



City of Manitowoc

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

Meeting Minutes Plan Commission

Wednesday, February 4, 2015

6:30 PM

Council Chambers

I. CALL TO ORDER

The meeting of the City Plan Commission was called to order by Acting Chairman Jim Brey at 6:30 PM.

ROLL CALL

Present: 7 - Steven Alpert, Dave Diedrich, Daniel Hornung, Dan Koski, Jim Muenzenmeyer, Jim Brey and Dennis Steinbrenner
Absent: 1 - Mayor Nickels

Mayor Nickels absence is excused.

Staff Present: Nic Sparacio, Paul Braun, Lisa Mueller

Others Present: Deputy Fire Chief Gregg Kadow

III. APPROVAL OF MINUTES

[15-153](#)

Approval of the Minutes of the November 5, 2014 meeting.

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

Aye: 7 - Alpert, Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

IV. PUBLIC INFORMATIONAL HEARINGS: None.

V. REFERRALS FROM COMMON COUNCIL: None.

VI. OLD BUSINESS

[15-154](#)

PC 2-2015: Annual Review of Community Living Arrangements, recommending Council approve the associated licenses for these facilities for 2015.

Mr. Braun explained to the Commission that the review of Community Living Arrangements is pursuant to Section 15.370(19)b of the Municipal Code. The Plan Commission shall review and Common Council shall determine whether a Community Living Arrangement's existence poses a threat to the health, safety or welfare of the residents of the City.

Mr. Braun stated that the Building Inspection, Clerk, Police and Fire Departments were

contacted to see if they have any complaints or concerns on file for 2014. All the departments except for the Police reported that there were no complaints or concerns on file. The Police Department wasn't able to respond with any complaints prior to the meeting, but Mr. Braun stated that he will not send a report to Council until he has heard from the Police Department.

According to a January 14, 2015 listing of licenses provided by the Wisconsin Department of Health Services - Division of Quality Assurance there are 7 Adult Family Homes (AFH) with a capacity of 28 and 25 Community Based Residential Facilities (CBRF) with a capacity of 398. Mr. Braun noted that the two most recent CBRF's, TLC Homes - Paul Road and TLC Homes - Cappaert Road are not shown on the listing because the state has not issued the final license to date.

The Commission unanimously recommended that the Council approve the associated licenses for the Community Living Arrangements for 2015 contingent upon no objection by the Police Department.

Moved by Muenzenmeyer, seconded by Alpert, that this Report be recommended for approval to the Licensing, Permits & Inspections Committee. The motion carried by the following vote:

Aye: 7 - Alpert, Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

[15-155](#)

PC 3-2015: Harbor Assistance Program - Annual 3 Year Statement of Intentions.

Mr. Braun explained to the Commission that the 3 Year Statement of Intentions is an annual document that is submitted by the City to the Wisconsin Department of Transportation - Bureau of Railroads and Harbors. The Statement is used by the D.O.T. for planning purposes only and is not a petition for federal or state aid; the statement does not commit the City to spend any money. Mr. Braun continued to explain that the Statement of Intentions is very similar to last years with only a few minor changes.

A recent change to the Statement of Intentions is private individuals can now prepare their own Statement and submit them separately to the D.O.T., previously private entities had to work with the local municipality. The Statement is due to the Bureau of Railroads and Harbors on or before April 1.

Mr. Braun informed the Plan Commission that the Statement was also endorsed by the Harbor Commission at their last January 27th, 2015 meeting.

Mr. Braun's recommendation to the Plan Commission was that the Commission go on record supporting the 2015 - 2017 Wisconsin Department of Transportation's 3 Year Statement of Intentions and related Council resolution.

