

# Memo

To: Plan Commission, Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

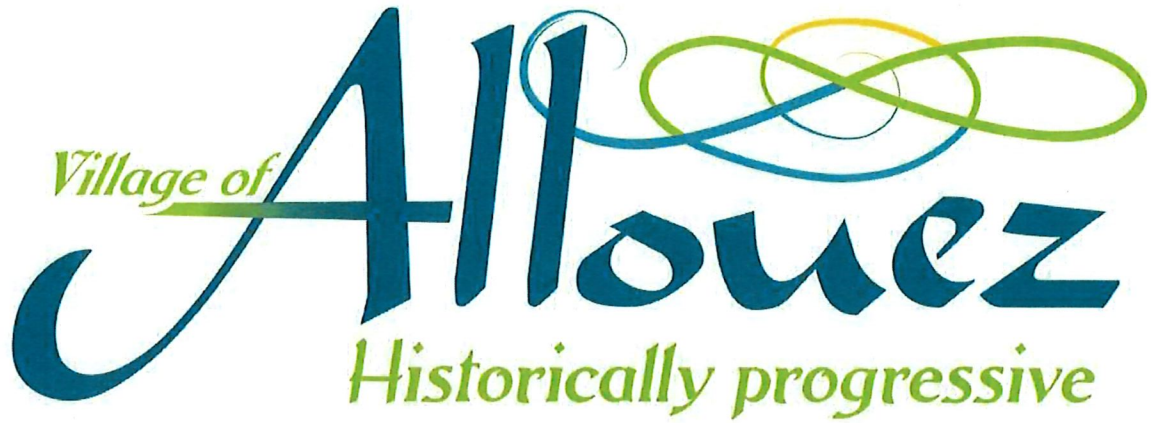
Re: ACTION RE: 2020 ALLOUEZ PLAN COMMISSION ANNUAL REPORT (from PC on 1/25/2021 – T. Fuller)

Date: 28 January 2021

Attached is the 2020 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 approved the 2020 Annual Report at the January 25, 2021 meeting.

**The Village Board is asked to review the report and to accept and place on file.**



**Allouez Plan Commission 2020 Annual Report**

**Prepared by Plan Commission/Staff**

**January 2021**

## 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 Plan Commission recommendations sent to the Board. Although the number of action items in 2020 (5) was less than in 2019 (22), it is the belief that the actions made will have a lasting impact, especially considering the environment in which the actions were approved (i.e. COVID-19 pandemic).

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. 2020 Actions and Accomplishments**

#### **a. 2020 Accomplishments:**

- i. Submitted a Plan Commission Annual Report for 2019.
- ii. Continued to install community parks identification signs.
- iii. Completed work on the zoning code rewrite project with the consultants Duncan and Codametrics, conducted public input sessions, and adopted the new code.
- 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. 1649 S Webster Avenue
  3. 2143 S. Webster Avenue
- vi. Continued discussion on noticing requirements and practices for development and zoning projects.
- vii. Worked on and submitted reports and studies to the Village Board:
  1. 2020 Housing Affordability Report
  2. 2020 New Housing Fee Report

#### **b. 2020 Actions:**

- i. Conditional Use Permit review recommendation – no request filed.
- ii. Ordinance and governmental action review and recommendation:
  1. Recommended approval of new Zoning Code.
- iii. Parking Size Exception review recommendation – no request filed. This process was removed with the adoption of the new zoning code.
- iv. Planned Development District review recommendation – no request filed. This process was removed with the adoption of the new zoning code.
- v. Rezoning review recommendations:
  1. Parcel AL-1420, 917 Derby Lane from “MX2” to “NX”, recommended approval – Village Board approved request.
  2. Parcels AL-258, AL-259, AL-260, 2143 S. Webster Avenue from “PI2” to “GX”, recommended approval – Village Board approved request.
- vi. Sign Exception review recommendation – no request filed.
- vii. Site Plan & Design Review recommendations:
  1. Parcel AL-125-8, 3241 Riverside Drive, recommended approval for site development, Village Board approved the request.
  2. Parcel AL-45, 1677 S. Webster Avenue, recommended approval for site development, Village Board approved the request.
- viii. Vacation of Right-of-Way recommendation – no request filed.

### **2. 2021 Plan Commission Assigned Tasks:**

#### **a. Unscheduled priorities based on applications as they occur:**

- i. Conditional use review
- ii. Ordinance and governmental action review
- iii. Rezoning review

- iv. Sign exception review
- v. Site plan and design review
- vi. Vacation of Right-of-Way

**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.
- ii. Begin developing a process for how to update the Comprehensive Plan by 2023.

**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. 2021 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 2020 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:**

**Donna Capichano-Simmons** 04/30/21  
 08/21/18 (Appointed as 3<sup>rd</sup> alternate)  
 04/21/20 (Appointed as regular member)

**Penny Dart** 04/30/21  
 04/30/13 (Appointed as Village Board Representative)

**Matthew Honold** 04/30/22  
 11/07/17 (Appointed as 1<sup>st</sup> alternate)  
 04/21/20 (Appointed as regular member)

**Michael Lefebvre** 04/30/23  
 04/21/20 (Appointed as regular member)  
 Elected chair 07/20

**Rebecca Nyberg** 04/30/23  
 04/18/17 (Appointed as 1<sup>st</sup> alternate)  
 09/01/17 (Appointed as regular member)

**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, 05/19  
 Elected vice chair 07/20

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

**Elizabeth Cody** 04/30/23  
 04/21/20 (Appointed as 2<sup>nd</sup> alternate)  
 08/04/20 (Appointed as 1<sup>st</sup> alternate)

**2<sup>nd</sup> Alternate, Vacant**

**3<sup>rd</sup> Alternate, Vacant**

**Administrative Staff:**

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**Trevor Fuller**, Planning and Zoning Administrator  
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[trevor@villageofallouez.com](mailto: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