MEETING
MONDAY, FEBRUARY 27, 2017
6:00 PM, ALLOUEZ VILLAGE HALL

CALL TO ORDER/ROLL CALL

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

Present: Kornowske, Retzlaff, Ropp, Kowalzek-Adrians, Hansen, Dart, Wheeler
Also Present: B. Lange, T. Fuller

MODIFY/ADOPT AGENDA

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

MINUTES FROM JANUARY 23, 2017

A bullet point should be added to the Plan Commission discussion of rezoning of parcel AL-275-1, saying that a “drive-thru” at this location seemed inappropriate.

Kowalzek-Adrians / Ropp moved to adopt the minutes from January 23, 2017 as amended. Motion carried.

ANNOUNCEMENTS

Fuller
- Stated that books with new Zoning Chapter 475 are available for interested Plan Commission members. Members wishing to check a book out can see Fuller following the meeting.
- Requested that Plan Commission members respond to meeting requests, if they are not already, so that staff can alert the alternate members if they are needed to attend the meeting.

PUBLIC APPEARANCES

Jim O’Rourke, 2339 Oakwood Avenue
- Provided a handout to the Plan Commission depicting a walking loop, connecting the Fox River Trail with the East River Trail via the “Arboretum Trail.”
  ▪ A connection can be made with the East River trail using already designated public right of ways at the end of cul-du-sacs.
  ▪ The connection would allow viewing of the Northern Pike spawning and habitat restoration project near the portion of the East River Trail in the Village of Bellevue.
ACTION RE: REZONING PARCEL NUMBER AL-920, LOCATED AT 1253 S IRWIN AVENUE, LEGALLY DESCRIBED AS: FARM GARDEN CO'S PLAT S 100 FT OF LOT 10 FROM “A RESIDENTIAL” TO “COMMERCIAL”

Staff provided a brief background on the proposal:
- A commercial building is on the property, but the parcel is zoned “‘A’ Residential”
- Building has sat vacant for a number of years
- If rezoned, the property will have to meet all of the zoning requirements for a property zoned “Commercial” (e.g. parking, lighting, etc.).
- Parcel is not specifically referenced in the Comprehensive Plan; however, the Comprehensive Plan does call for “Traditional Neighborhood Development” or mixed-use development
- Consideration should be given to what business could locate there down the road
- The petitioner is planning on leasing the property and opening up a coffee shop and café

Discussion included:
- Neighboring property uses
- Any new work will have to be brought up to commercial standards
- Modifications will have to be made to the building prior to an occupancy permit being issued
- History of past uses on the property
- Property is zoned “‘A’ Residential,” while the surrounding properties are zoned “‘B’ Residential”
- Possible future uses if rezoned to “Commercial”
- Option for conditional use
- Home occupation would not be allowed under this use
- Restrictions placed on a commercial property might limit what businesses can locate there in the future
- Future bar or tavern could be limited by a liquor license
- There currently is a significant amount of local “cut-through” traffic
- Any variances would be needed from the Board of Appeals
- Paving the parking lot to the east and the need to provide stormwater treatment

Don Pavelka, property owner, was present to provide additional information on behalf of the petitioner.
- Purchased the property two years ago with the intention to run his own business
- Previous property owner said a salon, grocery store, and plumber were the previous uses
- It has been difficult to lease because the property is not zoned “Commercial”

Sarah Farnsworth, petitioner, was present to provide additional information about the proposed use.
- Has background in the food service industry
- Likes the fact that the building is in the center of the neighborhood and would like to maintain a “comfort and cozy feel.”
- 10-12 tables, with some bar space
- Hours of operation will be 7-4, six days a week
- Some of the backspace will be maintained for special events or meeting space
- Will be pet-friendly, with tables outside
- Expecting only two employees maximum on shift
- Existing sidewalks on McCormick Street allow for people to walk to the destination
- No major renovations are planned for the building
- Small existing parking in the front, but additional parking space is in the rear
Hansen / Dart moved to suspend the rules at 6:23 p.m. and open up discussion for public comment. Motion carried.

Devin Yoder, 2530 Bittersweet Avenue  
- Moving into the house at 1224 S Irwin Avenue and welcomes the use  
- Would eliminate a vacant property  
- Corner lot would preserve the residential character  
- Site location would limit future use

Jim O’Rourke, 2339 Oakwood Avenue  
- Supports the coffee shop idea  
- Having a coffee shop within walking distance of a property is good for property values

Sue Willis, 1239 S Irwin Avenue  
- The potential added traffic is a concern  
- Possible future uses are a concern, specifically a bar or tavern

Retzlaff / Hansen moved to pick up the rules at 6:28 p.m. and close public comment. Motion carried.

Retzlaff / Hansen moved to recommend approval of rezoning the lot from “‘A’ Residential” to “Commercial” by the Village Board. Motion carried.

