PLAN COMMISSION MEETING

Monday, March 09, 2026 at 5:30 PM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

AGENDA

1. CALL TO ORDER

2. ROLL CALL
Commission Members: Kyle Kordell, Rick Inman, Kay Koach, Kristin Lee, Matt Heckenlaible, Adam Wachowski, Pat Klein

3. ACTION ITEMS

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

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)

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

4. FOR DISCUSSION

A. Update on Flavor Hut and Renee’s Popcorn

B. Zero setback zoning ordinance for Main Street overlay

5. PUBLIC INPUT

6. ADJOURNMENT

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email clerk@two-rivers.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

TWO RIVERS WISCONSIN

LAND DEVELOPMENT APPLICATION

APPLICANT Karen Steingraber TELEPHONE 920-726-4850

MAILING ADDRESS 9601 Lakeshore Road (Street) Newton (City) WI (State) 53063 (Zip)

PROPERTY OWNER Karen Steingraber TELEPHONE 920-726-4850

MAILING ADDRESS 9601 Lakeshore Road (Street) Newton (City) WI (State) 53063 (Zip)

REQUEST FOR:

____	Comprehensive Plan Amendment	____	Conditional Use
____	Site/Architectural Plan Approval	____	Annexation Request
X	Subdivision Plat or CSM Review	____	Variance/Board of Appeals
____	Zoning District Change	____	Other

STATUS OF APPLICANT: ____ Owner ____ Agent ____ Buyer ____ Other

PROJECT LOCATION Town of Two Rivers TYPE OF STRUCTURE N/A

PRESENT ZONING Agriculture REQUESTED ZONING ____

PROPOSED LAND USE Agricultrial

PARCEL # 018-125-013-001.00 ACREAGE 4.368

LEGAL DESCRIPTION (See Attached for Legal Description)

NOTE: Attach a one-page written description of your proposal or request.

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Signed Karen Steingraber (Property Owner) Date Feb 20, 2026

Fee Required

$ 350	Comprehensive Plan Amendment
$ t/b/d	Site/Architectural Plan Approval (Listed in Sec 1-2-1)
$ t/b/d	CSM Review ($10 lot/$30 min)
	Subdivision Plat (fee to be determined)
$ 350	Zoning District Change
$ 350	Conditional Use
$ t/b/d	Annexation Request (State Processing Fees Apply)
$ 350	Variance/Board of Appeals
$ t/b/d	Other

