

PLAN COMMISSION MINUTES - 8/14/2013

Plan Commission Offices
Manitowoc City Hall

Regular Meeting
Manitowoc City Plan Commission
Wednesday
August 14, 2013
6:30 P.M.

I. CALL TO ORDER

The meeting of the City Plan Commission was called to order by Mayor Justin Nickels at 6:30 P.M.

II. ROLL CALL

Members Present

Dan Hornung
Justin Nickels
Maureen Stokes
Steven Alpert
Jim Brey
Jim Muenzenmeyer
Dan Koski

Members Excused

David Diedrich

Staff Present

David Less
Paul Braun
Michelle Yanda

Others Present

See Attached Sign In Sheet

III. APPROVAL OF MINUTES of the Regular July 10, 2013 Meeting.

Motion by: Ms. Stokes

Seconded by: Mr. Hornung

Moved that: the minutes be approved as presented.

Upon Vote: the motion was approved unanimously.

IV. PUBLIC INFORMATIONAL HEARINGS

- A. PC19-2013/PC36-2012: St. Francis of Assisi; Proposed Conditional Use Permit (CUP) for Transitional Housing Facility at 1003 Marshall Pursuant to Sections 15.210(3)(o) of Manitowoc Municipal Code

(Note that this informational hearing began at 6:45 P.M. due to a misprint in the Herald-Times-Reporter regarding the starting time for the hearing)

Mr. Less explained that tonight's public informational hearing was in regard to a request from St. Francis of Assisi Parish, which was requesting a Conditional Use Permit (CUP) pursuant to Section 15.210(3)(o) of the Municipal Code (Code), to establish and operate a transitional housing facility in partnership with the Haven of Manitowoc

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County for adult males at the St. Boniface School building at 1003 Marshall. Mr. Less stated that the CUP was being processed through Section 15.370(27) of the Code, and added that under a CUP, the Commission and Council had to determine if the proposed use was reasonably necessary for the convenience and welfare of the public, was in harmony with the character of the surrounding area, and would have a minimal or no effect on surrounding property values. Mr. Less added that the Commission and Council could affix conditions to the CUP to provide assurances that the proposed use would not have a negative impact on the surrounding area.

Mr. Less then proceeded to identify the key players in this proposal:

1. St. Francis of Assisi, which was:
 - a) The owner of the St. Boniface property on the south side of Marshall, between So. 10th and So. 11th.
 - b) Lessor to a property lease dated July 3, 2013 for the St. Boniface School building at 1003 Marshall with The Haven. The lease commenced July 1, 2013, authorized a homeless shelter or other sublease arrangements, had an initial 2 year term with up to 10 renewal options of 2 years each (total of 20 years), a 90 day termination right, included usage of all kitchen equipment at no additional cost to The Haven, specified shared maintenance responsibilities, and included use of all off-street parking areas.

2. The Haven of Manitowoc County, Inc., which was:
 - a) Lessee to a property lease for the St. Boniface School building at 1003 Marshall dated July 3, 2013.
 - b) Received its 501(c)(3) designation from the IRS in June, 2012.
 - c) A nonstock corporation under Chapter 181 of Wis. Stats.
 - d) Organized for the purposes of providing emergency services, food, clothing and shelter for homeless in Manitowoc County.

3. Lakeshore Interfaith Hospitality Network of Manitowoc County, Inc. (LIHN), which was:
 - a) A non-profit, non-stock Wisconsin corporation established in 2004 to serve the needs of homeless individuals in Manitowoc County.
 - b) Located at 1110 So. 10th and operated as "Hope House"
 - c) providing shelter, meals, support and case management services to assist 1 or 2 parent families with children who were currently homeless, as well as overnight accommodations and meals to its patrons.

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- d) Established to address the absence of a homeless shelter in Manitowoc County.

Mr. Less explained that LIHN entered into a "Consulting and Affiliation Agreement" with The Haven on May 30, 2013, which allowed The Haven access to the LIHN Executive Director for up to 10 hours/week through December 31, 2013. Mr. Less added that LIHN was also the recipient of an adaptive reuse CUP from the City in 2010 for occupancy of the former parsonage building located southeast of the church and school building for administrative offices, and homeless services and residency.

