



City of Manitowoc

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

Meeting Minutes

Plan Commission

Wednesday, June 22, 2016

6:00 PM

Council Chambers

I. CALL TO ORDER

The meeting of the City Plan Commission was called to order by Acting Chairman Dan Hornung at 6:03 pm.

II. ROLL CALL

Present: 5 - Dave Diedrich, Daniel Hornung, Dan Koski, Jim Muenzenmeyer and Dennis Steinbrenner

Staff present: Nic Sparacio, Paul Braun, Tyler Caulum, Lisa Mueller

Others present: Paul Phillips, Gerard Neuser, Jan Graunke, Dean Graunke, Katelyn Burton, Amy Sheck, Peter Wills

III. APPROVAL OF MINUTES

[16-0576](#) Approval of the Minutes of the May 25, 2016 Meeting.

Moved by Diedrich, seconded by Muenzenmeyer, that the Minutes of the May 25, 2016 meeting be approved. The motion carried by the following vote:

Aye: 5 - Member Diedrich, Member Hornung, Member Koski, Member Muenzenmeyer and Member Steinbrenner

IV. PUBLIC INFORMATIONAL HEARINGS

Present: 7 - Jim Brey, Dave Diedrich, Daniel Hornung, Mayor Nickels, Dan Koski, Jim Muenzenmeyer and Dennis Steinbrenner

[16-0577](#) PC 20-2016: Conditional Use Permit. Manitowoc County Expo Grounds / Meijer, Planned Unit Development pursuant to 15.750 of the Municipal Code.

Mayor Nickels arrived at the meeting at 6:04 and replaced Mr. Hornung as Chairman.

P. Braun described the area of the Planned Use Development (PUD) and presented the PUD process. Meijer is interested in creating a PUD in order to reduce the amount of off-street parking required by the zoning

code as well as increasing the allowable square footage for signage. The current C-1 Commercial Zoning District allows a maximum square footage for signage of 500 s.f., Meijer is requesting approximately 1,300 s.f. A PUD is also used by the city to apply design standards and other aesthetic controls as well as restricting the permitted uses that would otherwise be allowed in the current C-1 zoning district.

Mr. Braun stated that the 20 year future land use map shows the area as Planned Mixed Use which can be a mix of community business, residential, office, light industrial, institutional and community services. Mr. Braun said that the Meijer proposal is consistent with the Comprehensive Plan.

Mr. Braun explained that the Meijer PUD will cover all the 27.5 acres that Meijer is purchasing and will include the outlots that will be developed in the future. In addition, the Meijer PUD will be very similar to the Harbor Town PUD regarding development and aesthetic standards. Mr. Braun continued to state that the draft PUD document is 90% complete but the County and Meijer have not had a chance to review the document.

Mr. Braun concluded by stating notices were mailed to neighbors within 200 feet of the PUD area and that Russell Koch, 4634 Calumet Avenue, stopped into the office and had some general questions regarding the notice and that he is not opposed to the development.

Mayor Nickels opened the discussion to the Commission.

Discussion ensued regarding the required 20% green space area required in the Meijer PUD. Mr. Braun stated that the 20% is identical to the Harbor Town PUD and that the submitted Meijer site plan would be able to achieve the green space requirement.

There were no further comments from the Commission so Mayor Nickels opened the public informational hearing.

Dean Graunke, Birchcreek Inn, 4626 Calumet Avenue stated that there is an existing fire access easement that the Meijer property may be encroaching on. Mr. Graunke didn't state any other concerns with the development.

There were no further comments, so Mayor Nickels closed the public

hearing and re-opened discussion for the Commission.

Discussion ensued concerning the easement behind the Birchcreek Inn property. Staff will look into the current placement of easements on the PUD area.

There were no further comments and Mayor Nickels requested the staff recommendation. P. Braun recommended that the item be tabled until the next meeting in order to allow additional time to finalize the PUD provisions.

