

Memo

To: Village Board

Fr: Trevor Fuller, Director of Planning and Community Development

Re: ACTION RE: MEETING FORMAT FOR COMPREHENSIVE PLAN STEERING COMMITTEE

Date: 01 December 2022

The Village of Allouez has begun working with Brown County Planning Commission on updating our Comprehensive Plan. The Village Board directed staff to begin forming a citizen advisory committee as a part of the citizen participation plan (CCP) approved in September. The citizen advisory committee, or steering committee, is an added component to the CCP, in that it should be made up of members of the public that represent the community. It is suggested not to have any more than 12 members or fewer than five on the committee.

Staff has experienced some difficulty soliciting members of the public to join the committee because of potential work, family, or other personal conflicts. Potential members have stated that they would be willing to join the steering committee if some of the working meetings could be held virtually.

The steering committee is designed to be an ad hoc working committee and, therefore, the meetings will be conducted differently than a standing advisory committee. Staff is anticipating around six meetings held over the next 12 months. The meetings would consist of working meetings and public presentations/open houses. All meetings would be noticed and open to the public regardless if the meetings are in person or virtual. Staff would like to have the option to have the working meetings virtual if desired by staff and the steering committee. Presentations to the public and open houses would be conducted in person. A presentation could be done virtually, but only if an in person format was also offered.

The Village Board is asked to approve whether or not the steering committee for the Comprehensive Plan update can meet virtually. Staff will bring back the list of committee members at a future meeting.