Mr. Less continued that the St. Boniface property was owned by St. Francis of Assissi Parish, Corporation, and was defined as Lots 1-7, 9-10, the W20' of Lot 8 and the N½ of Lot 13, in Block 287 of the City's Original Plat; an area measuring approximately 2.8-acres. Mr. Less added that it was further identified as Tax Parcel #000-287-010; that the St. Boniface campus had frontages of 300' on Marshall Street, 180' on So. 10th, and 330' on So. 11th; was exempt from taxes; and included the church, former school, parsonage and an off-street parking lot for 64-66 vehicles, as well as a driveway area to the west of the parsonage for another 3-4 vehicles. Mr. Less noted that there was an 8' high chain link fence around the perimeter of the property.

Mr. Less added that the St. Boniface school building currently had limited occupancy, and noted some bereavement groups periodically using the lower level space, as well as periodic use for parish social events and activities. Mr. Less noted that the City's 1988 "Intensive Survey Final Report" identified the church and Rectory with a construction date of 1885, and stated that "St. Boniface was the "mother church" of Manitowoc; the original parish from which all the others were created." Mr. Less continued that the St. Boniface parish was first established in 1853 with the current church constructed in 1886, the Rectory constructed in 1896, and the school, which was connected via a breezeway to the west side of the church and constituted the proposed CUP area, was built in 1950.

Mr. Less explained that the proposed CUP portion of the property was zoned "R-7" Central Residence, which was a district to encourage redevelopment and reuse of properties in the central high service older area of the City. Mr. Less noted that "transitional housing" was identified as a conditional use in the R-7 district under subd. (3)(o). Mr. Less then noted that the St. Boniface property was split in a N-S direction (approximately mid-block) with the "R-7" and "B-3" General Business District zoning districts, with the church located in the "B-3" portion, and the school in the "R-7" portion of the property. Mr. Less then explained surrounding land uses and zoning around the proposed CUP area. Of particular note, Mr. Less advised that Hope House was located at 1110 So. 10th to the east, and Marco Manor, 1114 So. 11th was located to the west of the proposed CUP area.

Mr. Less then focused in on the school building which would be the proposed CUP area, and noted that it was a masonry and block building constructed in 1950, and had approximately 13,000sf of area; contained a basement or lower level, and 2 above

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grade floors; had 10 large classrooms (24' x 36') (5/floor), an office (17' x 20'), and a small library area on its first and second floors; a lower level containing an institutional kitchen and adjacent large, multi-purpose space for approximately 200 people; and non-compliant ADA restrooms on each floor. Mr. Less continued that St. Boniface had not had a day school in this facility for many years, but noted that reports he reviewed indicated that the building was in generally good condition, but would have to be upgraded to comply with ADA in such areas as automatic fire suppression, and accessibility. Mr. Less added that the building would also likely have asbestos and lead based paint removal to address as well. Mr. Less then stated that the block wall comprising the south side of the building could be adapted in the future to provide for an access ramp to meet ADA requirements.

Mr. Less then noted that under this redevelopment proposal, the plan at this time was for the building to be re-configured as follows:

1. Basement/lower level, from N to S:
 - a) Kitchen featuring stainless steel accoutrements, and dining area, a social area, future computer lab and laundry room.
2. First floor, from N to S:
 - a) Donation and drop off area, 3 classrooms converted to resident rooms for 12 persons (max 4 residents/room), office areas, women and men's restrooms, a renovated space converted to a shower and locker room area, and janitor's room.
3. Second floor, from N to S:
 - a) Mirrors the configuration on the first floor, but, while included in the lease, was not included in the redevelopment plans at this time.

Mr. Less then began a discussion regarding the proposed operation by The Haven, and noted that their request was inspired by the lack of a safe option for homeless men in Manitowoc County, and their primary objective was to provide safe shelter for men that didn't otherwise have it, and to direct those individuals to other specialized services already offered elsewhere in the community. Mr. Less continued that the CUP would authorize up to 20 homeless individuals at the facility at any time (The Haven business plan indicated an estimated 146 homeless men in the Manitowoc County), with resident length of stay not to exceed 90 days.

Mr. Less then noted that The Haven's screening process would require a client to produce a photo identification, and a social security card, and if there was no identification, The Haven would attempt to verify an individual's identification through secondary means. Mr. Less added that intakes would be via referrals from other agencies or via self referral, and would include drug/alcohol screening at the discretion of The Haven, and mandatory background checks. Mr. Less continued that the building

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would include sleeping areas for a maximum of 20 adult men (single and 18+ years of age), showers and restrooms to code, and a food service area, and that The Haven would offer case management services to guide residents back into the mainstream. Mr. Less noted that additionally, services planned would include intake; drug, alcohol and mental health screening; transportation assistance; job search and employment assistance; help in identifying stable housing; access and referrals to other community service agencies; financial and budgeting counseling; and educational development and goal setting. Mr. Less added that case management sessions would occur at least once every week.

