

November 24, 2014 (Plan Commission Meeting)

**PLAN COMMISSION MEETING  
MONDAY, NOVEMBER 24, 2014  
6:30 P.M., ALLOUEZ VILLAGE HALL**

CALL TO ORDER

Chairperson Kopperud called the meeting to order at 6:35 p.m.

Present: Culotta, Hansen, Ropp, Kopperud, Dart,  
Retzlaff (arrived at 6:36 p.m.)

Also present: Lange, Fuller

MODIFY/ADOPT AGENDA

**Culotta/Dart moved to adopt the agenda as presented. Motion carried. (Retzlaff not present for vote.)**

**Retzlaff arrived at 6:36 p.m.**

MINUTES FROM OCTOBER 27, 2014 MEETING

**Retzlaff/Hansen moved to approve the minutes from the October 27, 2014 meeting. Motion carried.**

ANNOUNCEMENTS

Fuller

- The Historic Preservation Committee will be hosting an informational open house on the National Register of Historic Places at Webster School from 6:00 p.m. to 7:30 p.m. on Wednesday, December 3, 2014. 140 invitations were sent to those in the 3 potential Historic Districts, as well as all individually eligible property owners.

Lange

- The Village has hired a new Park and Rec Director, Chris Clark, and he will start on Monday, December 1, 2014

PUBLIC APPEARANCES

Becky Nyberg, 214 Simonet Street

- Nyberg organized a group in 2004 called Allouez Walks and Bikes
- The Village was able to apply for a grant from the Department of Transportation in 2010 for the Safe Routes to School Plan.
- DPW Berndt said with the future projects on Webster Avenue and Riverside Drive, it would be really nice to update the Safe Routes to School plan to make it more comprehensive. Berndt asked Nyberg to come and speak to the Plan Commission about asking the Public Works Department to update the Safe Routes to School Plan as the streets are being rebuilt and make changes at that point.

- Talked to Cole Runge from the County Planning Department, (he did the original plan) and he said if the village puts together data, he can easily update maps.
- Questioned what she needs to do to for this to happen? Does she as a citizen of the village, need to request updating the plan? Or, can she ask the Plan Commission to look into having the plan updated?

#### Discussion

- What Department actually takes care of that plan? Joint effort between Public Works and Plan Commission?
- Fuller stated the Berndt would be involved in the engineering aspect, but requested that the Plan Commission take a look at what areas they thought could use additional sidewalks or bike lanes most.
- Safe Routes to School Plan was authorized in 2012.
- Should the Bike and Pedestrian and Safe Routes to School Plan be combined?
- Plan Commission would like to receive reports from Allouez Walks and Bikes. Nyberg will put Plan Commission on the mailing list.
- Is there a reason that Allouez Walks and Bikes couldn't be a sub-committee of the Plan Commission? This is something we should take a look at in 2015.
- Add to goals for 2015

#### APPROVAL OF RAZING ORDINANCE AMENDMENT

Want to make sure that if there is a historic building that someone wanted to raze that the Village has a chance to find someone that would take the building if they wanted to move it, or if the person wanted to raze the building because they didn't have the funding to fix it up, the Village would have time to find out if there were any grants available

- How many buildings does this apply to?
  - A house on Taft Street
  - The buildings that are on the National Registry within Heritage Hill, and within the Reformatory Walls
- Any building fifty years or greater, should have a 10 – 30 day waiting period for any demolition permit, so that it can be assessed before demolition would occur.
- The Intensive Survey identified all those buildings that would fall within that time period. They were also identified whether they would be eligible or not.
  
- What about local listing?
  - The State told the Historic Preservation Committee that they should follow the same guidelines for local designation as the federal.
  - There are some guidelines that came down from the National Park Service that told the HPC how to decide if something was historically intact or whether it should be considered for local landmark designation.
  - If the home has cultural significance it is still historical.
  - HPC had a visit from the Northeast Wisconsin Realtors Association and they explained that this would hold up the process if there was a waiting period.

- One of the changes made was to make sure that people know the raze permit process could run concurrently with any plans, for site plan review or discussions with the village about what they might want to do with that site once they raze the building.
- Not easy to identify where these buildings are and keep a record of how old they are and where they are located.
- Could we use Brown County to map historic homes on GIS software?
- Is there anything other than homes that can be considered? Can structures or other things that have been around be considered to have a historical significance?
- There are structures on our list of being eligible to be on the National Register. It doesn't have to be a house.
- Add these concerns to the next HPC agenda.

**Dart/Retzlaff moved to postpone any action until looked at by the Historic Preservation Committee. Motion carried.**

#### DISCUSSION ON PLAN COMMISSION'S GOALS FOR 2015

- Continue TIF discussion.
- Corridor Study will help identify TIF.
- Was there anything put in the budget to accomplish goals for 2015?
- Corridor Study, Recodification, and Fuller's position were put in the Budget.
- Corridor Study to be completed by June 30, 2015
- Update the Zoning Code so it is consistent with the Comprehensive Plan. Recodification will not be addressing this.
- Address the concepts behind city planning to realize our Comprehensive Plan.
- Have Fuller bring some research and articles for the Plan Commission to be more informed about how we could realize our Comprehensive Plan.
- Look into the Connect Communities Program. Representative from WEDC is speaking at the Economic Development Committee Meeting on Friday December 5.

**Retzlaff left at 7:45 p.m.**

- Could we possibly look into cable access TV to engage the people in the community?
- List priorities and come up with a timeline for goals.
- Fuller will put together a schedule for the next meeting.

#### UPDATE ON PUBLIC WORKS 5 YEAR PROJECT PLAN

— Fuller

DPW Berndt said this is something they currently have, but are on the last year of it. They are in the process of creating an extended new plan. There is not a plan for next year. They have projects, but do not have an actual plan of what is going to be done when. Berndt is working on putting a plan together now, but it will be bigger than a five year plan, he would like a fifteen year plan.

— Lange

Would like put together a Capital Improvement Plan. The village had a CIP in the 1990's and he feels it is time to bring that back.

Discussion

Where is all the information housed? How can we be proactive for future projects?  
Plan Commission should be more involved in future projects.

#### UPDATE ON CORRIDOR STUDY

— Lange

The Selection Committee reviewed the proposals and provided the Village Board with recommendations of the top three firms. The Board reviewed the recommendations and told staff to proceed with the selection process prior to looking at the fee structures. Staff has spoken to the top three to provide clarifications on their fee structure, and setup interviews/presentations. Plan Commission is welcome to attend the interviews. There will be 2 interviews on December 4<sup>th</sup> and 1 on December 9<sup>th</sup>. If the Plan Commission has any questions they would like to have addressed please let Fuller or Lange know beforehand. The applicants will be asked to talk about relevant projects, plan approach, and examples of deliverables. After final negotiations, it will be taken to the Village Board on December 16, for recommendation, and plan on starting on January 1<sup>st</sup> with plan completion on June 30<sup>th</sup>.

Discussion

- Will County Board Supervisor's be copied on this information? The Village should work with the elected official on the county level as well as with the Departments and Committees in the village.
- Encourage the firms to talk about what type of work they have done, and give examples of what we are looking at.

#### NEXT MEETING DATE AND AGENDA ITEMS

The Plan Commission decided to cancel the December 22<sup>nd</sup> meeting.

#### ADJOURNMENT

**Hansen/Culotta moved to adjourn at 8:07. (Retzlaff not present for vote.) Motion carried.**

Minutes submitted from recording by Sherri Konkol, Deputy Clerk