



City of Manitowoc

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

Meeting Minutes

Plan Commission

Tuesday, September 9, 2025

6:00 PM

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

I. CALL TO ORDER

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

II. ROLL CALL

Present: 6 - Mayor Nickels, Curtis Hall, Dan Koski, Daniel Hornung, Dave Diedrich and Dennis
Steinbrenner

Absent: 1 - Greg Jagemann

Staff Present: Paul Braun, Eric Nycz, Jen Bartz

Others Present: Mary Ellen Beebe, Gary Boeckman, Dorothy Boutin, Debbie Holschbach, Brittany
Punches, Joyce Myers, Dan & Sheryl Lyman, Bill Odegaard, Mary Murray, Terry Ostrander, Steve &
Pat Vanderbilt, Jeanne Matthias, Katherine Ecker, Dave Sprang, Michael Huck, Matt Sauer, Deb
Abernathy, Pennae LeMain, Jeni Decker, Debra Sukawaty, Elizabeth Foster, Meredith Sauer, Anne
Schmidt, Kenneth G. Walters, Sister Kay Klackner, Sister Leonette Kochan, Nicky
Ostrenga-Stenson, Rob Stenson, Patty Marquardt, Gloria Clark, Kathy Fishbeck, Linda Hunter,
Karen Cisler, Michael Duchow, Henry Grant, Mark LeGreve, Amber Daus, Edwin Guzman, Gloria
Galarza, Joseph Daron, Amy Sonnemann, Nancy Lodi, Judy Rollin, Colleen Homb, Mike Cisler,
Kurtis Geiger, Laura Apfelbeck, Mark Meisner, Sophia Meisner, Joey DeBone, Brian Kerhim (Zoom),
MTPD (Zoom)

III. APPROVAL OF MINUTES

[25-0617](#)

Approval of the Minutes of the May 28, 2025 Plan Commission meeting.

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

Aye: 6 - Mayor Nickels, Member Hall, Member Koski, Member Hornung, Member Diedrich
and Member Steinbrenner

IV. PUBLIC HEARINGS

[25-0618](#)

PC 19-2025: Immanuel Evangelical Lutheran Church: Request for a
Conditional Use Permit for the Operation of a Church and School located at 916
Pine Street

P. Braun reviewed the location and request. No records of a Conditional
Use Permit (CUP) were found for the church or school so the uses were

considered legal non-conforming uses. With the proposal to expand the school a CUP was requested to bring the uses and buildings into conformance with the zoning code.

Notices were mailed to adjacent and abutting neighbors and no comments were received.

Chairman J. Nickels opened the public hearing at 7:02PM. There were no comments.

P. Braun read the recommendation.

Moved by Diedrich, seconded by Koski, that the Request for a Conditional Use Permit for the Operation of a Church and School located at 916 Pine Street be approved and referred to council. The motion carried by the following vote:

Aye: 6 - Mayor Nickels, Member Hall, Member Koski, Member Hornung, Member Diedrich and Member Steinbrenner

[25-0619](#)

PC 22-2025: The Neighborhood of Manitowoc County, Inc; Conditional Use Permit Request for a Transitional Use -Temporary Warming Shelter at 702 State Street

P. Braun reviewed the location and overall request for the issuance of a temporary Conditional Use Permit (CUP) for the establishment of an emergency warming shelter located at 702 State Street. He further read details of the request. He stated the City does not define a warming shelter; the closest definition is Transitional Housing.

P. Braun stated notices were sent the week of August 25 to adjacent and abutting property owners. An email from A. Eick was received and stated concerns of proximity to Lakeshore CAP as their families served and other topics. Comments were also received from M. LeGreve who stated support for the CUP and is encouraged by open discussion on this issue.

Chairman J. Nickels asked P. Braun to read all the conditions aloud. He did so and stated that the conditions were presented in advance to the group of representatives from the Neighborhood.

Chairman J. Nickels opened for questions from Commissioners.

D. Diedrich asked for clarifications on hours. P. Braun stated he included the original request in the report, but the conditions may be different than the applicant's request.

D. Hornung asked for reasoning behind 76 days (item "N"). E. Nycz stated the application is for an emergency warming shelter and not a homeless shelter. He provided information received from the police department. He

went on to share best practices statewide and nationwide.

D. Hornung asked if conditions for a permanent location will be the same.

E. Nycz stated that staff has not discussed that request.

Chairman J. Nickels opened the public hearing at 6:20 PM.

Brittany Punches, 741 S 32nd Street: In support of request. She provided statistics related to the unhoused and stated by it shows compassion, dignity and safety by supporting.

Sheryl Lyman, 3105 Meadow Lane: In support of request. She stated she is confused by limitation of number of stays per season. This is shelter is for so many - unhealthy, employed and unable to support themselves. Added that winter lasts longer than 76 nights and supports removal of stay limitation.

