

January 25, 2016 (Plan Commission Meeting)

**PLAN COMMISSION MEETING
MONDAY, JANUARY 25, 2016
6:00 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER/ROLL CALL

Chairperson Kornowske called the meeting to order at 6:00 p.m.

Present: W. Kornowske, H. Ropp, P. Dart, K. Hansen, R. Retzlaff, J. Wheeler, A. Kowalzek-Adrians

Excused: H. Nohr (alternate)

Also Present: B. Lange, T. Fuller

MODIFY/ADOPT AGENDA

Motion by Retzlaff / Dart to adopt the agenda as modified. Change the date of the meeting from “2015” to “2016.” Motion carried.

MINUTES FROM NOVEMBER 23, 2015

Motion by Dart / Retzlaff to approve minutes from November 23, 2015 as modified. Clarify that the developers were presuming to have an ingress/egress easement from the adjacent property owners under the Capital Credit Union action item. Motion carried.

ANNOUNCEMENTS

- a. Staff announced that the Village Board approved the Site Plan Review petition from Capital Credit Union. Capital Credit Union presented a copy of the perpetual easement agreement with the neighboring property owner.
- b. Staff announced that the next UW-Extension Planning and Zoning Teleconference will be on February 17th from 10:30a.m.-12:00p.m. The topic of the teleconference will be “Promoting Local Protection of Wetlands and Updates to the Shoreland Zoning Program.”
- c. Fox-Wolf Watershed Alliance presentation on the Fox River and East River TMDLs – Jessica Schultz and Genevieve Vander Velden gave a presentation covering an introduction to the stormwater permit, TMDLs, ways to meet permit requirements, and watershed initiatives.

PUBLIC APPEARANCES

Jim O’Rourke 2339 Oakwood Avenue

- Would like the plan commission to address issues of safely getting across Riverside Drive to the Fox River Trail and implementing “complete streets” concepts when reviewing the development proposal at the old Town and Country Supper Club property (3241-3245 Riverside Drive).
- Proposed the following considerations:
 - Recording a perpetual 20-foot public easement for pedestrian access along an existing stormwater easement on the east side of the property and along an existing utility easement on the north side of the property to the location of the proposed WisDOT

pedestrian refuge island on Riverside Drive. This path would follow the historic Doty Creek bed and help to connect the neighborhood that developed on the Town and Country Golf Course with Sunlight Park.

- “Swapping” land with the neighboring eye clinic to compensate for the lost parking as a result of the reconstruction.
- Providing pedestrian connections to the Town and County neighborhood by linking cul-de-sacs to Riverside Drive by sidewalks – “walking loops.”
- Use the profit made from selling the old Town and Country Clubhouse property to put in walking loops and completing the Corridor Study.

Becky Nyberg, 214 Simonet Street

- Has worked with Allouez Walks and Bikes! since 2004. One of the original goals of the group was to provide safe crossings on Riverside Drive.
- Encourages the village to look at the work the Ad Hoc Bicycle and Pedestrian Committee is doing when reviewing development plans.
- Allouez is a great location in the greater Green Bay area, but alternative transportation opportunities are what will attract younger families to move to the community.

ACTION RE: PRELIMINARY APPROVAL OF PETITION FROM MAYFLOWER GREENHOUSE, INC. – REQUESTING PLANNED DEVELOPMENT DISTRICT ON PARCELS AL-125-7 & AL-125-8, LOCATED AT 3245 & 3241 RIVERSIDE DRIVE

Chris Beno, Mayflower Greenhouse Inc. and Richard Huxford, Huxford Surveyors Inc. gave an overview of the project. Overview included the following:

- Education and retail outlet location:
 - This location will offer educational classes similar to those offered at the main store on the west side of Green Bay.
 - This location will not be a production facility and will sell mainly “hard goods” (e.g. furniture, plants, etc.).
 - This location will also provide a coffee and tea bar.
- Exterior finishings and appearances:
 - Barn wood or board and batted wood siding and a glass greenhouse will face Riverside Drive.
 - Metal roof.
 - Plant display facing Riverside Drive.
- Construction costs and local economic benefits.
- Encourages bicyclists and pedestrians.
- Traffic flow and parking plans.

The committee discussed the following:

- A pedestrian easement as proposed by O’Rourke.
- The proposed DOT plans for the area during reconstruction.
- The existing easements on the property.
- Sidewalk plans for the area.
- Plans to get a new CSM.
- The back triangle.
- Construction timeline.
- The PDD vs. and SPR process.

