



City of Manitowoc

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

Meeting Minutes

Plan Commission

Wednesday, March 23, 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, Jen Bartz

Others Present: Phil Cosson, Ken Meyer, Mike Howe

III. APPROVAL OF MINUTES

[22-0228](#)

Approval of the February 23, 2022 Plan Commission meeting.

**Moved by Diedrich, seconded by Steinbrenner, that the minutes of the February
23, 2022 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

[22-0229](#)

PC 11-2022: Public Hearing regarding the proposed project plan,
boundaries and creation of Tax Incremental District No. 23 (See the Public
Hearing Notice which was published on March 9, 2022 & March 16, 2022).

P. Cosson, Ehlers, Inc provided an overview of the TIF creation process
and stated that Plan Commission public hearing is step one in the process.
He provided information on discussions with City staff and stated that the
TIF is focused on infrastructure investments and there are no developer
incentives built into the tif expenditures at this time. He provided a broad
overview of the plan including total size, parcel property value, estimated
project costs and overall budget projections. P. Cosson added that one
project included - a water main to service the gravel pit area - is within one

half mile of the proposed boundaries. He went on to provide details regarding the estimated increment and revenue generated throughout the life of the TIF district.

P. Cosson reviewed assumptions for revenue and the 20-year cash flow projections included in the plan. He added that the project plan meets all statutory requirements.

Acting Chairman J. Brey asked the Commission for questions. There were none.

Acting Chairman J. Brey asked for any public comments.

M. Howe asked if the boundaries are set as he is neighboring land owner. P. Cosson stated that this is the first public hearing and there is still time to change the boundaries. He also stated that the district boundaries could be amended up to 4 times in the future if need be.

Acting Chairman J. Brey closed the public hearing.

VI. NEW BUSINESS

[22-0232](#)

PC 11-2022: Consideration and possible action on “Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 23, City of Manitowoc, Wisconsin”.

P. Braun stated that the recommendation is to adopt the Plan Commission resolution related to the creation of the tif boundary and project plan.

D. Hornung asked if there would need to be an immediate change to the boundaries based on the M. Howe question. A. Tegen stated that he will discuss with M. Howe and, if needed, an amendment to the boundaries can be made prior to Council approval.

Moved by Hornung, seconded by Diedrich, that the Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 23 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

[22-0230](#)

PC 10-2022: TLG Holdings LLC: Review of Subdivision Concept Plan off of Albert Drive; parcel # 756-000-210 (To-Be-Named) Subdivision

P. Braun detailed for the Commission the location of the property. He added that the location is zoned R-4, Single and Two-Family Residential.

TLG Holdings, LLC has not closed on the property yet because they want to approval of the concept plan before they make an offer to purchase on the property. He stated that the plan is for an 8 lot subdivision served by a private drive and private utilities. He said that the plan was sent to subdivision reviewers and there were no comments of concern. He went on to review the subdivision plat approval process.

D. Diedrich ask for clarification on the definition of "private utilities." P. Braun explained that the utilities in the development parcel would be private but would connect to public services which are in the right-of-way. Maintenance for the utilities on the private property would be the responsibility of the developer not the City.

G. Jagemann asked for clarification on the definition of "private drive." P. Braun said it will be a public access easement not maintained by the City. The public access easement would be required providing access to all the lots and eliminating any land locked parcels.

P. Braun stated that the recommendation is to approve the concept plan.

Moved by Jagemann, seconded by Steinbrenner, that the subdivision concept plan 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

[22-0231](#)

PC 13-2022: Assignment of a 1996 Conditional Use Permit to Whispering Meadows MHC LLC for the Continued Operation of a Manufactured Home Park located in the 3100 block of Viebahn Street.