Mr. Less continued that The Haven would be working with temporary residents to prepare "Individual Development Plans" which would be the extent of counseling provided. These plans, Mr. Less noted, were agreements between residents and case managers or service providers on specific goals to be met in order to attain independent living. Mr. Less added that compliance with this Plan would be a factor in determining a resident's length of stay as well. Mr. Less added that their services would be provided in line with guidelines published by the WI Division of Housing for homeless prevention, which would be pre-requisite to securing State or Federal funding.

Regarding The Haven's business plan, Mr. Less then provided an overview of its planned operations including 24 hour/365 day staff coverage while residents were presents; case managers and administrative staff present between 8:00 A.M. – 5:00 P.M., M-F; case management staff would be available to complete intake and assessment until 7:00 P.M., M-F; and intakes would not be anticipated overnight or on weekends.

Mr. Less continued that The Haven's business plan further identified a personnel and security plan including 1 full time executive director, 1 full time office manager, 1 part-time case manager, 2 part-time weekday security professionals, and 2 part-time weekend security professionals; the installation of closed circuit security cameras by The Haven at the interior and exterior of the St. Boniface property (Hope House would also install security cameras to provide a secondary level of site security); and volunteers (always in tandem with someone else) were also referenced in the business plan for evening, overnight and weekend coverage periods. Mr. Less added that The Haven's business plan identified a financing plan that included \$150,000 for building improvements, operating cash needs ranging from \$142k (2013) to \$153k (2016); and funds accumulated as of the end of April at \$43,600.

Mr. Less advised that he was also in possession of a letter from the West Foundation from 2012 suggesting the availability of \$100,000 to The Haven for acquisition and operating expenses, but added that this letter was not a commitment of funds, and that it stated the matter had been tabled until there was more clarity regarding the property. Mr. Less noted that what was not clear was whether the property referenced meant St. Boniface or some other property that was being looked at by The Haven in 2012.

Mr. Less stated that notices regarding tonight's meeting were mailed from Planning on August 6th to property owners within 200' of the subject property, and that he

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had not received any direct responses to this mailing. Mr. Less continued that on August 2nd, Elizabeth Neuser, 2308 So. 11th, visited Paul Braun in Planning and Rick Schwarz in Building Inspection, and asked various questions regarding the proposal and the condition of the school building. Mr. Less continued that he also received a phone call on August 12th from Mark Stevens, Director at Marco Manor supporting the proposal; a support letter dated August 13th from Rebecca Rice at Marco; a support email dated July 25th from Lynn Hoffman representing St. Francis of Assisi Parish and St. Vincent de Paul - Two Rivers; and a support letter dated August 5th from UnitedOne Credit Union.

Mr. Less continued that it was his understanding that The Haven also hosted at least 1 neighborhood meeting to discuss their program, but he was not sure how that went, or who attended. Mr. Less added that the City's 2009, 20-year land use map that was part of the City's Comprehensive Plan identified this property as "Institutional and Community Facilities", so there were no apparent conflicts with the proposed CUP. Mr. Less added that a major theme underlying the Comprehensive Plan was to promote infill development and adaptive reuse of blighted and underutilized properties, which again was consistent with the proposed CUP and the historic usage of this property.

Mr. Less added that WI's 5-year consolidated housing plan prepared by WDOA for 2010-2014, identified assisting special subpopulations and special needs groups with shelter, and other services including homeless prevention.

In closing, Mr. Less stated that it was his understanding that the objective of The Haven was to be more than an offering of just food and shelter, but their overarching objective was to act more as a "one stop shop"; a model under which shelter residents could obtain a variety of services at the shelter as well as food and a bed.

Mr. Brey commented that he had attended 2 neighborhood meetings (Thursday and Saturday sessions) sponsored by The Haven, noting that they were highly publicized, but with low turnouts. Mr. Brey noted that he was encouraged that the people in this neighborhood may be open to this idea.

Ed Rappe, 2103 So. 9th, commented that the men's homeless shelter would be an improvement for the neighborhood, and would contribute to the area as an alive and active place.

Sally Schisel, 1007 Hamilton, commented that she attended the Thursday meeting, and felt that limiting the occupancy of the shelter to 20 should be increased so that more people would have the opportunity to get help and return to the mainstream. Ms. Schisel stated that she felt The Haven proposal was a good idea.

