



City of Manitowoc

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

Meeting Minutes

Plan Commission

Wednesday, October 22, 2025

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

I. CALL TO ORDER

Acting Chairman B. Schlei called the meeting of the City Plan Commission to order at 6:00PM.

II. ROLL CALL

Present: 5 - Curtis Hall, Dan Koski, Dave Diedrich, Dennis Steinbrenner and Bill Schlei

Absent: 3 - Mayor Nickels, Greg Jagemann and Daniel Hornung

Staff Present: Paul Braun, Jen Bartz, Anne Marie Skinner

Others Present: Rachel Wiegert, Dennis Huckins, Joe Trader

III. APPROVAL OF MINUTES

[25-0752](#)

Approval of Minutes of the September 24, 2025 Plan Commission meeting.

Moved by Diedrich, seconded by Koski, that the September 24, 2025 Minutes be approved. The motion carried by the following vote:

Aye: 5 - Member Hall, Member Koski, Member Diedrich, Member Steinbrenner and Alderperson Schlei

IV. PUBLIC HEARINGS

[25-0753](#)

PC 27-2025: Lakeshore Community Foundation / Terence and Paula Fox, Petition to Rezone from R-2 Single Family to B-1 Office Residential for property located at 1005 Memorial Drive (Parcel# 520010010).

P. Braun reviewed the request and location. He stated that Lakeshore Community Foundation is looking for a new location for their offices; they currently share space in the West Foundations offices which are a neighboring property. Lakeshore Community Foundation would have up to 5 employees at the location who would all park on the existing driveway. They have no plans for any major exterior changes to the building or grounds. All their board meetings are held off-site and they have a very limited number of visitors to their office. P. Braun stated that notices were sent to property owners within 200' and he was contacted by Dennis Huckins, 1015 Memorial Drive. Mr. Huckins had some general questions and stated he wasn't opposed to the rezoning but was a little concerned if

the Foundation, in the future, relocates to another location what uses would be permitted on the property.

P. Braun went on to review the B-1 Office-Residential District uses.

Acting Chairman B. Schlei opened the public hearing.

Dennis Huckins, 1015 Memorial Drive: Stated his concern is not with the Foundation's plans but with the zoning in the neighboring properties across Memorial Drive; he has no concerns with the aspirations of the foundation. Stated his long term concern is with the growth of the foundation if they need to relocate to a larger building in the future. He added that he confident in the foundation's leadership as they will be a great neighbor. Nothing objectionable, he is relying on the good faith of the new neighbor.

Rachel Wiegert from Lakeshore Community Foundation shared their high-level renovation plans and added that the building exterior will remain as is other than interior renovations and exterior site clean up and minor improvements.

Acting Chairman B. Schlei closed the public hearing at 6:12PM.

Moved by Diedrich, seconded by Steinbrenner, that the Petition to Rezone from R-2 Single Family to B-1 Office Residential be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Member Hall, Member Koski, Member Diedrich, Member Steinbrenner and Alderperson Schlei

V. OLD BUSINESS

[25-0755](#)

PC 3-2024: Chapter 15 Zoning Code Rewrite Update

P. Braun stated that the Commissioners can contact him if they have any comments regarding the packet of information that was handed out at the September open house regarding the zoning code rewrite project.

VII. MISCELLANEOUS

The Commission agreed to move the November meeting to the 19th and the December meeting to the 17th.

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

1. Knox Ventures LLC; All of Lot 1 of a CSM recorded in Vol. 35 Page 325 being part of the SE 1/4 of the SE 1/4 & the NE 1/4 of the SE 1/4 Section 28, T19N, R23E City of Manitowoc
2. Bank First National; Lots 7, 8 the South 1/2 of Lot and all of Lots 10 through 20, Block 118, Original Plat located in SW 1/4 of the SW1/4 Section 20, T19N, R24E City of Manitowoc
3. Fresh Cut Lawn & Landscaping LLC; Part of the NE 1/4 of the SE 1/4 of Section 27, T19N, R23E Town of Manitowoc Rapids.

C. Summary of Site Plans: None**VIII. ADJOURNMENT**

Moved by Diedrich, seconded by Koski, that the meeting be adjourned at 6:18PM.

The motion carried by the following vote:

Aye: 5 - Member Hall, Member Koski, Member Diedrich, Member Steinbrenner and Alderperson Schlei