



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Minutes

### Plan Commission

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Wednesday, August 24, 2022

6:00 PM

Council Chambers. Meeting also available via  
Zoom remote conferencing software.

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#### I. CALL TO ORDER

The meeting of the City Plan Commission was called to order by Chairman J. Nickels at 6:00 pm.

#### II. ROLL CALL

**Present:** 6 - Mayor Nickels, Curtis Hall, Dave Diedrich, Dan Koski, Dennis Steinbrenner and Jim Brey

**Absent:** 2 - Greg Jagemann and Daniel Hornung

Staff Present: Paul Braun, Jen Bartz

Others Present: Sheryl Bey, Matthew Sauer, Jim Claril, Pete Stuntz, Lt. Jenny Moffit, Abbey Abbet, Dawn Cason, Colleen Homb, Betsy Johnson, Deb & Larry Kakatsch, Lisa Stricklin, Alex Hunt

#### III. APPROVAL OF MINUTES

[22-0715](#)

Approval of Minutes of the May 25, 2022 Special & Monthly Plan Commission meetings.

**Moved by Diedrich, seconded by Brey, to approve the Minutes of both May 25, 2022 meetings. The motion carried by the following vote:**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey

#### IV. PUBLIC HEARINGS

[22-0716](#)

PC 18-2022: Manitowoc Cooperative Ministry, First Presbyterian Church; Conditional Use Permit for establishment of a Transitional Housing Warming Shelter; 502 N. 8th Street

P. Braun provided overview including surrounding zoning, location and overall request. He provided details about the project as transitional housing and provided a definition. He stated that Police, Fire, and Building Inspection Departments were contacted and provided input on the conditions based on ongoing conversations with the applicant and City.

He stated that notices were sent to neighbors one week prior to meeting and there were no comments. He added that the conditions were sent to

the applicant and only minors revisions were made.

Chairman Nickels asked the Commissioners for questions.

D. Diedrich asked about the condition related to months open and asked if it should be extended to April because springs have been cold. P. Braun noted that the word was changed to "may" to allow for flexibility. He also explained that if open more than 180 days its no longer a temporary shelter according to State Building Codes.

Chairman Nickels opened the public hearing for comment.

Matt Sauer, 1819 S 25th Street, Pastor at First Presbyterian stated that letters of support were shared by numerous individuals and agencies. He added that the project is in partnership with Hope House and the Haven and the goal is that over the next few years the project will continue to expand. He shared that there are numerous volunteers who have already expressed interest and he believes this is a good benefit to the community.

Chairman Nickels closed the public hearing.

P. Braun read the recommendation to Approve the issuance of a Conditional Use Permit to First Presbyterian Church for the establishment of a 12-bed Transitional Housing Warming Shelter located at 502 N. 8th Street.

**Moved by Brey, seconded by Steinbrenner to approve the Conditional Use Permit for the establishment of a Transitional Housing Warming Shelter at 502 N. 8th Street and refer to council. The motion carried by the following vote:**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0717](#)

PC 19-2022: Seehafer Broadcasting Corporation; Request to Rezone Property from R-1 Residential - Agricultural to I-1 Light Industrial located at 4009 Viebahn Street.

P. Braun provided overview including surrounding zoning, location and overall request. He added that the location was originally annexed in the 1980's to support the radio tower for WCUB radio station. He also stated that the applicant indicated that the request is to support the creation of a commercial warehouse.

P. Braun stated that notices were sent to neighbors one week prior to the meeting and one comment was received from neighbor Deb Kakatsch who had questions about the project.

Chairman Nickels asked the Commissioners for questions and there were

none.

Chairman Nickels opened the public hearing for comment and there were none.

Paul read the recommendation to approve the petition to rezone the subject property from R-1 Residential - Agricultural to I-1 Light Industrial.

**Moved by Diedrich, seconded by Koski to approve the Request to Rezone Property from R-1 Residential - Agricultural to I-1 Light Industrial located at 4009 Viebahn Street and refer to council. The motion carried by the following vote:**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey

## V. OLD BUSINESS

[22-0723](#)

PC 5-2022: Update on the Comprehensive Plan Project

P. Braun provided an update of the project and said that the online component has been closed, and one final focus group was going to be held this week. He highlighted some areas that will likely be included in the updated plan. He shared the next step is the draft plan stage which is anticipated to be completed in September or October.

**This Report was discussed**

## VI. NEW BUSINESS

[22-0718](#)

PC 20-2022: Rivers Bend Property Holdings, LLC; Assignment of a Conditional Use Permit; 960 N. Rapids Road.

P. Braun explained that the reason for the Conditional Use Permit request is that there is a pending change in ownership of the 960 S. Rapids Road location. River's Bend Property Holdings, LLC will be purchasing the real estate from AAT RE 1 LLC; but the operating entity will remain the same along with the number of beds, which will remain at 100.

