



City of Manitowoc

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

Meeting Minutes

Plan Commission

Wednesday, March 27, 2024

6:00 PM

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

I. CALL TO ORDER

Chairman J. Nickels called the City Plan Commission meeting to order at 6:00 PM.

II. ROLL CALL

Present: 8 - Mayor Nickels, Greg Jagemann, Curtis Hall, Dan Koski, Jim Brey, Daniel Hornung, Dave Diedrich and Dennis Steinbrenner

Staff Present: Paul Braun, Jen Bartz

Others Present: Kassie Swetlik, John Durbrow, Matt Sauer, Jim Clark, Mary Murray, Bill Odegaard, Michael Etheridge

III. APPROVAL OF MINUTES

[24-1325](#) Approval of Minutes of the January 24, 2024 Plan Commission meeting.

Moved by Diedrich, seconded by Koski, that the January 24, 2024 Minutes be approved. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner

IV. PUBLIC HEARINGS

[24-1326](#) PC 6-2024: City of Manitowoc / Swetlik; Petition to Rezone from R-6 Multiple-Family to B-2 Neighborhood Business for property located at the southwest corner of Western Avenue and S. 21st Street. (000196040)

P. Braun reviewed the request and location. He stated that the Plan Commission has recently approved a change in zoning for the building located at 2105 Western Avenue which is adjacent to tonight's subject property and the Commission has also approved the land sale of the City property to the Swetliks. The change in zoning from R-6 to B-2 would allow for the expansion of the Swetlik's existing parking lot. Meeting notification letters were sent to property owners within 200' of the subject property and no comments were received by Community Development staff.

Chairman J. Nickels opened the public hearing at 6:02 PM. There was no public input.

Moved by Diedrich, seconded by Brey, that the Petition to Rezone from R-6

Multiple-Family to B-2 Neighborhood Business be approved and referred to council. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner

[24-1327](#)

PC 7-2024: Terra Interests LLC; Petition to Rezone from B-3 General Business to R-6 Multiple Family for property located on Memorial Drive (816103180)

P. Braun reviewed the request and location of the proposed four-story residential development. P. Braun stated that John Durbrow, d.b.a. Terra Interests, LLC is petitioning to rezone their property from B-3 General Business to R-6 Multiple Family to allow for the construction of a 4-story residential building which would have a single unit on each floor. P. Braun stated that there is a potential for an additional building on the site.

D. Steinbrenner asked how many feet of lakefront? P. Braun said there is at least 75' of frontage along Lake Michigan. D. Diedrich clarified number of units per floor. P. Braun stated 4 units total, one per floor.

Meeting notification letters were sent to property owners within 200' of the subject property and no comments were received by Community Development staff.

Chairman J. Nickels opened the public hearing at 6:06 PM. There was no public input.

Moved by Brey, seconded by Jagemann, that the Petition to Rezone from B-3 General Business to R-6 Multiple Family for property located on Memorial Drive be approved and referred to council. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner

V. OLD BUSINESS

[24-1328](#)

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

P. Braun updated the Commission with the status of the Conditional Use Permit for the warming shelter. The Building Inspection, Police and Fire Departments were contacted; and other than addressing the building and life safety codes the warming shelter has been in compliance with the CUP. The current request for the Commission and Council is to act on is the extension of the CUP for the Fall of 2024 / Spring of 2025 time period; after this time period the CUP will be terminated. The extension would give the warming shelter an additional year to find a long-term location or to

address any and all building and life safety issues at the current location.

Chairman J. Nickels stated that by bringing this item to the Plan Commission early allows the warming shelter's staff time to focus on planning for the long term beyond the 2024 / 2025 season.

Matt Sauer, 1819 S 25th Street: He stated that a new warming shelter location has been identified, a contractor has been identified, and there are donors on board for up to half of the possible 7 million project. He added that their group would like to return within the next few months with a request for Conditional Use Permit on the new location. He also provided a vision of their long-term plan.

Moved by Diedrich, seconded by Koski, that the Conditional Use Permit be approved to May 1, 2025 and referred to council. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner

VI. NEW BUSINESS

[24-1278](#)

PC 5-2024: Request to re-name Clay Pit Road to Chiefs Way

P. Braun and J. Nickels provided a brief description of the request and stated that the Public Infrastructure Committee is in favor of the request and no property owners are affected. Pursuant to Chapter 7, the Police and Fire Chiefs and City Engineer have also approved the name change.

Moved by Diedrich, seconded by Steinbrenner, that this request be approved for consent agenda. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner

[24-1265](#)

PC 1-2024: Release of Easements; Eastpoint Land Development, LLC, The Preserve at Lincoln Park Subdivision. Release of 40' Access Easement & Reduce 12' utility easement to 6' on Lot 16, Block 3.

Moved by Diedrich, seconded by Hall, that the request be approved for consent agenda. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner

[24-1184](#)

PC 1-2024: Request for a Gas Easement; Wisconsin Public Service Corporation, part of Lot 10, Block 175 Original Plat. (Parcel # 000-175-100)

P. Braun detailed the location. Discussion ensued what the easement is for and why needed. P. Braun will contact Wisconsin Public Service to discuss the easement requests to gain further details regarding the requests. Motion to approve subject to staff review and approval.

Moved by Diedrich, seconded by Jagemann, that the easement be approved for consent agenda. The motion carried by the following vote:

[24-1335](#)

PC 1-2024: Request for a Gas Easement; Wisconsin Public Service Corporation, parts of Lots 9 and 10, Block 175 Original Plat. (Parcel # 000-175-100)

Moved by Diedrich, seconded by Jagemann, that the easement be approved for consent agenda. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner

[24-1331](#)

PC 1-2024: Request for a Gas Easement; Wisconsin Public Service Corporation, South of Franklin Street, parts of SW 1/4 of the NW 1/4, Section 30, Township 19 North, Range 24 East. (Parcel #'s 000-253-040, 000-254-040, 000-365-010, & 000-255-040)

Moved by Diedrich, seconded by Brey, that the easement be approved for consent agenda. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner

[24-1332](#)

PC 3-2024: Chapter 15 Zoning Code Rewrite

P.Braun provided a brief update on the status of the project. He stated that the City and Graef have finalized the services agreement. He also shared that staff recently provided a tour of the city to the consulting team. The project is anticipated to last for 12-18 months.

G. Jagemann asked that the working group be kept posted on focus groups and other upcoming activities.

This item was discussed

VII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

1. E&E Legacy Builders (Sonnenburg); All of Tr L-3 of CSM Vol 4, Page 677 being part of the SW 1/4 of the SW 1/4 Section 26 T19N, R23E City of Manitowoc

C. Summary of Site Plans:

1. SP 1-2024: Hampton Inn/Odyssey Hotels, 2577 S 44th Street
2. SP 2-2024: Dvorak Mini Storage, 1821 Johnston Drive
3. SP 3-2024: Rent in Manitowoc LLC Storage Unit, 2619 Hamilton Street

VIII. ADJOURNMENT

Moved by Diedrich, seconded by Koski, that the meeting be adjourned at 6:26 PM. The motion carried by the following vote:

Aye: 8 - Mayor Nickels, Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung, Member Diedrich and Member Steinbrenner