

# Memo

To: Plan Commission, Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: 2018 ALLOUEZ PLAN COMMISSION ANNUAL REPORT

Date: 28 February 2019

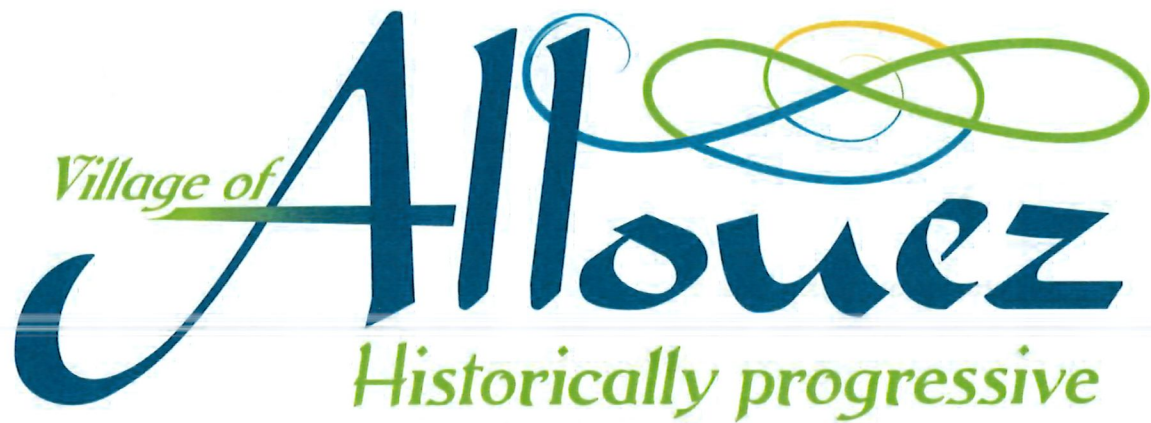
Attached the 2018 Plan Commission Annual Report. Every year the Plan Commission produces a report, which includes a list of the major accomplishments, a proposed schedule of tasks to work on in the coming year, different opportunities for the commission to increase their knowledge, as well as possible future tasks the commission might want to consider focusing on.

Plan Commission reviewed the Annual Report at their December meeting and requested the Village Board discuss and recommend initiatives, future tasks, and opportunities for the Plan Commission to focus on in 2019. The Village Board reviewed and provided the comments below.

- Particularly like section 3.d., "Engage committees of the Village Board to consider programs of common concern."
- Would like the Plan Commission to collaborate with other area planning organizations.
- Would like the Plan Commission to consider a 3-5 year plan, similar to the Public Works and Parks Capital Improvement Plans.

The Plan Commission reviewed and approved the revised document at the February 25<sup>th</sup> meeting, with clarification in the wording of section 4.f.

**The Village Board is asked to approve the Allouez Plan Commission 2018 Annual Report.**



## **Allouez Plan Commission 2018 Annual Report**

**Prepared by Plan Commission/Staff**

**MARCH 2019**

## Introduction

Planning is a crucial process 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 confined boundaries of the Village. With 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.

As a place to live, Allouez has many locational amenities. With three primary and two secondary traffic corridors, convenient proximity of the Fox and East Rivers, with their associated recreational trails and other Green Bay Metro communities, residents of Allouez experience both challenges and opportunities. If the village is to find a sustainable and prosperous niche, effective planning is necessary to meet the needs and desires of those who would visit and call Allouez home.

The varied backgrounds and professional talents of the volunteers who serve on the commission provide the village with well considered perspective. However, there is a need to be better informed on current planning thought and its results in other communities. The commission has identified recent development projects that do not add to the qualitative goals of the community as can be found in the comprehensive plan or the recent community visioning survey. The community also needs to be aware of possible erosions to local authority in pursuing our goals from action of the state legislature. As a plan commission, our overriding goal is to prepare Allouez for future redevelopment opportunities that will grow the community sustainably and prosperously so it effectively meets the needs and desires of citizens with a wide range of economic and social backgrounds.

The Plan Commission appreciates the overall support received from the Village Board over the past year; upholding four of the five Plan Commission recommendations sent to the Board, including the sign ordinance amendment and allocating money in the budget for the zoning code update, both of which are meant to be a protection of resident interests and a positive impact for businesses.

The Plan Commission respectfully submits this Annual Report to the Village Board of Trustees to:

- Summarize the actions and accomplishments of the Commission over the past year.
- Inform the Board of the responsibilities of the Commission in which it should engage over the current and next years, in addition to its normal administrative duties.
- Recommend to the Board priorities for action to help the Village achieve its goals as stated in the Comprehensive Plan.
- Raise awareness in the community for issues in need of examination to increase the possibility of successful, progressive resolution.



