



# City of Manitowoc

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

## Meeting Minutes

### Plan Commission

---

Wednesday, April 28, 2021

6:00 PM Council Chambers. Meeting also available via Zoom remote conferencing software.

---

#### 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:** 8 - Mayor Nickels, Dan Koski, Greg Jagemann, Curtis Hall, Dave Diedrich, Daniel Hornung, Dennis Steinbrenner and Jim Brey

Staff Present: Paul Braun, Adam Tegen, Jen Bartz, Elizabeth Majerus, Lisa Mueller, Bill Nichols

Others Present: Amber Schmitz, Michael Check, Sara Oostdyke, Amy McCue

#### III. APPROVAL OF MINUTES

[21-0399](#) Approval of the Minutes of the January 27, 2021 Plan Commission meeting.

**Moved by Diedrich, Seconded by Brey, that the January 27, 2021 minutes be approved as amended. The motion carried by the following vote:**

**Aye:** 8 - Mayor Nickels, Member Koski, Member Jagemann, Member Hall, Diedrich, Hornung, Steinbrenner and Brey

#### IV. PUBLIC HEARINGS

[21-0400](#) PC 10-2021: Schmitz; Rezone from R-1 Residential-Agricultural District to R-4 Single- and Two-Family Residential District for property located at 3201 Packer Lane.

P. Braun provided an overview of the request and stated that the property owners purchased a 25' strip from the property owner to the south and would like to construct a detached garage. The strip of property is zoned R-1 Residential - Agricultural which requires a larger side and rear yard setback for structures; the larger setbacks don't allow enough buildable area for the proposed garage. The rest of the Schmitz's property is zoned R-4 Single and Two Family Residential.

Notices were sent to property owners within 200' of the subject property. Dan & Cindy Eisenshenk called Community Development staff and

generally do not have concerns with the zoning, but do have concerns with the existing drainage pattern between the two properties.

Chairman J. Nickels asked Commissions for questions. There were none.

Chairman J. Nickels asked for public input. There was no input.

P. Braun provided recommendation to approve.

**Moved by Steinbrenner, seconded by Hornung, to approve the rezone from R-1 to R-4. The motion carried by the following vote:**

**Aye:** 8 - Mayor Nickels, Member Koski, Member Jagemann, Member Hall, Diedrich, Hornung, Steinbrenner and Brey

[21-0401](#)

PC 11-2021: Langman Holdings LLC/ Vista Care / Priority One Investments: Request for a Conditional Use Permit pursuant MMC 15.370(29) for the establishment of an Adult Day Care Facility, located at 2005 Johnston Drive.

P. Braun provided a background on the project and detailed the location & neighboring zoning districts. The use will be an adult day care facility for up to 40 individuals. No structural changes are planned for the building and there are no anticipated parking needs on Johnston Drive. The R-6, Multiple Family zoning district allows up to 16 individuals and a conditional use permit is required if used for more than 16 individuals.

P. Braun provided details from the Municipal Code on what should be considered when reviewing a conditional use permit. Notices were sent to adjacent and abutting property owners and there were no comments received.

Chairman J. Nickels asked Commissions for questions.

D. Koski and D. Hornung clarified the information pertaining to duplicate conditions and a public meeting. P. Braun stated it was an error in the information packet.

Chairman J. Nickels asked for public input. There was no input.

P. Braun stated that the recommendation is to approve the conditional use permit as submitted with conditions.

**Moved by Steinbrenner, seconded by Brey, to approve the conditional use permit and conditions. The motion carried by the following vote:**

**Aye:** 8 - Mayor Nickels, Member Koski, Member Jagemann, Member Hall, Diedrich, Hornung, Steinbrenner and Brey

[21-0402](#)

14-2021: Vista Care / Priority One Investments: Request for an Adaptive

Reuse Conditional Use Permit pursuant to 15.150(3)k for the establishment of an Office for Training and Remote Monitoring located at 1004 N. 17th Street.

