**ALLOUEZ VILLAGE BOARD MEETING**
**TUESDAY, MARCH 4, 2025 AT 6:30 P.M.**
**ALLOUEZ VILLAGE HALL, 1900 LIBAL STREET**

CALL TO ORDER / ROLL CALL
President Rafter called the meeting to order at 6:30 p.m.

Present: Atwood, Genrich, Harris, Leiterman, Marsch, Rafter, Sampson
Also Present: Jim March, Julie Beauchamp, Sean Gehin, Trevor Fuller, DEO Vogel, Attorney Lehocky

MODIFY / ADOPT AGENDA
**Harris/Leiterman moved to modify the agenda, move items #4 & #5 before items #7 & #8. Motion carried.**

ANNOUNCEMENTS
a. April 1, 2025 Spring Election
b. Future Public Works Committee Meeting Schedule – *Public Works Committee Meetings will now be held before the Village Board Meetings the first Tuesday of the month at 5:30p.m.*
c. Resurrection Parish New Member Dinner on May 10th from 5pm-8pm (recurring event)
d. Notice of Bid Advertisements:
    - East Lawn Park Shelter Renovation
    - AL-2025-01, Street & Utility Reconstruction Project
e. EPIC Marathon & Running Festival (f.k.a. Cellcom Marathon) on May 18, 2025

Ryan Griessmeyer, President, Race Day Events, 2829 Royal Ave.
- Same route as the Cellcom Marathon in the past, changed the name of the race and added one extra entertainment zone.
- Neighbors will be notified through a mailing of upcoming road closures.

President Rafter
- The League of Women Voters is holding a roundtable on Thursday, March 6th at the downtown Brown County Library from 6:00pm-7:30pm
- Pleased to hear about the Governor's recent support of the closure of GBCI.

PUBLIC COMMENT
Senator Jamie Wall, 1241 Lawe Street
- Recently elected Senator, excited and grateful to represent the area. Happy to sit down with residents and discuss any concerns or comments.
- There have been good conversations among both parties on the closure of GBCI.

PUBLIC HEARING TO CONSIDER A ZONING MAP AMENDMENT ON PARCEL AL-1164-M-35, LOCATED AT 3808 EAST RIVER DRIVE, FROM R1-75 (SINGLE-DWELLING DETACHED) TO R2 (TWO-UNIT RESIDENTIAL)
Tom Verboncouer, N9029 DeBaker Ln, Luxemburg
- Current property owner of 3808 E. River Drive and he is proposing to build a 3 bedroom/2 bathroom, zero entry duplex

Hearing closed at 6:46 p.m.

PETITION RECEIVED FROM REMEDY PROPERTY GROUP LLC. REQUESTING A ZONING MAP AMENDMENT ON PARCEL AL-1164-M-35, LOCATED AT 3808 EAST RIVER DRIVE, FROM R1-75 (SINGLE-DWELLING DETACHED) TO R2 (TWO-UNIT RESIDENTIAL)

The request is to rezone the property located at 3808 East River Drive from R1-75 to R2, from R1-75 (Single-Dwelling Detached) to R2 (Two-Unit Residential)

Discussion:

- Lot has been vacant for several years and this home will be a great addition to Allouez.

**Marsch/Genrich moved to approve the petition received from Remedy Property Group, LLC, requesting a zoning map amendment on Parcel AL-1164-M-35, located at 3808 E. River Drive, from R1-75 (Single-Dwelling Detached) to R2 (Two Unit Residential). Motion carried.**

PUBLIC HEARING TO CONSIDER APPROVAL OF A SITE PLAN REVIEW, ZONING MAP AMENDMENT AND A DESIGN EXCEPTION REQUEST FOR THE PROJECT LOCATED AT 3110 STANTON COURT, PARCEL AL-1211-A-600

Jack Tuttle, 3103 Stanton Ct.

