Agenda Item Number _____7__

Memo

To: Plan Commission, Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: 2019 ALLOUEZ PLAN COMMISSION ANNUAL REPORT

Date: 21 February 2020

Attached the 2019 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.

The Plan Commission is asked to discuss and review the report for any items to be added or removed. Should there be no further comments, the Plan Commission is asked to approve the 2019 Annual Report and send to the Village Board to accept and place on file.

Allouez Plan Commission 2019 Annual Report

Prepared by Plan Commission/Staff

February 2020

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. 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 has many locational amenities that make it a great place to live. The three primary and two secondary traffic corridors, the convenient proximity of the Fox and East Rivers, the two regional recreational trails, the location within the greater Green Bay area all provide Allouez residents with 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. We need to stay informed on current planning thought and its results in other communities. The commission needs to remain cognizant of what each development project adds to the qualitative goals of the community as identified 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. Our overriding goal, as a Plan Commission, 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 all 22 Plan Commission recommendations sent to the Board.

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. 2019 Actions and Accomplishments

a. 2019 Accomplishments:

i. Submitted a Plan Commission Annual Report for 2018.
ii. Continued to install community parks identification signs.
iii. Began work on the zoning code rewrite project with the consultants Duncan and Codametrics, completed the initial public draft, and scheduled an open house for the public.
iv. Engaged the state to actively considering the decommissioning of the Green Bay Correctional Institution.
v. Promoted development activity on formerly village-owned properties:
    1. 3241 & 3245 Riverside Drive
    2. 535 Greene Avenue
    3. 1649 S Webster Avenue
vi. Provided input in the "land swap" between the Village of Allouez and Green Bay Area Public Schools (PHM Webster Park and Webster Elementary School).
vii. Continued discussion on noticing requirements and practices for development and zoning projects.
viii. Worked with St. Norbert College on creating a Fox River Trail access survey.
ix. Worked on and submitted reports and studies to the Village Board:
    1. 2018 Building Inspector Report
    2. 2019 Fox River Trail Access and Riverside Drive Crossing Study
    3. 2019 Housing Affordability Report
    4. 2019 New Housing Fee Report
x. Provided a summary of the Webster Avenue & St. Joseph Street planning activities.
xi. Amended the predevelopment checklists to encourage site connectivity to nearby bicycle and pedestrian facilities. Participated in new business celebration events.
xii. Hosted the annual site tour event of development projects and sites in the village.

b. 2019 Actions:

i. Planned Development District review recommendation:
    1. Parcel AL-50-8, 1903 S. Webster Avenue, recommended preliminary and final approval to allow for the remodel of the drive-through restaurant – Village Board approved request.
    2. Parcel AL-44, 1649 S. Webster Avenue, recommended approval of the amendment to allow a second monument sign – Village Board approved request.
ii. Rezoning review recommendations:
    1. Parcel AL-1233-1, 120 E. Allouez Avenue from "'C' Professional Office and Residence" to "Commercial", recommended approval – Village Board approved request.
    2. Parcel AL-1038, 535 Greene Avenue from "Village Owned" to "Commercial", recommended approval – Village Board approved request.
    3. Parcel AL-1129, 212 Iroquois Avenue from "'A' Residential" to "'B' Residential", recommended approval – Village Board approved request.
    4. Parcel AL-1249, 2358 Jourdain Lane from "'A' Residential" to "'B' Residential", recommended approval – Village Board approved request.
iii. Sign Exception review recommendation:
    1. Parcel AL-1149-906, 2801 S. Webster Avenue, recommended approval of a wall mounted electronic message center sign – Village Board approved request,

2. Parcel AL-1149-906, 2801 S. Webster Avenue, recommended approval of a second wall sign – Village Board approved request.

iv. Parking Size Exception review recommendation:
   1. Parcel AL-126-2, 3200 Riverside Drive, recommended approval for 9' wide stalls, Village Board approved request.
   2. Parcel AL-120-14-1, 400 Broadview Drive, recommended approval for 9' wide stalls, Village Board approved request.

