



City of Manitowoc

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

Meeting Minutes

Plan Commission

Wednesday, January 26, 2022

6:00 PM

Council Chambers. Meeting also available via
Zoom remote conferencing software.

I. CALL TO ORDER

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

II. ROLL CALL

Present: 7 - Greg Jagemann, Curtis Hall, Dave Diedrich, Daniel Hornung, Dan Koski, Dennis Steinbrenner and Jim Brey

Absent: 1 - Mayor Nickels

Staff Present: Paul Braun, Adam Tegen, Mayor Justin Nickels, Jen Bartz

Others Present: Patrick Ortlieb, Susan Beattie, Thomas Beattie, Lisa Stricklin, Beth Snyder, Richard Snyder, Michelle Monroe, Catherine Egger, Chris Gilbert, Stacy Schmidt, Tristan Erdmann, Christma Rusch, Jamie Zastrow, Eric Zabel

III. APPROVAL OF MINUTES

[22-0073](#) Approval of the Minutes of the December 15, 2021 Plan Commission meeting.

Moved by Diedrich, seconded by Koski, that the Minutes of the December 15, 2021 meeting be approved as amended. The motion carried by the following vote:

Aye: 7 - Member Jagemann, Member Hall, Member Diedrich, Member Hornung, Member Koski, Member Steinbrenner and Alderperson Brey

IV. PUBLIC HEARINGS

[22-0074](#) PC 4-2022: Ortlieb / Pathways for a Better Life, LLC; Request for a Conditional Use Permit pursuant to 15.150(3)f. for the establishment of a Community-Based Residential Facility for Treatment and Recovery Services located at 1010 Huron Street.

P. Braun detailed the location of the requested Conditional Use Permit (CUP). The current zoning is R-4, Single and Two Family Residential. Patrick & Linda Ortlieb have submitted an offer to purchase to the Manitowoc Public School District for the McKinley School property. They will then lease the building to Pathways for a Better Life, LLC. He stated

that Pathways would like to establish a 60-bed Community Based Residential Facility (CBRF) to treat individuals with drug and alcohol dependency issues.

P. Braun reached out to the Police and Fire Departments to see if they have had and concerns with Pathways or the proposed project and he stated that there were no concerns.

He stated that CBRFs fall under the category of Community Living Arrangements by the State and are also licensed by the State. He went on to read the definition and what services can be provided. He also stated that all CBRFs are reviewed annually. P. Braun cited sections from the Municipal Code and State Statutes relating to the criteria for the issuance of a CUP for a Community Living Arrangement.

P. Braun stated that a mailing was sent to adjacent and abutting property owners and there were no calls or comments. A voicemail was forwarded from the Mayor's Office received from Chris Gilbert of Core Treatment Services, but there was no detail provided in the message.

Acting Chairman J. Brey asked the Commissioners for questions. There were no questions.

Lisa Stricklin, 1425 N 9th Street. She had many questions she was hoping to have addressed by owners. She asked if there was collaborative outreach prior to the project being set in motion? Any type of board structure for new facility? What other county agency contracts look like. What services and ratio and which will be offered in Manitowoc? Who will be the licensed staff? She also asked for an explanation of services model.

Patrick Ortlieb, 4527 Culla Hill Circle, Sheboygan: Patrick will be building owner only and can answer questions related to the building but Susan Beattie from Pathways can answer questions related to the services that will be provided. There was a meeting with residents in the neighborhood and future plans were explained. There are contingencies on the sale related to the issuance of a CUP.

Susan Beattie, 10406 Rabe Road, Kiel. She stated that they have not had a lot of contact in Manitowoc as most of their service area currently is Sheboygan. Services will be detox and residential treatment services. She stated that the board is a combination of bankers, family, attorneys and several other individuals. She went on to address that Pathway to a Better Life works with several counties and have County contracts from LaCrosse to Bayfield, as well as beyond Wisconsin into neighboring states. She

explained the facility/treatment model, and stated that there will be licensed staff on site in Manitowoc. She said that Pathways has been fully licensed since the beginning and follow all required laws. She stated that program graduates are sometimes used as mentors.

Michelle Monroe, 601 Kohler Drive, West Bend. She has been a substance abuse counselor at Pathways for almost four years. She stated that there has been a dramatic increase in the need this past year, especially as Medicaid is starting to cover residential treatment and other services. There is a wait list as they do not have the beds or room. This is a great opportunity - wait list is almost 60 deep. This is a great opportunity for the community. Opportunity to save more people in our communities and grow the recovery network.