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- Parking needs and requirements.
- Level of activity.
- Access to Riverside Drive – ingress/egress.
- Existing electrical fixtures and future lighting plans.
- Sound coming from the property – specifically loud speakers on the property.

Retzlaff / Hansen moved to recommend preliminary approval with the condition village staff examine adjoining neighborhoods to see what pedestrian connectivity can be preserved for future development should it become advantageous based on the fact that the easements currently exist. Motion carried.

ACTION RE: RECODIFICATION PROJECT

Staff explained that General Code is the consultant firm that has been working on the recodification project in the village. Staff was directed to remove the ordinance questions posed by General Code that had obvious answers (i.e. questions that were updating statute or ordinance references) and present the questions that needed additional thought. Staff presented these questions that required additional thought to the commission for input.

Questions included:

- Day-care centers in “C” Professional Office and Residence District zoning classification.
- Conditional uses in “C” Professional Office and Residence District zoning classification.
- Parking in High Rise District zoning classification.
- Setbacks for public and semi-public buildings in “A” and “B” Residence Districts and Commercial District zoning classification.

Dart / Ropp moved to accept the revisions presented by staff, with the suggestion of revising the parking requirements in the High Rise District to 1.5 parking spaces total, with no requirement of the spaces being covered or uncovered. Motion carried.

DISCUSSION OF 2015 PLAN COMMISSION ANNUAL REPORT

Staff presented the draft of the 2015 Plan Commission Annual Report and went over the major changes. The committee suggested adding the task of updating our “Official Map.”

The draft will come back for action at the next meeting.

DISCUSSION OF SIGN CODE

Staff provided the commission with examples of how other communities allow for flexibility in their sign code for multi-tenant monument signs, as well as how these communities restrict the total area of electronic message centers. Staff also showed renderings of the different size signs referenced.

The commission reviewed the examples and discussed the following:

- Height of signs and how height is calculated.
- Different business nodes in the village and in other communities (e.g. business nodes located in close proximity to highways).
- Size of electronic message centers.

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- Business address/block number featured on the sign.
- Redevelopment of sites and how existing non-conforming signs are handled.
- The Façade Improvement Program.

The examples will be discussed at the February economic development committee meeting and a draft amendment will come back for action at the next commission meeting.

DISCUSSION OF WAYFINDING SIGNS

The Webster Avenue and Riverside Drive Corridor Study identified locations within the study area for gateway and wayfinding signs. The Parks Department is also looking to incrementally replace parks signs over the next few years.

Planning and Parks staff are working together with a design class from UWGB on developing a common “theme” to use when replacing parks signs and installing gateway and wayfinding signs in the community. Students will present their preliminary concepts at the next meeting.

DISCUSSION OF RECOMMENDATIONS FOR USE OF REFUND FOR EXCESS LAMBEAU FIELD SALES TAX

Staff presented the running list of ideas for use of the excess funds to the commission. Staff acknowledged that this will be a standing agenda item for now, while ideas and information are being collected.

The commission discussed ideas and the requirements for use of the funds. Discussion included the following:

- Obligation to use the funds / sunset clause.
- Resolution to use the funds.
- One year trial of Brown County’s NEWEYE program.
- Update the official map.
- Murals anchored to the Green Bay Correctional Facility walls.
- Updating properties such as the Pump House on Greene Avenue to make more attractive to sell.

The commission conferred that funds could be used in a matrix of ways and if the funds are not used for debt reduction or tax relief, reasoning will need to be provided that justify using the funds for economic development.

UPDATE ON BICYCLE AND PEDESTRIAN PLAN

Staff shared the plan is moving forward and the village received an excellent response from the online survey.

BUILDING PERMIT REPORT

Staff shared a report documenting the number of building permits taken out in 2015.

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The commission asked about the two razing permits listed in the report and if the estimated construction costs could be included in future reports. The commission also asked if staff could regularly update the plan commission of any large projects in the village that are not reviewed by the commission.

Plan commission suggested the Building Inspector promote the CDBG (Community Development Block Grant) program.

NEXT MEETING DATE (February 22nd) AND AGENDA ITEMS

Next meeting date: Monday, February 22, 2016, 6:00p.m.

Agenda items: Discussion on the 0.5% sales tax, action/discussion of annual report, action/discussion of sign code amendment, presentation from UWGB students on wayfinding sign designs.

ADJOURNMENT

Motion by Retzlaff / Hansen to adjourn at 8:24p.m. Motion Carried.

Minutes submitted by Trevor Fuller, Planning and Zoning Administrator.