



MINUTES

1. CALL TO ORDER

Kyle Kordell called the meeting to order at 5:30 PM.

2. ROLL CALL

Present: Kyle Kordell, Rick Inman, Kay Koach, Kristin Lee, Matt Heckenlaible, Adam Wachowski and Pat Klein.

Also Present: Jeff Sachse

3. ACTION ITEMS

A. Review of Extraterritorial Certified Survey Map completed by Benjamin Reenders, Licensed Surveyor, Parcel 018-125-013-001.00

Director Heckenlaible informed the Plan Commission that the primary premise of this Certified Survey Map (CSM) was to finalize the documentation to accurately portray the creation of both 'Lot 1' and 'Lot 2' out of the entire parcel. The last CSM that was provided to the Plan Commission earlier in 2026, just called out the area for 'Lot 2' and this closes that loop.

Wachowski made a motion to approve the Extraterritorial Certified Survey Map completed by Benjamin Reenders, Licensed Surveyor, for Parcel 018-125-013-001.00, seconded by Kay Koach. Motion carried.

Roll Call Vote:

Voting Yea: Kordell, Inman Koach, Lee, Heckenlaible, Klein, Wachowski

Motion Carried

B. Request for a Conditional Use Permit for a tree service home occupation located at 3315 Parkway Boulevard, in the (R-1) Single Family Residence District, submitted by Nicholas Stangel (applicant and owner).

The Plan Commission is here to consider a request for a Conditional Use Permit for a home occupation at 3315 Parkway Boulevard, to operate Stangel's Tree Service from the property, which is located in the R-1 Single Family Residence District, where certain home occupations may be allowed with Conditional Use Permit approval.

According to the applicant, the residence would function primarily as a home office for scheduling and administrative purposes. All business equipment would be stored at the applicant's separate property in Manitowoc at 1216 Washington Street rather than at the Parkway Boulevard residence. The applicant notes that a work truck and trailer may occasionally be parked overnight on the street, but only temporarily until leaving the following morning. If required, the applicant has indicated that all equipment can remain stored in Manitowoc to ensure no equipment at all is kept on City streets.

The Plan Commission reviewed the request to determine whether the proposed home occupation meets the applicable zoning standards and remains compatible with the surrounding residential neighborhood.

Commissioner Kordell clarified that the role of the Plan Commission was to evaluate the Conditional Use Permit request based on the standards established in the zoning code. The Commission was advised to remain focused on the permit request itself and that the Commission was not acting as a court of law nor adjudicating any previous zoning violations related to the property.

Director Sachse then reviewed the purpose and intent of the R-1 Single Family Residence District and the regulations governing home occupations within that district. The applicant was then provided with the opportunity to address the Commission regarding the request.

A motion was made by Commissioner Wachowski to deny the Conditional Use Permit for a tree service home occupation located at 3315 Parkway Boulevard, which was seconded by Commissioner Koach.

Roll Call Vote:

Voting Yea: Kordell, Inman Koach, Lee, Heckenlaible, Klein, Wachowski

Motion Carried

C. Ordinance to amend Section 10-4-13 entitled “Signs not requiring a permit” to regulate the use of contractor construction signs

The Plan Commission reviewed a proposed ordinance amendment to Section 10-4-13 of the Municipal Code, entitled “Signs Not Requiring a Permit,” related to the regulation of contractor construction signs. Staff noted that the Commission had previously discussed this item at its prior meeting and reached consensus to move forward with revised language to provide a more limited timeframe for the display of construction-related signs.

Under the existing language, contractor construction signs are permitted to be displayed for up to 60 days within a calendar year. The proposed amendment revises this standard to require that such signs be removed within 30 days after completion of construction or prior to occupancy, whichever occurs sooner, regardless of the overall duration of the construction project.

The Commission reviewed the proposed amendment and its intent to better regulate the duration of contractor construction signage within the community.

A motion was made by Commissioner Kordell to approve the Ordinance amending Section 10-4-13 to regulate the use of contractor construction signs, seconded by Commissioner Lee.

Roll Call Vote:

Voting Yea: Kordell, Inman Koach, Lee, Heckenlaible, Klein, Wachowski

Motion Carried

4. FOR DISCUSSION

A. Update on Flavor Hut and Renee’s Popcorn

Commissioners were informed that architectural and site plan review for these two projects as well as for renovations at Vietnam Veterans Park are anticipated in April.

B. Zero Setback zoning ordinance for Main Street overlay

Director Sachse provided the Commission updates on a historical preservation ordinance that is being drafted by Main Street and is expected to come before the Plan Commission in April or May.

5. PUBLIC INPUT

Mark Keller addressed the Commission regarding a survey company he is having issues with, claiming they have flawed GPS equipment. He also advised the Commission to look into mandatory setback requirements along State routes.

6. ADJOURNMENT

Motion to adjourn at 6:37 PM.

Motion made by Kordell, seconded by Heckenlaible.