Schedule

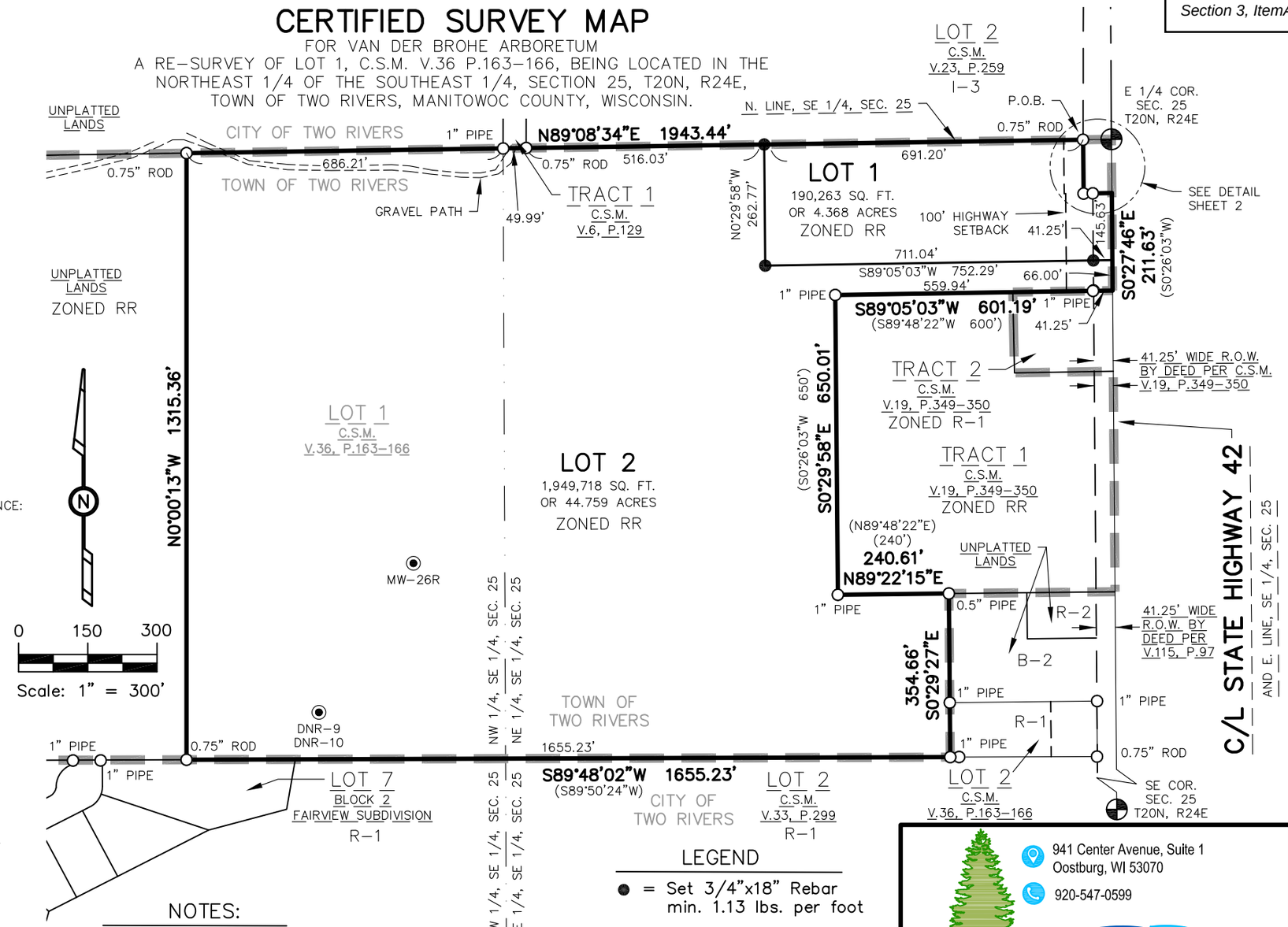
Application Submittal Date	2/23/26
Date Fee(s) Paid	2/23/26
Plan(s) Submittal Date	2/23/26
Plan Comm Appearance	3/9/26

$ 30 TOTAL FEE PAID APPLICATION, PLANS & FEE RECEIVED BY ____

CERTIFIED SURVEY MAP

FOR VAN DER BROHE ARBORETUM

A RE-SURVEY OF LOT 1, C.S.M. V.36 P.163-166, BEING LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 25, T20N, R24E, TOWN OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN.



SETBACKS:

SETBACK REQUIREMENTS PER CURRENT ZONING ORDINANCE:

LOT 1 DISTRICT RR

FRONT YARD: 100 FEET FROM C/L OR 42' FROM R.O.W. WHICHEVER ONE IS GREATER

SIDE YARD: ACCESSORY STRUCTURES: 10 FEET
PRINCIPAL STRUCTURES: 25 FEET

REAR YARD: ACCESSORY STRUCTURES: 10 FEET
PRINCIPAL STRUCTURES: 25 FEET

NOTES:

OWNER AND SUBDIVIDER:
KAREN STEINGRABER

BEARINGS ARE BASED ON THE EAST LINE OF THE SE 1/4 OF SECTION 25, T20N, R24E, AS BEING S0°27'46"E PER THE MANITOWOC COUNTY COORDINATE SYSTEM.

LEGEND

- ● = Set 3/4"x18" Rebar min. 1.13 lbs. per foot
- ○ = Found Iron Pipe
- ◐ = Section Corner Monument
- ◉ = Monitor Well
- = City Limits

WISCONSIN
BENJAMIN J. REENDERS
S-3114
OOSTBURG
WIS.
12/2/2025
LAND SURVEYOR

This instrument was drafted by Benjamin J. Reenders.