- Not in favor of rezoning the property and expressed concerns over decrease in property value and lighting. Has Allouez ever allowed a residential property to become commercial property? Why set a new precedent?
- Short term fix for a long-term problem

Attorney Corey Tilkens, 1234 Gail Dr.

- The request is not substantially different than the previous plans submitted last September, therefore, consideration of the plans should not go in front of the Board until September 2025 per village code.
- Addressed factors when amending a zoning map; the request should be denied.
- Adding more parking spots now will lead to a necessity to add even more parking spots in the future.

Dr. Steve DeGrave, 1906 Old Valley Ct. (Property Owner)

- Riverside Animal Hospital has grown tremendously in the last 29 years and he is requesting additional parking to satisfy current and future needs of the vet.
- Vet currently has 28 parking spots, 25 employees working daily and see 130 clients daily.
- Staff are parking on Stanton Court due to lack of parking and the new proposal would allow for 20 additional parking spots.
- Discussed substantial changes made since the last proposal at the request of the Stanton Court neighbors (lighting, berm, trail removal, change in parcels) and has spent over $40,000 to make those changes. He believes it will look much better and improve property values.
- Goals are consistent with the Allouez Comprehensive Plan and additional parking is needed to continue to function as a business.

Dr. Andrea Moede, 1777 Applewood Dr.

- Need for vet services in Allouez is in high demand and they are taking on more patients than ever.

- Options for staying in Allouez are limited - moving locations or building a new building is very expensive.
- Land proposed for parking lot cannot be used for commercial or residential buildings due to easements; rezoning the lot makes it functional again.
- Online petition was submitted with 1,300 signatures in support of the addition of a parking lot.
- Parking lot proposal provides safer parking for employees & clients, decreases traffic back-up's on Riverside Drive and flow through a residential neighborhood, supports a business that provides excellent services to the community, improves aesthetics on Riverside Drive & Stanton Court, minimizes impact on surrounding neighborhood, and assists the Village with achieving goals listed in the Comprehensive Plan.

*(Joint statement from the following residents; read by Kate Hogan)*
Kate Hogan & Mark Rudolph, 3113 Stanton Ct.
Jack & Barb Tuttle, 3103 Stanton Ct.
Joseph & Joanne Gerczak, 3123 Stanton Ct.
Susan Hill, 330 Arbor Ln.

- The lot on Stanton Court should remain residential and a home should be built there preserving its place as part of the neighborhood.
- Neighborhood should not be subjected to a rezoning plan that prioritizes a business and the business owner's financial interest over the well-being of its resident's quality of life and property values.
- The addition of a parking lot would disrupt the integrity of their neighborhood, diminish the quality of life, harm overall livability and likely property values, lead to increased noise & air pollution and erode the sense of community over the years.

Joanne Gerczak, 3123 Stanton Ct.

- Questions the close proximity of the road to the berm in the newly revised plan.
- What is the minimum as far as building a tree that is expected to grow large and mature from a standing structure?
- If the business outgrows their location, a lot of businesses will open a new location or go to a bigger location and there are plenty of other commercial property options in the area.
- Altering the entire cul-du-sac is not in the neighborhood's best interest.

Bev Harvey, 212 Quinton St.

- Current client of the vet and believes this is a safety issue. Additional parking is necessary as it is dangerous when cars are backed up on Riverside Drive.

Allyson Brunette, 1644 Glen Rd.

- Former planner, and if Stanton Court was constructed today, single family homes would not be built next to a commercial district.
- Closed gate fallacy (fear motivated)
- Property value is influenced more by neighboring use than by neighboring zoning classification.

Scott Schuetze, 2735 Durham Rd.

- Current client of the vet and has safety concerns over traffic backing up on Riverside Drive and congestion in the parking lot.

Mark Dorvinen, 3100 Stanton Ct.

- Owns the property adjacent to the lot and is in favor of the project. Believes the plan will alleviate the parking concern.
- Spoke to a few realtors and was told separating neighborhood from commercial district would increase your property value.

