



City of Manitowoc

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

Meeting Minutes

Plan Commission

Wednesday, October 28, 2020

6:00 PM

Remote Meeting

I. CALL TO ORDER

The meeting of the City Plan Commission was called to order at 6:25 pm by Chairman J. Nickels.

II. ROLL CALL

Present: 7 - Dave Diedrich, Daniel Hornung, Mayor Nickels, Dan Koski, Dennis Steinbrenner, Greg Jagemann and Curtis Hall

Absent: 1 - Jim Brey

Staff Present: Paul Braun, Adam Tegen, Jen Bartz

Others Present: Phil Cossen, Richard Robinson, David Block, Tim Martinez, Jovanni Butler

III. APPROVAL OF MINUTES

[20-1050](#) Approval of Minutes of the September 23 meeting.

Attachments: [9.23.2020 PC Minutes FINAL.pdf](#)

Moved by Diedrich, seconded by Koski, that the Minutes of the September 23, 2020 meeting be approved. The motion carried by the following vote:

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

IV. PUBLIC HEARINGS

[20-1053](#) Resolution Approving an Amendment to the Project Plan of Tax Incremental District No. 17, City of Manitowoc, Wisconsin.

Attachments: [Res - TIF 17 Amendment](#)
[Resolution 10.28.2020 Plan Commission SIGNED](#)
[Project Plan 10.19.20 - Finalized](#)
[20-1053 Report to Council Tif 17 amendment.pdf](#)
[20-1053 PC Report TID 17 amendment.pdf](#)
[Project Plan 10.19.pdf](#)
[Public Comment Bob Z TIF 17.pdf](#)

Adam gave a brief over and explained that this amendment is a way to

balance out TIF district increments to make them healthier with the possibility of closing the districts earlier than planned.

P. Cossen from Ehlers provided detailed information and summarized the project plan. He detailed the amount of excess revenue as approximately \$860,000 and stated that this will close TID 16 earlier than was projected. He referred to the project plan and fiscal projections for individual TIDs.

P. Cossen addressed the point of objection from the Manitowoc County Executive Bob Ziegelbauer and referred to a revenue sharing document explaining the financial impact of delaying the closure of TID 16.

Mayor Nickels noted that this has been a priority of the city for several years under his administration to balance out the TIDs. He asked A. Tegen if this is the last of the TIDs with a negative balance. A. Tegen indicated that all other TIDs are in a healthy state and that TID 16 is the only fiscal liability.

Mayor Nickels stated that closing this out will be a benefit with the city of Manitowoc taxpayers. He addressed the comments provided by the Manitowoc County Executive and stated that this liability would hamper the City's ability to react to emergencies such as COVID-19. He noted that without an action like this, the City would not be where it is financially.

Mayor Nickels asked the Commissioners for questions.

D. Hornung stated he understands benefits to the City, but asked how Manitowoc County is impacted.

P. Cossen referred to the revenue analysis document shared with the Commissioners and pointed out that the impact is nominal to the County.

D. Hornung referred to the document to confirm the impact and timing.

Mayor Nickels opened the hearing for public input. There was no public input.

Motion by Steinbrenner, seconded by Diedrich, to approve the proposed amendment and refer to Council. The motion carried by the following vote:

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

[20-0956](#)

PC 30-2020: Johnston Drive - City Initiated Street Vacation under §66.1003(2) and Official Map Amendment under §62.23(6)

Attachments: [20-0956 Report to Council Johnston Dr Vacation.pdf](#)

[20-0956 PC Report Johnston Drive.pdf](#)

[Johnston Drive Street Vacation](#)

P. Braun shared that this is a city-initiated street vacation and official map amendment; he described the location on a map. He stated that the street vacation and official map amendment are consistent with the overall

redevelopment plan for the former Elks Golf Course property. He stated that this street vacation will create another buildable property, although there are no plans for said property at this point.

Mayor Nickels asked the Commissioners for questions.

D. Hornung noted that he supports the vacation, but indicated that he would encourage the City not completely finalize until electrical and old waterways that are in the right of way are addressed.