941 Center Avenue, Suite 1
Oostburg, WI 53070
920-547-0599
CEDAR CREEK SURVEYING, LLC
www.cedarcreeksurveying.com

FILE No.: 2022178 DATE: 12/2/2025 SHEET: 1 OF

CERTIFIED SURVEY MAP

FOR VAN DER BROHE ARBORETUM
A RE–SURVEY OF LOT 1, C.S.M. V.36 P.163–166, BEING LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 25, T20N, R24E, TOWN OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Benjamin J. Reenders, Professional Land Surveyor, hereby certify:

That I have re-surveyed, divided and mapped Lot 1, Certified Survey Map recorded in V.36, P.163-166 being a part of the Northeast 1/4 of the Southeast 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 25, T20N, R24E, Town of Two Rivers and City of Two Rivers, Manitowoc County, Wisconsin bounded and described as follows:

Commencing at the East 1/4 Corner of said Section25; thence S89°08'34"W 61.25 feet along the North line of the Southeast 1/4 of said Section 25 to the POINT OF BEGINNING of this description; thence S00°27'46"E 116.80 feet along the West Right-of-Way line of State Highway "42"; thence N88°44'27"E 61.25 feet; thence S00°27'46"E 211.63 feet along the East line of the Southeast 1/4 of said Section 25 and the Centerline of State Highway "42"; thence S89°05'03"W 601.19 feet along the North line of Tract 1 of CSM V.19, P.349; thence S00°29'58"E 650.01 feet along the West line of said Tract 1; thence N89°22'15"E 240.61 feet along the South line of said Tract 1; thence S00°29'27"E 354.66 feet; thence S89°48'02"W 1655.23 feet; thence N00°00'13"W 1315.36 feet; thence N89°08'34"E 1943.44 feet to the point of beginning.

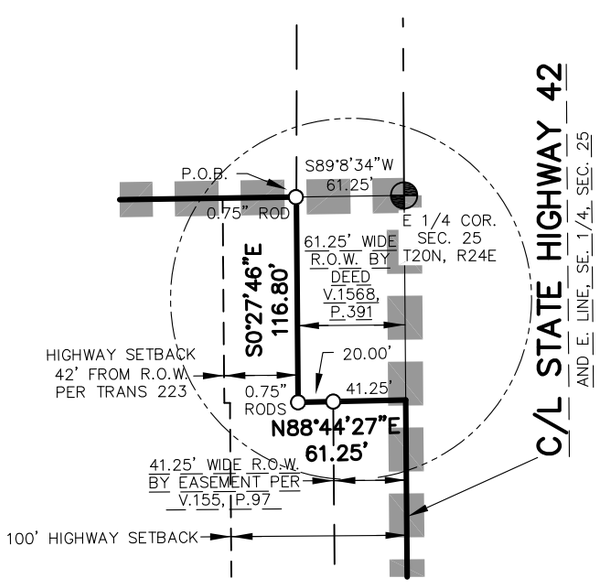
This Parcel contains 2,139,981 square feet or 49.127 acres and is subject to Highway Right-of-Way over the Easterly 41.25 feet as depicted on this map.

That such map is a correct representation of the exterior boundaries of the land surveyed and the division thereof.

That I have fully complied with provisions of Section 236.34 of the Wisconsin Statutes and Section 12.07 of the Manitowoc County Subdivision Regulation and the Municipal Codes of the Town of Two Rivers and City of Two Rivers in surveying, dividing and mapping the same.

Benjamin J. Reenders Dated this 12th day of December. 2025
Benjamin J. Reenders PLS S-3114

WISCONSIN
BENJAMIN J. REENDERS
S–3114
OOSTBURG
WIS.
12/2/2025
LAND SURVEYOR



DETAIL 1
SCALE: 1" = 100'

941 Center Avenue, Suite 1
Oostburg, WI 53070
920-547-0599
CEDAR CREEK SURVEYING, LLC
www.cedarcreeksurveying.com

FILE No.: 2022178 DATE: 12/2/2025 SHEET: 2 OF

This instrument was drafted by Benjamin J. Reenders.

CERTIFIED SURVEY MAP

FOR VAN DER BROHE ARBORETUM
PART OF LOT 1, C.S.M. V.36 P.163–166, BEING LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 25, T20N, R24E, TOWN OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN.