Bill Patzke, 143 S. Clay St.

- Former planner and long-term vet client and he believes the Site Plan tries to address neighborhood concerns and the additional parking lot is needed as traffic can be dangerous on Riverside Drive.
- The remaining parcel would eventually be developed into a residential home and this home would further buffer the lot from the residential area.

Megan Pfarr, 3230 Tam O' Shanter Ct.

- Lives behind a lot that was rezoned to allow for an apartment complex a few years ago and explained her experience since then- uncontrolled snow removal issues infringing on her property, garbage overflow into her yard, lack of privacy due to slow growing trees, car headlights and noise.
- Remaining parcel does not represent the average home lot size in the neighborhood.
- Traffic concerns on Riverside Drive will not be resolved by installing extra parking and safety concerns will remain.

Mike Borowski, 240 Arbor Ln. (emailed correspondence)

- Proposed zoning changes would negatively impact our neighborhood, ruin the quality of life and likely financially harm the current property owners.
- His past experience in selling real estate in the area would indicate that converting the property into commercial space will negatively impact residential property values.
- Client of the vet for more than 20 years and never had a problem finding a parking place even during COVID.

Hearing closed at 7:44 p.m.

<u>PETITIONS RECEIVED FROM MACH IV ENGINEERING AND SURVEYING FOR THE PROPOSED SITE PLAN REVIEW, ZONING MAP AMENDMENT AND A DESIGN EXCEPTION REQUEST FOR THE PROJECT LOCATED AT 3110 STANTON COURT, PARCEL AL-1211-A-600</u>

a. Site Plan Review
b. Zoning Map Amendment
c. Design Exception Request

T. Fuller:

- Petitions have been received from Mach IV Engineering and Surveying (on behalf of the owners of Riverside Animal Hospital), requesting a Zoning Map Amendment, Site Plan Review, and Design Exception Request for a parking lot addition located at 3110 Stanton Court (Parcel AL-1211-A-600).
- The petitioner is seeking to make the proposed parcel boundary changes through a CSM (Certified Survey Map) – approved through Brown County. The portion of Parcel AL-1211-A-600 and remnant parcel AL-1211-A-652 being proposed for parking would need to have the zoning changed to "GX." The northern 100' wide part of the property would remain "R1-75".
- The area for proposed parking has many easements likely making development of the area for anything other than greenspace or parking cost prohibitive.

- A previous proposal came before the Plan Commission and Village Board in late summer 2024. The Plan Commission recommended approval of the proposal, with the request to remove the turn-around, but was not approved by the Village Board.
- Previous proposal included:
    - Future pedestrian connection from the cul-du-sac to Riverside Drive
    - Turn-around in the parking lot, additional parking stalls
    - No berm
- Current proposal includes:
    - Removal of the turn-around in the parking lot
    - Added a 3' berm & additional coniferous trees for enhanced screening
    - Removed the pedestrian connection to make room for the berm
    - Reduced the total number of proposed parking stalls
    - Addressed lighting concerns
- The current proposal is allowed to be reconsidered because the changes alter the site plan substantially through modifications in internal traffic flow and enhanced screening.
- Zoning Map amendment asks that changes are consistent with the Comprehensive Plan (guiding document for making zoning decisions).
- The first goal in Chapter 4 of the Village Comprehensive Plan is that we encourage business compatible with adjacent residential uses and the vet is a compatible business that is adjacent to a residential neighborhood.
- Protest petition- it does not appear the petition meets standards identified in the zoning ordinance.
- Recommends approving the design exception to the screening requirements over the easement areas because a fence or wall cannot be constructed over the easements. (Berm and evergreen trees will be used as screening.)
- Illumination standards

Village Attorney Lehocky:

- Discussed the validity of a protest petition, recent law changes made by the Governor, and zoning decisions made by the Board.

