

# Memo

To: Plan Commission

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: APPROVAL OF THE 2014 PLAN COMMISSION ANNUAL REPORT

Date: January 20, 2015

Attached is the 2014 Plan Commission Annual Report. The report includes a list of the major accomplishments by the plan commission for 2014, a proposed schedule of tasks for the plan commission to work on in 2015, 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 and approve the 2014 Plan Commission Annual Report.



**Allouez Plan Commission 2014 Annual Report**

**Prepared by Plan Commission/Staff**

**JANUARY 2015**

## **Purpose**

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 fourth annual Plan Commission Report. 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.

## **2014 Accomplishments:**

- Approved 2013 Plan Commission Annual Report.
- Village Board adopted Allouez Comprehensive Plan.
- Supported the recruitment of another planning and zoning intern.
- Supported Historical Preservation Committee's Intensive Historical and Architectural Survey.
- Worked with Wisconsin DOT on the planning of the Riverside Drive reconstruction project.
- Continued work the with planned development district for Bishop's Court, 289 E St Joseph Street.
- Recommended a CSM for 748 St. Joseph Street.
- Recommended a CSM for 414 W Lazarre Avenue.
- Recommended the planned development district amendment for 279 E St. Joseph Street.
- Heard presentation by Fred Monique, Green Bay Chamber-Advance, on economic development analysis for 1649 S Webster Avenue (old Village Hall site).
- Recommended the addition of a CSM fee.
- Heard presentation from Barb Kopperud, Historic Preservation Committee, on the Intensive Historical and Architectural Survey of Allouez.
- Recommended the site plan review for Village View Apartments, 3415 Hilltop Way.
- Continued work on Transportation Alternative Programs (TAP) Grant – formerly known as Safe Routes to School.
- Recommended intergovernmental agreement between the City of De Pere and the Village of Allouez – Le Brun Street reconstruction and trail project.
- Participated in annual village tour of past and current project sites within the Village.
- Recommended a CSM for 500 Terraview Drive.
- Hired a consultant to conduct a corridor study for Riverside Drive and Webster Avenue.
- Hired a full-time planner for the Village.
- Provided input to the reconstruction of Webster Avenue Bridge – railroad overpass.
- Recommended mobile tower siting ordinance.
- Hired consultant for recodification services of the Village codes and ordinances.
- Reviewed razing ordinance amendment.

## **2015 Plan Commission Possible Tasks and Proposed Schedule:**

- Implement TIF District (**ongoing**).
- Work with General Code on the recodification of the Village's codes and ordinances (**ongoing**).
- Work with Graef on conducting the corridor study for Riverside Drive and Webster Avenue – public meetings, review of concepts, etc. (**ongoing through July 2015**).

- Implement corridor study findings – zoning code changes, community programs, educational opportunities, etc. **(ongoing)**.
- Discuss goals and objectives of what should be accomplished in 2015 **(January 2015)**.
- Work with the Historic Preservation Committee in amending the razing ordinance **(January 2015)**.
- 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 2015)**.
- Identify the best zoning use for the water station on Greene Avenue. **(February 2015)**.
- Work with the Economic Development Committee in exploring the WEDC Connect Communities program **(March 2015)**.
- Work with the Economic Development Committee to develop a map of vacant properties available for redevelopment **(April 2015)**.
- Work on updating the Village official map **(April 2015)**.
- Review submitted petitions and make recommendation to the Village Board **(ongoing)**.
- 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 2015)**.
- Annual village tour of past and current project sites within the Village **(July 2015)**.
- Staff and Plan Commission could offer to meet with the Historic Preservation Committee annually. The meeting purpose is to discuss if there is 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 **(July 2015)**.
- Update the Zoning Code so it is consistent with the Comprehensive Plan **(ongoing)**.
- Review planning articles to generate discussion about how we could realize our Comprehensive Plan **(ongoing)**.

### **Future Possible Plan Commission Tasks for 2015 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.
- Discuss the possibility of a second TID in 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).
- Subscribe to “Planner’s Network” or other community development periodicals and sources of information.
- Put forth more effort in the next year with respect to looking at overall zoning code and zoning map.

## PLAN COMMISSION - THREE YEAR TERMS

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

**Barb Kopperud** 04/30/16

03/05/13 (Appointed as regular member)

Elected chair 06/14

**Howard Ropp** 04/30/17

09/18/12 (Appointed as 1<sup>st</sup> alternate)

10/16/12 (Appointed as regular member)

Elected vice-chair 06/14

**Chris Culotta** 04/30/16

04/17/07 (Appointed as 2<sup>nd</sup> alternate)

05/20/08 (Appointed as 1<sup>st</sup> alternate)

04/20/10 (Appointed as regular member)

Elected vice-chair 07/10

Elected chair 06/12, 05/13

**Roger Retzlaff** 04/30/17

08/02/11 (Appointed as 1<sup>st</sup> alternate)

04/17/12 (Appointed as regular member)

Elected vice-chair 06/12, 05/13

**Kendra Hansen** 04/30/15

05/15/12 (Appointed as regular member)

**Wes Kornowske** 04/30/17

01/06/15 (Appointed as a regular member)

**Penny Dart** 04/30/15

04/30/13 (Appointed as Village Board Representative)

, **1<sup>st</sup> alt** 04/30/17

, **2nd alt** 04/30/17

, **3rd alt** 04/30/17

## STAFF LIAISON

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## VILLAGE BOARD

**Steve Vanden Avond**, President: 339-9227 or  
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**Randy Gast**, Trustee: 337-9164 or [randyg@villageofallouez.com](mailto:randyg@villageofallouez.com)

**Penny Dart**, Trustee: 639-6870 or [pennyd@villageofallouez.com](mailto:pennyd@villageofallouez.com)

**James Genrich**, Trustee: 544-0021 or [jimgtrustee@villageofallouez.com](mailto:jimgtrustee@villageofallouez.com)

**Bob Dennis**, Trustee: 437-2147 or [bobdtrustee@villageofallouez.com](mailto:bobdtrustee@villageofallouez.com)

**Matthew Harris**, Trustee: 983-8295 or [matthewhtrustee@villageofallouez.com](mailto:matthewhtrustee@villageofallouez.com)

**Jim Rafter**, Trustee: 819-7652 or [jimrtrustee@villageofallouez.com](mailto:jimrtrustee@villageofallouez.com)

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.