OWNERS CERTIFICATES

As owner, I hereby certify that I have caused the lands described herein to be surveyed, divided, and mapped as represented on this map. We also certify that this map is required to be submitted to the Town of Two Rivers, City of Two Rivers, and the Manitowoc County Planning and Park Commission for approval.

_____ Dated _____, 2025
Karen Steingraber

TOWN OF TWO RIVERS APPROVAL CERTIFICATE
Resolved that the Certified Survey Map in the Town of Two Rivers is hereby approved by the town board of the Town of Two Rivers.

on this _____ day of _____, 2025.

_____ _____
Town Chairman Town Clerk

CITY OF TWO RIVERS EXTRATERRITORIAL APPROVAL CERTIFICATE
Resolved that the Certified Survey Map in the Town of Two Rivers is hereby approved by the City of Two Rivers.
on this _____ day of _____, 2025.

_____
Signature

COUNTY OF MANITOWOC PLANNING DEPARTMENT CERTIFICATE
Resolved that the Certified Survey Map in the Town Two Rivers is hereby approved by the Manitowoc County Planning Department.

on this _____ day of _____, 2025.

_____
Title

WISCONSIN
BENJAMIN J. REENDERS
S-3114
OOSTBURG
WIS.
12/2/2025
LAND SURVEYOR

This instrument was drafted by Benjamin J. Reenders.

941 Center Avenue, Suite 1
Oostburg, WI 53070
920-547-0599
CEDAR CREEK SURVEYING, LLC
www.cedarcreeksurveying.com

FILE No.: 2022178 DATE: 12/2/2025 SHEET: 3 OF

TWO RIVERS WISCONSIN

LAND DEVELOPMENT APPLICATION

APPLICANT Nicholas L. Stangel TELEPHONE 920-207-7103

MAILING ADDRESS 3315 Parkway Blvd. Two Rivers WI 54241
(Street) (City) (State) (Zip)

PROPERTY OWNER Nicholas L. Stangel TELEPHONE 920-207-7103

MAILING ADDRESS 3315 Parkway Blvd. Two Rivers WI 54241
(Street) (City) (State) (Zip)

REQUEST FOR:

____	Comprehensive Plan Amendment	X	Conditional Use
____	Site/Architectural Plan Approval	____	Annexation Request
____	Subdivision Plat or CSM Review	____	Variance/Board of Appeals
____	Zoning District Change	____	Other

STATUS OF APPLICANT: ____ Owner ____ Agent ____ Buyer ____ Other

PROJECT LOCATION _____ TYPE OF STRUCTURE _____

PRESENT ZONING _____ REQUESTED ZONING _____

PROPOSED LAND USE _____

PARCEL # _____ ACREAGE _____

LEGAL DESCRIPTION _____

NOTE: Attach a one-page written description of your proposal or request.

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Signed _____ Date 01/15/25
(Property Owner)

Fee Required

$ 350	Comprehensive Plan Amendment
$ t/b/d	Site/Architectural Plan Approval (Listed in Sec 1-2-1)
$ t/b/d	CSM Review ($10 lot/$30 min)
	Subdivision Plat (fee to be determined)
$ 350	Zoning District Change
$ 350	Conditional Use
$ t/b/d	Annexation Request (State Processing Fees Apply)
$ 350	Variance/Board of Appeals
$ t/b/d	Other

Schedule

Application Submittal Date _____

Date Fee(s) Paid _____

Plan(s) Submittal Date _____

Plan Comm Appearance _____

$_____ TOTAL FEE PAID APPLICATION, PLANS & FEE RECEIVED BY _____

11/22/16, 03/25/13, 01/01/06, 12/16/20
Land Development Application.docx

I AM CONTACTING YOU REGARDING THE PERMIT FOR STANGEL'S TREE SERVICE TO OPERATE IN TWO RIVERS. WHILE OUR HOME IS AT 3315 PARKWAY BLVD, TWO RIVERS ALL EQUIPMENT IS STORED AT MY MANITOWOC PROPERTY, 1216 WASHINGTON ST. MANITOWOC.

OCCASIONALLY, MY WORK TRUCK AND TRAILER ARE PARKED OVERNIGHT ON THE STREET WHEN I RETURN HOME, BUT ONLY UNTIL I LEAVE THE NEXT MORNING.