P. Braun detailed the location and reviewed the original Conditional Use Permit (CUP) issued in 1996. He stated that the new owners, Whispering Meadows MHC LLC purchased 8.9 acres from the original developer, LCR Development LLC. Whispering Meadows MHC's plan is to continue the build out of the manufactured home development. He added that Whispering Meadows MHC may purchase the remainder of the LCR Development property in the future for additional expansion land. He added that there is a condition in the original CUP stating that the CUP cannot be transferred or assigned without Plan Commission and Council approval.

P. Braun stated that there are no issues or concerns from Building Inspection, Fire or Police Departments.

D. Diedrich asked about reassigning the CUP to a specific piece of the property. P. Braun stated that the properties are separate legal descriptions, and the area owned by Whispering Meadows MHC would be under a new conditional use permit whereas the original CUP would

remain with the remainder of the property still owned by LCR Development. This will create two CUPs, one issued to Whispering Meadows MHC, LLC and the one issued to LCR Development, LLC.

P. Braun stated that the recommendation is to transfer or assign the Conditional Use Permit for the 8.9 acre parcel to Whispering Meadows MHC, LLC.

Moved by Diedrich, seconded by Hall, that the Assignment of a 1996 Conditional Use Permit to Whispering Meadows MHC LLC for the Continued Operation of a Manufactured Home Park 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

[22-0233](#)

PC 12-2022: Howe: Request Use of City Owned Land for the Establishment of a Stormwater Retention Facility. Reed Avenue / Lincoln Park

P. Braun detailed the location of the request and added that the area is zoned B-1 Office-Residential District which would allow single and two family development. He stated that the request is for the use of city owned property to construct the stormwater pond that will serve the proposed residential development. He said that the subdivision preliminary plat has not gone out for formal subdivision review.

M. Howe stated that the key to the project making financial sense is to receive approval to place the pond on City property because if the pond was on the development site five lots would be taken away. He added that the development will be under a Home Owners Association with private drives and private utilities. M. Howe stated that he would pay for the cost of constructing the pond. He also added that from his understanding the long range park plan does not show any use for the location of the proposed stormwater pond.

P. Braun stated that pursuant to Municipal Code Chapter 21.080 - Subdivision Regulations, the city takes over the long-term maintenance of stormwater ponds once they are constructed by a subdivider.

D. Hornung asked if the cost will be lower because of the proximity to the river. A. Tegen stated that the pond is not about flow of water but it is about quality. D. Koski added that this is a state regulation that needs to be followed.

C. Hall asked if there would be an outlet from the pond to the river. M. Howe said that the design still needs to be finalized.

G. Jagemann added that he appreciates this project and this development

will increase population infill and density.

Acting Chairman J. Brey said he originally had concerns with placing the pond on public property as this area is part of Lincoln Park but after discussing with Community Development and Public Infrastructure staff he understands that new housing is a long-term benefit for the community.

Acting Chairman J. Brey stated that this request will go to Public Infrastructure on April 6th then to Council on April 18th.

Moved by Diedrich, seconded by Jagemann, that the Requested Use of City Owned Land for the Establishment of a Stormwater Retention Facility 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. MISCELLANEOUS

D. Steinbrenner said that he read through the Users Guide to Neighborhood Affordability report provided in February. He said there were several pages of recommended code changes. He asked for clarification on the role of the Plan Commission. P. Braun stated that the role of the members are to support or recommend approval of any code or policy changes. A. Tegen added that as next steps staff will draft some proposed changes, will meet with the builders group again for their feedback, and will then will bring any recommendations back to Plan Commission.

D. Steinbrenner mentioned that he received a phone call from a neighbor of the recently approved pickleball facility. He said he was told that the neighbor was advised by a project foreman that they are building basketball court with pickleball lines. D. Diedrich added that he received a call from a concerned neighbor as well. Acting Chairman J. Brey suggested it be on April agenda for further discussion.

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM): None

C. Summary of Site Plans:

1. SP 2-2022: Brixius Manufacturing Building Addition

VIII. ADJOURNMENT

Moved by Hornung, seconded by Diedrich, that the meeting be adjourned at 6:40PM. The motion carried by the following vote:

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