



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850  
[www.villageofallouez.com](http://www.villageofallouez.com)

## **Plan Commission Position Description**

The Village of Allouez Plan Commission is established by the Village Board and is governed by Wisconsin State Statute 62.23.

The plan commission is established to advise the Village Board regarding community planning and land use management. The plan commission is responsible for developing and recommending policies, procedures, and ordinances to the Village Board for adoption that best suit the community and are consistent with the comprehensive plan and existing ordinances of the Village. The commission is responsible for involving the community through open meetings and educational programs that can best determine the community's interests and concerns regarding community planning and land use management. The commission may be asked to review and provide recommendations for the following matters: conditional use permits, zoning, subdivision/land division plats approval, etc. The Plan Commission shall collaborate and work in conjunction with the economic development committee on promoting business and economic growth in the community.

Typical meetings are held on evenings of the fourth Monday of the month. Special meetings may be called at the discretion of the chair or vice-chair of the plan commission or upon the request by the Village Board. Members may be asked to become involved in a task force or subcommittee.

The plan commission's areas of interest include developing plans and programs for the following:

### **Community Planning**

- Prepare and recommend a comprehensive plan for adoption by the Village Board and update the plan at least once every ten years.
- Ensure that any new or amended zoning, subdivision, and official mapping ordinances are consistent with the comprehensive plan.

### **Public Participation**

- Hold public meetings and hearings, in compliance with Wisconsin's Open Meetings Law, prior to adopting plans and ordinances.

### **Plan Implementation**

- Develop and recommend ordinances and amendments to the Village Board that are necessary for successful implementation of zoning regulations, subdivision development, official mapping, design review, etc.

- Recommend programs for public improvements or other non-regulatory programs to implement the comprehensive plan, such as educational programs, economic development (including Tax Increment Financing (TIF) and Planned Development District (PDD)), acquisition of land or conservation easements, intergovernmental agreements, etc.

#### Development Review

- Review proposed plats that fall within the Village's plat approval jurisdiction. Approval of preliminary or final plats may be assigned to the plan commission or Village Board.
- Review proposed zoning amendments.
- Provide preliminary and final recommendations to the Village Board for PDD and conditional use development plans and permitting in accordance with Village ordinance 11.25. Act as a liaison between the developer and Village Board.
- Provide recommendations for the TIF process, site plan review, historic preservation review, and any other tasks defined by the Village Board and ordinances.

#### Referrals and Advisory Recommendations

- The plan commission must first review the following matters, before action is taken by the Village Board or other decision-making bodies [Wis. Stat.62.23(5)]:
  - Location and design of public buildings
  - Location of statues and memorials
  - Land for public purposes such as streets, parks, airports, etc.
  - Land for public or semi-public housing, slum clearance, relief of congestion, vacation camps for children
  - Public amenities
  - Child welfare agencies and group homes
  - Community-based residential facilities
  - Pedestrian ways
  - Proposed housing projects
  - Plats of land of which the municipality is given platting jurisdiction
  - Adoption or amendment of a subdivision or land division ordinance
  - Amendment or repeal of any ordinance adopted under Wis. Stat. 62.23, including ordinances relating to plan commissions, comprehensive planning, official mapping, and zoning

#### Chair and Vice-chair Responsibilities

- The chair and vice-chair positions are elected by the plan commission members.
- The positions are elected annually (May) and cannot serve more than two terms consecutively.
- The chair shall be responsible for presiding over the meetings of the commission, preparing the agenda with the Village Administrator, acting as primary contact for the administrator from the commission, and fulfilling other responsibilities within the powers of the plan commission as delegated by the voting members of the plan commission.
- The vice-chair fulfills the duties of the chair in the chair's absence.

#### Miscellaneous Powers

- Employ or contract experts or staff for services as approved by the Village Board.
- Adopt rules of procedure and keep a record of its studies, resolutions, transactions, findings, and determinations.