IF NECESSARY, WE CAN KEEP ALL EQUIPMENT OFF CITY STREETS BY STORING IT IN MANITOWOC.

WE HOPE TO CONTINUE SERVING CUSTOMERS IN TWO RIVERS AND APPRECIATE YOUR UNDERSTANDING.

THANK YOU
NICK STANGEL 2/13/26

I am forwarding you the list of actions required for Mr. Stangel to complete.

It's very cut and dry - either Mr. Stangel obtains an approved Conditional Use Permit or he can no longer conduct business operations at his home. The following list are his immediate actions:

- Cease all operations, this includes vehicle traffic, parking, loading, storage, etc.
- Submit a completed application for a Conditional Use Permit to operate a home business (This includes the application form, written narrative, site plan, and fees).
- Attend the Plan Commission - will make recommendation to City Council
- Attend the City Council - CUP will either be approved or denied.

Please let me know if you have any questions or need any additional information.

HOME OCCUPATION APPLICATION

Applicant NICHOLAS STANGEL Phone (920) 207-7103

Address 3315 PARKWAY BLVD. TWO RIVERS, WI 54241

Mailing Address (if applicable) SAME

Property Owner NICK STANGEL Phone 920-207-7103

Address 3315 PARKWAY BLVD. TWO RIVERS, WI 54241

Business Name STANGEL'S HANDYMAN SERVICE LLC. (DBA) STANGEL'S TREE SERVICE.

Nature of Business TREE REMOVAL, STUMP REMOVAL, TREE TRIMMING

Days/hours of operation 7AM - 7PM

Number of client visits to the premises per day/week NONE

Number of deliveries/pick-ups to the premises per day/week NONE

Number of employees

Resident family members 3 Non-family members 4

Location/area devoted to home occupation

Dwelling/Square feet _____ Accessory Structure/Square feet _____

I agree to conduct my business in compliance with the City of Two Rivers ordinance regulating home occupations. The City reserves the right to request the home occupation cease in the event a public nuisance occurs and/or the business expands beyond the performance standards for home occupations.

Applicant Signature _____

Property Owner Signature _____

ATTACH ALL REQUIRED APPLICATION MATERIALS

CITY OF MANITOWOC TREASURER
900 QUAY ST
MANITOWOC, WI 54220

MANITOWOC COUNTY - STATE OF WISCONSIN
PROPERTY TAX BILL FOR 2025
REAL ESTATE

STANGELS HANDYMAN SERVICE LLC

Parcel Number: 000243180
Bill Number: 133816

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

133816/000243180
STANGELS HANDYMAN SERVICE L

3315 PARKWAY BLVD
TWO RIVERS WI 54241

Location of Property/Legal Description
WASHINGTON ST
Sec. 30, T19N, R24E
LOT 18 & EAST 10' OF LOT 19 BLK 243 ORIGINAL PLAT
0.193 ACRES

Please inform treasurer of address changes.

ASSESSED VALUE LAND	ASSESSED VALUE IMPROVEMENTS	TOTAL ASSESSED VALUE	AVERAGE ASSMT. RATIO	NET ASSESSED VALUE RATE
42,000	0	42,000	0.984607940	0.01535385 (Does NOT reflect credits)

ESTIMATED FAIR MARKET VALUE LAND	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS	TOTAL ESTIMATED FAIR MARKET VALUE	☐ A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit
42,700	0	42,700		46.56

NET PROPERTY TAX	644.86
Snow Removal	140.00

TAXING JURISDICTION	2024 EST. STATE AIDS ALLOCATED TAX DIST.	2025 EST. STATE AIDS ALLOCATED TAX DIST.	2024 NET TAX	2025 NET TAX	% TAX CHANGE
MANITOWOC COUNTY	2,994,496	3,146,686	0.00	141.87	
CITY OF MANITOWOC	9,735,401	9,920,887	0.00	249.07	
SCH D OF MANITOWOC	38,643,080	39,441,998	0.00	232.36	
LAKESHORE TECH COLLEGE	2,271,635	2,272,209	0.00	21.56	
TOTAL	**53,644,612**	**54,781,780**	**0.00**	**644.86**	**0.0%**
FIRST DOLLAR CREDIT			**0.00**	**0.00**	**0.0%**
LOTTERY AND GAMING CREDIT			**0.00**	**0.00**	**0.0%**
NET PROPERTY TAX			**0.00**	**644.86**	**0.0%**