ACTION RE: REVIEW AND RECOMMENDATION OF AMENDMENT TO SECTIONS 475-3, DEFINITIONS AND WORD USAGE; 475-24, DESIGN STANDARDS; AND 475-32, PARKING SPACE REQUIREMENTS, OF THE ZONING CODE

Staff said the CP (Cerebral Palsy) Center remodel and expansion project brought to the attention of the village that there is currently not a specific parking requirement for the proposed project. As a result, the CP Center and other like facilities in the village (adult daycare and child daycare facilities) currently fall under the general parking requirements for “office” or “medical,” which necessitates more parking than needed.

The proposed amendment is language taken from other communities. These communities seem to be basing the parking requirements off of the staffing standards required for adult daycare facilities certified by the Department of Health Services (DHS) and for child daycare facilities licensed by the Department of Children and Families (DCF).

The proposed amendment also provides the Plan Commission the flexibility to allow for smaller parking space dimensions for built environments.

Discussion included:
- Retzlaff provided list of written comments that were received as part of the record.
- Adult daycare center definition should specify the Wisconsin State Statutes that grants authority to the Department of Health Services to certify that type of facility.
- Aisle widths and angled parking standards should be brought back at a later date for further review.
- Change the term “requirements” to “dimensions” in proposed new language
- Proposed new parking requirements satisfy the need and do not overly burden the provider of a use (daycares) that is very beneficial to a community
- Does not apply to “home daycare facilities” as defined in the zoning code

Hansen / Dart moved to recommend approval of the proposed amendments to the parking standards, with the addition of identifying the statues which grant the Department of Health authority over adult daycares and replacing the term “requirements” with “dimensions.” Motion carried.

ACTION RE: PETITION FROM CEREBRAL PALSY, INC. – SITE PLAN AND DESIGN REVIEW ON PARCEL AL-1149-906, LOCATED AT 2801 S WEBSTER AVENUE

Staff provided a brief background on the project:
- The CP Center is an existing facility
- Increasing building footprint by roughly 20,000SF - most of the expansion is moving current facility from the basement to the main floor for accessibility reasons
- Expected employee growth with the facility is from 105 full-time employees to 110 full-time employees
- Construction is to begin in April and take about a year with phasing
- Staff comments included:
  - Light spillage in the NE and SW corners (have been addressed)
  - Parking requirements are met assuming that the zoning amendment is approved by the Village Board – the provided number also satisfies the internal parking audit the company performed. Staff recommends that written parking easements be secured for future overflow needs.
  - Property access for adjoining property owners during construction should be maintained
  - Snow storage plans should be addressed
  - Buffer requirements for adjoining residential properties should be met
  - Approval should include the use of corrugated metal siding, if desired by the Plan Commission, as metal siding is only allowed through Plan Commission recommendation

Discussion included:
- Site plans do not meet current parking requirements – will need to have approval of the zoning code amendment discussed in the previous agenda item.
- Parking amendment discussed will need a public hearing and the site plan will be discussed at the same Village Board meeting – approval of the amendment should be a condition of approval
- A table that justifies the parking calculations, a document showing the parking survey, and the number of employees by shift should all be included
- Aquatic center is the only area used by the general public
- Zoning code limits the use of corrugated siding to prohibit a pole built style building. The use of the material here is meant to accent the brick
- No screening is provided
- Parking on Waubenoor Court is allowed, but not allowed to be used as overflow parking or in parking calculations
- Temporary access is planned for Waubenoor during construction for employees only and not for construction equipment
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- Requirements for street cleaning and other erosion control measures are regulated by the DNR
- Storm sewer is shown outside of the property line onto Webster Avenue – who is responsible for maintaining the line?

**Hansen / Kowalzek-Adrians moved to suspend the rules at 7:02p.m. and open up discussion for public comment. Motion carried.**

Pat Kuehl, project engineer, Robert E. Lee & Associates Inc., was present to provide additional information on behalf of the property owner.
- Underground stormwater system will connect with the existing pipe in the right-of-way. This pipe is a private line, despite being in the right-of-way
- Temporary access is needed on Waubenoor Court for main access, while utility work is being done under the existing drive
  - Construction vehicles will not utilize this entrance
  - Utility work will likely be done before site work begins

Jason Hale, project architect, Somerville Inc., was present to provide additional information on behalf of the property owner.
- Pedestrians entering at the shown walkway from Webster Avenue may still enter through the “Aquatics Center” entrance, but primary access for first-time guests is expected to be through the main entry on the front of the building
- Wayfinding signs, both internally and externally, are currently being addressed
- Most of the one way routes on the site, with the exception to the rear drive (north side), are being eliminated with this project
- There will be two staging locations on the north side of the property, with the drop-off location being moved to the east side of the building
  - A car canopy is being considered as a possible future addition at the drop-off location, but will be brought back as a separate submittal
- Corrugated metal will be a durable material over an insulated material
- Majority of the mechanical equipment will be in the basement, with any other rooftop equipment being screened
- A new fire hydrant will be provided and approved by the Green Bay Metro Fire Department

Jon Synndergaard, Executive Director at the CP Center, was present to provide additional information about the project.
- Client operations will all be moved to the main level with this addition, which is critical from an accessibility standpoint (some operations are currently in the basement of the existing building)
- Entire facility will receive a face-lift, including incorporating the use of natural light, which will provide a much brighter and enjoyable facility for the clients
- Existing basement space will be used for a staff break area and meeting space
- Location of the facility (in the Greater Green Bay area) is great and do not wish to move
- Dialogue with neighbors about short term and long term parking has taken place and remote locations for parking and Green Bay Metro transit plans for staff have been considered

**Retzlaff / Hansen moved to pick up the rules at 7:18p.m. and close public comment. Motion carried.**

**Hansen / Kowalzek-Adrians moved to recommend approval of the site plan and design review by the Village Board, with the proposed corrugated metal siding, contingent on the zoning**
amendment for the parking requirements being approved and staff comments being addressed – including submitting parking calculations. Motion carried.