## **Plan Commission:**

The Plan Commission role and authority is governed by Wisconsin State Statute 62.23. It is established in Allouez under the Village Charter, Chapter 5 of the municipal ordinances.

### **1. 2018 Actions and Accomplishments**

#### **a. 2018 Accomplishments:**

- i. Submitted a Plan Commission Annual Report for 2017.
- ii. Continued to install community parks identification signs.
- iii. Sent out a Request for Proposal for the zoning code update project and successfully recommended the selection of Duncan and Codametrics as the consultant for rewriting the zoning code.
- iv. Successfully enlisted Somerville to complete a conceptual design of the W. St. Joseph Street and Webster Avenue intersection.
- v. Engaged the state to actively considering the decommissioning of the Green Bay Correctional Institution.
- vi. Oversaw the installation of the second signalized pedestrian crossing on Riverside Drive/STH 57 in the village (rapid flashing beacon), which provides a safe crossing near Marine Street to the Fox River Trail.
- vii. Sold village-owned properties:
  1. 3241 & 3245 Riverside Drive
  2. 535 Greene Avenue
  3. 1649 S Webster Avenue
- viii. Provided input in the "land swap" between the Village of Allouez and Green Bay Area Public Schools (PHM Webster Park and Webster Elementary School).
- ix. Continued discussion on noticing requirements and practices for development and zoning projects.
- x. Invited the University of Wisconsin Sea Grant for a presentation on incorporating Green Infrastructure into the zoning code.
- xi. Participated in new business celebration events (Kwik Trip grand opening and Zambaldi Brewery groundbreaking).
- xii. Hosted the annual site tour event of development projects and sites in the village.

#### **b. 2018 Actions:**

- i. Planned Development District review recommendation:
  1. Parcel AL-44, 1649 S. Webster Avenue (Zambaldi Brewery), recommended preliminary and final approval – Board approved.
  2. Parcel AL-79, 2222 Riverside Drive (Braebourne Condominiums), recommended preliminary approval – Board approved.
  3. Parcel AL-44, 1649 S. Webster Avenue (Zambaldi Brewery), recommended approval of amendment to site plan – Board approved.
  4. Parcels AL-55 & AL-55-1, 2050 Riverside Drive (apartment development), recommended preliminary approval – Board approved.
- ii. Rezoning review recommendations:
  1. Parcel AL-864, 1317 S. Webster Avenue from "Commercial" to "'A' Residential", recommended not to approve – petitioner withdrew the petition.
- iii. Sign Exception review recommendation:
  1. Parcel AL-58, 2101 S. Webster Avenue, item was tabled – petitioner withdrew the petition.

- iv. Conditional Use Permit review recommendation:
  - 1. Parcel AL-121, 3010 Riverside Drive (Olde River Condominiums) for a residential condominium development in "'C' Professional and Residence District" (currently 600-621 Olde River Court), recommended to approve – Board approved the permit.
  - 2. Parcel AL-864, 1317 S. Webster Avenue for a residential and commercial mixed use in "Commercial District," recommended to approve – Board approved the permit.
  - 3. Parcel AL-920, 1253 S. Irwin Avenue for a residential and commercial mixed use in "Commercial District," recommended to approve – Board approved the permit.
  - 4. Parcels AL-125-7 & AL-125-8, 3241 & 3245 Riverside Drive for a residential and commercial mixed use in "Commercial District," recommended to approve – Board approved the permit.
- v. Site Plan & Design Review recommendations:
  - 1. Parcel AL-58, 2101 S. Webster Avenue (Webster Elementary School addition), recommended to approve – Board approved the petition.
  - 2. Parcel AL-58-1, 2111 Jourdain Lane (Allouez Buccaneers/PHM Webster Park Concession and Storage Building construction), recommended to approve – Board approved the petition.
  - 3. Parcel AL-1385-1, 525 Longview Avenue (Doty Elementary School addition), recommended to approve – Board approved the petition.
  - 4. Parcel AL-121, 3010 Riverside Drive (Olde River Condominiums – currently 600-621 Olde River Court), recommended to approve – Board approved the petition.
- vi. Ordinance and governmental action review and recommendations:
  - 1. Recommended approval of an amendment to the Authority, Purpose, and Interpretation section and the General Provisions section of the Zoning Code (Chapter 475), which provides emergency shelter for homeless individuals on a temporary basis – Board approved the zoning amendment.

