



**PLAN COMMISSION
JANUARY 10, 2022**

MINUTES

1. Call to Order

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

2. Roll Call

Present: Greg Buckley, Rick Inman, Jim McDonald and Adam Wachowski

Attended remotely: Kristin Lee and Eric Pangburn

Excused: Kay Koach

Also Present: James Elsen, Jessica Wanserski, City Planner Elizabeth Runge and Recording Secretary Vicky Berg. Ed Fisher and Tim Schuelke attended remotely.

3. Action Items

- A. Preapplication Conference for the construction of a Planned Unit Development (PUD) for a residential development at 3000 Forest Avenue, submitted by 3000 Forest Ave, LLC

The proposed project includes three multi-family apartment buildings with attached garages. Each building consists of four one-bedroom units and eleven two-bedroom units. Each unit includes a single-stall garage and one parking stall in front of the designated garage. Five guest parking spaces are provided.

Discussion included front setback encroachments, on-site vehicle traffic pattern, driveway location and design, parking, mailboxes, vision clearance, interior and exterior finishes.

The final plans may be submitted for the February meeting.

No action was taken by the Commission.

- B. Request to vacate a platted pedestrian way located in the Replat of Sandy Bay Highlands Subdivision No. 1, submitted by the City of Two Rivers/Community Development Authority

Correspondence from Mr. and Mrs. Gerard Neuser indicating their opposition to the request to vacate the pedestrian way was provided to the Commission by email and/or hard copy prior to the meeting.

The City/CDA owns Lot 5 and is open to vacating the pedestrian way.

The buyer of Lot 4 would like more land and prefers to not have the pedestrian way adjacent to their property.

Realtors have commented the pedestrian way was a deterrent when showing these parcels to prospective buyers.

The City is open to researching another location to provide access to picnic hill.

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

Result: Approved by Roll Call Vote

Mover: Adam Wachowski

Second: Rick Inman

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

Voting Against: None

- C. Review the draft ordinance regulating licensing and registration for short-term rental properties

Ms. Wanserski provided a summary of the tourist home regulations and licensing procedure administered by the Manitowoc County Health Department.

The draft ordinance was reviewed. Discussion included occupancy, rental period, parking, revocation of license and fees.

Staff shall revise the ordinance based on discussion for review at the February meeting.

No action was taken by the Commission.

4. Adjournment

Motion to adjourn at 8:08 PM.

Result: Approved by Voice Vote

Mover: Erick Pangburn

Second: Rick Inman

Voting For: Gregory Buckley, Kristen Lee, Jim McDonald, Adam Wachoski

Vicky Berg, Recording Secretary