ACTION RE: PETITION FROM SURGERY CENTER OF GREEN BAY – SITE PLAN AND DESIGN REVIEW ON PARCEL AL-2127, LOCATED AT 2825 S WEBSTER AVENUE

Staff provided a brief background on the project:
- Property owners own both parcels on the site
- A 6,700SF building is proposed for the northern parcel
- Construction will begin in spring
- An estimated 10 full-time employees will work at the surgical center
- Staff comments include:
  ▪ Specifying what type of exterior finishing will be used, or at least using an exterior finish that is consistent with what is listed in the zoning code.
  ▪ 21 parking stalls are shown on the building site, with an additional 28 stalls on the adjoining parcel. A parking easement agreement should be established between the parcels.
  ▪ Stormwater treatment is being provided on site.
  ▪ Screening is provided for all mechanical equipment except for the back-up generator.

Discussion included:
- Plans to sell the southern parcel not being built on
- Drive easement that services all of the properties in the complex
- Required parking not met on the northern parcel being built on
- Existing utility easements currently cross the site
- Selected building materials will need to be consistent with what is required in the zoning code
- Building plans are reviewed locally and by the state

Hansen / Wheeler moved to suspend the rules at 7:30p.m. and open up discussion for public comment. Motion carried.

Eric Van Miller, property owner, was present to provide additional information on the project.
- The ambulatory dental surgical center will include two surgical rooms, used for outpatient procedures
- Brick will be used as an exterior finish, but have not yet determined the color

Craig Schuh, project engineer, Ayres Associates, was present to provide additional information on behalf of the property owner.
- No existing parking easements are known to exist between the two parcels, but will discuss with the property owners about establishing easements
- The existing parking lot is being used, which provides adequate access for the fire department
- Building height meets the requirement in the zoning code

Retzlaff / Hansen moved to pick up the rules at 7:37p.m. and close public comment. Motion carried.

Dart / Kowalzek-Adrians recommended approval of the site plan and design review by the Village Board, contingent on a parking easement agreement being produced between the two parcels, the
exterior siding material chosen being compliant with applicable zoning requirements, staff comments being addressed, and a pedestrian access to Webster Avenue provided. Motion carried.

ACTION RE: RESOLUTION 2017-03, FINAL RESOLUTION REGARDING THE VACATION OF A PORTION OF DAUPHIN ROAD

Staff provided background on the resolution:
- Adjoining property owner has been maintaining the property and approached the village about acquiring the property. The resident acquiring the property is covering all of the closing costs.
- Area was platted for a road to connect the cul-du-sacs, but was never completed as the area is in the floodplain and floodway.
- Does not preclude other possible future public uses in the area – e.g. a trail, which would be outside of the property being discussed, as a trail would need to be outside of the existing cul-du-sacs and would likely need to be constructed as a boardwalk because of the location in the floodway.
- The village owns the rest of the land east of the property to the East River, from St. Joseph Street to Allouez Avenue.

Discussion included:
- The village plans for the remaining village-owned parcels in the area
- The property to the north of the subject parcel is also publicly owned

Hansen / Kowalzek-Adrians moved to suspend the rules at 7:46p.m. and open up discussion for public comment. Motion carried.

Jim O’Rourke
- Would like to be sure that there is room for a possible trail in the future, which would connect the neighborhood at the cul-du-sacs
- Worried the closer a proposed trail is to a private property line, the more objections there may be
- The property is being “conveyed,” not “sold” – worries that this sets a precedent for “conveying” the rest of the village-owned parcels in this area
- Street-end parks are unique and good for neighborhoods

Retzlaff / Hansen moved to pick up the rules at 7:50p.m. and close public comment. Motion carried.

Retzlaff / Hansen moved to recommend approval of the resolution by the Village Board. Motion carried.

BOARD OF APPEALS UPDATE FROM FEBRUARY 13, 2017

The Board of Appeals approved a 30’ frontage variance for the property at 1525 S Webster Avenue. This decision was following the rezoning request made to the village in late 2016. The variance allowed the property to be rezoned (from “Commercial” to “B Residential”), which allowed the property owner to secure necessary financing to improve the property.
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NEXT MEETING DATE AND AGENDA ITEMS

Next meeting date: Monday, March 27, 2017, 6:00p.m.
Agenda items: Discussion of 2016 Annual Report, discussion of zoning project

ADJOURNMENT

Hansen / Kowalzek-Adrians moved to adjourn at 7:53p.m. Motion carried.

Minutes submitted by Trevor Fuller, Planning and Zoning Administrator.