



# TWO RIVERS

WISCONSIN

## PLAN COMMISSION

Monday, July 10, 2023 at 5:30 PM

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

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### 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, Kristin Lee, Matt Heckenlaible, Eric Pangburn, and Adam Wachowski.

Also Present: Community Development Director Elizabeth Runge, Police Chief Ben Meinnert, Adam Rohrer, Michael Canty, Jesus Sandoval, Billy Mikich, Tracey Koach and Recording Secretary Adam Taylor.

#### 3. ACTION ITEMS

##### **A. Review of Site and Architectural Plans for L.B. Clarke Middle School located at 4608 Bellevue Place, submitted by Bray Architects and the Two Rivers School District**

The discussion included the parking lots regarding traffic flow, the stormwater infiltration basin to the North of the school and the recreation area.

A motion was made to approve the plans with the recommendations contained in the staff memo, with some modifications from the Plan Commission, which are the following:

1. Any additional requirements identified by city engineering, utility, and/or water department director(s). The overall areas of further coordination necessary for this project include:

i. A complete stormwater management plan and details for proposed Best Management Practices (BMPs) is necessary.

ii. A review of the method of the abandonment of utilities with the Two Rivers Water Utility is necessary.

iii. Overall review of new connection points for sanitary sewer, water, and storm sewer is necessary.

vi. The Director of Public Works prepared a technical memo addressing the above items to be coordinated by his office.

2. Recommendations related to the site, site access, and traffic flow patterns are:

i. Driveway approaches are to comply with ordinance Section 4-1-11 and coordinated with the Two Rivers Public Works Department.

*Parkway Boulevard: Staff Parking Lot and Main Entrance Drop-off*

i. Within the parking lot, the two lanes shown are recommended to merge into one lane near the northern exit as is shown in the design shown for the Parkway Boulevard Bus Only Lot.

ii. The southern driveway is Enter Only.

*Parkway Boulevard Bus Lot*

i. It is recommended the southern driveway is a one-way entrance and the northern driveway is Exit Only.

*Bellevue Place: 5<sup>th</sup> Grade Pick up / Drop-off Location*

i. The southern driveway exit is recommended to be a right turn only onto Bellevue Place.

*Fire Protection*

i. In addition to the private hydrant shown on the site plans, an additional private hydrant is recommended on the west side of the site also.

*Miscellaneous: Existing Shed*

i. The shed located north in the recreation field is a shed the City's Park and Recreation Department uses. The demolition plans indicate it is being removed. The shed or a replacement is necessary for Park and Recreation Department uses.

3. Any additional requirements from the state of Wisconsin.

4. All required permits are obtained prior to construction.

Motion made by Pangburn, seconded by Koach.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Pangburn

Voting Nay: Wachowski

Motion Carried

**B. Review of Certified Survey Map (CSM) for the L.B. Clarke Middle School located at 4608 Bellevue Place, submitted by Kapur Inc. and the Two Rivers School District.**

The review of the CSM resulted in three easement requests by City departments. They are:

1. Electric Department requested an east-west ten-foot easement located to the north of the school buildings in the recreation field area.

2. Public Works Department requested a 25 by 25-foot easement around the existing lift station.

3. A future right-of-way request along the northern boundary connecting Bellevue Place to Parkway Boulevard to reserve the possibility of connecting the two roadways.

A motion was made approving the Certified Survey Map with the above noted easements and modifications.

Motion made by Koach, seconded by Lee.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Pangburn, Wachowski  
Motion Carried

**C. Request for a change in zoning from Waterfront Business (WFB) to Planned Unit Development (PUD) located at the corner of 19<sup>th</sup> Street and East River Street, Parcel 053-000-053-010.07, submitted by Kip Golden, CR Structures, and the City of Two Rivers.**

A motion was made to recommend the zoning change to the City Council.

Motion made by Heckenlaible, seconded by Wachowski.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Pangburn, Wachowski  
Motion Carried

**D. Review of Draft Amendment to Sign Code Chapter 10-4, to permit one (1) sign at short-term rentals that are licensed by the City of Two Rivers and the Manitowoc County Health Department.**  
A motion was made directing staff to conduct additional research into what other communities have in place regulating signs for short-term rentals.

Motion made by Koach, seconded by Lee.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Pangburn, Wachowski  
Motion Carried

**E. Review current ordinance description of permitted roofing materials in Section 10-1-20 with consideration of updating ordinance language regarding types of permitting roofing materials.**  
A motion directing staff to modify code ordinance language clarifying and defining corrugated metal, fiberglass and updating the use of modern roof materials.

Motion made by Wachowski, seconded by Lee.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Pangburn, Wachowski  
Motion Carried

**4. ADJOURNMENT**

Motion to adjourn at 7:35 PM.

Motion made by Wachowski, seconded by Lee.

Respectfully submitted: Adam Taylor, Recording Secretary