Chris Gilbert, 5049 Brookfield Circle, Manitowoc: He is the co-executive director of Core Treatment. He stated that he has no problem with another organization offering the services but is concerned about the size and number of beds. More treatment in community is needed, but his fear is that if something opens really big, the positive reputation that has been built in the community will be damaged. He shared that the co-director of Core shared with him that she left Pathways because of concerns about licensing. The project is a massive scope and 60 beds is huge. Transitioning people to sober living is difficult as there are limited services to help people when they leave. If this does not work and it fails, people die and this is a concern. He suggests that the CUP be issued, but with a lower bed limit.

P. Ortlieb responded that he respects and understands C. Gilberts concerns. He said that because of size of building, the most cost effective option to do construction at one time. Up to 60-beds capable, does not mean they will open with 60 beds. He also stated that he owns rental properties that work as sober living homes, so there are ways to work together.

Stacey Schmidt, 718 N 4th Street: Worked with Pathways for a number of years and has been an registered nurse in the hospital system for 18 years. She stated that there are not enough resources to take care of people and this is an unmet need of health care. Mental health and substance abuse treatment is needed. She shared a personal story and stated that services she needed had to be received in Fond du Lac because their were none available locally. She added that what Pathways can provided is much needed in our community.

Tristan Erdmann, 1401 Hamilton Street, Manitowoc. He stated he is currently a counselor with Pathways and a U.S. Army veteran. He shared

that the need has grown and there is a need to work together as a community. He asked for Plan Commission to approve and provide people what they need and what they deserve for this disease. He added that he has met with families from out of state and that geographically cannot escape addiction and this provides availability of services.

Christma Rusch, 1121 N 14th Street, Manitowoc. Does not see a stigma in work the treatment facility does. Not opposed to the project, but considerations are heavy. Do you want to do it or do you want to do it right? Runs Lighthouse Recovery on collaboration and transparency. She supports other organizations and resources. The community is a unified front for recovery and the goal is to make the community healthy.

M. Monroe stated that Pathways is 100% about client care and supporting clients. The clinical team would not take on more than they can handle, and the staff census is needed to support their work. She stated she appreciates all the concerns, but that 60 beds will only be used if staff are available to help in a healthy way

Acting Chairman J. Brey closed the public hearing.

P. Braun read the recommendation to approve the issuance of the CUP and five conditions. He stated that the applicant accepts the conditions as provided.

D. Koski asked if this will be a licensed facility and if the number of people being treated is based on staffing levels. S. Beatty confirmed that they are licensed and historically Pathways ratio is less than what the State requires. Pathways is 1 to 5 or 1 to 7, client to clinician.

Moved by Diedrich, seconded by Steinbrenner, that the request for a Conditional Use Permit for the establishment of a Community-Based Residential Facility for Treatment and Recovery Services located at 1010 Huron Street.be approved and referred to Council. The motion carried by the following vote:

Aye: 7 - Member Jagemann, Member Hall, Member Diedrich, Member Hornung, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0075](#)

PC 3-2002: Zabel / Glasstone LLC; Request for a Conditional Use Permit in the C-1 Commercial Zoning District pursuant to 15.310(3)b for the establishment of mini-warehouse located at 3737 Dewey Street.

P. Braun detailed the location and project. He stated that in the C-1 zoning district the issuance of a Conditional Use Permit (CUP) is required for a mini-warehouse. He provided the definition for mini-warehouses, as well as regulations of things that can and cannot be stored in them. He stated that a site plan has been submitted for the project, but it is being held pending

the CUP being approved.

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

Acting Chairman J. Brey asked for clarification on address. P. Braun explained.

Acting Chairman J. Brey opened the public hearing.
No public comments.

P. Braun read recommendation and conditions. He stated that the applicant has accepted the conditions.

Moved by Koski, seconded by Hornung, that the Conditional Use Permit in the C-1 Commercial Zoning District for the establishment of mini-warehouse located at 3737 Dewey Street be approved and referred to council. The motion carried by the following vote:

Aye: 7 - Member Jagemann, Member Hall, Member Diedrich, Member Hornung, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0076](#)

PC 44-2021: City Initiated Street Vacation under §66.1003(2) and Official Map Amendment under §62.23(6) for an Unnamed Street near the intersection of S. Frontage Road and S. 42nd Street.

