



# City of Manitowoc

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

## Meeting Minutes

### Plan Commission

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Wednesday, November 30, 2016

7:00 PM

Council Chambers

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#### I. CALL TO ORDER

The Meeting of the City Plan Commission was called to order by Chairman Justin Nickels at 7:00 pm.

#### II. ROLL CALL

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

**Absent:** 1 - Peter Dorner

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

Others Present: Ryan Grossheusch, Sarah Stelzer-Grosshuesch, Mary Bergner

#### III. APPROVAL OF MINUTES

[16-1114](#) Approval of the Minutes of the October 26, 2016 Meeting.

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

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

#### IV. PUBLIC INFORMATIONAL HEARINGS

[16-1124](#) PC 38-2016: Stelzer - Grosshuesch: Request for Conditional Use Permit for a Tattoo Establishment (Eyebrow MicroBlading) in a B-1 Office Residential District located at 709 Marshall Street.

P. Braun introduced to the Commission the request for a Conditional Use Permit from Sarah Stelzer-Grosshuesch. Mrs. Stelzer-Grosshuesch would like to establish a microblading business at Salon 709 Josephine which is located at 709 Marshall Street. Salon 709 Josephine is an existing beauty salon that Mrs. Stelzer-Grosshuesch will rent a room in to perform her microblading service. Microblading is a form of semi-permanent makeup implemented with tools that are similar to, but not the same as a traditional tattooist but each service is licensed by the State of Wisconsin in the same manner. Stelzer-Grosshuesch will only perform the microblading on the eyebrows and the typical customer receiving the service suffers from skin

issues, cancer or they simply want to enhance their eyebrows for fashion reasons.

P. Braun explained that before the State will issue a license the applicant must show that the local municipality has approved the use. The property is zoned B-1 Office Residential and tattoo businesses require the issuance of a Conditional Use Permit. P. Braun informed the Commission that in 1996 a Conditional Use Permit was issued to Mary Bergner who is the owner of the salon; Mr. Braun stated that the 1996 CUP is in good standing and that the Police and Building Inspection departments don't have any complaints or concerns on file.

P. Braun commented that notices of the meeting were mailed to property owners within 200 feet of the subject property and that staff received one call from Daniel Glaeser, 701 Marshall Street. Mr. Glaeser had some general questions regarding the proposal but didn't express any concerns with the business. P. Braun concluded his comments.

Mayor Nickels opened the informational hearing up to the public. No comments from the public were received. Mayor Nickels closed the informational hearing.

P. Braun stated that the staff recommendation is to approve the Conditional Use Permit with the following conditions:

1. If Stelzer-Grosshuesch does not secure licensing from the State of Wisconsin, by September 30th, 2017, this CUP is void and terminates effective October 1, 2017. Stelzer-Grosshuesch shall provide the Department of Community Development written documentation evidencing the issuance of the license.
2. The CUP authorizing the location and operation of the business in the CUP Area shall not be approved until the Common Council approves the CUP.
3. This CUP does not waive or pre-empt any requirements under any building, zoning, or health codes or any other requirements of any municipal, state or federal regulation, statute or law.
4. The CUP is granted exclusively to Sara Stelzer-Grosshuesch and is not assignable to any other person or entity unless authorized by the City Plan Commission and Common Council.

- 5. Non-compliance with the terms of the CUP may result in the modification of the terms and conditions of the CUP, issuance of citations and financial penalties, or immediate revocation of the CUP.
  
- 6. The CUP shall automatically terminate effective the date any license or certification granted to the Owner by the State, or any State-approved license which is assigned or transferred to a City-approved assignee or licensee for the microblading business at the CUP Area is closed, denied, revoked, or terminated by either the Owner or the State.

**Moved by Hornung, seconded by Brey, to recommend approval of the request for a Conditional Use Permit for the establishment of a Tattoo / Microblading service located at 709 Marshall Street pursuant to the recommended conditions. 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**

**VI. OLD BUSINESS: None**

**VII. NEW BUSINESS: None**

**VIII. MISCELLANEOUS**

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

1. Manitowoc Lakebreeze Apartments, LLC. NW ¼, SW ¼, Section 9, T.19N., R.24E. City of Manitowoc.

C. Summary of Site Plans From October 19, 2016 to November 23, 2016: None

Director's Report

N. Sparacio provided a Director's report to the Commission via email. The Commission discussed the ongoing impacts of the Manitowoc Cranes closure.

**IX. ADJOURNMENT**

**Moved by Diedrich, seconded by Brey, that the Meeting be adjourned at 7:15 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