



City of Manitowoc

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

Meeting Minutes

Plan Commission

Wednesday, January 23, 2019

6:00 PM

Common Council Chambers

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

Staff Present: April Kroner, Paul Braun, Jeremy Du Chateau, Lisa Mueller

Others Present: Sue Menges, Keith Koch, Jonathan Krueger, Mike Howe

III. APPROVAL OF MINUTES

[19-0077](#) Approval of the Minutes of the November 28, 2018 Plan Commission Meeting.

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

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

IV. PUBLIC INFORMATIONAL HEARINGS

[19-0078](#) PC 9-2018: East Point Rentals, LLC / Mike Howe: Request to Amend the Comprehensive Plan's Future Land Use Map for Property at 1013 Viebahn Street.

P. Braun presented the request from East Point Rentals, LLC; he stated that the request is to amend the Comprehensive Plan's Future Land Use map for property located 1013 Viebahn Street. Currently the future land use map shows the area as Planned Neighborhood and the proposed land use classification is Office / Industrial. The adjacent properties are a mix of land uses that have existed prior to the area being annexed into the City. The current land uses are: a contractor's shop, cemetery, car wash, upholstery shop, convenience store and residences.

P. Braun continued to explain that the applicant has also requested an amendment to the zoning map but prior to any change in zoning the future land use map and zoning request need to be consistent. East Point

Rentals is requesting a zone change to "I-1" Light Industrial which permits mini-storage units.

P. Braun reviewed the history of the previous land uses in the area and the characteristics of the property. P. Braun explained that an existing Official Map street runs east / west along the south property line extending from S. 10th Street to S. 12th Street. The undeveloped land south of the subject property is in the Town of Manitowoc and drops off in elevation and is difficult to develop due to the topography and uses to the south.

P. Braun stated that staff felt the long range development patterns have trended away from residential uses to more business and commercial uses. P. Braun concluded his comments by stating that notices were mailed out to property owners within 200' and that no comments were received.

J. Nickels asked if the Commissioners had any questions. There were none.

J. Nickels opened the public informational hearing.

J. Krueger, 1113 Viebahn Street stated the he is concerned that his neighbor, Ruth Stephani's house is zoned I-1, light industrial but her use is residential. He also stated that he does not want the neighborhood to be made up of storage units. He feels the storage units would be a better fit on the property in the Town of Manitowoc.

M. Howe, East Point Rental's LLC stated his goal is to clean up the property so that it is not a junk depository. Currently the property is an eye-sore with trailers, gravel and miscellaneous construction materials on the site. M. Howe stated that the intersection of Viebahn and S. 10th Streets is presently made up of a mix of business uses and that his proposed use will be complementary to the neighbors. He stated that he has talked with some of the neighbors and that he is willing to work with them if they have any concerns.

J. Nickels closed the public input and asked the Commissioners if they had any questions. There were no additional questions. P. Braun read the staff recommendation.

Moved by Diedrich, seconded by Hornung, to approve amending the Future Land Use Map from Planned Neighborhood to Office / Industrial, and further recommends approval of the related Plan Commission resolution. The motion carried by the following vote:

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

[19-0079](#)

PC 03-2019; East Point Rentals, LLC / Mike Howe: Request to Rezone the Property at 1013 Viebahn Street from "R-5" Low Density Multiple Family District and "C-1" Commercial District to the "I-1" Light Industrial District.

P. Braun explained that the request is from East Point Rentals, LLC for property at 1013 Viebahn Street. The request is to rezone the "R-5" Low Density Multiple Family and "C-1" Commercial portions of the property to "I-1" Light Industrial. East Point would like to construct mini-storage buildings on the property, which are permitted in the "I-1" district. P. Braun described the surrounding land uses and zoning districts to the Commission. He also explained that the Future Land Use map would need to be amended prior to an amendment to the zoning map.

P. Braun described the characteristics of the subject parcel and the mix of uses on the adjacent properties. He stated that the area has historically been a mix of different land uses and zoning districts even before the properties were annexed in 1961 and 1980. He also stated that the area has been trending away from residential uses to more business and commercial uses.

P. Braun concluded his comments by stating that notices were mailed out to neighbors within 200 feet of the property and that no comments were received.

J. Nickels asked the Commission if there were any questions or comments.

The Commission discussed the possibility of amending the area of the rezoning to include the Stephani residence at 1101 Viebahn Street which is zoned "I-1" Light Industrial. S. Menges who is the daughter of the owner of the residence was present at the meeting. The Commission discussed that if the Stephani family would like to rezone their property to a residential district they should file their own petition in the future. The Commission also discussed the practicality of the existing Official Map Street and that sometime in future the Official Map Street could be amended to reflect existing conditions.

