

Memo

To: Plan Commission, Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: 2018 ALLOUEZ PLAN COMMISSION ANNUAL REPORT

Date: 13 December 2018

Attached are pages 4-5 of the final 2017 Plan Commission Annual Report. Every year the Plan Commission produces a report, which includes a list of the major accomplishments, a proposed schedule of tasks to work on in the coming year, different opportunities for the commission to increase their knowledge, as well as possible future tasks the commission might want to consider focusing on.

The Plan Commission is asked to review the recommended initiatives, the recommended future tasks, and opportunities to improve from the 2017 Plan Commission Annual Report and discuss possible additions and changes to this list for the 2018 report. This list will be reviewed by the Village Board for their input as well and will ultimately be included in the final 2018 Plan Commission Annual Report.

No formal action is required from the Plan Commission at this time.

1. Completion of the Recodification Project: Recommended adoption of the chapters covering planning, zoning and related sections: Chapter 460 – Land Division, Chapter 468 – Shoreland-Wetland Zoning, Chapter 475 – Zoning Code.
2. Recommended not to approve a sign ordinance that would have allowed billboards to be located within the village limits – Board did not approve the zoning amendment.
3. Recommended approval of an amendment to the District Regulations and Conditional Use sections of the Zoning Code (Chapter 475), which provides a stop-gap solution to allowing for mixed-use developments in the village Board approved the zoning amendment.
4. Recommended approval of an amendment to the Historic Preservation ordinance (Chapter 248), which was consistent with village policy and clarified what properties are regulated under the ordinance – Board approved the zoning amendment.
5. Recommended approval of an amendment to the Parking Space Requirements section of the Zoning Code (Chapter 475), which allows the village flexibility in the parking space size requirements for a development project – Board approved the zoning amendment.

2. 2018 Plan Commission Assigned Tasks:

- a. Unscheduled priorities based on applications as they occur:
 - i. CSM review
 - ii. Site plan and design review
 - iii. Planned development district review
 - iv. Conditional use review
 - v. Rezoning review
 - vi. Sign exception review
- b. TID:
 - i. Develop a strategy on how the Tax Incremental Finance District and the major gateways into Allouez should look or be redeveloped.
 - ii. Discuss themes, types of development strategies, applications to various portions of the TID.
- c. Comprehensive Plan & Corridor Study:
 - i. Identify ways to promote mixed-use development within the village.
 - ii. Review and make assessment of corridor study findings, reporting to Village Board. Make recommendations for zoning code changes, community programs, educational opportunities and other means of implementing study recommendations. Make assessment of Webster Avenue reconstruction design with respect to accepted recommendations of the Comprehensive Plan and corridor study and provide the Board with direction to incorporate appropriate program and design modifications.
- d. Zoning:
 - i. Reassess Allouez zoning ordinances with respect to the Comprehensive Plan:
 1. Review/become informed of types of zoning programs in use.
 2. Identify the existing non-conforming properties in the village and determine a method for addressing in a zoning code.
 3. Determine whether engaging a consultant would provide Allouez a better result. Interview potential consultants for information gathering purposes.
 - ii. Village Official Map: Determine and recommend a process for updating the map.
 - iii. Develop a future land use map that brings together the elements of the Comprehensive Plan

3. 2018 Plan Commission Recommended Initiatives

- a. STH 57/Riverside Drive Reconstruction Project:
 - i. Work with the Wisconsin Department of Transportation in identifying more crossings, which would provide more pedestrian friendly access points to the Fox River Trail.
- b. CTH X / Webster Avenue Reconstruction Project:

- i. Work with the Brown County Highway Department in incorporating the new streetscape design and proposed redevelopment areas into the reconstruction project.
- c. W. St. Joseph Street Reconstruction Project:
 - i. Promote a safe and practical design of the “Arboretum Trail” in the reconstruction project, even if it is not a “trail” in the traditional sense.
- d. Engage Committees of the Village Board to consider programs of common concern:
 - i. Economic Development Committee:
 - 1. Develop a map of vacant properties available for redevelopment.
 - ii. Historical Preservation Committee:
 - 1. Discuss historic places identifying signs.
 - iii. Parks, Recreation, and Forestry Committee
 - 1. Discuss ways to incorporate the Bicycle and Pedestrian Plan recommendation on trails, in parks, and at community facilities.
 - iv. Public Works Committee
 - 1. Identify planning opportunities to be done in conjunction with the street schedule (e.g. Webster Avenue reconstruction, Arboretum trail).
- e. Annual village tour of past and current project sites within the Village.
- f. Identify ways to better partner with community groups on projects that further village goals.
- g. Continue to encourage the state to decommission the Green Bay Correctional Institution and plan for future development, when necessary.
- h. Hire and oversee a consultant to rewrite the zoning code.

4. Recommended Future Tasks and Initiatives:

- a. Examine multi-jurisdictional tax incremental finance districts.
- b. Review Village property development documents to ensure consistency with the comprehensive plan and zoning code.
- c. Discuss the possibility of a second TID.
- d. Develop means of informing committees of the Board how the comprehensive plan applies to their activities.
- e. Review noticing requirements and determine if there are ways to improve public awareness of projects.

5. Opportunities to Improve:

- a. Better advocate/promote the concepts of the comprehensive plan to the Village Board, its committees and developers.
- b. 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.
 - i. Subscribe to a program for training commission members such as the recently closed “Planner’s Network” or other community development periodicals and sources of information.
- c. Seek out ways to involve the community.
- d. Recruit new members to fill alternate member positions so there is a group of people with the interest in taking a full position. The alternates should be involved in education/training opportunities.
- e. 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) or a committee structure.

Thank you for your attention to the 2017 Plan Commission Annual Report. Please contact staff or the Plan Commission Chair with questions or if there is additional information that should be considered for future reports.