Discussion:

- It's important Allouez has a vet business and it serves many people & pets
- Appreciate resident comments & offered great suggestions
- Landscape and berm (privacy screen)
- Changes made to the plan will provide a nice look & enhance the neighborhood

**Genrich/Marsch moved to approve the zoning map amendment contingent on an approved CSM from Brown County Planning and Land Services, creating a newly defined AL-125-1 contingent upon an approved Site Plan as recommend by the Plan Commission. Motion carried 6-1.** (Atwood voted nay.)

**Marsch/Sampson moved to approve the Site Plan Review contingent upon these items being addressed either through strict compliance or through approval of the necessary design exceptions as recommended by the Plan Commission:**

- **Zoning changed to "GX"**
- **Zoning regulations only permit one drive aisle and two rows of perpendicular side-yard parking on a lot zoned "GX"**

- **An eight-foot fence or six-foot wall should be constructed for screening purposes where a commercial use meets a low density residential use – a 3' berm and 5' trees are being proposed as a substitute to this requirement**
- **Driveway dimensions and specifications should be provided**
- **Any additional zoning, building, and stormwater requirements should be met**

**Motion carried 6-1.** (Atwood voted nay.)

**Genrich/ Leiterman moved to approve the additional parking space contingent upon the CSM being approved and the zoning of the parking changed to "GX" and approving the design exception to the screening requirements over the easement areas because a fence or wall cannot be constructed over the easements as recommended by the Plan Commission. Motion carried 6-1.** (Atwood voted nay.)

PUBLIC HEARING RE: SPECIAL ASSESSMENTS FOR INSTALLATION OF STORM SEWER LATERALS ON ST. FRANCIS DRIVE, GREENE AVENUE, & REGINA STREET

Yvonne Lied, 234 St. Francis Dr.

- Her property and property at 3420 Crescent Dr. have a storm sewer on the property line to the street. Why are they being assessed for ½ lateral when they already have one? Gehin indicated village code requires every property is separately served with its own storm lateral.
- Concerned about the landscaping

Craig Zachman, 2724 Regina St.

- There are two houses missing on the assessment sheet. Gehin indicated if they are not listed on the sheet that means the properties are already served with a storm lateral.

Brady Dargin, 3420 Crescent Dr.

- Questions on landscaping and shared storm sewer

Hearing closed at 8:27p.m.

APPROVAL OF ENGINEERING REPORT CONTAINING ESTIMATED COST OF LATERAL ASSESSMENTS

**Leiterman/Marsch moved to approve the Engineering Report Containing Estimated Cost of Lateral Assessments. Motion carried.**

2025 SEWER LINING PROJECT BID RESULTS

S. Gehin:

- Bids were opened on January 28th. Three bids were received with Visu-Sewer, LLC as the low bidder in the amount of $181,530.50. The estimated cost of the lining project was $230,000.
- Public Works Committee recommended approval of the low bidder at their meeting on February 12th.

**Harris/Genrich moved to award the contract to Visu-Sewer, Inc. in the amount of $181,530.50 for the 2025 sewer lining bid as recommended by the Public Works Committee. Motion carried.**