Braun noted that he believes the utilities have been relocated and stated that the easements are in place. He went on to say that he will check with MPU on electric.

Mayor Nickels opened the hearing for public input. There was no public input.

Moved by Hornung, seconded by Koski, to approve the Johnston Drive - City Initiated Street Vacation under §66.1003(2) and Official Map Amendment under §62.23(6) provided utilities be moved prior.

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

[20-1051](#)

PC 33-2020: Canam Trust / Glastonbury Holdings LLC / Evergreen Real Estate Group: Request for a Conditional Use Permit for an Adaptive Reuse pursuant to 15.370(29) located at 1127 & 1133 S. 16th Street

Attachments: [20-1051 Report to Council Evergreen Adaptive Reuse CUP.pdf](#)
[20-1051 PC Report Evergreen Real Estate CUP.pdf](#)

P. Braun detailed the location and former uses as the National Tinsel Factory & Santa's Best. He noted that the building is currently zoned I-1 Light Industrial and the neighboring properties are R-4 Single and Two Residential. He stated that the request is for an Adaptive Reuse Conditional Use Permt and provided an overview of the requirements for an adaptive reuse. He stated that the applicant and current building have received a copy of the conditions and have not expressed any concerns or issues with the conditions.

P.Braun shared that the main reason for adaptive reuse CUP versus the rezone is the reduction of off street parking and allowing residential uses in a light industrial zoning district. He stated the project is consistent with the City's Comprehensive Plan encouraging the reuse of old industrial buildings with limited reuse options. He went to review the request time frame and noted that notices we sent to adjacent and abutting property owners. He deferred to David Block, Evergreen Real Estate Group for a more detailed project presentation.

D. Block shared his presentation and indicated that he was introduced to the potential project by a historic preservation group. He went on to provide background on Evergreen Real Estate group and the types of projects they work on. He noted that each location has a property manager and that they work a lot with WHEDA.

D. Block provided specific project details about the adaptive use that will create 76 total units in a senior housing (62+) and income restricted apartments. He shared that it is projected that the taxes would increase by approximately \$30k after the project improvements have been made.

D. Block provided a site plan with parking plan, noting there will be parking places inside the building as well. He shared the proposed floor plan and noted that the goal is to restore and not necessarily replace a lot of the windows and other historical elements on the building. They will be pursuing getting the building placed on the historic register so they can utilize historic tax credits for development. The tax credits are a very competitive process so there is not guarantee that the project move forward; D. Block is confident that they have a strong application.

D. Block shared the project schedule and noted that the goal is to start construction in January 2022, with an anticipated one-year construction cycle.

Mayor Nickels asked the Commissioners for questions.

D. Hornung asked what will happen to house on property. D. Block stated that the house will not be listed on national register, but will likely either be a residence for property manager or property maintenance superintendent who will live there.

D. Hornung asked how it is currently utilized. T. Martinez said it is currently rented out at market rate.

C. Hall shared that as manager of the Senior Center for the City he gets questions weekly about housing and would support the project.

G. Jagemann asked about the difference between adaptive reuse or rezoning outside of parking.

D. Block said that he believes the simplest path is adaptive reuse. P. Braun added that the applicant had to have all zoning issues in place prior to applying for the tax credits and that the current owner did not want to rezone the building from industrial because if the tax credits are not awarded he didn't want his building with only multi-family zoning which eliminates any potential industrial, office or retail reuses.

D. Hornung asked if there was concern about legal non-conforming. P. Braun stated that would be conforming if the Adaptive Use CUP was issued.

Mayor Nickels opened the hearing for public input. There was no public input.