P. Braun provided a background on the project and detailed the location & neighboring zoning districts. He explained the purpose of the adaptive reuse conditional use permit request and detailed the planned use. He stated that, if approved, the current adult day care facility will relocate to the 2005 Johnston Drive location which was previously discussed at the Plan Commission meeting. P. Braun noted that there were parking concerns raised in the past by a neighbor. There are 6 off-street parking spaces available and approximately 6 or 7 on-street spaces directly adjacent to the building.

P. Braun stated that he contacted Building Inspection and they had no concerns; the Police Department had one 911 call for a fall, and they also stated there were no vehicle crashes at the Wisconsin Avenue & N 17th Street intersection in the past three years.

P. Braun explained the definition of an adaptive reuse and noted this location meets that criteria. He also stated that notices were sent to adjoining and abutting property and no input or comments were received.

Chairman J. Nickels asked Commissions for questions. J. Brey noted that in the past there was some neighborhood concern with the Adult Day Services Use but there are no neighbors present for this proposal, which is a good sign.

Chairman J. Nickels asked for public input. There was no input.

P. Braun stated the recommendation is to approve the adaptive reuse conditional use permit with conditions as presented.

**Moved by Brey, seconded by Jagemann, to approve the request for an adaptive reuse conditional use permit and conditions as proposed. The motion carried by the following vote:**

**Aye:** 8 - Mayor Nickels, Member Koski, Member Jagemann, Member Hall, Diedrich, Hornung, Steinbrenner and Brey

[21-0403](#)

PC 12-2021: Soaring Eagle Dairy LLC / Mike Check: Request to Amend the Official Map. Kellner Street, South of Goodwin Road and North of Homestead Road.

P. Braun explained the request and detailed the location. It was noted the request was from Mike Check who is acting as an agent for Soaring Eagle

Dairy. He pointed out that the areas indicated in dashed red on the map are existing proposed future streets. Soaring Eagle has a purchaser for a 9 acre lot, and that is driving the request. The existing north/south Kellner St. official map runs directly down the middle of the 9 acres; in addition it runs through a large WiDNR mapped wetland area. Soaring Eagle, who also owns the majority of the adjacent property, indicated they are not interested in a delineation of the entirety of their property. M. Check and Community Development staff have had previous conversations with the DNR who indicated that they would not allow a street to be constructed in the wetland.

P. Braun stated that most of the neighboring property owners are in favor of the request and have submitted signed letters showing their support. Ziegelbauer did not provide a letter of support but a vast majority of their property is in a mapped wetland area and they currently have access off of N. Rapids Road.

Chairman J. Nickels asked Commissions for questions.

Chairman J. Nickels asked about previous conversations about eliminating Knuell Street. P. Braun explained previous grid work may not be applicable and it is possible that if the City wants to keep north/south connectivity, Knuell Street may be a better option. He finished by stating that the property owners have not requested an amendment to the Knuell Street official map pattern.

D. Koski asked for clarification on what would be approved. P. Braun provided further clarification that the approval would be to remove the Kellner Street Official Map south of Goodwin Road to a point just north of Homestead Road and Kellner Street would be terminated with a cul de sac.

Ald. J. Brey stated that if the City wanted to keep Knuell Street as currently shown on the Official Map, it would most likely not be able to be developed due to the wetlands. If Kellner Street is removed from the Official Map and Knuell Street is also removed in the future because of the DNR input, there will not be a good connection between Menasha Avenue and Goodwin Road.

Chairman J. Nickels agreed with Ald. J. Brey's input and future discussion may be needed.

Conversation ensued among the commissioners regarding the proposed vacation.

D.Koski asked if the City does not remove the Official Map Street will the

lot be buildable. P. Braun stated it looks like there would not be enough depth to construct a residence based on the setbacks required in the County.

Michael Check, 9140 Hilltop Road, Cato, stated that the reason for the request to remove the proposed street is to allow the purchaser the ability to locate their residence in the center of the southernmost portion of the property. He detailed the request for development and indicated that adjacent property owners have provided letters of support removing the Official Map Street. Ziegelbauer would not sign letter of support as he is not sure about how the project will affect his land value. He also stated that wetland delineation is cost prohibitive to someone speculating about development.

