



# City of Manitowoc

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

## Meeting Minutes

### Plan Commission

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Wednesday, November 29, 2023

6:00 PM

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

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#### I. CALL TO ORDER

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

#### II. ROLL CALL

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

Staff Present: Paul Braun, Jen Bartz

#### III. APPROVAL OF MINUTES

[23-0973](#)

Approval of Minutes of the October 25, 2023 Plan Commission meeting.

**Moved by Diedrich, seconded by Koski, that the October 25, 2023 Minutes be approved. The motion carried by the following vote:**

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

#### IV. PUBLIC HEARINGS

[23-0974](#)

PC 27-2023 Northeastern Wisconsin Area Health Education Center; Petition to Rezone from I-2 Heavy Industrial to B-1 Office Residential located at 925 S. 15th Street.

P. Braun reviewed the location and the original request to rezone the single lot at 925 S. 15th Street. He stated that staff recommends expanding the area to be rezoned to better align with the downtown plan and future land uses. He said that a letter was sent to all property owners in the expanded area notifying them of the enlarged rezoning area and only Mike Howe, owner of 1426 Washington Street called with questions. He added that a letter was also sent to all property owners within 200' of the enlarged rezone area and there were no comments received.

Chairman J. Nickels asked the Commissioners for questions and there were none.

Chairman J. Nickels opened the Public Hearing and there were no questions.

Plan Commission members approved the request to rezone the property located at 925 S. 15th Street including the expanded rezoning area as recommended.

**Moved by Brey, seconded by Hornung, that the expanded area be approved for rezone and the item referred to council. The motion carried by the following vote:**

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

[23-0975](#)

PC 28-2023: New School Investments, LLC; Petition to Rezone from R-6 Multiple Family to B-1 Office - Residential located at 1402 Clark Street.

P. Braun reviewed the request and stated the location is Clarkbridge Hall formerly known as the Vocational School. He said that the owner of the building recently was made aware that the property is zoned residential and they requested the change in zoning to B-1 Office Professional which would allow all the current uses plus office / professional uses. He added that there are two off-street parking lots which provide approximately 70 parking spaces. He stated that the mailing was sent to property owners within 200' of the proposed area and there were no comments received.

Chairman J. Nickels asked the Commissioners if there were any questions.

D. Steinbrenner asked if there were any residents currently living in the building. P. Braun said there are none.

Chairman J. Nickels opened the Public Hearing and there were no questions.

**Moved by Hornung, seconded by Diedrich, that the Petition to Rezone from R-6 Multiple Family to B-1 Office - Residential be approved and referred to council. The motion carried by the following vote:**

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

## V. OLD BUSINESS

[23-0790](#)

PC 19-2023: Discussion Regarding Amendment to Chapter 15 Related to Accessory Dwelling Units.

P. Braun provided a brief update and stated that staff has had discussions with other communities who have implemented ADU text into their zoning codes.

G. Jagemann asked if those communities had owner-occupied restriction. P. Braun stated that staff is still reviewing other communities codes but so far they have seen some owner-occupied restrictions but not in every community. He added that even though the communities have code allowing ADUs, no ADU has actually been constructed in the other communities they have talked with. The main reason for this is the high cost of construction and a requirement that the ADU's require their own sewer laterals.

P. Braun stated discussion will continue in early 2024.

**This Report was discussed.**

## VI. NEW BUSINESS

### [23-0976](#)

PC 26-2023: Popp Subdivision No. 4, Concept Plat Review, S. 19th and Summit Streets; recommending to approve the concept plan as presented

P. Braun stated that this concept plan is Phase 4 of Popp's overall plan and he added that there will be one additional and final phase after this current phase. He stated that the 18 lot subdivision will allow for single and two residential uses. P. Braun pointed out that the storm water infrastructure and pond were already constructed under an earlier phase. P. Braun stated that the Common Council approved the design and construction of the roads in the 2024 budget.

Discussion ensued about a neighboring piece of property that is not part of the Popp Subdivision; P. Braun stated that property is not owned by Popp is not interested in selling or developing the property at this time.

**Moved by Koski, seconded by Hall, that this Subdivision Concept Plan be approved for consent agenda. The motion carried by the following vote:**

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

### [23-1016](#)

Review and Authorize Community Development Staff to Proceed with Zoning Code Rewrite Request for Proposal.

P. Braun said that the Request for Proposals for the zoning code rewrite was provided to the Commissioners for review and comments in September. He added that he did reach out to another community about their recent code update process to get a sense of costs and timing. He added that it's anticipated the process will begin in mid-summer and last 18 to 24 months.

**Moved by Koski, seconded by Steinbrenner, the request for staff to proceed with the zoning code rewrite RFP be approved. The motion carried by the following vote:**

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

## **VIII. ADJOURNMENT**

**Moved by Jagemann, seconded by Hornung, that the meeting be adjourned at 6:15PM. The motion carried by the following vote:**

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