P. Braun explained that there are two buildings on the parcel, 960 S. Rapids Road and 950 S. Rapids Road; each being a unique entity under a condominium plat. An existing CUP was issued for both buildings in 2005. The current CUP request will be issued only for the 960 S. Rapid Road building; the 950 S. Rapids Road building will be governed by the previous 2005 CUP.

**Moved by Diedrich, seconded by Steinbrenner, that the Conditional Use Permit at 960 N. Rapids Road be approved. The motion carried by the following vote.**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0719](#)

PC 21-2022: Amendment to Zoning Code Chapter 15.390(14) Setbacks from Major Streets.

P. Braun explained that the protective covenants for the Manitowoc Industrial Park expired and currently the area must follow the Zoning Code. The area is under the I-1 Light Industrial Zoning District which does not require any building setbacks. The original covenants required a 25' building setback and to be consistent with the original intent of those covenants Clipper Drive, Expo Drive and S. 41st Street are being added to the "Setbacks from Major Streets" section of the Municipal Code.

P. Braun explained that Bayshore Drive will also be added to the setbacks from major streets section because a portion of Bayshore Drive used to be Johnston Drive which is a listed street.

**Moved by Diedrich, seconded by Brey, that the Amendment to Zoning Code Chapter 15.390(14) be approved and referred to council. The motion carried by the following vote:**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0720](#)

PC 1-2022: Setzer Properties ZGBY, LLC; Quit Claim Deed for Viebahn Street, S. 39th Street and an Un-Named East/West Street.

P. Braun shared that this request is related to FedEx project and the dedications are for S. 39th Street, Viebahn Street and a Un-Named east / west street right of way.

**Moved by Diedrich, seconded by Koski, that the Quit Claim Deed for Viebahn Street, S. 39th Street and an Un-Named East/West Street be approved. The motion carried by the following vote:**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0721](#)

PC 1-2022: JAI Petroleum and Investments, LLC; Quit Claim Deed for N. Rapids Road

P. Braun explained that the JAI Petroleum and Investment N. Rapids Road dedication is related to a recently submitted site plan for the construction of a new convenience store.

**Moved by Brey, seconded by Hall, that the Quit Claim Deed for N. Rapids Road**

**be approved. The motion carried by the following vote:**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0722](#)

PC 1-2022: JAI Petroleum and Investments, LLC; Quit Claim Deed for Plank Road

P. Braun explained that the JAI Petroleum and Investment Plank Road dedication is related to a recently submitted site plan for the construction of a new convenience store.

**Moved by Brey, seconded by Hall, that the Quit Claim Deed for Plank Road be approved. The motion carried by the following vote:**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey

## VII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

1. New Life Ministries of Manitowoc Inc; Lots 13 through 22, Block 141 Original Plat, NE 1/4, NW 1/4, Section 30, T19N, R24E City of Manitowoc
2. Briese Properties LLC; All of Lots 17, 18, 19 and 20 of Block "H", Original Plat SW 1/4 NW 1/4, Section 30, T19N, R23E, City of Manitowoc
3. KT Real Estate Holdings LLC; Lot 1 & 2 Block 1 Rideway Subdivision & part of Vacated S. 24th Street & Menasha Ave NE 1/4 of the SE 1/4, Section 13, T19N, R23E City of Manitowoc
4. Joseph & Donna Petska; Resurvey Lot 5 CSM, Volume 8, Page 641 & Lot 2 CSM Volume 25, Page 279, NW 1/4 of the SE 1/4 & SW 1/4 of the SE 1/4 Section 29, T10N, R24E, Town of Two Rivers

C. Summary of Site Plans:

1. 4-2022, Pizza Hut, 3451 Calumet Ave (New Location)
2. 5-2022, J-Mart Convenience, 2324 N Rapids Road (Convenience Store & Restaurant)
3. 6-2022, Kaysun, 5500 West Drive (Addition)
4. 7-2022, MTM, Vits Drive (New Building)
5. 8-2022, Kwik Trip, 2315 Menasha Ave & 1529 N 24th St (Addition)
6. 9-2022, Color Craft Graphic Arts, 5631 West Drive (Addition)
7. 10-2022, Manitowoc Family Dental 2500 Washington Street (Expansion)

D. Steinbrenner asked for clarification of the location of the Pizza Hut location. The proposed location for the Pizza Hut development is the southeast corner of S. 35th Street and Calumet Avenue.

D. Diedrich and D. Steinbrenner commended DPW and all staff on the implementation of the two-way reversion. It was suggested consideration be made at the N. 11th Street & Huron Street intersection and add a 4-way stop. D. Koski added that it is being evaluated.

## VIII. ADJOURNMENT

**Moved by Diedrich, seconded by Brey, that the meeting be adjourned at 6:27pm.**

**The motion carried by the following vote:**

**Aye:** 6 - Mayor Nickels, Member Hall, Member Diedrich, Member Koski, Member Steinbrenner and Alderperson Brey