Chairman J. Nickels asked for public input. There was no input.

P. Braun provided that a concern may be future utility connectivity. He went on to detail options for future access points and restated that the current property is not interested in developing the property and are unwilling to expend any monies for a wetland study or a development plan.

Chairman J. Nickels indicated that it's easier to take away a planned street on an official map than to add one.

P. Braun pointed out that just because a street is on the official map does not guarantee it will be improved.

There were no more comments from the Commission.

**Moved by Hornung, seconded by Brey, to approve the official map amendment as proposed. The motion carried by the following vote:**

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

**Nay:** 1 - Mayor Nickels

## V. OLD BUSINESS

### [21-0405](#)

PC 9-2021: City of Manitowoc, Matters Referred to Plan Commission Rahr-West Art Museum; Review of Building Addition Site Plan pursuant to WI Statute 62.23(5).

Chairman J. Nickels noted that this is a Plan Commission item because pursuant to Statute the Plan Commission shall be given the opportunity to provide comment on any public building. He clarified that the structure is not attached to historic building and that the recommendation is to approve the concept and proceed with construction.

**Moved by Diedrich, seconded by Koski, to approve the Rahr-West Art Museum addition. The motion carried by the following vote:**

**Aye:** 8 - Mayor Nickels, Member Koski, Member Jagemann, Member Hall, Diedrich, Hornung, Steinbrenner and Brey

[21-0404](#)

PC 13-2021: Schmitz; Release of Easement, 3201 Packer Lane.

P. Braun explained that the release of easement is related to the request for a change in zoning discussed earlier at the meeting. The easement area was originally located along the old property line. The Schmitz's purchased an additional 25' of property with intentions of constructing a garage but the easement is in the way. The utilities have responded stating no concerns with releasing the easement.

**Moved by Hornung, seconded by Diedrich, to approve the release of easement. The motion carried by the following vote:**

**Aye:** 8 - Mayor Nickels, Member Koski, Member Jagemann, Member Hall, Diedrich, Hornung, Steinbrenner and Brey

[21-0078](#)

PC 7-2021: Discussion Regarding Minimum Dwelling Unit Size in R-5 Low-Density Multiple Family District.

P. Braun reviewed the Plan Commission's previous discussion from January 2021 stating that all zoning districts have minimum dwelling unit sizes with the exception of R-5. He recommended adding the minimum dwelling size in R-5 to be consistent with all the other residential zoning districts.

P. Braun commented that at the January Commission meeting they questioned if the change would affect the ability for individuals to construct tiny homes. Community Development staff did some research on the topic and found that there is very limited information regarding the topic in Wisconsin. He pointed out the City of Marshfield has done the most work regarding tiny houses but ultimately they took the wait and see stance wanting to see where that housing trend goes in the future.

Discussion ensued among commissioners regarding tiny homes on wheels (THOW), as well as where these types of homes would be located. P. Braun indicated that currently they would need to be located in an R-6 district and would need to have a conditional use permit issued.

A. Tegen stated that this addition is to close a loophole and that if an individual comes forward with a request for a tiny home park, the City would address it at that time.

**Moved by Koski, seconded by Steinbrenner, to approve the zoning text amendment creating a minimum dwelling size of 720 square feet in the R-5**

**Low-Density Multiple Family Zoning District. The motion carried by the following vote:**

**Aye:** 5 - Member Koski, Member Hall, Diedrich, Steinbrenner and Brey

**Nay:** 3 - Mayor Nickels, Member Jagemann and Hornung

## VI. NEW BUSINESS

### [21-0406](#)

PC 5-2021: Sign Code Revision; Repeal Municipal Code Section 15.450 and Create Chapter 31 in the Municipal Code.

Chairman J. Nickels stated that this item is to approve the revisions to the sign ordinance by repealing section 15.450 and to create Chapter 31 in the Municipal Code.

A. Tegen stated that this is a large project that has been discussed for the last several years. A team has worked with a consultant and it is now ready to go to Council.