P. Braun provided background information on the location of the street vacation and amendment to the official map. He stated that the area is dedicated, but unimproved. There are no utilities in the area. The area was dedicated when Forest Creek Apartments and East Point Rentals, LLC development lots were created by a certified survey. All of the vacated area will go back to Forest Creek because the land being vacated originally was part of the Forest Creek parcel. He stated he contacted Mike Howe with East Point Rentals, LLC and Howe has no interest or concern with the vacated area. Howe has access to his property off of S. Frontage Road and Enterprise Court. P. Braun added that the area being vacated is adjacent to a wetland and if the City wanted the street constructed it most likely would not get approval from the DNR to fill the wetland.

Acting Chairman J. Brey opened the public hearing. No public input was received.

P. Braun read the recommendation of approval of street vacation and official map.

Moved by Jagemann, seconded by Diedrich, that the City Initiated Street Vacation under §66.1003(2) and Official Map Amendment under §62.23(6) for an

Unnamed Street near the intersection of S. Frontage Road and S. 42nd Street be approved and referred to council. The motion carried by the following vote:

Aye: 7 - Member Jagemann, Member Hall, Member Diedrich, Member Hornung, Member Koski, Member Steinbrenner and Alderperson Brey

V. REFERRALS FROM COMMON COUNCIL

[21-1234](#)

Resolution to vacate an un-named street off of South Frontage Road

No action needed. Associated with the previous street vacation public hearing.

This Resolution was approved and referred to council

VI. OLD BUSINESS

[22-0077](#)

PC 4-2020: Michael Plate. d.b.a. Plate Enterprises: Annual Review of a Conditional Use Permit - for the operation of a Recycling Facility Located 1107 Franklin Street; recommending to approve the annual review of Plate Enterprises' Conditional Use Permit located at 1107 Franklin Street

P. Braun stated this is an annual review. He said he reached out to Building Inspection, Fire and Police Departments and there were no concerns on file. He stated that the recommendation is to continue with another annual review in January or February of 2023. He added that Mr. Plate has contacted him and is looking at new locations.

D. Steinbrenner asked about previous concerns and if issues have been resolved. P. Braun stated that all have been resolved. Building Inspectors revisited the site recently and Mr. Plate was in compliance.

Moved by Diedrich, seconded by Koski, that the Annual Review of a Conditional Use Permit - for the operation of a Recycling Facility Located 1107 Franklin Street be approved for consent agenda. The motion carried by the following vote:

Aye: 7 - Member Jagemann, Member Hall, Member Diedrich, Member Hornung, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0078](#)

PC 36-2019: Grow it Forward: Annual Review of an Adaptive Reuse Conditional Use Permit located at 1501 Marshall Street; recommending to approve the annual review of Grow it Forward's Adaptive Reuse Conditional Use Permit located at 1501 Marshall Street

P. Braun stated this is an annual review of a previously issued Conditional Use Permit (CUP). He said he contacted the Building Inspection, Fire and Police Departments and there were no concerns on file. He added that the Police Department mentioned that during COVID there were some traffic concerns during times of food distribution, but there have been no issues since then.

P. Braun added that the Plan Commission can chose to approve or drop the annual review altogether, which is next scheduled for review in January/February 2023.

Motion by Hornung, seconded by Hall to approve the annual review of the Grow It Forward facility.

D. Diedrich asked if the Plan Commission can move to a bi-annual review. P. Braun said it can be an annual review, bi-annual or not at all and review as needed.

D. Diedrich amended original motion to proceed with a bi-annual review in 2024, seconded by G. Jagemann.

Moved by Diedrich, seconded by Jagemann, that a Bi-Annual Review of an Adaptive Reuse Conditional Use Permit located at 1501 Marshall Street. be approved for consent agenda. The motion carried by the following vote:

Aye: 7 - Member Jagemann, Member Hall, Member Diedrich, Member Hornung, Member Koski, Member Steinbrenner and Alderperson Brey

VII. NEW BUSINESS

[22-0079](#)

PC 2-2022: Annual Review of Community Living Arrangements; recommending Pursuant to section 15.370(19) the Plan Commission has reviewed the Community Living Arrangements and is recommending to the Council to approve the associated licenses for the Community Living Arrangement for 2022

P. Braun stated that all Community Living Arrangements (CLA) are reviewed annually by statute and code. Building Inspection, Police and Fire Departments had no concerns. There are 35 CLAs in the City. Community Based Residential Facilities and Adult Family Homes fall under the category of CLAs. He read the recommendation to approve associated licenses for 2022.

