

Memo

To: Economic Development Committee

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: UPDATE REGARDING BUSINESS OUTREACH

Date: December 29, 2014

At the November EDC meeting staff discussed business outreach with the committee members. One of the tasks staff was working on was developing a contact list for businesses in the Village. I have worked with the water department in obtaining mailing addresses for all of the non-residential properties in the Village. It is my intent to mail the attached letter to those on the mailing list.

As business representatives of the Village, I would like the committee to review the letter, both as a reference of what the Village is working on in your jurisdiction and as an opportunity for any questions, changes, or concerns regarding the letter.

The letter will likely be mailed out the week of January 19th, any comments or criticisms by the committee will be greatly appreciated.



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850

December 29, 2014

Joe's Po Boy Sandwiches
Attn: Joe Doe
1900 Libal Street
Green Bay, WI 54301

Hello,

My name is Trevor Fuller and I am the Planning and Zoning Administrator for the Village of Allouez. Although I am new to my role, I am not new to the Village – I have worked for the Village for the past two years and I have enjoyed getting to know the people and the community.

During my time with the Village, I have worked with the plan commission, economic development committee, and the historic preservation committee on different projects. In addition to continuing work with these committees, I am also looking forward to meeting with you, the business owner. One of my top priorities and one of the Village's greatest intentions for creating my position is working on business outreach and retention. We want your business to succeed and continue to provide our residents with the best goods and services.

There are over 100 businesses that call the Village of Allouez home. I would like to get to know every one over the next year so that I can more accurately represent you and your business' needs. I would like to set up a time to meet with you, at your convenience, to discuss your business, your goals for your business, and what the Village of Allouez can do to help you meet those goals. I welcome you to call or email me at the information below, or even stop by the Village Hall, to talk further.

I thank you in advance for your time and look forward to speaking with you.

Sincerely,

Trevor Fuller
Planning and Zoning Administrator

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