Deputy Police Chief Brennan, City of Manitowoc, expressed concerns of the Police Department with the potential to have sex offenders as residents of The Haven, and wanted to share the Department's concern with the Commission.

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Nancy Potts, 9704 Pautz Road, Maribel, commended the citizens of Manitowoc who were in support of The Haven's proposal.

Mark LeGreve, 2208 12th Street, Two Rivers, commented that Mr. Less covered his talking points in his presentation, and added that their objective was to open a safe shelter. Mr. LeGreve continued that regarding the growth of occupancy issue, they wanted to slowly grow capacity, and felt that a maximum of 20 at this time was more than adequate to meet their needs. Mr. LeGreve asked that the CUP terms and conditions be minimally restrictive, so that The Haven had the ability to operate with flexibility, and felt that they would be able and responsible in gauging someone's past mistakes.

Elizabeth Neuser, 2308 So. 11th, stated that she attended the Thursday meeting, and noted that several attendees were concerned with overall safety in the area. Ms. Neuser continued that she felt there were not enough Police patrols through the area, and added that drugs were being used at rental properties. Ms. Neuser noted that she had requested incident reports from the Police Department for the area, but fulfilling that request would take approximately 10 days, and she did not have them at this time. Ms. Neuser added that she had talked with Deputy Fire Chief Kadow regarding building fire safety, and was advised that the facility would likely have to be sprinklered for occupancy up to 8, and that there would be additional requirements if occupancy exceeded 8 people.

Mr. Less explained that the CUP was a land use issue, and did not restrict or usurp building or safety code requirements.

David Lemberger, 1410 Orchard Drive, commented that the people needing The Haven were not criminals, and should not be presumed to be.

Ms. Schisel commented that it was her understanding that violent people would not be allowed to stay at The Haven.

Mayor Nickels commented that he was a staunch supporter of this cause, and felt that The Haven had addressed the issues relevant from the last time this discussion took place for So. 29th and Meadow Lane. Mayor Nickels stated that he supported the mission of The Haven and their business plan, and wanted to someday be able to call this an "opportunity" for people to have a home. Mayor Nickels complemented everyone involved in this process, noting that there were a small number of people trying to positively change the world.

Mr. Brey commented that Hope House had a contract with The Haven for intake, and was impressed with this collaboration, and stated that his intent was to have the CUP approved by Council on Monday night.

Mayor Nickels asked Mr. Less for his recommendation.

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Mr. Less explained his proposed CUP compliance conditions, and recommended that the Commission recommend to Council approval of the CUP under Section 15.210(3)(o) of the Code, subject to the compliance conditions as presented.

Additional discussion was held.

Motion by: Mayor Nickels
Moved that: the Commission approve the Planner's recommendation above.

Seconded by: Mr. Alpert
Upon Vote: the motion was approved unanimously.

V. REFERRALS FROM COMMON COUNCIL

- A. PC8-2013: Allie/Manitowoc Cinema, LLC; Planned Unit Development (PUD) in Section 35 Pursuant to Section 15.750 of Manitowoc Municipal Code – Review of Final Development Plan Pursuant to Section 15.750(16) of the Manitowoc Municipal Code, and Review of Final PUD Site Plan and Associated PUD Covenants

Mr. Less led the Commission through a review of the following documents related to the proposed Cinema Square PUD at So. 44th Street, north of Viebahn and east of I-43: (i) General Development Plan dated May 16, 2013; (ii) Final Development Plan dated August 7, 2013; (iii) Implementation Plan for Planned Unit Development (PUD) dated August 19, 2013; and (iv) a Reciprocal Easement and Operation Agreement dated May 10, 2013, and recorded V. 2814, P. 146 (note that item (iv) is a private deed restriction not enforceable by the City).

Mr. Hornung commented that he wanted to make sure the mapping was updated so that the planned signs were not located in public easement areas.

Peter Allie, 100 Maritime Drive, commented that SMI was updating the PUD maps to make those changes.

Mayor Nickels asked Mr. Less for his recommendation.

Mr. Less recommended that the Commission recommend to Council that it: (i) approve the above referenced documents to officially establish the PUD overlay district as described, subject to Section 15.570(16) of the Municipal Code, and with no vested rights granted; (ii) authorize the Mayor and Clerk to sign the "Implementation Plan"; and (iii) authorize the City Planner to record the "Implementation Plan" at the Register of Deeds with the petitioner responsible for payment of the recording fee.

