

June 2, 2014 (Plan Commission)

(Amended by Plan Commission on July 28, 2014)

**PLAN COMMISSION MEETING
MONDAY, JUNE 2, 2014
6:30 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER/ROLL CALL

Chairman Culotta called the meeting to order at 6:30 pm

Present: C. Culotta, H. Ropp, P. Dart,
K. Hansen, B. Kopperud, R. Retzlaff

Excused: D. Doran

MODIFY/ADOPT AGENDA

Motion by Dart/Hansen to adopt the agenda as presented. Motion carried.

ELECTION OF CHAIRPERSON

Motion by Dart/Ropp to nominate Kopperud as chairperson.

Substitute motion by Retzlaff/Kopperud to nominate Ropp as chairperson.

Discussion: Ropp stated he was recently appointed chair to the Historic Preservation Committee and would defer the position of Chair of Plan Commission to Kopperud.

Retzlaff/Kopperud withdrew nomination of Ropp.

Motion carried to nominate Kopperud. (Kopperud abstained.)

ELECTION OF VICE CHAIRPERSON

Discussion: Culotta brought up the option of having a Vice Chair as they have done in the past, and the Commission agreed that it is appropriate to have a Vice Chair in the absence of the Chairperson. He opened the floor for nominations of a Vice Chair. Dart questioned if there was a term for the Vice Chair position, and if Retzlaff has been in the position for two years. Culotta stated there is not a term for the Vice Chair. Dart then suggested that Retzlaff stay in, or have Ropp since Ropp was the second nomination for the Chair. Retzlaff stated since he has served for two years he would like to maintain consistency with the program that there is for the Chairperson, and he would rather not serve an additional year. Ropp agreed to take the position of Vice Chair.

Motion by Culotta/Hansen to appoint Ropp as Vice Chair. Motion carried. (Ropp abstained)

MINUTES FROM APRIL 28, 2014

Motion by Hansen/Kopperud to approve the minutes dated April 28, 2014 with the following change:

1. Under Discussion on CSM Process: Motion should be “to be reviewed on a recurring 5 year basis”, and not “reviewed in 5 years.”

ANNOUNCEMENTS

Fuller stated the Village Board is having a cookout for all Committee, Commission, and Board members on Tuesday, June 10 at the Green Isle Pavilion starting at 5:30.

TAP Grant was approved by the Green Bay MPO Policy Board on May 7, and has gone on to the Department of Transportation to be reviewed. Planning will start at the end of summer, and construction will start next year.

Ropp attended the Transportation in Wisconsin Town Hall Meeting, and provided the Commission with a copy of “Transportation Moves Wisconsin” power point presentation to share with them what he learned at the meeting. The current system of the funding for construction for transportation is not sustainable, and is facing and will continue to face ongoing revenue shortfalls.

Culotta asked Fuller and Cerny if there was any update on the Village View Apartments. Fuller stated that the Site Plan Review will be going to the Village Board on June 3. The developer took out the drive access to Hilltop and made a turnaround in the parking lot.

PUBLIC APPEARANCES

Michael Moore, 580 Hilltop Way

- Wanted to address the no parking on Hilltop Way and asked if he was at the appropriate meeting to do so.

It should go to the next Public Works Committee Meeting, on June 12 at 7:00 a.m.

Marian Koss, 546 Karen Lane

- Addressed the inadequate parking at the Broadview Softball Park. Street parking isn’t enough, and there are 100 parents and grandparents that need parking spots.
- Parking signage is also a problem. There is no signage in the circle stating you can’t park there, and tickets were given by police. Feels people were ticketed unfairly.

The parking signage issue needs to go to the Public Works Committee, and the parking issue at Broadview Softball Park should go to the Parks and Recreation Committee. Koss stated she went to the Park and Recreation Committee a couple years ago, and they said that there was nothing they could do about the parking. It was suggested that she attend the Village Board Meeting the next evening, and mention her concerns there.

APPROVAL OF CONDITIONAL USE PERMIT FROM WIRELESS PLANNING, LLC FOR PLACEMENT OF 3 ADDITIONAL ANTENNAE ON THE PREVEA CLINIC AT 1821 SOUTH WEBSTER AVENUE

Fuller stated the plan was reviewed by the Building Inspector and the Director of Public Works and does comply from other staff perspective.

