

January 20, 2026 (Plan Commission Meeting)

**PLAN COMMISSION MEETING
TUESDAY, JANUARY 20, 2026
5:30 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER/ROLL CALL

Lefebvre called the meeting to order at 5:30 p.m.

Present: Brunmeier, Lefebvre, Marsch, Ostrenga-Ruffell, Robillard, VanRemortel
Excused: Nyberg
Also Present: Fuller, March

MODIFY / ADOPT AGENDA

VanRemortel / Marsch moved to adopt the agenda as presented. Motion carried.

MODIFY/ADOPT MINUTES

A. Minutes dated November 18, 2025

Marsch / Ostrenga-Ruffell moved to adopt the minutes of November 18, 2025, as presented and placed on file. Motion carried.

ANNOUNCEMENTS

J. Marsch

- Announced that there is still an alternate position available for the Plan Commission and wondering if anyone knows of anyone that they could recommend.

T. Fuller

- Received a site plan submittal for the property located at the corner of St. Joseph Street and Webster Avenue. The developer states that they are meeting all of our zoning ordinances. The site plan will go through Administrative Review.

PUBLIC APPEARANCES

- None

DISCUSSION RE: CONTINUING EDUCATION TOPICS FOR PLANNING – PLAN COMMISSION AND PLANNING FRAMEWORK

T. Fuller

- Rebecca Roberts, Head and center of Land Use Education based in Stevens Point has designed a YouTube presentation that looks at Towns, Villages, Cities, and Counties. The presentation is about an hour long and has been provided to members if they choose to view it.

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- The presentation provided is covering the information regarding what is relevant to the Village beginning with what is a planning commission, the state statute that establishes a planning commission. We are seven members, but our local ordinance allows for three alternate positions.
- We have a Plan Commission, but we also have a Board of Appeals. The difference is the plan commission reviews planning matters, zoning issues, and interpretations of existing zoning ordinance. The Board of Appeals looks at any variances or administrative appeals that may come forward.
- The most common tools used by the Planning Commission is the Comprehensive Plan, which has been updated as of 2024, the Zoning Ordinance, updated in 2020, and our subdivision ordinance, which was updated with our zoning ordinance. Updates should be within 20 years.
- The Comprehensive Plan is a long-term vision. A guide of our development plans, objectives, policies, and includes all relevant data. There are nine required elements in a comprehensive plan. The Village breaks down the elements as chapters. We added an additional chapter regarding Health. The creation of the Comprehensive Plan includes a large residential/public input process.
- All zoning decisions need to meet a consistency requirement. All decisions made by the Plan Commission should be consistent with our adopted plan. Recent case law defines what “consistent” means; furthers or does not contradict the objectives, goals, and policies contained in the Comprehensive Plan.
- We also have the Zoning ordinance, Sub-division ordinance, and the Official Map to refer back to the Comprehensive Plan.
 - Zoning regulates public health, safety, welfare, and natural resource protection, community character and aesthetics, and protection of public and private investments. Typically, you do not want incompatible uses going next to each other. Density is what you want to regulate for including aesthetics, size, and setbacks.
 - There are areas in the State that do not require zoning.
 - There are different types of zoning that we will discuss in further detail in the future. Specifically, shoreland zoning, floodplain zoning, and historic preservation zoning.
 - Two parts to zoning. There is the map that shows parcels and districts and then there is the text that provides what can and cannot happen within the districts.
 - State statutes are not prescriptive as far as what districts have to look like. Between different communities they may have different names. The Village contains a mixed-use district, but we do not have a specific commercial district. We do have a higher density residential area.
 - Are allowed to different uses that are defined within the ordinance that are permitting uses. A new development needs to meet all of our regulations in our code, they do not need further review beyond staff review. If a development requires conditional improvements, our ordinance contains a design exception process.
- The Village has a form based code. We have administrative procedures, a decision-making chart within our ordinance, Plan Commission review, staff has review authority, and Village Board is the final deciding factor.
- To provide a fair process, it is suggested that a board member announce their conflict of interest before discussions begin or ask to be recused and leave the room during discussion.

DISCUSSION RE: UPDATE ON PREVIOUSLY APPROVED PROJECTS

T. Fuller

- Demolition of the building at 1901 S Webster Avenue. The work is completed and hoping the site will be redeveloped at some point in the future.
- 1905 S Webster Avenue project is being developed by Allouez Developer Group, LLC.

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NEXT MEETING DATE AND FUTURE AGENDA ITEMS

- Next meeting date: Tuesday, February 17, 2026, 5:30 p.m.
- Short presentation of what the roles are for the Plan Commission and the Community Development Authority.

ADJOURNMENT

VanRemortel / Ostrenga-Ruffell moved to adjourn at 6:23p.m. Motion carried.

Minutes submitted by Kim Siudzinski, Deputy Clerk