Dorothy Boutin, 1130 Bayshore Drive #1: In support of request. Stated she is a new warming shelter volunteer. Shelter is doing something needed in the community. If there is no shelter the unhoused would be in parks and public areas and then the community would respond for sure.

Michael Huck, 1002 Glenview Drive: Former director of Lakeshore CAP and Balance of State Continuum of Care, and board member of The Neighborhood. Homeless require these services. Shelter is for people who require shelter, not specifically for residents of a certain area. Stated that The Neighborhood can live with conditions presented and are appreciative of work on it.

Rev. Dr. Matt Sauer: Stated there is a housing need, even per the City's recent housing study. Added that 76 days and 12 people is not only unrealistic, but unjust. They will not turn down conditions, because no matter how stingy or small is good. Will accept the conditions, but will not accept as final answer. Urged reconsideration that 12 is the right number; 76 nights is not enough. The City's housing study says the housing is not there.

Kenneth Walters: President of Steering Committee of warming shelter and has staffed 446 of 450 nights shelter has been open. Stated the shelter has to turn people away - as few as 1 and as many as 9. Added that 62 people were served in 2024 (39 Men/23 Women). Urges the City to reconsider limit on 76 nights max and 12 people. Added that the shelter will live with whatever conditions given because the need is important.

Ann Schuette, 410 Waldo Blvd: In support of request. Works the 12-4am shift. Well aware this is a temporary shelter. People are not temporary and

their emergency is not only 76 days out of 150. Request City consider expanding # of days and allowing more people because of the larger and better facility.

Nancy Slattery, 9704 Pautz Road: In support of request. Volunteer here, but does not live in the City. Founding member of Hope House. Shared example of residents served - both in their 70s, lost house because they had no income. Found jobs but not enough to support basic needs. Urged committee to approve and expand nights and number of residents. City approved expansion of Lutheran church but didn't put limit on number of people who can pray.

Colleen Homb: In support of request. She is the Lakeshore CAP Executive Director and stated the board of directors is in full support. Provided statistics in support. Rise in visible homelessness is not people coming from elsewhere; rather living paycheck to paycheck, lack of affordable housing, and rising costs. Shared Point in Time (PIT) count completed in July, and that there was a decrease in 12 unhoused from previous year. Strong communities help neighbors.

Gary Boeckman, 709 State Street: Lives across the street. Agrees that people need a place to sleep and stay warm. Concerned about the many families in the area as there are many young children to keep safe. Maybe a business can help by finding employment for people to help them rise from homelessness.

Amber Daug: In support of request. CEO and founder of Grow It Forward and formerly lived in homelessness. Urged approval without limitations. She described her former situation and gave examples of supportive environments. She added that there is a wait list for unhoused options in the community.

Chairman J. Nickels closed the public hearing at 7:08 PM.

P. Braun read the recommendation.

Motion by D. Steinbrenner, seconded by D. Diedrich to approve as presented.

D. Steinbrenner asked for logic behind 12 residents and 76 days as maximums. P. Braun stated that both numbers were the amounts agreed upon. Chairman J. Nickels referenced a document from the police department recommending 12 as the number they can handle. Conversation ensued on number determination.

D. Steinbrenner asked if people had to be turned away due to max number

of nights. Ken Walters stated that the 76-day maximum is new, but had it been affixed to prior CUP it would have affected 11 people or 20% of individuals served throughout the 2024 season.

C. Hall asked for clarification where mean of 15 came from. Ken Walters stated CUP was followed and clarified the number of stays plus number turned away is where number came from.

E. Nycz added that neither location (previous or proposed temporary location) is up to code for this purpose of overnight stays. He added that the numbers are what the public safety professionals recommend. He added that the Fire Department condition has to pass the location for inspection as safe.

Discussion ensued about the number of individuals allowed and public safety.

D. Hornung made a motion to amend the number of individuals from 12 to 16 for each referenced condition and eliminate Item N. or the maximum number of stays at 76. Seconded by D. Steinbrenner.

D. Koski understands 12 per public safety recommendation, but not 76. E. Nycz stated that 76 is half days plus one as this is an emergency shelter. Chairman J. Nickels added that there is a difference between a homeless shelter and an emergency warming shelter.

D. Diedrich stated he understands the rationale, but the conditions attached need to align with protective services. He would rather support with 12 than it not get approved with 16.

Votes: Hornung, Steinbrenner, Hall (Aye); Nickels, Diedrich, Koski (Nay)
Amended motion fails on tie.

Motion by D. Hornung to amend to eliminate Condition N only. Seconded by D. Steinbrenner.

E. Nycz reiterated rationale and stated the conditions were agreed to by the applicant.

D. Hornung stated that in his research the maximum number of days condition is not placed on other warming shelters in Wisconsin. Public input occurs so staff is not the final arbiter.