## 2. 2019 Plan Commission Assigned Tasks:

- a. Unscheduled priorities based on applications as they occur:
  - i. CSM review
  - ii. Site plan and design review
  - iii. Planned development district review
  - iv. Conditional use review
  - v. Rezoning review
  - vi. Property vacation
  - vii. Sign exception review
- b. TID:
  - i. Develop a strategy on how the Tax Incremental Finance District and the major gateways into Allouez should look or be redeveloped.
  - ii. Discuss themes, types of development strategies, applications to various portions of the TID.
- c. Comprehensive Plan & Corridor Study:
  - i. Review and make assessment of corridor study findings, reporting to Village Board. Make recommendations for zoning code changes, community programs, educational opportunities and other means of implementing study recommendations. Make assessment of Webster Avenue reconstruction design with respect to accepted recommendations of the Comprehensive Plan and corridor study and provide the Board with direction to incorporate appropriate program and design modifications.
- d. Zoning:
  - i. Village Official Map: Determine and recommend a process for updating the map.
  - ii. Develop a future land use map that brings together the elements of the Comprehensive Plan



### **3. 2019 Plan Commission Recommended Initiatives**

- a. CTH X / Webster Avenue Reconstruction Project:
  - i. Work with the Brown County Highway Department in incorporating the new streetscape design and proposed redevelopment areas into the reconstruction project.
- b. Work on developing a plan for crossings on Riverside Drive and connections to the Fox River Trail.
- c. Engage Committees of the Village Board to consider programs of common concern:
  - i. Economic Development Committee:
    - 1. Develop a map of vacant properties available for redevelopment.
  - ii. Historical Preservation Committee:
    - 1. Discuss historic places identifying signs.
  - iii. Parks, Recreation, and Forestry Committee
    - 1. Discuss ways to incorporate the Bicycle and Pedestrian Plan recommendation on trails, in parks, and at community facilities.
  - iv. Public Works Committee
    - 1. Identify planning opportunities to be done in conjunction with the street schedule (e.g. Webster Avenue reconstruction, Arboretum trail).
- e. Annual village tour of past and current project sites within the Village.
- f. Identify ways to better partner with community groups and other area planning organizations on projects that further village goals.
- g. Continue to encourage the state to decommission the Green Bay Correctional Institution and plan for future development, when necessary.
- h. Oversee the consultant to rewrite the zoning code.

### **4. Recommended Future Tasks and Initiatives:**

- a. Examine multi-jurisdictional tax incremental finance districts.
- b. Review Village property development documents to ensure consistency with the comprehensive plan and zoning code.
- c. Discuss the possibility of a second TID.
- d. Develop means of informing committees of the Board how the comprehensive plan applies to their activities.
- e. Review noticing requirements and determine if there are ways to improve public awareness of projects.
- f. Develop an action plan, linking village adopted plans and studies with the identified goals in the comprehensive plan.

### **5. Opportunities to Improve:**

- a. Better advocate/promote the concepts of the comprehensive plan to the Village Board, its committees and developers.
- b. 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.
  - i. Subscribe to a program for training commission members such as the recently closed "Planner's Network" or other community development periodicals and sources of information.
- c. Seek out ways to involve the community.
- d. 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) or a subcommittee structure.

Thank you for your attention to the 2018 Plan Commission Annual Report. Please contact staff or the Plan Commission Chair with questions or if there is additional information that should be considered for future reports.

## **Plan Commission Members:**

### **Heather Nohr-Valley 04/30/21**

08/18/15 (Appointed as 1<sup>st</sup> alternate)

04/18/17 (Appointed as regular member)

Elected chair 05/18

### **Howard Ropp 04/30/20**

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

10/16/12 (Appointed as regular member)

Elected vice-chair 06/14, 05/16, 05/17, 05/18

### **Penny Dart 04/30/19**

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

### **Wes Kornowske 04/30/19**

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

Elected chair 05/16, 05/17

### **Angela Kowalzek-Adrians 04/30/20**

05/19/15 (Appointed as regular member)

### **James Wheeler 04/30/19**

08/18/15 (Appointed as regular member)

### **Rebecca Nyberg 04/30/20**

04/18/17 (Appointed as 1<sup>st</sup> alternate)

09/01/17 (Appointed as regular member)

### **Matthew Honold 04/30/20**

11/07/17 (Appointed as 1<sup>st</sup> alternate)

### **Jason Albertz 04/30/19**

11/21/17 (Appointed as 2<sup>nd</sup> alternate)

### **Donna Capichano-Simmons 04/30/21**

08/21/2018 (Appointed as 3<sup>rd</sup> alternate)

## **Administrative Staff:**

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## **Village Board:**

**Jim Rafter**, President

**Rob Atwood**, Trustee

**Penny Dart**, Trustee

**Jim Genrich**, Trustee

**Lynn Green**, Trustee

**Matthew Harris**, Trustee

**Christopher Sampson**, Trustee

