

Memo

To: Plan Commission, Village Board

Fr: Trevor Fuller, Director of Planning and Community Development

Re: ACTION RE: 2022 ALLOUEZ PLAN COMMISSION ANNUAL REPORT

Date: 24 March 2023

Attached is the 2022 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 2022 Annual Report and send to the Village Board to accept and place on file.



Allouez Plan Commission 2022 Annual Report

Prepared by Plan Commission/Staff

March 2023

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; approving the Plan Commission recommendations sent to the Board. It is the belief that the actions made will have a lasting impact on the Village of Allouez.

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. 2022 Actions and Accomplishments

a. 2022 Accomplishments:

- i. Reviewed in depth the chapters of the Comprehensive Plan and engaged Brown County Planning & Land Services Department to update the plan beginning in 2022.
- ii. Recommended to the Village Board a Citizen Advisory Committee and Citizen Participation Plan for the Comprehensive Plan Project.
- iii. Promoted development activity on current/formerly village-owned properties:
 1. 1905 S. Webster Avenue
- iv. Worked on and submitted reports and studies to the Village Board:
 1. 2021 Plan Commission Annual Report
 2. 2022 Housing Affordability Report
 3. 2022 New Housing Fee Report
- v. Continued to install community parks identification signs.
- vi. Continued dialogue regarding the state decommissioning of the Green Bay Correctional Institution.
- vii. Propose suggestions for the use of the American Rescue Plan Act 2021 (ARPA) funds.

b. 2022 Actions:

- i. Conditional Use Permit review and recommendation:
 1. Parcel AL1479, 226 Warren Court, recommended approval for a secondary suite in the basement of existing structure – Village Board approved the request.
- ii. Ordinance and governmental action review and recommendation – no changes brought forward.
- iii. Rezoning review recommendations:
 1. Parcel AL-1981-2, located at 315 Beaupre Street, recommended approval to change the zoning from “R1-75” to “R2” to fit the existing use, with the condition of installing separate utilities – Village Board approved the request.
- iv. Site Plan & Design Review recommendation:
 1. Parcels AL-50-10 & AL-50-9-3, 1905 S. Webster Avenue, recommended approval of the site plan by the Village Board, contingent on staff review and approval – Village Board approved the request.
- v. Public Hearing Design Exception/Minor Amendment review and recommendation:
 1. Parcels AL-50-10 & AL-50-9-3, 1905 S. Webster Avenue, recommended approval of the public hearing design exceptions (the additional building story, no 15’ step-back requirement from the street on the fourth and fifth stories, and allowing the proposed first floor building make-up on Webster Avenue) – Village Board approved the request.
 2. Parcel AL-50-8, 1903 S. Webster Avenue, recommended approval of the minor amendment to an approved development plan (changes to the traffic circulation and parking on site), with the understanding that the shared ingress / egress condition from the original plan approval will still be satisfied – Village Board approved the request.
- vi. Certified Survey Map review and recommendation – no request filed.
- vii. Vacation of Right-of-Way recommendation – no request filed.

2. 2023 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 updating the Comprehensive Plan.
- 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. 2023 Plan Commission Recommended Initiatives

- a.** Oversee the rewrite of the Comprehensive Plan.
- b.** Advocate for the use of the American Rescue Plan Act 2021 (ARPA) funds to go towards initiatives recommended in the Comprehensive Plan.
- c.** CTH X / Webster Avenue Reconstruction Project:
 - i. Continue to engage with raSmith on the design and analysis of roadway needs for the corridor.
 - ii. Work with the Brown County Highway Department in incorporating the new streetscape design and proposed redevelopment areas into the reconstruction project.
- d.** Work on developing a plan for crossings on Riverside Drive and connections to the Fox River Trail.
- e.** 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 identification signs for historic places.
 - 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.

4. Recommended Future Tasks and Initiatives:

- a.** Review village property development documents to ensure consistency with the Comprehensive Plan and zoning ordinances.
- b.** Develop a housing plan, which identifies distressed neighborhoods and an action plan to assist residents and property owners.
- c.** Investigate the need of a redevelopment or community development authority.
- d.** Discuss the possibility of a second Tax Incremental Finance District (TID).
- e.** Develop means of informing committees of the Village Board how the Comprehensive Plan applies to their activities.
- f.** Determine if there are ways to improve public awareness of projects.
- g.** Develop an action plan, linking village adopted plans and studies with the identified goals in the comprehensive plan.
- h.** Examine multi-jurisdictional tax incremental finance districts.

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 or to community development periodicals and sources of information.
- c.** Seek out ways to involve the community.

Thank you for your attention to the 2022 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 (member since 2018)

Elizabeth Cody (member since 2020)

Sarah Deutsch (Village of Allouez Trustee Representative since 2021)

Matthew Honold (member since 2017)

Michael Lefebvre, Vice Chair (member since 2020)

Randy Lynn (member since 2022)

Heather Nohr-Valley, Chair (member since 2015)

Kassie VanRemortel (member since 2023)

Village Board of Trustees:

Rob Atwood

Sarah Deutsch

Jim Genrich

Lynn Green

Matthew Harris

Jim Rafter, President

Christopher Sampson

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