v. Conditional Use Permit review recommendation:
   1. Parcel AL-1233-1, 120 E. Allouez Avenue, recommended approval to allow residential and retail/trade mixed use in "Commercial District," Village Board approved request.
   2. Parcel AL-1038, 535 Greene Avenue, recommended approval to allow residential and retail/trade mixed use in "Commercial District," Village Board approved request.
   3. Parcel AL-125-8, 3241-3245 Riverside Drive, recommended approval to allow multi-family residential in "Commercial District," Village Board approved request.

vi. Site Plan & Design Review recommendations:
   1. Parcel AL-1129, 212 Iroquois Avenue, recommended approval for building addition and site changes, Village Board approved the request.
   2. Parcel AL-1419, 1324 S. Webster Avenue, recommended approval for site development, Village Board approved the request

vii. Ordinance and governmental action review and recommendation:
   1. Recommended approval of an amendment to the "District Regulations" section of Article III of the Zoning Code (Chapter 475), which makes uniform the requirement of all side yards in "'A' Residential District" to be a total of 14', with a minimum of 6' on one side. Village Board adopted the proposed ordinance amendment.

viii. Vacation of Right-of-Way recommendation:
   1. Recommended approval of vacating a portion of Martha Avenue, which would allow a residential lot to be developed with a consistent visual front yard setback to the neighborhood. Village Board adopted the resolution and vacated the portion of right-of-way.

ix. Sign Exception review recommendation:
   1. Parcel AL-1149-906, 2801 S. Webster Avenue, recommended approval of a wall mounted electronic message center sign – Village Board approved request,
   2. Parcel AL-1149-906, 2801 S. Webster Avenue, recommended approval of a second wall sign – Village Board approved request.

x. Parking Size Exception review recommendation:
   1. Parcel AL-126-2, 3200 Riverside Drive, recommended approval for 9' wide stalls, Village Board approved request.
   2. Parcel AL-120-14-1, 400 Broadview Drive, recommended approval for 9' wide stalls, Village Board approved request.

2. 2020 Plan Commission Assigned Tasks:

a. Unscheduled priorities based on applications as they occur:

i. Site plan and design review
ii. Planned development district review
iii. Conditional use review
iv. Rezoning review
v. Property vacation
vi. Sign exception review
vii. Parking size 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. Determine and recommend a process for updating the Village Official Map.
    ii. Develop a future land use map that brings together the elements of the Comprehensive Plan

3. 2020 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. Board of Appeals
        1. Invite a speaker in to present on zoning procedures or host a round table discussion to identify reoccurring variance requests.
    ii. Economic Development Committee:
        1. Develop a map of vacant properties available for redevelopment.
    iii. Historical Preservation Committee:
        1. Discuss historic places identifying signs.
    iv. Parks, Recreation, and Forestry Committee
        1. Discuss ways to incorporate the Bicycle and Pedestrian Plan recommendation on trails, in parks, and at community facilities.
    v. 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 Village 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 2019 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 1st alternate)
04/18/17 (Appointed as regular member)
Elected chair 05/18, 05/19

Howard Ropp 04/30/20
09/18/12 (Appointed as 1st alternate)
10/16/12 (Appointed as regular member)
Elected vice-chair 06/14, 05/16, 05/17, 05/18

Penny Dart 04/30/20
04/30/13 (Appointed as Village Board Representative)

Angela Kowalzek-Adrians 04/30/20
05/19/15 (Appointed as regular member)

James Wheeler 04/30/22
08/18/15 (Appointed as regular member)

Rebecca Nyberg 04/30/20
04/18/17 (Appointed as 1st alternate)
09/01/17 (Appointed as regular member)

Vacant (regular member) 04/30/22

Matthew Honold 04/30/20
11/07/17 (Appointed as 1st alternate)

Jason Albertz 04/30/22
11/21/17 (Appointed as 2nd alternate)

Donna Capichano-Simmons 04/30/21
08/21/2018 (Appointed as 3rd alternate

Administrative Staff:

Brad Lange, Village Administrator
448-2800 ext. 106
brad@villageofallouez.com

Trevor Fuller, Planning and Zoning Administrator
448-2800 ext. 134
trevor@villageofallouez.com

Village Board:

Jim Rafter, President
Rob Atwood, Trustee
Penny Dart, Trustee
Jim Genrich, Trustee
Lynn Green, Trustee
Matthew Harris, Trustee
Christopher Sampson, Trustee