



# City of Manitowoc

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

## Meeting Minutes

### Plan Commission

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Wednesday, September 27, 2023

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 Plan Commission meeting to order at 6:00 PM.

#### II. ROLL CALL

**Present:** 6 - Greg Jagemann, Curtis Hall, Dan Koski, Jim Brey, Daniel Hornung and Dave Diedrich

**Absent:** 2 - Mayor Nickels and Dennis Steinbrenner

Staff Present: Paul Braun, Kait Piazza, Jen Bartz, Bill Nichols

Others Present: Terry Bosch

#### III. APPROVAL OF MINUTES

[23-0787](#)

Approval of Minutes of the August 23, 2023 Plan Commission meeting.

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

**Aye:** 6 - Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung and Member Diedrich

#### IV. PUBLIC HEARINGS

[23-0788](#)

PC 18-2023: Lotus Recovery Homes, Inc; Request for a Conditional Use Permit for the Operation of Transitional Housing at 419 Park Street pursuant to 15.150(3)l.

P. Braun reviewed the request and location. He said that a Conditional Use Permit was previously issued to The Crossing for the same location in 2015 for transitional housing, but now Lotus Recovery Homes is now taking over the services. He stated that all the proposed conditions are the same as the 2015 conditions except for two and he detailed the changes.

P. Braun stated that notices were mailed to adjacent and abutting property owners and no comments were received.

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

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

comments.

P. Braun read the recommendation to approve the issuance of the Conditional Use Permit for the establishment of a transitional housing use located at 409 Park Street pursuant to the conditions. He added that there are two other locations that Lotus Recovery Homes operates that do not have CUPs issued as the previous director was not aware of the requirement. He stated that petitions for Conditional Use Permits will be coming forward in October or November.

**Moved by Diedrich, seconded by Jagemann, that the Request for a Conditional Use Permit for the Operation of Transitional Housing at 419 Park Street be approved and referred to council. The motion carried by the following vote:**

**Aye:** 6 - Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung and Member Diedrich

[23-0789](#)

PC 20-2023: Schardt Electric LLC / Barry Schardt: Petition to Rezone Property Located at 2832 Custer Street from B-3 General Business to I-1 Light Industrial.

P. Braun provided background information regarding the request and location. He stated that the rezone will allow the property owner to construct a mini warehouse. He stated that industrial uses are currently located to the east, north, west and southwest of the property with commercial uses located on the remaining adjacent properties.

P. Braun stated that a notice was mailed to property owners within 200 feet and there were no comments received.

Acting Chairman J. Brey asked the Commissioners for comments or questions. There was discussion about the site and the neighboring McMullen & Pitz storage yard conditional use permit that was previously approved by Plan Commission.

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

P. Braun read the recommendation to approve the petition to rezone the property.

**Moved by Hornung, seconded by Jagemann, that the Petition to Rezone Property Located at 2832 Custer Street from B-3 General Business to I-1 Light Industrial be approved and referred to council. The motion carried by the following vote:**

**Aye:** 6 - Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung and Member Diedrich

## VI. NEW BUSINESS

[23-0790](#)

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

P. Braun introduced K. Piazza, Business and Housing Planner, to the Plan Commission members. K. Piazza reviewed the proposed language provided for the Accessory Dwelling Unit (ADU) discussion.

Conversation ensued among members on topics including: zoning districts and minimum lot size; should proposed language be more or less restrictive; if/how the ADU could be managed via deed restrictions and future ownership; set backs on property; upper/lower units; verification process for owner-occupied; decommissioning of an ADU and limitations on future sale of property; ADU as short-term rentals and how to enforce; potential of property owners creating an ADU, but using as a short-term rental; and substandard lot language.

K. Piazza said that feedback will be considered and an internal discussion will occur on the revised language. She added that the next step will be for the proposed language to be shared with Council for discussion. P. Braun added that this is a drastic change and the logistics of enforcement need to be discussed as well.

Acting Chairman J. Brey recommended that the proposed language be discussed at Committee of the Whole prior to going to Council for discussion. Proposed final language will be shared with Plan Commission in October or November.

**This item was discussed.**

## VII. OLD BUSINESS

### [23-0685](#)

Discussion regarding zoning code re-write request for proposal

P. Braun provided an update on the process and next steps. He stated that there is no concrete timeline set yet because the project funding has not been finalized to date.

**This item was discussed**

## VIII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

i. Sopa; Tract 8 of a CSM Vol 27, Page 384; Tract 4 of a CSM Vol 7, Page 341 & Part of Tract 3 of a CSM Vol 7, Page 97 all in NW 1/4, SW 1/4 Section 5, T19N, R24E Town of Manitowoc

ii. Fischer/Welch/House of Bricks LLC; Tract 1 of a CSM Vol 15, Page 173 & part of SW 1/4 of the SE 1/4 Section 11, T18N, R23E, Town of Newton

C. Summary of Site Plans from August 16 - September 21, 2023: None

D. November and December Plan Commission Meeting Dates

Committee members set the upcoming Plan Commission dates for November 29 and December 20, 2023.

The item was discussed

#### **IV. ADJOURNMENT**

**Moved by Diedrich, seconded by Jagemann, that the meeting be adjourned at 6:42 PM. The motion carried by the following vote:**

**Aye:** 6 - Member Jagemann, Member Hall, Member Koski, Alderperson Brey, Member Hornung and Member Diedrich