



City of Manitowoc

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

Meeting Minutes

Community Development Authority

Wednesday, March 18, 2026

4:00 PM

Manitowoc City Hall and remote via Zoom.

I. CALL TO ORDER

Acting Chairman G. Maloney called the meeting to order at 4:00PM.

II. ROLL CALL

Present: 5 - Dunbar, Cummings, McMeans, Tienor and Maloney

Absent: 2 - Stangel and Bartow

Staff Present: Adam Tegen, Anne Marie Skinner, Jen Bartz

Others Present: Serena Lewis, Karen Stebane-Smith, Derek Felber, Steven Phillips, Sophie Phillips

III. APPROVAL OF MINUTES

[26-0232](#) Approval of Minutes of the February 11, 2026 Meeting.

Moved by McMeans, seconded by Cummings, that the Minutes be approved. The motion carried by the following vote:

Aye: 5 - Dunbar, Cummings, McMeans, Tienor and Maloney

IV. PUBLIC HEARING

[26-0233](#) Annual Plan for Fiscal Year 2026 and 5-Year Plan for 2025-2029 Revisions.

Acting Chairman G. Maloney opened the public hearing at 4:00PM.

S. Lewis provided a brief overview of the proposed plan and noted specific 5-Year Plan revisions.

There were no public comments.

Acting Chairman G. Maloney closed the public hearing at 4:04PM.

V. MANITOWOC PUBLIC HOUSING BUSINESS

[26-0234](#) Financial Report and Approval of Monthly Expenditures

S. Lewis shared that the report was received that morning and will be shared at the next meeting.

This item was tabled for a future meeting.

[26-0242](#) Office Renovation Project Update

S. Lewis stated a contract was signed and completion is expected by September 2026. Staff will relocate to the rec room during renovation.

This item was discussed.

[26-0243](#)

NSPIRE Inspection (HUD)

S. Lewis shared the NSPIRE guidebook provided by HUD in preparation for the on-site inspection. The inspection will occur while office renovations are in process, but S. Lewis stated staff are confident they will score well with inspectors.

This item was discussed.

[26-0237](#)

Wage Study

A. Tegen briefly shared highlights of the study. He added the it can be discussed in closed session at a future CDA meeting.

G. Maloney asked when the last wage study was completed. S. Lewis said it was 2022. She went on to add that she is meeting with the accountant to discussion the proposed new position. G. Maloney asked if the remodel will make space for the proposed new position. S. Lewis stated it does.

S. McMeans asked what tasks would be assigned to an Administrative Clerk position. S. Lewis provided a brief synopsis of anticipated position responsibilities.

Discussion ensued. Action will be taken a future meeting.

This item was placed on file.

VI. DOWNTOWN REDEVELOPMENT ACTIVITIES

[26-0238](#)

Design Review Application: 1112 Washington Street

A. Skinner reviewed the proposed exterior painting project. As of the meeting, the applicant has not provided an exact color. Members agreed to approve with staff review/approval of color.

Moved by Cummings, seconded by Tienor, that the Design Review Application be approved and staff sign off on color selection. The motion carried by the following vote:

Aye: 5 - Dunbar, Cummings, McMeans, Tienor and Maloney

[26-0239](#)

Design Review Application: 1 Maritime Drive

A. Skinner reviewed the proposed project renovating an existing vacant building into a coffee shop. Specifically a proposed walk-up service window and cedar privacy fence. She reviewed staff findings and added

staff recommend approval of the project.

Moved by McMeans, seconded by Cummings, that the Design Review Application be approved. The motion carried by the following vote:

Aye: 5 - Dunbar, Cummings, McMeans, Tienor and Maloney

[26-0240](#)

Design Review Application: 1103 S 10th Street

A. Skinner reviewed the proposal to expand operations of the existing Salute establishment by constructing an addition to accommodate accessible restrooms as well as a fence and small structure at 1103 S 10th to support outdoor music activities. She noted that demolition was previously approved and added that this application does not include signage as shown in the provided renderings.

Members asked if there have been noise complaints. D. Felber, owner/applicant, state he completes a loud noise application and works with the police department staff in advance. He added that there has been one complaint in seven years.

Members agreed to motion as provided in report.

Moved by McMeans, seconded by Cummings, that the Design Review Application be approved. The motion carried by the following vote:

Aye: 5 - Dunbar, Cummings, McMeans, Tienor and Maloney

VII. HOUSING BUSINESS

[26-0241](#)

Revolving Loan Fund Financial Reports

A. Tegen reminded member that the program is being closed by the state and staff will determine how best to share reporting going forward. There will be no new loans, only payoffs and administration.

The reports were placed on file.

VIII. OTHER BUSINESS

A. River Point District Update

Adam provided a brief update on the status of projects. He added that staff are awaiting status notification of a \$3 million dollar clean up grant application.

B. 1512 Washington Street Update

A. Tegen shared that clean up is ongoing in preparation for the housing development.

C. Lakeshore Mall Update

A. Tegen said that weather has hampered site work. He added that housing starts will begin in spring.

He shared that the developer is still marketing the commercial, but added that any development would need approval from the city.

IX. Adjournment

Moved by Tienor, seconded by Cummings, that the meeting be adjourned at 4:42PM. The motion carried by the following vote:

Aye: 5 - Dunbar, Cummings, McMeans, Tienor and Maloney