Moved by Diedrich, seconded by Hornung, to approve the request subject to conditions recommended by staff for a Conditional Use Permit for an Adaptive Reuse pursuant to 15.370(29) located at 1127 & 1133 S. 16th Street. The motion carried by the following vote:

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

[20-1052](#)

PC 35-2020: Manitowoc Property Management, LLC; Request for a Conditional Use Permit for an Adaptive Reuse pursuant to 15.370(29) located at 1034 S. 18th Street

Attachments: [20-1052 Report to Council 1034 S 18th St Manitowoc Property Management Adaptive Reuse CUP.pdf](#)
[20-1052 PC Report Manitowoc Prop Mgmt CUP.pdf](#)

P. Braun reviewed the project and location, noting it was the former Cleveland School built in 1918 and then most recently Martin's, and Empire beauty school. He reiterated the criteria for adaptive reuse conditional use permit. He stated that it is currently zoned B-1 and office uses are currently permitted but the proposed coffee shop, hair salon, and message therapy uses are not explicitly permitted; this process will assure the owner that their intended uses will be allowed. He shared that the future uses are planned as office space, salon, coffee shop, and massage as well as other permitted uses. He confirmed that the applicant has received the conditions of the request and has accepted the conditions with no changes.

P. Braun stated adjacent and abutting property owners received notice of the project and the public hearing. He shared that one call from Richard Saari, neighboring property owner, was received and he is supportive of the use.

Mayor Nickels ask the Commissioners for questions.

D. Hornung pointed out that the difference is that the tax increment is different for this project and it will not have as great of an impact. P. Braun shared that the current owner is doing cosmetic improvements to the building.

Mayor Nickels opened the hearing for public input. There was no public input.

Moved by Diedrich, seconded by Hall, to approved the request subject to conditions recommended by staff for a Conditional Use Permit for an Adaptive Reuse pursuant to 15.370(29) located at 1034 S. 18th Street. The motion carried by the following vote:

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

V. OLD BUSINESS: None

VI. NEW BUSINESS

[20-1055](#)

PC 32-2020: Amendment to the Comprehensive Zoning Ordinance Section 15.370(27) - regarding Conditional Use Permits.

Attachments: [20-1055 Report to Council CUP Ordinance Amendment .pdf](#)
[20-1055 PC Report Zoning Amendment 15.370\(27\) re CUP.pdf](#)
[15.370 Ord to conform with State Statutes Conditional Use Permits
11-16-2020](#)

P. Braun provided background on the ordinance change and noted that 2017 - Act 67 created definitions for conditional use permits. Previously conditional use permits were not defined by the statutes. Act 67 created standards and rules related to conditional use permits.

D. Hornung asked if the ordinance will come back to Plan Commission in correct format. Paul said that what Commissioners have is a draft, but if there would be major changes it will come back to Plan Commission. Minor changes will go direct to Council in November.

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

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

[20-1056](#) PC 31-2020: Manitowoc County: Review of County-Owned Tax Foreclosure Properties, recommend to place on file with no further action taken

Attachments: [20-1056 PC 31-2020 Report Manitowoc County Tax Foreclosure.pdf](#)

The Commission reviewed the list of properties and determined that the City would have no interest in the properties.

Moved by Hornung, seconded by Koski, that the document be accepted and placed on file. The motion carried by the following vote:

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

[20-1057](#) PC 1-2020: BayPointe Developers, LLC: Quit Claim Deed for Bay Pointe Road, recommending acceptance of the Quite Claim Deed

Attachments: [20-1057 Report to Council Bay Pointe Road Quit Claim deed.pdf](#)
[20-1057 PC Report Bay Pointe Road Quit Claim Deed.pdf](#)

The Commission reviewed the quit claim deed for a small portion of Bay Pointe Road.

Moved by Diedrich, seconded by Koski, to approve the Quit Claim Deed for Bay Pointe Road. The motion carried by the following vote:

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

Discussion: November and December Meeting Dates

Decision to move both meetings up to the third Wednesday to avoid the

holidays.

This was discussed

VII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM): None

C. Summary of Site Plans From September 18 - October 19, 2020:

1. SP 9-2020: Premium Laminations, Building Expansion, 4110 Clipper Drive

2. SP 10-2020: Lake Breeze Apartments LLC; Additional Unit, Garage & Pavilion; 2319 Lake Breeze Drive

3. SP 11-2020: Doneff Schuette Building, Garage Structure, Franklin Street

VIII. ADJOURNMENT

Moved by Steinbrenner, seconded by Diedrich, that this meeting be adjourned at 7:35 PM. The motion carried by the following vote:

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