



# City of Manitowoc

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

## Meeting Minutes

### Plan Commission

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Wednesday, February 27, 2019

6:00 PM

Council Chambers

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#### I. CALL TO ORDER

The Meeting of the City Plan Commission was called to order by Acting Chairman J. Brey at 6:00 pm.

#### II. ROLL CALL

**Present:** 5 - Jim Brey, Dan Koski, Dennis Steinbrenner, Greg Jagemann and Curtis Hall

**Absent:** 3 - Dave Diedrich, Daniel Hornung and Mayor Nickels

Staff Present: Paul Braun, Jeremy Du Chateau, Lisa Mueller

Others Present: Jeremiah Novak, Jim Pfefferkorn, Thomas Keil, Deb Keil, Keith Koch, Josh Mrotek

#### III. APPROVAL OF MINUTES

[19-0217](#) Approval of the Minutes of the January 23, 2019 Plan Commission Meeting

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

**Aye:** 5 - Brey, Member Koski, Steinbrenner, Member Jagemann and Member Hall

#### IV. PUBLIC INFORMATIONAL HEARINGS

[19-0218](#) PC 35-2018: Keil; Archer Street - Proposed Street Vacation under §66.1003(4) and Official Map Amendment under §62.23(6).

P. Braun presented the street vacation and official map amendment. He stated that the Keil's wanted to vacate the dedicated but unimproved Archer Street right-of-way to allow them to resubdivide their property which is abutting the street.

P. Braun explained that the street was dedicated in 1836 when the plat of Manitowoc Rapids was approved; at that time the land was in the Territory of Michigan in the County of Brown. Due to the steep terrain and zoning the construction of the street was impractical. The elevation at the west end of Archer Street is approximately 74' higher than the east end. The area to be vacated was 0.69 acres measuring 60' in width and approximately 500' in length.

P. Braun explained that the vacated right-of-way will revert back to the Keil's because they are the abutting property owners.

P. Braun stated that notices were mailed to all the property owners that are affected by the vacation and that no comments were received by staff. P. Braun concluded his comments by stating that public hearings for the street vacation and official map amendment are scheduled for the March 18th Council meeting.

Chairman Brey asked the Commission if they have any questions.

D. Koski asked if lots 9, 10 and parts of 11 and 12 which are owned by the Keil's, would become landlocked. P. Braun stated that they would be landlocked in the interim but that the Keil's are aware of the issue and will either combine the lots with some of their other properties with access or they would create an easement to address the landlocked issue.

Chairman Brey opened the public informational hearing.

Josh Mrotek, 4103 Broadway Street stated that he owns property that is south of the area to be vacated. He has no issues with the proposal but wanted to make sure that he would still have access to his property off of N. 44th Street.

Chairman Brey closed the public hearing. P. Braun read staff recommendation.

**Moved by Koski, seconded by Steinbrenner, to i) approve the Street Vacation and Amendment to Official Map and ii) instruct the City Clerk to schedule the necessary public hearings for the March 18th Council Meeting. The motion carried by the following vote:**

**Aye:** 5 - Brey, Member Koski, Steinbrenner, Member Jagemann and Member Hall

[19-0219](#)

PC 10-2019: Calumet Ave Manitowoc, LLC: Request to Rezone Property from "B-1" Office - Residential to "B-3" General Business in the 4600 Block of Calumet Avenue.

P. Braun explained that the request from Calumet Avenue Manitowoc, LLC is for property located in the 4600 block of Calumet Avenue, west of the recently opened Panera Bread restaurant. The property is currently zoned B-1 Office-Residential and the petitioner is requesting a zone change to B-3 General Business. The property used to be the location of 4 residential homes and two vacant lots.

P. Braun stated that the rezoning request is consistent with the Future Land Use Map. The Future Land Use Map classifies the property as "Planned

Mix Use" and the B-3 General Business District is a recommended zoning district in that land use category.

The petitioner is proposing to construct 3 stand alone buildings for retail or restaurant uses. P. Braun commented that the property directly north was recently rezoned to C-1 Commercial for the Meijer project.

P. Braun concluded his comments by stating notices were mailed out to property owners within 200' and one individual called with comments. Bob Eklund who owns property at 5050 Calumet Avenue stated he had no concerns with the rezoning but was curious as to the type of development that was going to occur.

Chairman Brey asked the Commissioners if they had any questions. There were no questions.

Chairman Brey opened the public hearing. There were no comments from the public.

**Moved by Steinbrenner, seconded by Jagemann, to i) approve the rezoning request from "B-1" Office - Residential to "B-3" General Business and ii) instruct the City Clerk to call for a public hearing at the Common Council's March 18th meeting. The motion carried by the following vote:**

**Aye:** 5 - Brey, Member Koski, Steinbrenner, Member Jagemann and Member Hall

[19-0220](#)

PC 12-2019: Little Scholars Day Care, LLC; Request for a Conditional Use Permit for the Establishment of a Child Day Care at 1402 Clark Street under MMC 15.190(3)f and 15.370(27).

