



**PLAN COMMISSION
DECEMBER 13, 2021**

MINUTES

1. Call to Order

Chairman Buckley called the meeting to order at 5:30 PM.

2. Roll Call

Present: Greg Buckley, Rick Inman, Kay Koach, Jim McDonald, Adam Wachowski
Attended remotely: Kristin Lee, Eric Pangburn

Also Present: Leslie and Jeremy Edwards, Emilee Rysticken, John Schwarz Jr., City Planner Elizabeth Runge and Recording Secretary Vicky Berg

3. Action Items

- A. Request for a Conditional Use Permit as a home occupation to operate The Candle Cottage at 2403 Jefferson Street, in the R-1 Single Family Residence District

This request would allow operation of The Candle Cottage to continue because the Conditional Use Permit issued to the previous owner lapsed upon the change in ownership.

Motion to recommend approval subject to the conditions identified on the draft permit and forward to Council for public hearing.

Result: Approved by Roll Call Vote

Mover: Kay Koach

Second: Jim McDonald

Voting For: Gregory Buckley, Rick Inman, Kristin Lee, Eric Pangburn, Adam Wachowski

Voting Against: None

- B. Annual review of Conditional Use Permit 2019-02 to continue operation of Scare USA at 1206 - 25th Street

Mr. Schwarz summarized the 2021 operations, noting approximately 70% of customers come from outside of the area. Some of these customers stay at local hotels. Mr. Schwarz would like to see more City involvement related to marketing.

Motion to continue operations in accord with the Conditional Use Permit with the next review in December 2022.

Result: Approved by Voice Vote

Mover: Jim McDonald

Second: Adam Wachowski

Voting For: Gregory Buckley, Rick Inman, Kay Koach, Kristin Lee, Eric Pangburn

Voting Against: None

- C. Review Site and Architectural Plans for a drive-thru facility at The High Lift, 1207 Madison Street, in the B-1 Business District

The Site and Architectural Plans are being reviewed based on the proposed change in use from an auto repair business to a coffee shop and in conjunction with the request for a Conditional Use Permit for the drive-thru facility.

Ms. Runge introduced the project and provided an overview of the plans. Staff recommends installing curb along 12th Street from the drive-thru entrance west to the intersection. This would provide a safety barrier adjacent to the outdoor seating area and, if feasible, provide additional off-street parking. No dumpster enclosure is needed because trash will be removed from the site.

Ms. Rysticken commented that she hopes to complete all renovations and site improvements prior to opening for business June - September 2022.

Motion to approve the plans subject to the following:

- **Any requirements of the City Engineering, Utility and/or Water Department Directors**
- **Recommendation and approval of the Conditional Use Permit for the drive-thru facility**
- **All signage in accord with the City's Sign Code**
- **Submit detailed plans to the Manitowoc County Health Department**
- **Obtain all required permits prior to construction and/or engaging in business operations**
- **Installing curb along 12th Street from the drive-thru entrance west to the intersection**
- **Any changes to the Site Plan shall be submitted to the Plan Commission for review and approval.**

Result: Approved by Roll Call Vote

Mover: Adam Wachowski

Second: Rick Inman

Voting For: Gregory Buckley, Kay Koach, Kristen Lee, Jim McDonald, Erick Pangburn

Voting Against: None

- D. Request for Conditional Use Permit for a drive-thru facility at The High Lift, 1207 Madison Street, in the B-1 Business District

Mr. Wachowski questioned if the hours of operation were adequate. After discussion, it was suggested to change the hours of operation to 5AM - 10PM daily.

Motion to recommend approval subject to the conditions identified on the draft permit, change the hours of operation to 5AM - 10PM daily and forward to Council for public hearing.

Result: Approved by Roll Call Vote

Mover: Adam Wachowski

Second: Jim McDonald

Voting For: Gregory Buckley, Rick Inman, Kay Koach, Kristin Lee, Eric Pangburn

Voting Against: None

- E. Amendment to Municipal Code Section 10-1-17 regarding wireless telecommunications towers and antennas in the public right-of-way

This amendment is presented because the City recently adopted Ordinance 4-1-14 which regulates wireless facilities in the public right-of-way. This amendment eliminates any conflicts between the ordinances.

Motion to recommend approval and forward to Council for public hearing.

Result: Approved by Roll Call Vote

Mover: Adam Wachowski

Second: Rick Inman

Voting For: Gregory Buckley, Kay Koach, Kristin Lee, Jim McDonald, Eric Pangburn

Voting Against: None

- F. Preliminary review of licensing and registration regulations for short-term rental properties

Discussion included the following:

- Regulating the number of occupants based on the number of bathrooms
- Identify the types of service calls which would cause a license to be revoked or not issued
- Suggested "all in one" fee
- Identify the types of rentals where licensing/registration would apply
- Suggest asking a representative from the Manitowoc County Health Department attend the next meeting

Motion to direct staff to prepare a draft ordinance for Plan Commission review.

Result: Approved by Voice Vote

Mover: Kay Koach

Second: Rick Inman

Voting For: Gregory Buckley, Kristin Lee, Jim McDonald, Eric Pangburn, Adam Wachowski

Voting Against: None

Staff asked the Commissioners for a special meeting on Monday, December 20, 2021 at 5:30 PM to review a request for two conditional use permits for a recreational vehicle service establishment and utility truck and trailer service, rental and storage at 1900 School Street. After polling the Commissioners, a quorum would be present.

4. Adjournment

Motion to adjourn at 7:05 PM.

Result: Approved by Voice Vote

Mover: Kay Koach

Second: Adam Wachowski

Voting For: Gregory Buckley, Rick Inman, Kristen Lee, James McDonald, Eric Pangburn