J. Nickels opened the Public Informational portion of the meeting.

J. Krueger, 1113 Viebahn Street stated that he owns the 10 acre parcel in the Town of Manitowoc which is directly south of the subject parcel. He stated he would rather see mini-storage buildings on that parcel. He had questions regarding amending the existing Official Map Street and if S. 12th Street could be terminated with a cul-de-sac. It was explained to J. Krueger those items are a possibility but they would need to be discussed at a future Plan Commission meeting.

M. Howe, from East Point Rentals, LLC stated that the property to the south of his property does not have ideal terrain to construct any type of structures on.

J. Nickels closed the Public Hearing portion of the meeting. P. Braun read the staff recommendation.

Moved by Diedrich, seconded by Jagemann, the following: i) approval of the rezoning request from "R-5" Low Density Multiple Family and "C-1" Commercial to "I-1" Light Industrial and ii) instruct the City Clerk to call for a public hearing at the Common Council's February 18th meeting. The motion carried by the following vote:

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

V. REFERRALS FROM COMMON COUNCIL

VI. OLD BUSINESS

VII. NEW BUSINESS

[19-0080](#)

Discussion and possible action for a Sustainable Transportation and Development Strategies Resolution.

J. Brey spoke on the agenda item as Alder Gabriel was not in attendance. He provided a history and a copy of the Resolution approved by Manitowoc County.

Moved by J. Brey, seconded by J. Nickels, to approve the Resolution as drafted and submitted by Ald. Gabriel. There was no vote on this motion.

Moved by J. Brey, seconded by J. Nickels, to approve the Resolution as drafted and submitted by Ald. Gabriel with an amendment to change the language as modified by the City Attorney. There was no vote on this motion.

D. Hornung asked what is the role of the City Plan Commission to discuss and vote on the Resolution for an item of this nature. D. Diedrich agreed that the item is not for the City Plan Commission to make a decision on. A discussion ensued by the Plan Commissioners who believed this item does not belong on the Plan Commission agenda.

This Resolution was placed on file.

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

[19-0085](#)

PC 8-2019: Ronald Egan / Family Dental Center, Special Permit for an animated sign located at 3712 Kadow Street.

P. Braun explained that the request is from Signs Plus on behalf of Ronald Egan and Family Dental Center located at 3712 Kadow Street. Pursuant to section 15.450(18)e(1) of the Municipal Code, the Plan Commission is

authorized to issue special permits for the erection of the animated signs.

P. Braun explained the details of the sign request. He stated that the sign meets all of the requirements of the sign code and there are no staff concerns or issues based on the sign application. P. Braun concluded his comments. There was no further discussion by the Commission.

Moved by Diedrich, seconded by Brey, to approve the issuance of the Special Permit for the animated sign pursuant to the submitted application. The motion carried by the following vote:

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

[19-0084](#)

PC 7-2019: Downtown Wayfinding Signs.

J. Nickels explained that the Wayfinding Sign project is a recommendation that came out of the recently adopted Downtown Master Plan. The recommended wayfinding sign design was approved by the Downtown Citizen Steering Committee. J. Nickels stated that at this time only the downtown wayfinding signs will be updated do to the limited amount of money that was budgeted for in 2019. The goal is to have the signs erected by June of this year. J. Nickels concluded by stating he is looking for the Plan Commission's support of the project.

D. Steinbrenner stated that the proposed downtown signage should only address public attractions and destinations and not private business.

Moved by Steinbrenner, seconded by Koski, that the Plan Commission go on record in support of the Downtown Wayfinding sign project. The motion carried by the following vote:

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

[19-0082](#)

PC 4-2019: Discussion and Possible Action on an Option and Right of First Refusal with Jagemann Stamping of Parcel 449-006-030 (Lot 1, Certified Survey Map, Volume 33, Page 199).

A. Kroner presented the request from Jagemann Stamping. She explained that Jagemann was approved to purchase the property but is now requesting an Option / Right of First Refusal. The Option & Right of First Refusal policy establishes the cost for the option at \$500/acre/year up to 3 years with a one year extension possible. A. Kroner stated that the request would also go through the Industrial Development Corporation for their approval.

Moved by Hornung, seconded by Koski, to Approve the Right of First Refusal and Approve any subsequent land sale that may occur in the future. The motion carried by the following vote:

Aye: 5 - Brey, Member Hornung, Mayor Nickels, Member Koski and Steinbrenner

Abstain: 2 - Diedrich and Member Jagemann

[19-0083](#)

PC 5-2019: Discussion and Possible Action on Land Sale of Parcel 449-004-050 (Lot 5 Block 4, Manitowoc I-43 Industrial Park Subdivision #3) to Apex Leasing.

