



# City of Manitowoc

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

## Meeting Minutes

### Plan Commission

---

Wednesday, January 24, 2024

6:00 PM

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

---

#### I. CALL TO ORDER

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

#### II. ROLL CALL

**Present:** 6 - Curtis Hall, Dan Koski, Dennis Steinbrenner, Jim Brey, Daniel Hornung and Dave Diedrich

**Absent:** 2 - Mayor Nickels and Greg Jagemann

Staff Present: Paul Braun, Jen Bartz

Others Present: Tina Nichols, Melissa Jacquart, Chris Herzog

#### III. APPROVAL OF MINUTES

[24-1145](#) Approval of Minutes of the December 20, 2023 Plan Commission meeting.

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

**Aye:** 6 - Member Hall, Member Koski, Member Steinbrenner, Alderperson Brey, Member Hornung and Member Diedrich

#### V. OLD BUSINESS

[24-1146](#) PC 36-2019: Grow it Forward Inc; Annual Review - Conditional Use Permit for an Adaptive Reuse pursuant to Chapter 15.370(29) located at 1501 Marshall Street; recommending to approve the annual review and remove the annual review condition for Grow it Forward's Adaptive Reuse Conditional Use Permit located at 1501 Marshall Street

**Moved by Diedrich, seconded by Hornung, to approve the annual review and remove the annual review condition for Grow It Forward's Adaptive Reuse Conditional Permit for the consent agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Hall, Member Koski, Member Steinbrenner, Alderperson Brey, Member Hornung and Member Diedrich

#### VI. NEW BUSINESS

[24-1147](#)

PC 4-2024: Request from Lakeshore Humane Society to Lease or Purchase Land from the City in Indian Creek Park.

P. Braun provided the location and overall site details. He said that City staff has met a couple times with Lakeshore Humane Society (LHS) prior to bringing their request to the Plan Commission.

C. Herzog from A.C.E. Builders, shared some background of the request and stated that the current LHS building has reached its end of usefulness and the building can no longer be modified to sustain growth. He provided information about LHS's needs and also explained the site constraints of the existing property such as grades, the amount of fill required, existing easements and utilities that encumber the site.

He added that LHS is aware they are a unique use and most likely would not be welcomed in residential areas. They investigated other potential sites within and outside the City but none of them met their criteria as well as the Indian Creek Park location. He went on to share the concept site plan and building footprint and noted the concept can be changed. He also pointed out the areas included on the plan based on the request of the City including parking for the dog park and bathroom facilities which can be used by all park users. He added that LHS staff wanted assurances that the City is responsible for all upkeep of the public bathrooms and request the open hours for the bathroom would align with their hours of operation.

D. Diedrich asked if the site would allow for expansion of the building and stormwater pond. C. Herzog stated that future expansion was taken into account but any future expansion would mean they have raised additional money and have enough volunteers. He added that the proposed placement is designed so as not to disrupt the disc golf course but the site plan could be altered if needed.

D. Hornung asked if a stormwater pond is required. D. Koski said yes because they are increasing the impervious surface and it is required by Statute. D. Hornung also asked why the request is brought to Plan Commission. P. Braun stated that by Statute requests to lease or purchase city lands shall be referred to the Plan Commission to give them the ability to provide a recommendation before the request goes to the Council.

C. Hall asked if a pervious surface lot could be used and if the existing building will be retained by LHS. C. Herzog said the current building will be retained and could be used for other animal type projects including grooming, boarding or animal isolation. C. Hall shared that the World Disc Golf Tournament is coming to Manitowoc in 2025 and they would like to use this course. He suggested the project timeline should likely align with this possible event.

D. Steinbrenner asked about the size of the pond and offered some suggestions to help LHS with any future expansion projects. C. Herzog reiterated that the plan is not exact at this point. Discussion ensued.

C. Herzog added that there will be soil samples collected and tested.

P. Braun shared that a stormwater pond cannot be built in a floodplain. He added that the next steps would be for the City and LHS to enter into a term sheet, memorandum of understanding or similar agreement. P. Braun also stated that the area would need to be rezoned to light industrial to allow for the proposed use. He went on to share a detailed list of other items to be addressed. He added that staff from Parks, Engineering, Streets, Building Inspection, and Community Development have all met to review and discuss the project and all are in favor of the proposal.

**Moved by Hornung, seconded by Diedrich, that the request to sell or lease approximately 2.5 acres of a portion of Indian Creek Park be approved and referred to Council. The motion carried by the following vote:**

**Aye:** 6 - Member Hall, Member Koski, Member Steinbrenner, Alderperson Brey, Member Hornung and Member Diedrich

[24-1148](#)

PC 2-2024: Annual Review of Community Living Arrangements pursuant to MMC 15.370(19)b; pursuant to section 15.370(19) the Plan Commission has reviewed the Community Living Arrangements and is recommending to the Council to approve the associated licenses for the Community Living Arrangements for 2024

**Moved by Diedrich, seconded by Hornung, that the Annual Reviews and associated licenses be approved for the consent agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Hall, Member Koski, Member Steinbrenner, Alderperson Brey, Member Hornung and Member Diedrich

[24-1149](#)

PC 3-2024: Chapter 15 Zoning Code Rewrite; recommending to enter into an agreement with Graef/Civitek Consulting to perform the Zoning Code Rewrite project

**Moved by Diedrich, seconded by Hornung, that the agreement be approved for the consent agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Hall, Member Koski, Member Steinbrenner, Alderperson Brey, Member Hornung and Member Diedrich

## VII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

i. James Coon: All of Tr 1.3 of a CSM recorded in Vol 19, Page 291, in the SW 1/4 of the SE 1/4 Section 35, T19N, R23E City of Manitowoc

C. Summary of Site Plans: None

**VIII. ADJOURNMENT**

**Moved by Diedrich, seconded by Koski, that the meeting be adjourned at 6:37PM.  
The motion carried by the following vote:**

**Aye:** 6 - Member Hall, Member Koski, Member Steinbrenner, Alderperson Brey, Member Hornung and Member Diedrich