Moved by Diedrich, seconded by Koski, that this Report be recommended for approval to the Public Infrastructure Committee. The motion carried by the following vote:

Aye: 7 - Alpert, Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

[15-156](#)

PC 24-2014: Update Revision to Municipal Code Chapter 15.450 Sign

Mr. Sparacio explained the progress on this project and the upcoming steps. City staff have been working through an initial draft with the primary goal of translating the city's

existing sign code into the new, more user-friendly format provided by the consultant. There will only be minor changes recommended at this time, and all changes will be discussed with a stakeholder group. More significant recommended changes could stem from the stakeholder group discussions. The next steps include forming the stakeholder group and meeting to review the proposed code. The Commission discussed some of the key issues for the sign code revision process including the treatment of nonconforming signs, freeway signs, off-premise (billboard) signs, and video display signs.

This item was discussed. No action taken.

VII. NEW BUSINESS

15-157

PC 4 -2015: Discussion Regarding the Comprehensive Plan Amendment Process.

Mr. Sparacio stated that the Plan Commission will be involved in both minor, periodic and major, 10-year amendments or updates to the Comprehensive Plan. The statutory requirements for this process are very involved and have changed somewhat since the Plan was originally adopted. Minor, periodic amendments have to do with the "Consistency Requirement" of Chapter 66.1001 of the Wisconsin Statutes. Certain actions taken by the City, such as rezonings, PUDs, and Official Map amendments, must be consistent with its Comprehensive Plan. If the City wishes to take an action that is not consistent with the adopted Comprehensive Plan, the Plan must first be amended.

The Commission reviewed the amendment language of the Comprehensive Plan found in the Implementation chapter. The Commission also reviewed a draft "Comprehensive Plan Amendment Process." Much of the proposed process is required to meet statutory minimum requirements, but the City might also want to include additional steps to make the community aware of proposed amendments and invite public participation in the process. For example, the statutes do not include a notification requirement for surrounding property owners. The Commission stated that the City of Manitowoc should utilize a 200 foot notice, similar to the rezoning request process. Mr. Sparacio stated that the entire process can take several months to complete, which is why the Comprehensive Plan recommends only allowing for amendments to be requested once a year. Given that no formal plan amendments have been needed to date, a more responsive timeline could be provided when necessary. The required public hearing and 30-day Class 1 public notice are the primary drivers of this timeline.

Staff will provide a draft Public Participation Plan for periodic amendments at a future Plan Commission meeting. This plan would be a standing document that could serve for a set period of years to establish the City's procedure and cover all amendments over that time period.

This item was discussed. No action taken.

VIII. MISCELLANEOUS

- A. Manitowoc County Activities: None.
- B. Certified Survey Maps (CSM):

15-158

Abbey Ridge; CSM in Section 18, Township 19 North, Range 24 East, City

of Manitowoc

This Certified Survey Map was discussed. No action taken.

[15-159](#)

Ziegelbauer (2 CSMs); CSM in Section 11, Township 19 North, Range 23 East, Town of Manitowoc Rapids

This Certified Survey Map was discussed. No action taken.

[15-160](#)

Zimmer; CSM in Section 14, Township 18 North, Range 23 East, Town of Newton

This Certified Survey Map was discussed. No action taken.

[15-161](#)

Abbey Ridge (2 CSMs); CSM in Section 18, Township 19 North, Range 24 East, City of Manitowoc

This Certified Survey Map was discussed. No action taken.

[15-167](#)

Stanleas III, LLC; CSM in Section 14, Township 19 North, Range 23 East, City of Manitowoc

This Certified Survey Map was discussed. No action taken.

[15-163](#)

Check; CSM in Section 14, Township 19 North, Range 23 East, City of Manitowoc

This Certified Survey Map was discussed. No action taken.

[15-164](#)

Bruenig; CSM in Section 2, Township 19 North, Range 23 East, Town of Newton

This Certified Survey Map was discussed. No action taken.

C. Summary of Site Plans From November 5, 2014 - January 28, 2015: None.

D. Director's Report:

Mr. Sparacio provided the Commission with an update on recent Common Council actions, the proposed changes to the Council and Committee meeting process, and various ongoing development projects in the City.

IX. ADJOURNMENT

Moved by Koski, seconded by Diedrich, to adjourn this Meeting at 7:16 PM. The motion carried by the following vote:

Aye: 7 - Alpert, Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

Respectfully Submitted,

Paul Braun
Secretary