Motion by: Mr. Hornung
Moved that: the Commission approve the Planner's recommendation above.

Seconded by: Ms. Stokes
Upon Vote: the motion was approved unanimously.

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Mr. Brey commented that his plan was to bring this matter through Council for approval on Monday night.

B. PC18-2013: Manitowoc County; Tax Deeded Properties in the City of Manitowoc

Mr. Less reviewed with the Commission tax foreclosure notices from Manitowoc County regarding various properties in the City of Manitowoc. Upon review, Mr. Less explained that he thought the City should have interest in 2 parcels: (i) a parcel on E. Reed Avenue identified as Tax # 520-047-010 due to its adjacency to Lincoln Park; and (ii) a parcel on Dewey at So. 30th identified as Tax # 836-103-071 due to its size, zoning and potential developability.

Mr. Less explained that the statutory redemption period for these parcels was August 30th, meaning that the mortgagor (property owner) has the benefit of a redemption period in which to pay the balance, costs and attorney fees due under the debt obligation. Mr. Less added that should these two (2) parcels become owned by Manitowoc County, he felt the City should enter into discussions with the County regarding acquiring title at little or no cost.

Commission members concurred with Mr. Less' assessment of these parcels. Mr. Less then recommended that the Commission recommend to Council that regarding the two (2) parcels identified above, it instruct the City Attorney to monitor the status of these parcels, and if one (1) or both of them were ultimately titled in the name of Manitowoc County, that the Attorney be authorized to negotiate the transfer of the parcels to the City, upon terms and conditions to be negotiated. Mr. Less added that in regard to the other parcels identified in the packet, the Commission should recommend to Council that no further action be taken.

Mr. Brey commented that he would be abstaining on this vote due to his position as Chair of the County's Finance Committee.

Motion by: Mr. Hornung
Moved that: the Commission approve the Planner's recommendation above.

Seconded by: Ms. Stokes
Upon Vote: the motion was approved. Mr. Brey abstained.

VI. OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Review Planning Department Proposed 2014 Budget

Mr. Less reviewed a handout of the 2014 proposed budget for Planning, including a comparison to the 2013 budget. Mr. Less noted that the 2014 proposed budget was

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\$9,537 higher than the 2013 budget, with almost \$7,000 of the increase or 73% being attributable to personnel costs.

Mr. Hornung suggested that the proposed budget be modified to include \$25,000 for a study of highest and best land usage along the lakefront, from the former Lakeview Centre to the WI Maritime Museum. Mr. Hornung explained that the appropriateness of the land uses in this area should be looked at to determine if the current usage represents the highest and best use in relationship to the lakeshore, noting that entities like the YMCA were evaluating expansion plans.

Mr. Less stated that he was requesting the Commission to endorse the proposed 2014 budget, and to recommend to the Mayor its inclusion in his Executive Budget.

Motion by: Mr. Hornung
Moved that: the Commission approve the Planner's recommendation above, with addition of \$25,000 in funding for a lakeshore study.

Seconded by: Mr. Muenzenmeyer
Upon Vote: the motion was approved. Mayor Nickels and Mr. Brey abstained.

B. PC20-2013: Release of Utility and Drainage Easement at So. 19th Street, South of Dewey

Mr. Less explained a request from SMI to terminate a 6' wide utility and drainage easement adjacent to the east side of So. 19th Street, south of Dewey, and which appears on a Certified Survey Map (CSM) recorded in V. 30, P. 223. Mr. Less noted that terminating this easement was needed as part of the array of processes undertaken and underway related to the vacation of So. 19th Street and the planned land sale and construction of a CBRF. Mr. Less noted that there were no utilities or services located in the easement area.

Mr. Less recommended that the Commission recommend to Council that the easement on the recorded CSM be terminated via the filing of a correction instrument pursuant to Wis. Stat. § 236.295, with SMI to prepare the correction instrument to implement this change. Mr. Less added that in addition to that recommendation, he would recommend further that Council approve the correction instrument at this time, subject to its review and approval by the City Planner, and further: (i) approves the correction instrument, but only if, and after the vacation and Official Map amendment related to So. 19th Street has been approved by Council; (ii) authorizes the Mayor and Clerk to sign the correction instrument at the call of the City Planner; and (iii) authorizes the Clerk to record the correction instrument, with SMI or its third party client to pay for all recording fees.

Motion by: Mr. Brey
Moved that: the Commission approve the Planner's recommendation above.

Seconded by: Mr. Alpert
Upon Vote: the motion was approved unanimously.

