



Allouez Plan Commission 2024 Annual Report

Prepared by Plan Commission/Staff

February 2025

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. 2024 Actions and Accomplishments

- i. Adopted the 2044 Comprehensive Plan
- ii. Worked on and submitted reports and studies to the Village Board:
 1. 2023 Plan Commission Annual Report
 2. 2023 Housing Affordability Report
 3. 2023 New Housing Fee Report
- iii. Conditional Use Permit review and recommendation – no request filed.
 1. Parcel AL1479, 226 Warren Court, recommended approval for a secondary suite in the basement of existing structure – Village Board approved the request.
- iv. Ordinance and governmental action review and recommendation:
 1. Section 475, Article II article ii: Residential Districts – change street side setbacks for accessory building siting. Plan Commission recommended approval; Village Board approved.
- v. Zoning Map Amendment recommendations:
 1. Parcel AL-1211-A-600, 3110 Stanton Court, change the zoning from R1-75 (Single Dwelling Detached) to GX (Neighborhood Office-Residential Mix) – Plan Commission recommended approval; Village Board did not approve submittal package.
 2. Parcel AL-50-6-2, E. St. Joseph Street, change the zoning from PI-1 (Neighborhood-Scale Public and Institutional) to NX (Residential Mix) – Plan Commission tabled original submittal and recommended approval of the revised submittal; Village Board approved.
- vi. Site Plan & Design Review recommendation:
 1. Parcel AL-1211-A-600, 3110 Stanton Court, parking lot expansion – Plan Commission recommended approval; Village Board did not approve submittal package.
 2. Parcel AL-50-6-2 and adjacent condominium development, Libal Street/E. St. Joseph Street, residential condominium development expansion – Plan Commission recommended approval of the site plan and design review; Village Board approved.
 3. Parcels AL-50-10 & AL-50-9-3, 1905 S. Webster Avenue, mixed-use development proposal – Plan Commission recommended approval; Village Board did not approve.
- vii. Public Hearing Design Exception/Minor Amendment review and recommendation:
 1. Parcel AL-1211-A-600, 3110 Stanton Court:
 - Parking lot expansion
 - Screening requirementsPlan Commission recommended approval; Village Board did not approve submittal package.
 2. Parcel AL-50-6-2 and adjacent condominium development, Libal Street/E. St. Joseph Street:
 - No public space provided
 - Modified site vehicle and pedestrian traffic patterns
 - The allowance for one egress from the development on E. St. Joseph Street instead of the required twoPlan Commission tabled original submittal and recommended approval of the revised submittal; Village Board approved.
 3. Parcels AL-50-10 & AL-50-9-3, 1905 S. Webster Avenue:
 - Number of building entrances and non-recessed entrances (requesting fewer entrances and non-recessed entrances on Webster Avenue).

- Building materials (required brick or stone; requesting the use of panels).
- Building material hierarchy (required brick or stone material to be most prominent (“proud”); requesting paneling proud and brick facades recessed (“shy”).
- Balcony design (required to be partially recessed; requesting to be added to the face of the building and fully exposed).
- Building façade articulation (required main street building articulation; requesting a contemporary, unsegmented building design).
- Additional building story (4 stories are allowed by right, requesting 5 stories total).
- Upper story setbacks (building stories 4 and 5 are required to be recessed a minimum of 15’; requesting building stories 2-5 to overhang building story 1).
- Number of building entrances on St. Joseph Street (requesting fewer pedestrian scale entrances).
- Additional parking visible from St. Joseph Street (required 2 rows visible from the street; requesting additional parking visible from the street).
- Garage doors (garage doors are not permitted to be on a primary; requesting garage door to open onto St. Joseph Street).
- Number of vehicle egresses (required 1 egress per 200’; requesting 2 within 200’ on St. Joseph Street).

Plan Commission recommended approval; Village Board did not approve.

- viii. Certified Survey Map review and recommendation – no request filed.
- ix. Vacation of Right-of-Way recommendation – no request filed.

2. 2025 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. 2025 Plan Commission Recommended Initiatives

- a. Adopt the update of the Comprehensive Bicycle and Pedestrian Plan
- b. CTH X / Webster Avenue Reconstruction Project:
 - i. Advocate for 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.
- c. Work on developing a plan for crossings on Riverside Drive and connections to the Fox River Trail.
- d. 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. Historical Preservation Commission:
 - 1. Discuss identification signs for historic places.
 - 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.

4. Recommended Future Tasks and Initiatives:

- a. Identify ways to better communicate the zoning process with the public
- b. Review village property development documents to ensure consistency with the Comprehensive Plan and zoning ordinances.
- c. Develop a housing plan, which identifies distressed neighborhoods and an action plan to assist residents and property owners.
- d. Develop a map of vacant properties available for redevelopment.
- e. Investigate the need of a redevelopment or community development authority.
- f. Discuss the possibility for additional Tax Incremental Finance Districts (TIDs).
- g. Develop means of informing committees of the Village Board how the Comprehensive Plan applies to their activities.
- h. Determine if there are ways to improve public awareness of projects.
- i. 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 or to community development periodicals and sources of information.
- c. Seek out ways to involve the community.

Thank you for your attention to the 2024 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.

This report would like to acknowledge our former Plan Commission member, the late Matthew Honold, whose tireless dedication and insightful contributions to our community will be deeply missed.

Plan Commission Members:

Donna Capichano-Simmons (member since 2018)

Elizabeth Cody (member since 2020)

Michael Lefebvre, Chair (member since 2020)

Jean Marsch (Village of Allouez Trustee Representative since 2024)

Heather Nohr-Valley (member since 2015)

Rebecca Ostrenga-Ruffell (member since 2024)

David Robillard (member since 2025)

Kassie VanRemortel, Vice Chair (member since 2023)

Village Board of Trustees:

Rob Atwood

Jim Genrich

Matthew Harris

Charlie Leiterman

Jean Marsch

Jim Rafter, President

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