Votes: Hornung, Steinbrenner, Hall (Aye); Nickels, Diedrich, Koski (Nay)
Amended motion fails on tie.

Approved per original motion.

Moved by Steinbrenner, seconded by Diedrich, that the Conditional Use Permit Request for a Transitional Use -Temporary Warming Shelter at 702 State Street be approved and referred to council. The motion carried by the following vote:

Aye: 6 - Mayor Nickels, Member Hall, Member Koski, Member Hornung, Member Diedrich and Member Steinbrenner

[25-0620](#)

PC 20-2025: City-Initiated partial Street Vacation and Amendment to the Official Map of an Un-Named Street between Paul Road and Herman Road.

P. Braun reviewed the location and request. Stated it was initiated at Council.

Notices were mailed to adjacent and abutting neighbors and no comments were received.

Chairman J. Nickels opened the public hearing at 7:26PM. There were no comments.

P. Braun read the recommendation.

Moved by Diedrich, seconded by Koski, that the City-Initiated partial Street Vacation and Amendment to the Official Map of an Un-Named Street between Paul Road and Herman Road be approved and referred to council. The motion carried by the following vote:

Aye: 6 - Mayor Nickels, Member Hall, Member Koski, Member Hornung, Member Diedrich and Member Steinbrenner

V. OLD BUSINESS

[24-1332](#)

PC 3-2024: Chapter 15 Zoning Code Rewrite Project Update

P. Braun shared that staff continue to work on the rewrite. He shared that there will be a public open house on September 24 from 5-6PM, followed by the regularly scheduled Plan Commission meeting at 6 PM. There will be a formal presentation by the consultant, GRAEF, at the meeting.

VI. NEW BUSINESS

[25-0621](#)

PC 24-2025: Review of In-Rem properties in the City of Manitowoc

P. Braun stated that staff are verifying information with the City Attorney on one commercial property as the bank may have paid taxes on that

property. That one property would be only one of interest and it would proceed through Council as next step.

This report was reviewed and placed on file.

[25-0622](#)

PC 21-2025: Community Development Authority of the City of Manitowoc Review of the Final Plat for River Point Subdivision.

Moved by Diedrich, seconded by Hall, that the Review of the Final Plat for River Point Subdivision be approved and referred to council. The motion carried by the following vote:

Aye: 6 - Mayor Nickels, Member Hall, Member Koski, Member Hornung, Member Diedrich and Member Steinbrenner

[25-0626](#)

PC 1-2025: Miscellaneous Dedications for Street Purposes - Michigan Avenue

Moved by Diedrich, seconded by Steinbrenner, that the miscellaneous dedications be approved and referred to council. The motion carried by the following vote:

Aye: 6 - Mayor Nickels, Member Hall, Member Koski, Member Hornung, Member Diedrich and Member Steinbrenner

VII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

- Weyenberg: Lots 8 & 9, Block 1, The Oaks Subdivision No. 2, in the NE 1/4 of the NE 1/4, Section 18, T19N, R24E, City of Manitowoc

- City of Manitowoc former Mall Properties: NW 1/4 of the SW 1/4 Section 16, T19N, R24E part of Lots 16, 17, & 31 of Oehler and Guenther's Subdivision, City of Manitowoc

- Seiler/ Patrick: All of lots 1 & 2 of Block 1 of Fishbeck's Subd with adjacent vacated Street; being part of SW 1/4 of the SE 1/4, Section 26, T19N, R23E, City of Manitowoc

- Mueller: Located in the SE 1/4 of the NE 1/4 of Section 4, T18N, R23E, Town of Newton

- Grotegut: Lands being a part of NW 1/4 of the NW 1/4, Section 22, T18N, R23E, Town of Newton

- Check/Dollar General: Part of the NW 1/4 of the NE 1/4 Section 14, T19N, R23E, City of Manitowoc

C. Summary of Site Plans from April 23 - August 27, 2025

- Forest Creek Apartments, 2240 S 42nd Street
- R2H - Semi Trailer Parking Lot, 6260 Vits Drive
- Take Five Oil Change, 4247 Calumet Avenue
- Immanuel Lutheran School Addition, 916 Pine Street
- Municipal Baseball Field, 2221 Grand Avenue
- Schardt Mini Storage, 2832 Custer Street
- Allie Warehouse, West Drive, Lot 2
- R2H Building Expansion, 6260 Vits Drive
- Dollar General, 2067 North Rapids Road
- Hubbart Electric Warehouse, 4315 Expo Drive
- Ascend Services Parking Lot Expansion, 2818 Meadow Lane

VIII. ADJOURNMENT

Moved by Diedrich, seconded by Koski, that the meeting be adjourned at 7:31

PM. The motion carried by the following vote:

Aye: 6 - Mayor Nickels, Member Hall, Member Koski, Member Hornung, Member Diedrich
and Member Steinbrenner