

Memo

To: Plan Commission

Fr: Trevor Fuller, Planning and Zoning Intern

Re: 2013 Annual Report Draft Review

Date: November 18, 2013

Attached is the 2013 Annual Report draft. The report includes a list of the major accomplishments by the plan commission for 2013, a proposed schedule of tasks for the plan commission to work on in 2014, different opportunities for the commission to increase their knowledge, as well as possible future tasks the commission might want to consider focusing on.

Plan commission is asked to review the 2013 Annual Report draft. Please come to the meeting with any additions or deletions to the annual report draft.



Allouez Plan Commission 2013 Annual Report

DRAFT

Prepared by Plan Commission/Staff

2014

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 third annual Plan Commission Report relating to 2013. 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.

2013 Major Accomplishments:

- Planned and organized comprehensive plan update open house.
- Recommended the site plan review for Wyndemere Estate, 3001 Riverside Drive.
- Amended and recommended an updated site plan review ordinance (11.29) to include traditional neighborhood development principles.
- Participated in first annual bicycle tour of past and current project sites within the village.
- Discussed process for possible mural on prison walls.
- Approved citizen participation plan for comprehensive plan update.
- Set timeline for comprehensive plan update approval.
- Recommended the site plan review for Home Medical Equipment, 2021 Riverside Drive.
- Finalized 2012 Plan Commission Annual Report.
- Reviewed, updated, and recommended village comprehensive plan.
- Created and recommended the site plan review informational packet.
- Created and recommended the planned development district informational packet.
- Created and recommended the plan commission position description.
- Participated in the UW-Stevens Point Extension – Center for Land Use Education’s Plan Commission Workshop.
- Recommended amendment to zoning code 11.05(3).
- Recommended amendment to zoning code 11.29(g).
- Supported the recruitment of another planning and zoning intern.
- Supported Historical Preservation Committee’s Intensive Historical and Architectural Survey.
- Began work with Wisconsin DOT on the planning of the Riverside Drive reconstruction project.
- Recommended the site plan review for Ascension Lutheran Church, 2911 Libal Street.
- ~~Recommended the preliminary approval of the planned development district for 3415 Hilltop Way.~~
- Approved 2013 Plan Commission Annual Report
- Continued work with the site plan review for Resurrection Catholic Parish, 333 Hilltop Drive.
- Continued work the with planned development district for Bishop’s Court, 289 E St Joseph Street.
- Continued work the with planned development district for Allouez Parkside Village, 1901 Libal Street.

2014 Plan Commission possible tasks and proposed schedule:

- Implement TIF District **(on going)**.

- Discuss goals and objectives of what should be accomplished in 2014 (**January 2014**).
- Review the zoning along Riverside Drive and in other sections of the village to determine if specific sites should be rezoned for future development (**January 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 (**February 2014**).
- Review UWGB's analysis of Allouez's zoning ordinances with respect to the comprehensive plan, as a platform for discussion of ways to recodify the village zoning ordinance (**February 2014**).
- Discussion of what changes and additions should be made to the village zoning ordinance and develop a request for proposal for recodifying the zoning ordinance (**March 2014**).
- 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 (**April 2014**).
- Work on updating the village official map (**April 2014**).
- Review submitted proposals and make recommendation to the village board (**May 2014**).
- Develop a strategy on how the Tax Incremental Finance District and the major gateways into Allouez should look or be redeveloped – Is any development proposal good, or should there be a theme or type of development strategy in mind for certain parts of the village? (**June 2014**).
- Annual bicycle tour of past and current project sites within the village (**July 2014**).
- Submit requested amount needed for recodifying the zoning ordinance by a consultant for budget review by the village board (**September 2014**).

Future possible Plan Commission tasks for 2014 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.
- Seek out ways to involve the community.
- 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 2013 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

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

PLAN COMMISSION - THREE YEAR TERMS

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

Chris Culotta 04/30/16

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

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

04/20/10 (Appointed as regular member)

Elected vice-chair 07/10

Elected chair 06/12, 05/13

Roger Retzlaff 04/30/14 15

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

04/17/12 (Appointed as regular member)

Elected vice-chair 06/12, 05/13

Adam Parrillo 04/30/15 16
03/15/11 (Appointed as regular member)

Kendra Hansen 04/30/15
05/15/12 (Appointed as regular member)

Howard Ropp 04/30/14 15
09/18/12 (Appointed as 1st alternate)
10/16/12 (Appointed as regular member)

Penny Dart 04/30/14
04/30/13 (Appointed as Village Board Representative)

Judy Classon 04/30/14 15
05/03/11 (Appointed as regular member)
10/16/12 (Appointed as 1st alternate)

, **2nd alt** 04/30/14 15

, **3rd alt** 04/30/14

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