Jim Weinmann from Wireless Planning was present to answer questions and explained that Cellcom already has two towers on Prevea Clinic that have been there for quite a few years. Adding the additional towers is an upgrade to 4G and LTE services. This is an upgrade in Cellcom's equipment to handle the capacity, and increase speed. Cellcom is doing this throughout Northeast Wisconsin.

- Total of 5 antennae
- Each support will have one antennae, each support sector can handle 3 or 4 antennae
- Will there be any additional ground mounted equipment with the new antennas? There will not be per Weinmann.
- The antennas will be larger than the existing antennae.
- With cell towers going up in different locations, will they start to interfere with each other? Weinmann stated when they are set up appropriately from an engineering standpoint; they are compatible and do not block or create problems with each other. The biggest issue is getting enough antennae out there to handle all the demand.
- Dart questioned the terminology of the results of the mount, and the terminology is "The results will be adequate." Jim explained that is what you are going to get. When engineers are preparing structural calculations they care if they pass or fail.
- Was there an assessment as whether the roofing materials will support the new mounts for the antennae? Roofing meaning insulation. If any damage is caused, Cellcom defers to the roofing company and is covered under their contract.
- One of the antennae is being placed really close to the front of the building. Is it visible from the street, and would there be an opportunity to move that back a little bit at all? It will be visible, but it will be lowered as far as possible. Too much shadowing from the roof line will cause interference.

Culotta opened the meeting for public comment:

John Shier, 22 Webster Heights Drive

- Is in support of the antennae going up.
- Are there any limitations as to what else you would have to permit to go on top of the roof at Prevea building? Concerned that Conditional Use permits are sort of wide open at the end, and is concerned that when a conditional use is granted that anyone could come in and use that roof at Prevea, and thinks there should be some limitations.

Cerny explained that if there would be anything changed in the plan, or if another developer wanted to use the rooftop, that it would start the Conditional Use Process all over again. Nothing would be permitted unless approved by the Board of Appeals or Plan Commission.

Lynn Green, 135 Beaupre Street

- Is in support of the plan.
- Her concern is that the project looks aesthetically pleasing and that the top of the building doesn't look porcupine like.

Discussion

Asked for clarification as to what cell phone coverage will be improved. Will it only be Cellcom accounts that will be provided improved coverage in this area?

Initially, this is Cellcom's application and it is all their equipment, and will include any other carrier that might be roaming on Cellcom's network in that location. One of Cellcom's roaming partners is Verizon.

How much coverage will we be getting, and will the coverage be improved? Is there a map we have of what companies have coverage in what areas of Allouez?

Motion by Hansen/Dart to recommend this project be sent to a Public Hearing addressing the Aesthetics (lowering the antennae as much as possible), Coverage Map, and the potential for similar or other types of structures to be placed on the roof in conjunction with this Conditional Use in opposition to the intent of this facility. Motion carried.

DISCUSS THE REVIEW/UPDATE OF ZONING ORDINANCE

a. Discuss off street parking requirements.

The Village Board requested the Plan Commission review the zoning ordinance referencing off street parking for "High Density" zoning districts, and requested amending the ordinance to include reduced parking requirements for independent senior housing developments.

Cerney stated senior or retirement homes are not geared to families with children.

Discussion:

The Village Board does not want to limit themselves from meeting what they want to accomplish in our Comprehensive Plan, and that parking requirement may do that. If some of the parking requirements were taken away there could be more room for **entity and** amenities on a particular property if there was less parking necessary. The Village Board would like to look at what other municipalities are doing.

- Staff parking
- What if the zoning would change, would there be a process to revisit the parking
- Visitors
- If there is a specific development that can't meet the ordinance and feel that the way their development is run (mainly widows), or they have established developments like this so that they know what they need, this would be something that would be looked at as a PDD. There would be a little more give and take.
- What has been allowed in the past
- What are the zoning requirements
- Transit availability
- Send any additional comments to Cerny, and copy Fuller, Kopperud and Dart

b. Discuss update procedures of Zoning Ordinance

Cerney stated that after speaking with Becky Roberts, Center for Land Use Education, she advised the Plan Commission do some self-assessment of the current zoning ordinance before making plans to change the zoning ordinance. Some initial questions to address include:

- What are the major issues of contention?