Moved by Hornung, seconded by Steinbrenner, that the Annual Review of Community Living Arrangements be approved for consent agenda. The motion carried by the following vote:

Aye: 7 - Member Jagemann, Member Hall, Member Diedrich, Member Hornung, Member Koski, Member Steinbrenner and Alderperson Brey

[22-0080](#)

PC 5-2022: Comprehensive Plan Update - Review of Proposals; recommending to approve the proposal from Vandewalle & Associates, Inc. for the Comprehensive Plan Amendment and i) instruct the Mayor and staff to enter into any agreements or contracts related to the project and ii) instruct staff to proceed with all necessary steps to complete the project

P. Braun stated that three responses to the Comprehensive Plan update RFP were received. He said that the City has relationships with all three and all RFPs were competitive.

D. Steinbrenner said that he scanned through all three and his opinion is Vandewalle should be considered. City staff should be looked to and the Commission should use their judgement in the selection of a consultant.

D. Diedrich said that he was on the Commission 2009 for the Comprehensive Plan and Vandewalle was good to work with. He said their 10-month time frame was strong in the current proposal and that he is comfortable with Vandewalle.

D. Hornung added that he also liked Vandewalle's 10-month time frame for completion of the project and their proposal overall.

J. Brey added that he would be satisfied if Vandewalle was selected as he was also here for the previous Comprehensive Plan.

C. Hall said he supports working with the team who has history and continuity.

P. Braun explained that the Plan Commission will be the steering committee for Comprehensive Plan Update. Discussion ensued about continuity of the plan document and if new, fresh ideas would be incorporated by Vandewalle.

D. Steinbrenner added that the cafeteria-type options provided. Would this be considered?

D. Hornung added that the timing of the amendment is good because the new census data and the new industrial park area can be incorporated into the amendment.

Moved by Hornung, seconded by Steinbrenner, that this Action Item be approved for consent agenda. The motion carried by the following vote:

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

Abstain: 1 - Member Koski

[22-0081](#)

PC 33-2020: Evergreen Real Estate Group - 1127 & 1133 S. 16th Street

P. Braun shared that the project has been stopped due to funding. A.

Tegen added that the developer has assured that the project being stopped is only related to funding and was nothing the City did. The developer received tax credits, but even with other funding sources and construction cost increases, they could not close the gap. He added that he has talked to property owner and they have other interest in the site. It is possible something new will come forward to Plan Commission in the next few months.

This Action Item was discussed

[22-0082](#)

25-2021: Project Update Barriers to Development

P. Braun shared that the survey was sent to 20 communities and about 50% have responded. He added that the information will be compiled and shared in February.

D. Diedrich asked if the feedback can be added in the Comprehensive Plan update. P. Braun stated that staff are hoping to have action items as a result of the survey in February.

This Action Item was discussed

VIII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

1. Vogel Family Farms; NE 1/4 of the SE 1/4 Section 3, T19N, R23E, Town of Manitowoc Rapids
2. Pineview Park Apartments, LLC / Doneff Holdings, LLC; Resurvey of Lot 1 of a CSM Volume 35, Page 287 in the NW 1/4 of the SW 1/4 Section 8, T19N, R24E, City of Manitowoc
3. Deb Fischer, Betty Mangin, Glenn Kieselhorst; NW 1/4 of the NW 1/4 Section 5, T18N, R23E Town of Newton
4. Knox Ventures LLC; SE 1/4 of the SE 1/4 and in the NE 1/4 of the SE 1/4 Section 28 T19N, R23E, City of Manitowoc including resurvey of Tr. B CSM Vol. 1 Page 97

C. Summary of Site Plans From December 10, 2021 - January 19, 2022:

1. SP 21-2021: Southfield Townhomes, Community/Office Building
2. SP 1-2022: Glasstone LLC, 40'x250' Warehouse

IX. ADJOURNMENT

Moved by Diedrich, seconded by Jagemann, that the meeting be adjourned at 7:15pm. The motion carried by the following vote:

Aye: 7 - Member Jagemann, Member Hall, Member Diedrich, Member Hornung, Member Koski, Member Steinbrenner and Alderperson Brey