Moved by Diedrich, seconded by Brey, that this Item be tabled until the July Commission meeting. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Member Diedrich, Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

V. REFERRALS FROM COMMON COUNCIL: None

VI. OLD BUSINESS

[16-0578](#)

PC 16-2015: Annual Review. Katelyn Sheck; Four Paws Pet Care, 2019 S. 9th Street Home Occupation Expanded Use Conditional Use Permit pursuant to Chapter 15.030.

T. Caulum introduced the annual review for two Conditional Use Permits for "Four Paws Pet Care" that were issued in June of 2015. T. Caulum reviewed the conditions for the Commission and stated that the Police Department and Building Inspection have not received any complaints or concerns regarding the two locations. T. Caulum stated that the permits will be reviewed again in June of 2017.

Moved by Diedrich, seconded by Koski, to approve the annual review for the Expanded Home Occupation Conditional Use Permit. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Member Diedrich, Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

[16-0579](#)

PC 17-2015: Annual Review. Amy Sheck, Four Paws Pet Care, 1718 S. 15th Street Home Occupation Expanded Use Conditional Use Permit Pursuant to Chapter 15.030.

T. Caulum introduced the annual review for two Conditional Use Permits for "Four Paws Pet Care" that were issued in June of 2015. T. Caulum reviewed the conditions for the Commission and stated that the Police Department and Building Inspection have not received any complaints or

concerns regarding the two locations. T. Caulum stated that the permits will be reviewed again in June of 2017.

Moved by Diedrich, seconded by Koski, to approve the annual review for the Expanded Home Occupation Conditional Use Permit. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Member Diedrich, Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

VII. NEW BUSINESS

[16-0580](#)

PC 21 - 2016: Annual Review of Animated Signs pursuant to 15.450(18)(e)(7).

T. Caulum informed the Commission of the results of the annual animated sign review. T. Caulum reported that there were no complaints on file for any of the animated signs, and that his field review showed that there were some minor landscaping issues. As a result, a courtesy letter will be mailed to all animated sign owners reminding them of the rules and regulations regarding animated signs.

Moved by Brey, seconded by Diedrich, to approve the 2016 annual animated sign review report and instruct staff to mail out a courtesy letter to all animated sign owners to remind them of the rules regulating animated signs. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Member Diedrich, Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

[16-0581](#)

PC 22- 2016: Public Participation Plan for Amendments to the City of Manitowoc Comprehensive Plan.

N. Sparacio explained that the purpose of the Public Participation Plan is to meet the statutory requirements for all periodic amendments to the Comprehensive Plan. These are amendments that are generally driven by a proposed development or other minor elements of the plan that should be considered for immediate updates. A more extensive Public Participation Plan would be needed for the complete review and update of the Comprehensive Plan, which should occur at least every 10 years. No specific Comprehensive Plan amendment is proposed at this time. The purpose of the Public Participation Plan is to serve as a supporting document for all requested amendments over the next five years. The Plan reflects the Commission's previous discussion on this topic including a 200 foot radius mailing and informal public informational hearing before the Plan Commission, similar to the rezoning process.

Moved by Hornung, seconded by Koski, to approve the Public Participation Plan for Amendments to the City of Manitowoc's Comprehensive Plan. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Member Diedrich, Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

VIII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

1. Manitowoc County Expo Grounds: part in SE ¼, NW ¼ & SW ¼, NE ¼ Section 35, Township 19 North, Range 23 East, City of Manitowoc

2. North Valley Development, Inc. / Balaban: SE 1/4 , SE 1/4 Section 7 & SW 1/4, SW ¼ Section 8, Township 19 North, Range 24 East, City of Manitowoc.

C. Summary of Site Plans From May 17, 2016 – To June 15, 2016:

1. SP 8 – 2016: Meijer Department Store 1818 S. Rapids Road and Convenience Store 1802 S. Rapids Road

D. Director's Report

N. Sparacio provided a Director's Report via email.

IX. ADJOURNMENT

Moved by Hornung, seconded by Diedrich, to adjourn at 6:30 pm. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Member Diedrich, Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

Respectfully Submitted,

Paul Braun
Secretary