P. Braun explained that the applicant requested the item to be tabled.

**This Item was tabled at the request of the applicant.**

## **V. REFERRALS FROM COMMON COUNCIL: None**

## **VI. OLD BUSINESS: None**

## **VII. NEW BUSINESS**

[19-0221](#)

PC 11-2019: Lakeshore United Methodist Church, Special Permit for an animated sign located at 411 Reed Avenue.

P. Braun reviewed Lakeshore United Methodist Church's animated sign request for those in attendance. He explained that the proposed animated sign will replace an existing manual reader board and that the animated sign will be smaller than the manual reader board.

P. Braun stated that animated signs are allowed in the B-1 Office - Residential zoning district and that the Plan Commission has the authority

to reduce or waive sign height, sign size, the size of the animated portion of the sign, and setback requirements based upon its evaluation of the proposed location and characteristics of the sign. In the B-1 district the separation distance to residential uses should be 150' with the maximum animated sign square footage being 30% of the allowable sign area. The proposed animated sign would be 117' from the residential property line located at 416 Reed Avenue but 130' to the front facade of the residence. P. Braun continued to say that the sign is perpendicular to the residence and not in the direct line of sight from the residence. P. Braun also commented that the animated sign would be roughly 1 s.f. over the 30% maximum and that the animated sign is the smallest that the vendor can offer. P. Braun concluded his comments by stating that the animated sign would be smaller than the existing manual reader board.

Chairman Brey asked if there were any questions from the Commission. There were none.

**Moved by Koski, seconded by Jagemann, to approve the issuance of the Special Permit for the animated sign pursuant to the submitted application waiving the sign separation distance and maximum animated sign percentage. The motion carried by the following vote:**

**Aye:** 5 - Brey, Member Koski, Steinbrenner, Member Jagemann and Member Hall

[19-0222](#)

PC 2-2019: Annual Review of Community Living Arrangements under MMC 15.370(19)b.

P. Braun explained that Section 15.370(19)b of the Municipal Code requires the annual review of the licenses for the Community Living Arrangements. P. Braun stated that the City Clerk, Building Inspection and Police Departments were contacted to determine if there were any issues or concerns on file regarding the Community Living Arrangements. The Police Department had a list of calls for a number of the facilities but felt no action was needed because a vast majority of the calls originated internally from the residence and not from neighbors.

P. Braun concluded by stating that as of January 1, 2019 there are a total of 37 Community Living Arrangements in the City; 9 of which are Adult Family Homes with a total of 35 beds and 28 Community Based Residential Facilities with a total of 517 beds.

**Moved by Steinbrenner and seconded by Hall to approve the associated licenses for the Community Living Arrangements for 2019. The motion carried by the following vote:**

**Aye:** 5 - Brey, Member Koski, Steinbrenner, Member Jagemann and Member Hall

[19-0223](#)

PC 13-2019: Harbor Assistance Program - Annual Statement of Intentions.

P. Braun explained the annual review requirement, the Harbor Assistance

(HAP) program and the statement of intentions. He continued that no city commitment is required for potential projects and that the statement of intentions is simply a "wish list" for the community. In 2018 the Badger Carferry project received \$800,000 in funding, in 2017 the Badger Carferry and the City of Manitowoc received \$1 million in funding, in 2016 the Consumer Steel project received funding. P. Braun added that a change in the statement of intentions requirement now allowed the municipality to add potential projects for private entities.

**Moved by Koski, seconded by Steinbrenner, to approve . The motion carried by the following vote:**

**Aye:** 5 - Brey, Member Koski, Steinbrenner, Member Jagemann and Member Hall

## VIII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM): None

C. Summary of Site Plans:

1. SP 3-2019: Forest Creek Apartments, 2640 & 2680 S. 42nd Street - Phase II
2. SP 4-2019: Redline Plastics, 1434 S. 59th Street New Construction.

## IX. ADJOURNMENT

**Moved by Jagemann and seconded by Hall to adjourn at 6:35 pm. The motion carried by the following vote:**

**Aye:** 5 - Brey, Member Koski, Steinbrenner, Member Jagemann and Member Hall

Respectfully Submitted,

Paul Braun  
Secretary

CAUTION TO PLAN COMMISSIONERS: The documents attached to this agenda are for your review in preparation for the City Plan Commission meeting to be held on the above date. Any discussion or communication between members of the Plan Commission by any means prior to the Commission meeting regarding these documents may be a violation of the open meeting laws.