A. Kroner presented Apex Leasing's request to purchase Lot 5, Block 4 of Manitowoc I-43 Industrial Park Subdivision No. 3 from the City of Manitowoc. Apex would construct a new 11,000 SF warehouse facility with office space that will be leased by Briess Malting. The purchase price for the land is \$10,000 an acre. The 11.3 acre parcel will be sold for \$113,000 plus closing costs and is subject to the City's Land Rebate Policy. The Industrial Development Corporation has also received and approved the request at their November meeting.

Moved by Diedrich, seconded by Steinbrenner, to recommend approval of the land sale subject to the following conditions. i) The land sale price shall be \$113,000 plus closing costs, and is subject to the City's Land Rebate Policy, ii) The use and development of the parcel shall comply with the Manitowoc I-43 Industrial Park Protective Covenants and iii) The Community Development Director is authorized to negotiate and finalize the offer to purchase and terms of the sale, and to proceed to close the land sale with City officials authorized to sign all the related documents. The motion carried by the following vote:

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

ROLL CALL

Present: 6 - Jim Brey, Dave Diedrich, Daniel Hornung, Dan Koski, Dennis Steinbrenner and Greg Jagemann

Absent: 1 - Mayor Nickels

[19-0086](#)

Discussion regarding 2019 Meeting Dates and Times.

The Commission discussed future dates for their meetings; no consensus was reached so the meeting dates will remain the fourth Wednesday of the month.

Discussion only. Placed on file. No Action taken.

[19-0087](#)

Discussion regarding Comprehensive Plan.

A. Kroner stated the last Comprehensive plan update was completed in 2009. She continued that an update should be done every 10 years and that no monies were budgeted in 2017-2018. A. Kroner stated that staff is looking to budget for and have the update started in 2020. She would like to pursue applying for a CDBG Plan Grant.

A. Kroner stated that the last Comprehensive Plan update cost \$245,000 but that cost also included 5 special studies. She continued that there are

several options available based on the level of work needed for the Comprehensive Plan update and that this could be part of future discussions with Commissioners in addition to discussing budget options and timelines.

D. Diedrich asked for clarification on what is considered compliance. P. Braun stated that the future land use map is in good shape for the most part but will still need to be reviewed. D. Hornung stated that for the last update a working group was selected. A. Kroner responded that yes, a Steering Committee would be formed to determine what level of a Plan update the City would need. A. Kroner added there could also be Special Area plans in addition to the Comprehensive Plan update. G. Jagemann asked if the 2009 plan was a full re-write. P. Braun responded yes. A. Kroner clarified an update must be done every 10 years but planning law does not define what an update is.

Discussion only. Placed on file. No Action taken.

[19-0088](#)

Discussion regarding Certified Survey approval process.

A. Kroner stated that per a copy of the August 2014 Plan Commission Minutes a discussion took place by the Commissioners to not review CSM's unless a CSM was controversial. If the CSM was controversial or needed further action by the Commission it then would be formally reviewed by the Commission in addition to staff review. A. Kroner stated that this approval process was never formalized in Chapter 21 of the Municipal Code. A. Kroner asked if it was the wish of the Plan Commission to give authority to staff to amend the ordinance.

J. Brey inquired if a formal ordinance was needed. A. Kroner responded yes. A discussion ensued regarding staff approval scenarios and state statute requirements. This item will be discussed further at the February Plan Commission Meeting.

Discussion only. No Action taken.

[19-0089](#)

Director's Report.

A. Kroner presented and provided a summary of primary activities and project updates for the Community Development Department.

VIII. MISCELLANEOUS

A. Manitowoc County Activities:

B. Certified Survey Maps (CSM):

1. Romero / Cerkas: NW 1/4 , NW ¼, Section 13, Township 19 North, Range 23 East, City of Manitowoc

A motion was made by Dave Diedrich, seconded by Member Daniel Hornung,

that the CSM's be approved. The motion carried by the following vote: Aye: 6
- Brey, Diedrich, Hornung, Koski, Steinbrenner, Jagemann

C. Summary of Site Plans:

1. SP 1-2019: MTM; Building Addition, 4330 Expo Drive

2. SP 2-2019: Apex Leasing; Warehouse New Construction, 1944 I-Tec Drive

IX. ADJOURNMENT

Moved by Steinbrenner, seconded by Jagemann, to adjourned at 7:40 PM. The motion carried by the following vote:

Aye: 6 - Brey, Diedrich, Member Hornung, Member Koski, Steinbrenner and Member Jagemann