



City of Manitowoc

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

Meeting Minutes

Plan Commission

Wednesday, July 26, 2017

6:00 PM

Council Chambers

I. CALL TO ORDER

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

II. ROLL CALL

Present: 5 - Daniel Hornung, Mayor Nickels, Dan Koski, Jim Muenzenmeyer and Dennis Steinbrenner

Absent: 3 - Jim Brey, Dave Diedrich and Peter Dornier

Staff Present: Nic Sparacio, Paul Braun, Tyler Caulum, Lisa Mueller

III. APPROVAL OF MINUTES

[17-0772](#)

Approval of the Minutes of the May 24, 2017 Regular Meeting and the June 6, 2017 Special Meeting.

Moved by Koski, seconded by Steinbrenner, that the Minutes of the May 24, 2017 and June 6, 2017 Meetings be approved. The motion carried by the following vote:

Aye: 5 - Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

IV. PUBLIC INFORMATIONAL HEARINGS

V. REFERRALS FROM COMMON COUNCIL

[17-0773](#)

PC 21-2017: Review of Properties in Tax Foreclosure

T. Caulum presented the list of Tax Foreclosure Properties submitted by Manitowoc County. T. Caulum stated the City has no interest in any of the properties with the exception of a parcel that has a storm water pond located on it. The property is located at the northeast corner of Summit and S. 19th Streets and is owned by Summit Pond, LLC. T. Caulum referred to the Director of Public Infrastructure, Dan Koski for a recommendation on the storm water pond property.

D. Koski recommended the Plan Commission refer the Summit Street, LLC storm water pond property to the Public Infrastructure Committee for further discussion on the City potentially acquiring the property.

Moved by Koski, seconded by Steinbrenner, to refer the Summit Street, LLC storm water pond property to the Public Infrastructure Committee and to place the remaining foreclosure list on file. The motion carried by the following vote:

Aye: 5 - Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

VI. OLD BUSINESS

[17-0774](#)

PC 16-2017: Annual Review of Animated Signs pursuant to 15.450(18)(e) (7). Recommending approval.

T. Caulum informed the Commission of the results of the annual animated signs review.

T. Caulum reported a minimal amount of violations of the Animated Sign Code were observed in the field and recommended approval of the review.

J. Muenzenmeyer stated that he is aware of one animated sign that may be in violation and that he will contact Community Development staff after the meeting with the location of the sign for further investigation.

Moved by Hornung, seconded by Muenzenmeyer, to approve the 2017 Animated Sign Review. The motion carried by the following vote:

Aye: 5 - Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

[17-0775](#)

PC 17-2015: Annual Review. Amy Sheck, Four Paws Pet Care, 1718 S. 15th Street Home Occupation Expanded Use Conditional Use Permit Pursuant to Chapter 15.030. Recommending approval of the annual review and also removal of the annual review condition.

P. Braun explained that the original Home Occupation Conditional Use Permit was issued to Katelyn Scheck in 2015 for the operation of an in-home pet sitting business at 2019 S. 9th Street. P. Braun stated that there were no complaints or issues on record for the past year. P. Braun is recommending to remove the annual review and if any issues would arise in the future the Plan Commission could still review the conditional use permit at that time.

Moved by Koski, seconded by Steinbrenner, to approve the annual review for the Home Occupation Conditional Use Permit and also remove the annual review condition. The motion carried by the following vote:

Aye: 5 - Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

[17-0776](#)

PC 4-2016: Downtown Plan Update and Discussion

N. Sparacio provided an update on the Downtown Master Plan consultant selection and anticipated planning process. The Commission discussed the composition of the Citizen Steering Committee.

This item was discussed. No action taken.

[17-0777](#)

PC 18-2017: Downtown Parking Study - Rich Associates; Update and Discussion

N. Sparacio provided an update on the Downtown Parking Analysis project. The major data gathering components by the consultants and staff are underway. A first draft of the plan recommendations is expected by the end of August.

This item was discussed. No action taken.

VII. NEW BUSINESS

[17-0778](#)

PC 20-2017: Annual TIF Report

N. Sparacio provided an update on the status of the City's Tax Incremental Financing (TIF) districts. Demand for TIF continues to be strong, but the City has very little to work with. Upcoming projects include forming new districts for the downtown and the I-43 Tech Park.

This item was discussed. No action taken.

[17-0779](#)

PC 19-2017: Schaeffer: Release of Easement; W. Custer Street. Recommending approval with recording costs to be paid by Mr. Schaeffer.

P. Braun explained that Mr. Schaeffer purchased two adjoining lots along W. Custer Street with the intent of building his residence on. The lots were originally created by a certified survey that is recorded in Volume 32, Page 291. A utility and drainage easement, created by the survey, runs along the common lot line and needs to be released to allow for the construction of the residence. P. Braun stated that all the utilities have authorized the release of the easement and that there are no issues with the release.

Moved by Hornung, seconded by Muenzenmeyer, to approve the release of the easement with any recording costs being paid by Mr. Schaeffer. The motion carried by the following vote:

Aye: 5 - Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner

VIII. MISCELLANEOUS

A. Manitowoc County Activities:

B. Certified Survey Maps (CSM):

No Discussion

C. Summary of Site Plans From May 13, 2017 To July 18, 2017:

No Discussion

D. Director's Report

N. Sparacio provided a director's report via email.

IX. ADJOURNMENT

Respectfully Submitted,

Paul Braun
Secretary

Moved by Hornung, seconded by Koski, to adjourn at 6:15 pm. The motion carried by the following vote:

Aye: 5 - Member Hornung, Mayor Nickels, Member Koski, Member Muenzenmeyer and Member Steinbrenner