



# City of Manitowoc

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

## Meeting Minutes

### Plan Commission

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Wednesday, January 22, 2025

6:00 PM

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

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#### I. CALL TO ORDER

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

#### II. ROLL CALL

**Present:** 7 - Greg Jagemann, Curtis Hall, Dan Koski, Daniel Hornung, Dave Diedrich, Jim Brey  
and Dennis Steinbrenner

**Absent:** 1 - Mayor Nickels

Staff Present: Paul Braun, Jen Bartz

Others Present:: Eric Flood, Jason Jacobitz

#### III. APPROVAL OF MINUTES

[25-0040](#) Approval of Minutes of the November 20, 2024 Plan Commission meeting.

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

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member  
Diedrich, Member Brey and Member Steinbrenner

#### IV. PUBLIC HEARINGS

[25-0041](#) PC 19-2024: Whispering Meadows MHC LLC / Gilson; Petition to Rezone  
from R-4 Single and Two Family Residential to R-6 Multiple Family for  
property located east of Kinglet Drive and south of Viebahn Street. (Parcel  
# 801-102-061)

P Braun reviewed the property location and current zoning. He stated that  
the applicant, Eric Flood d.b.a. Whispering Meadows MHC LLC and the  
current owner, Russ Gilson d.b.a. LCR Development LLC thought the  
subject property was part of a land sale in 2022. Changing the zoning is a  
contingency prior to Whispering Meadows closing on the property. He  
added that the rezone is in alignment with the 20-Year Future Land Use. He  
said that the rezoned area would allow the applicant to increase the depth  
of some building sites.

P. Braun stated the notices were sent to property owners within 200' of the

proposed rezone and two individuals reached out in advance with input.

- Derek Blanchard, neighboring property owner, stated he had no concerns, but was just curious of plans for the property.

- Russ Gilson, current owner, stated his support for the rezone.

Acting Chairman J. Brey asked the Commissioners for questions. There were none.

Acting Chairman J. Brey opened the public hearing for comment. There were no comments.

P. Braun read the recommendation to approve the rezone.

**Moved by Diedrich, seconded by Steinbrenner, that this Action Item be approved and referred to council. The motion carried by the following vote:**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner

[25-0042](#)

PC 20-2024: Whispering Meadows MHC LLC; Request to Amend a Conditional Use Permit for the expansion of an existing Manufactured Home Park

P. Braun stated that the Conditional Use Permit amendment request is related to the previous Commission's action related to the rezone request at the property. The amendment adds 0.74 acres to an existing CUP that was issued in 2022 to Whispering Meadows MHC LLC. P. Braun mentioned that none of the conditions would change. He also stated that notices were mailed to adjoining and adjacent property owners and no comments were received.

Acting Chairman J. Brey asked the commissioners for questions.

D. Diedrich ask for clarification on the R-6 designation. P. Braun stated that manufactured homes are not allowed in the R-4 district.

Acting Chairman J. Brey opened the public hearing for comment. There were no comments.

P. Braun read the recommendation to approve the rezone.

**Moved by Diedrich, seconded by Jagemann, that this Action Item be approved and referred to council. The motion carried by the following vote:**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner

## V. OLD BUSINESS

[24-1332](#)

PC 3-2024: Chapter 15 Zoning Code Rewrite Project Update and Presentation from Graef.

P. Braun provided the following status update of the zoning code rewrite. Graef continues to develop the land use table, area regulations, and incorporation of the citizen and stakeholder input. The new zoning code will be placed into a new chapter of the Municipal Code to ensure that there is no confusion between the old and new chapters.