2025 STREET RESURFACING PROJECT BID RESULTS

S. Gehin:

- Bids were opened on February 18th. Two bids were received and the bid proposal included a base bid along with an alternate bid item.
- The street resurfacing work includes:
- Base Bid:
    - E. Ledgeview Street- Webster Ave. to Clay St.
    - Gwynn Street – Clay St. to Libal St.
    - Normandy Lane- Hoffman Rd. to the Cul-de-Sac
    - East River Drive – Hoffman Rd. to Broadview Dr.
    - Braebourne Court – Du Charme Ln. to Cul-de-Sac
    - Miscellaneous Street Patching and Repair
- Alternate Bid:
    - W. Mission Rd. – West of Du Charme Lane (200-ft)
- Funding for the street resurfacing project is supported primarily by the Public Work's Street paving budget ($500,000), however, a portion of the project cost is allocated to other public works and utility budgeted activities. Budgeted funds in the Public Works and Utility accounts will allow for the addition of the Alternate Bid to the base bid amount.
- The "Adjusted Total Base Bid" with selection of the Alternate Bid is as follows from the contractors:
    - MCC, Inc.: $710,167.95 (Base Bid- $698,182.95, Alternate #1- $11,985.00)
    - NE Asphalt, Inc.: $717,441.20 (Base Bid- $703,312.90, Alternate #1 $14,128.30)
- Public Works Committee recommended approval of MCC, Inc. for the base bid and alternate bid #1 for an adjusted total base bid in the amount of $710,167.95 at their meeting on March 4th.

**Sampson/Leiterman moved to award the contract to MCC, Inc. in the amount of $710,167.95 for the Base Bid along with Alternate #1 (W. Mission Rd. – West of Du Charme Lane (200-ft)) as recommended by the Public Works Committee. Motion carried.**

RESERVOIR IMPROVEMENT PROJECT - ENGINEERING SERVICES

S. Gehin:

- Received two proposals to provide design and construction-related inspection services for the Reservoir Roof Replacement and Overflow Improvement Project.
- On February 11th the Village Administrator, Public Works Director and Water Foreman reviewed and scored the proposals.
- Both consultants submitted well written proposals and are highly qualified for the work. In the end, the fee for the professional services was the determining factor for the awarding of the work.
- Public Works Committee recommended awarding the engineering services to Graef in the amount of $48,000 at their February 12th meeting.

**Marsch/Harris moved to award the engineering services for the reservoir improvement project to Graef in the amount of $48,000 as recommended by the Public Works Committee. Motion carried.**

APPROVAL OF AMENDMENT TO THE VILLAGE'S INVESTMENT POLICY

**Harris/Genrich moved to approve amendments to the Village's Investment Policy. Motion carried.**

REQUEST FROM RESURRECTION PARISH FOR A TEMPORARY CLASS B FERMENTED MALT BEVERAGE AND WINE LICENSE FOR THE WOMEN'S GUILD SPRING FETE ON MAY 3, 2025 FROM 10AM-3PM

**Leiterman/Sampson moved to approve the request from Resurrection Parish for a Temporary Class B license for the Women's Guild Spring Fete on May 3, 2025 from 10:00am-3:00pm. Motion carried.**

APPROVAL OF ALLOUEZ PLAN COMMISSION ANNUAL REPORT

**Marsch/Harris moved to accept and place on file the 2024 Allouez Plan Commission Annual Report. Motion carried.**

CONSENT AGENDA

**Sampson/Leiterman moved to:**

a. Approval of Village Board minutes dated 1/21/25, 2/4/25
b. Accept and Place on File minutes from:
    i. Parks, Recreation & Forestry Committee dated 1/28/25
    ii. Plan Commission dated 12/2/24, 1/27/25
    iii. Finance/Personnel Ad Hoc Committee dated 11/18/24
c. Approval of accounts payable dated 1/31/25, 2/7/25, 2/13/25, 2/14/25, 2/21/25, 2/25/25, 2/28/25

**Motion carried.**

FUTURE AGENDA ITEMS

- None

CONVENE INTO CLOSED SESSION

**Sampson/Harris moved to convene into closed session pursuant to: Wis. Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote: Atwood – aye, Leiterman – aye, Genrich – aye, Marsch – aye, Rafter – aye, Sampson – aye, Harris - aye. Motion carried.**

RECONVENE INTO OPEN SESSION

**Atwood/Sampson moved to reconvene into open session. Motion carried.** No action taken.

ADJOURNMENT

**Harris/Genrich moved to adjourn at 9:47 p.m. Motion carried.**

*Minutes submitted by Carrie Zittlow, Clerk/Treasurer*