VIII. MISCELLANEOUS

A. Manitowoc County Activities:

1. None

B. Certified Survey Maps (CSM):

1. Neuser; Proposed CSM Being in Lot 2 of Subd of Fractional SW ¼ Sec. 5, T.18N., R24E, Town of Manitowoc

Mr. Braun explained the proposed CSM on So. 10th Street, noting that this had been the topic of discussion by the Commission at recent meetings. Mr. Braun explained that Mr. Neuser was now proposing to split his parcel into 2 tracts, creating an eastern lot measuring .92-acres in area. Mr. Braun noted that Mr. Neuser would construct a new home on this new tract, and would look to sell the westernmost tract abutting So. 10th. Mr. Braun added that the County had granted a variance to Mr. Neuser for the lot area being less than 1 acre, and for not having direct access on to a public R/W.

Mr. Braun explained the next steps in the process with Mr. Neuser, noting that the City and MPU would be putting a Sidewalk Privilege Agreement (SPA) in place to provide Mr. Neuser with a license to use a 33' strip of land to the south of his property which was owned by the City and MPU for access to the easternmost parcel. Mr. Braun noted that the CSM would also show a 25' access easement along the north side of the Neuser parcel, plus a utility and drainage easement. Mr. Braun added that he would also secure the required R/W dedication of So. 10th Street. Mr. Braun recommended approval of the CSM.

Motion by: Mr. Hornung

Seconded by: Ms. Stokes

Moved that: the Commission approve the CSM as outlined, subject to any required easements, petitions, and other conditions as specified above.

Upon Vote: the motion was approved unanimously.

2. PREAPPROVED Vogel; CSM Being in the NE¼ Sec. 13, T19N., R23E, City of Manitowoc

Mr. Braun explained the proposed CSM located east of Herman Road and south of Packer Lane, and recommended approval.

3. Allie/Manitowoc Cinema, LLC; Proposed CSM Being in the SE¼ of SE ¼ and the SW ¼ of SE ¼ Sec. 35, T.19N., R23E, City of Manitowoc

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Mr. Braun explained the proposed CSM east and south of So. 44th Street, and recommended approval.

4. Popp; Proposed CSM Being in the NE¹/₄ of SW ¹/₄ Sec. 31, T.19N., R24E, City of Manitowoc

Mr. Braun explained the proposed CSM at So. 19th Street, south of Dewey, which was related to the current vacation proceedings. Mr. Braun noted that the new CSM would create a new Lot 1 upon which the future CBRF would be located. Mr. Braun recommended approval.

5. Barbier; Proposed CSM Being in the NE¹/₄ of NW¹/₄ Sec. 3, T.18N., R23E, Town of Newton

Mr. Braun explained the proposed CSM on the east side of Rolling Hills Drive, west of Wis. 42 and recommended approval.

6. Andrew/Brindle; Proposed CSM Being in the NE¹/₄ of NW¹/₄ Sec. 3, T.18N., R23E, Town of Newton

Mr. Braun explained the proposed CSM in the same area as #5 above but on the west side of Rolling Hills Drive, and recommended approval.

7. Kabot; Proposed CSM Being in the SE¹/₄ of SW¹/₄ Sec. 4, T.18N., R23E, Town of Newton

Mr. Braun explained the proposed CSM located on the west side of Wis. 42, south of USH151, and recommended approval.

8. Downing; Proposed CSM Being in the SW¹/₄ of SE¹/₄ Sec. 13, T.18N., R23E, Town of Newton

Mr. Braun explained the proposed CSM north of Carstens Lake Road and west of "LS", and recommended approval.

Motion by: Mr. Hornung

Seconded by: Ms. Stokes

Moved that: the Commission approve CSM #2-#8 above, subject to any required easements, petitions, and other conditions as specified above.

Upon Vote: the motion was approved unanimously.

C. Summary of Site Plans 7/4/2013 – 8/7/2013:

1. SP13-2013: Wm. Schaus & Sons, Inc., 2901 Calumet – Building Addition (approved)

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2. SP14-2013: Port cities Crematory LLC, 612 N. Water Street – New Construction (approved)
3. SP15-2013: Kautzer, 2131 So. 26th Street – New Construction (approved).
4. SP16-2013: PBJC FEST I, LLC / K&H Partners, LLC, 4201 Dewey Street – New Construction (approved).

IX. ADJOURNMENT

The meeting was adjourned at 7:45 P.M.

Respectfully Submitted,

David Less
City Planner