**This Communication was discussed**

## **VI. NEW BUSINESS**

[25-0043](#)

PC 2-2025: 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 2025

**Moved by Diedrich, seconded by Steinbrenner, that the Annual Review of Community Living Arrangements be approved for consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner

[25-0044](#)

PC 6-2023: Annual Review McMullen & Pitz Construction Co.; Conditional Use Permit for the Establishment of a Contractor's Storage Yard pursuant to 15.330(4) located off of S. 26th and Franklin Streets; recommending to approve the annual review of the Conditional Use Permit to McMullen & Pitz Construction Company / 110 East 310 LLC for the continued use of a Contractor's Equipment Storage Yard in I-1 Light Industrial zoning district pursuant to the conditions

P. Braun stated that there were no complaints or concerns reported from the Building Inspection, Police or Fire Departments regarding the contractor's lay down area. McMullen & Pitz stated that if any concerns are raised they would address accordingly.

**Moved by Diedrich, seconded by Hall, that the Conditional Use Permit Annual Review be approved for consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner

[25-0045](#)

PC 23-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 1111 Marshall Street; recommending to approve the re-issuance of the Conditional Use Permit to

Lotus Recovery Homes Inc. for the transitional housing use located at 1111 Marshall Street

P. Braun stated that there were no issues reported from the Building Inspection, Police and Fire Departments.

D. Hornung questioned if the condition which requires an annual report of financial status, individuals served and community partnerships is needed. He stated we don't require other conditional use permit holders to provide that information. D. Hornung recommended to remove the same condition from PC 24-2023 and PC 25-2023. The Commissioners were supportive of the recommendation.

**Moved by Diedrich, seconded by Hall, that the Conditional Use Permit Annual Review be approved for consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner

[25-0046](#)

PC 24-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 404, 406 & 408 N. Lake Street; recommending to approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for the transitional housing use located at 404, 406 and 408 N Lake Street

P. Braun stated that there were no issues reported from the Building Inspection, Police and Fire Departments.

D. Hornung recommended to remove the condition which requires an annual report of financial status, individuals served and community partnerships. The Commissioners were supportive of the recommendation.

**Moved by Diedrich, seconded by Hall, that the Conditional Use Permit Annual Review be approved for consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner

[25-0047](#)

PC 25-2023: Annual Review : The Haven of Manitowoc County; Conditional Use Permit for the Operation of a Transitional Housing at 826 S. 19th Street; recommending to approve the re-issuance of the Conditional Use Permit to The Haven of Manitowoc County for the transitional housing use located at 826 S 19th Street

P. Braun stated that there were no issues reported from the Building Inspection, Police and Fire Departments.

D. Hornung recommended to remove the condition which requires an annual report of financial status, individuals served and community partnerships. The Commissioners were supportive of the recommendation.

**Moved by Diedrich, seconded by Hall, that the Conditional Use Permit Annual Review be approved for consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner

[25-0057](#)

PC 3-2025: City of Manitowoc / Redeemer Lutheran Church: Sale of City-Owned Parcel along N. 16th Street. (Parcel # 155-008-120)

P. Braun stated that the city-owned property is a remnant lot that was created when the S. O. Berge Subdivision was platted. The small size and odd shape make the lot unbuildable. The City Attorney's office reached out to the two adjacent property owners of which Redeemer Lutheran Church has interest in acquiring the lot. Redeemer can create a buildable lot by combining a portion of their property with the subject property. The Community Development, Engineering and Parks departments are all in support of selling the property.

**This Action Item was approved and referred to council**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner

## VII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

i. William and Shirley Fessler; Tracts 19B.1, 19B.2, 19C.1 and 19C.2 of a Certified Survey Map recorded in Volume 26, Page 137, in NW 1/4 of the SE 1/4, Section 34, T19N, R23E City of Manitowoc

ii. Florence Pleuss; Lot 1 of a CSM Recorded in Volume 32, Page 45 Located in NE 1/4 of the SE 1/4, Section 34 and NW 1/4 of the SW 1/4, Section 35 all in T19N, R23E, City of Manitowoc

C. Summary of Site Plans: None

## VIII. ADJOURNMENT

**Moved by Hornung, seconded by Jagemann, that the meeting be adjourned at 6:25 PM. The motion carried by the following vote:**

**Aye:** 7 - Member Jagemann, Member Hall, Member Koski, Member Hornung, Member Diedrich, Member Brey and Member Steinbrenner