D. Koski stated that the appendix will be a value-added component for users as it provides visual description.

D. Diedrich asked for clarification about vehicle signs and asked if city busses are vehicle signs. E. Majerus, Assistant City Attorney, stated that busses would be exempt as it is secondary signage.

D. Diedrich asked if a motion sign was related to Capitol Civic Center and if that sign specifically was taken into consideration. He agreed that the motion is where distraction occurs and it becomes a safety issue. Suggested reaching out to Capital Civic Center.

Ald. J. Brey asked if the Common Council has received this document as there is a lot of new information for new Common Council Members. He suggested it be reviewed at a Committee of the Whole meeting in June which would allow the new alderpersons time to read the proposed sign code.

**Motion by Hornung, seconded by Hall, to repeal section 15.450 and create Chapter 31 of the Municipal Code. Motion carried by the following vote:**

**Aye:** 8 - Mayor Nickels, Member Koski, Member Jagemann, Member Hall, Diedrich, Hornung, Steinbrenner and Brey

## VII. MISCELLANEOUS

A. Manitowoc County Activities: None

**B. Certified Survey Maps (CSM):**

1. Popp Revocable Trust, SW 1/4 of the SE 1/4 of Section 19, T19N, R23E. Town of Manitowoc Rapids
  
2. City of Manitowoc (Ammo Inc property), SE 1/4 of the SW 1/4 and the SW 1/4 of the SW 1/4 Section 27 & NE 1/4 of the NW 1/4 and NW 1/4 of the NW 1/4 Section 34 T. 19 N. R. 23 E. City of Manitowoc
  
3. City of Manitowoc (MC3/ York Street), NW 1/4 of the NW 1/4 of Section 29, T19N, R24E City of Manitowoc being all of Lots 4 & 9 and part of Lots 5 and 8, Block 165 of the Original Plat of the City of Manitowoc
  
4. Mueller, Resurvey of Lot 1 CSM Volume 13, Page 441 located in NE 1/4, SE 1/4 of Section 29 and NW 1/4, SW 1/4 Section 28, all in T19n R23E. Town of Manitowoc Rapids
  
5. Park Plaza TIC Rollup LLC. NE 1/4 of the SE 1/4 and in the NW 1/4 of the SE 1/4 of Section 25, T19N R23E City of Manitowoc being a resurvey of Blocks 2-5 Clarks Subdivision and included vacated streets and alleys also being a resurvey of Lot 6 of the Subdivision of the SE 1/4 of Said Section 25, also being a resurvey of Lot 2 of a Certified Survey recorded in Volume 33, Page 231

**C. Summary of Site Plans From January 16 - April 23, 2021:**

1. SP 1-2021, Lakeshore Mini Storage LLC, 2424 Johnston Drive, 2-50'x166' Storage Buildings
  
2. SP 2-2021, Manitowoc Tool & Manufacturing Additions, 4330 Expo Drive
  
3. SP 3-2021, Redline Plastics Addition, 1434 S 59th Street
  
4. SP 4-2021, Ammo Inc., West Custer Street
  
5. SP 5-2021, Dramm Corporation, Dufek Drive
  
6. SP 6-2021, Bank First, Operations Center, Dufek Drive
  
7. SP 7-2021, Manitowoc Storage Solutions, 3031 Menasha Avenue, Mini Warehouse Complex
  
8. SP 8-2021, Culver's, 4201 Calumet Avenue, Drive Through Addition & Dumpster Enclosure
  
9. SP 9-2021, Total Service Development, 2117 Zimmer Drive, 5-Unit Town Home

D. Diedrich asked that for a future Plan Commission meeting, a comprehensive plan update be provided.

A. Tegen stated that there are some funds in budget for minor updates such as future land use and other priorities.

**VIII. ADJOURNMENT**

**Moved by Hornung, seconded by Jagemann, that this meeting be adjourned at 7:15 pm. The motion carried by the following vote:**

**Aye:** 8 - Mayor Nickels, Member Koski, Member Jagemann, Member Hall, Diedrich, Hornung, Steinbrenner and Brey