- Does the zoning ordinance need minor/section-related edits and updates or is a comprehensive rewrite necessary?
- Do these changes require a consultant or could work potentially be done in house?

Discussion:

- Changes have been done piecemeal, has always been an incremental approach, because the village hasn't had a planner on staff that is dedicated to looking specifically at the ordinance. The Commission has tried updating some things, but have never looked at the different districts or the TIF district and said what is working for us.
- Our zoning ordinance seems fairly typical of other ones.
- Maybe it could use some clean up, but not a complete re-write.
- Inconsistencies with the Comprehensive Plan, and goal was to resolve that so they are consistent
- Looking for some guidance on how to approach making the ordinance and Comprehensive Plan consistent, as that is the goal.
- It is felt that a larger discussion is needed.
- What type of staffing or expertise is needed
- Previous Village Administrator was very pro-active. Will the next administrator have the same attitude?

Cerny stated his initial reaction is that the village should do a comprehensive re-write of the zoning ordinance. And, that means analyzing each section of the zoning code. Specifically the zoning districts. Start with one district, and take each one individually to see where there are inconsistencies or what needs corrections to make the two consistent.

- If you hire a consultant, it will cost \$10,000 – \$15,000 easily, and the bad part of hiring a consultant is they will be selected for a specific job, will come and have to do the job with a relatively tight timeline.
- Staff support. (What kind of staff support will the consultant have or need)?
- TIF money can be used for more than capital improvement or roadways.
- Is there TIF money that can help accomplish this goal?
- TIF money could help with zoning in the TIF district.
- Adequate time recommended by Roberts to re-write the code would be 1 – 2 years.
- If we do go with a consultant, they would have a much shorter time period than that.

Discussion

- Would like the village not to sell itself short in re-working its zoning ordinance. There would need to be a 2 stage approach if we go with a consultant: The first stage would be a matchmaker to help us to find what we want out of our Zoning Ordinance, and the second stage is finding an organization that can take care of that, helping us write the RFP and then the RFP would be issued for actual bidding. Should use an open and public process, as they used for developing the Comprehensive Plan, and encourage public participation in developing our Zoning Ordinance so people know what they are getting.
- Suggested giving 1 or 2 options for re-writing the Zoning Code to Village Board when it comes to Budget time.
- Like the idea of using TIF money to help accomplish this goal.

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- Suggested possibly getting a facilitator who is trained in helping you figure out what you need by knowing what questions to ask. That way the Plan Commission could have a hand in re-writing the Zoning Code.
- Email Cerney and Fuller with any other thoughts on this.

Fuller shared with the Commission that there are areas in the village that are improperly zoned. Specifically the staff is concerned at looking at the Light Industrial Zoned areas along Riverside Drive, and asked that the area be looked into fairly soon, because a lot of the parcels are for sale. Is this something we should tackle first? It was proposed if the Light Industrial is looked at, that the old village hall site should be looked at, and if we really want to move the property and have a desired use, re-zone it and make it as marketable as possible. He would be in favor of looking at these two areas first. Fuller stated that if it is zoned anything other than institutional, a developer will not necessarily have to go through the PDD process.

We are not planning professionals, and likely do not have an adequate basis of knowledge to be able to just look at the materials and make decisions without some guidance.

It was requested that the material that our intern Alex, and Fuller put together for the research they did on the Light Industrial Zone be brought to the next meeting. The Plan Commission would like to look at the village as a whole.

NEXT MEETING DATE AND AGENDA ITEMS

Next meeting date is June 23, 2014 at 6:30 p.m.

Agenda items: Update on Village View Apartments, continue the discussion on zoning, Cellcom coverage map, Hoffman Road project update, East River Trail project update.

ADJOURNMENT

Motion by Retzlaff/Dart to adjourn at 8:08 p.m. Motion carried.

Minutes submitted by Sherri Konkol, Deputy Clerk