TOTAL DUE: $784.86
FOR FULL PAYMENT, PAY TO LOCAL TREASURER BY:
JANUARY 31, 2026

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
SCH D OF MANITOWOC	595,482	6.83	2047
SCH D OF MANITOWOC	7,132,800	81.76	2028

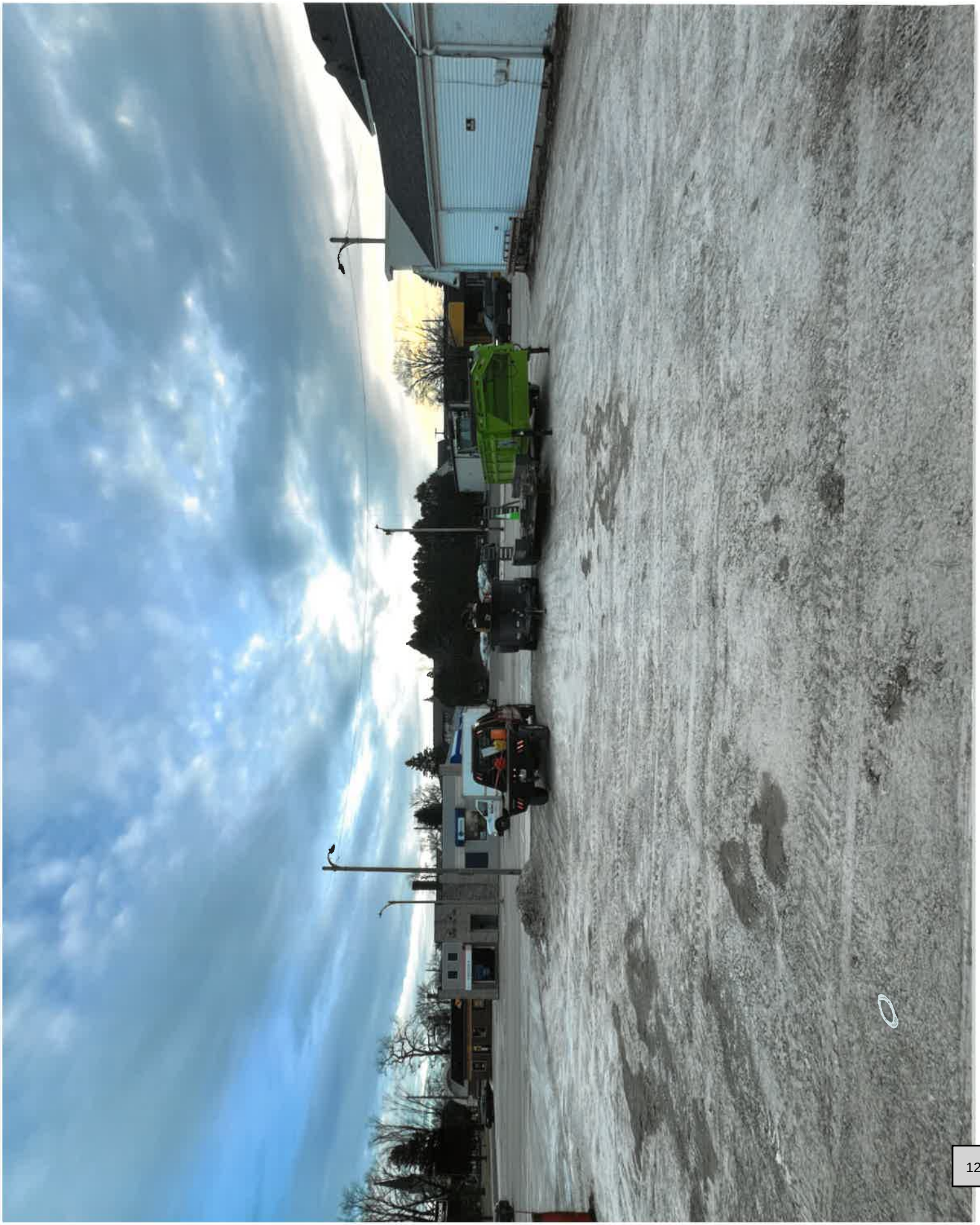
Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends

PAY IN FULL: $784.86
or 1ST INSTALLMENT: $301.86
BY JANUARY 31, 2026
AMOUNT ENCLOSED _____
MAKE CHECK PAYABLE AND MAIL TO:
CITY OF MANITOWOC TREASURER
900 QUAY ST
MANITOWOC, WI 54220
PIN# 000243180
STANGELS HANDYMAN SERVICE LLC
BILL NUMBER: 133816
INCLUDE STUB WITH YOUR PAYMENT

2ND INSTALLMENT: $161.00
BY MARCH 31, 2026
AMOUNT ENCLOSED _____
MAKE CHECK PAYABLE AND MAIL TO:
CITY OF MANITOWOC TREASURER
900 QUAY ST
MANITOWOC, WI 54220
PIN# 000243180
STANGELS HANDYMAN SERVICE LLC
BILL NUMBER: 133816
INCLUDE STUB WITH YOUR PAYMENT

3RD INSTALLMENT: $161.00
BY MAY 31, 2026
AMOUNT ENCLOSED _____
MAKE CHECK PAYABLE AND MAIL TO:
CITY OF MANITOWOC TREASURER
900 QUAY ST
MANITOWOC, WI 54220
PIN# 000243180
STANGELS HANDYMAN SERVICE LLC
BILL NUMBER: 133816
INCLUDE STUB WITH YOUR PAYMENT

4TH INSTALLMENT: $161.00
BY JULY 31, 2026
AMOUNT ENCLOSED _____
MAKE CHECK PAYABLE AND MAIL TO:
CITY OF MANITOWOC TREASURER
900 QUAY ST
MANITOWOC, WI 54220
PIN# 000243180
STANGELS HANDYMAN SERVICE LLC
BILL NUMBER: 133816
INCLUDE STUB WITH YOUR PAYMENT



Section 3, ItemC.

Jeff Sachse <jefsac@two-rivers.org>

Sign Ordinance Revision

Jeff Sachse <jefsac@two-rivers.org> Wed, Mar 4, 2026 at 3:02 PM
To: "Griffin, Sean" <sgriffin@westdunn.com>, Adam Taylor <adatay@two-rivers.org>, Kyle Kordell <kylkor@two-rivers.org>

Sean,

Would it be possible to put together a quick resolution amending Chapter 10-14-13-A(1) of the Sign Ordinance, which reads:

A. *Construction and alteration signs.*

(1) *At residential construction and alteration project sites.* With the property owners' permission, at sites where a building permit has been issued for construction of a new dwelling or a new accessory building or for additions or alterations to the exterior of an existing dwelling or accessory building, four nonilluminated contractor's signs not more than four feet in height and six square feet in area may be displayed in the front yard or street side yard of the property during the actual time of construction but not more than 60 days in a 12-month period, whichever is less. This provision, however, shall not apply to premises occupied by the contractor. Such signs as are herein permitted shall conform to all other applicable provisions of this Code.

To:

A. *Construction and alteration signs.*

(1) *At residential construction and alteration project sites.* With the property owners' permission, at sites where a building permit has been issued for construction of a new dwelling or a new accessory building or for additions or alterations to the exterior of an existing dwelling or accessory building, four nonilluminated contractor's signs not more than four feet in height and six square feet in area may be displayed in the front yard or street side yard of the property during the actual time of construction **and shall be removed within 30 days after completion of construction or prior to occupancy after construction, whichever is sooner.** This provision, however, shall not apply to premises occupied by the contractor. Such signs as are herein permitted shall conform to all other applicable provisions of this Code.

This will provide more time for contractors to publicize their work and remove the time restriction, which may be onerous. It also brings sections 1 and 2 into alignment.

We will review at Plan Commission Monday.

Thanks!

Be well. Be safe. Be strong. Be kind.

Best wishes,
Jeff

JEFFREY SACHSE, MPA
Community and Economic Development Director

jsachse@two-rivers.org
phone: 920.793.5564 | mobile: 414.305.6236

two-rivers.org/planning

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