

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, November 29, 2022

OPENING OF MEETING

MEMBERS PRESENT: Mayor Sorenson, Jerry Jones, Ryan Sazama, Alderperson Trey Mitchell, Marilyn Montemayor and David Hoffman

STAFF/OFFICIALS PRESENT: Manager of Planning & Zoning Steve Sokolowski

EXCUSED: Planning & Development Director Chad Pelishek and Kimberly Meller

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Introduction of committee members and staff

Introductions are made.

4. Identify potential conflict of interest

No committee member had a conflict of interest.

MINUTES

5. Approval of the Plan Commission minutes from November 15, 2022.

Motion by Dave Hoffman, second by Jerry Jones to approve. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Application for Conditional Use with exceptions by Breakwater Church to operate a church at 733 Broadway Avenue (former Boys and Girls Club).

Motion by Marilyn Montemayor, second by Jerry Jones to approve with the following conditions:

1. Prior to building permit issuance, the applicant shall obtain all licenses and permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, health, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility and shall be completed prior to issuance of an occupancy permit. Applicant shall work with staff with regards to appropriate location and design of enclosure.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. Any fencing shall be installed per Section 15.720(3)(c) of the City of Sheboygan Zoning Ordinance. Applicant shall work with staff with regards to constructing appropriate and well-designed fence/retaining wall and shall obtain the necessary permits prior to installation. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.

5. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
6. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance (site lighting, building lighting, signage, etc.). There shall be no spillover light onto adjacent properties or the streets.
7. Applicant shall work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
8. Proposed and future signage at this property/facility shall be individual letter signs (no flat panel or interior lit cabinet signs).
9. Applicant shall be permitted a freestanding monument sign for the site. Minimum setback of a monument sign is 12 feet. Maximum height of the monument sign is 8 feet. Sign shall be located outside of the 15-foot vision triangle.
10. Applicant shall remove all unused signs and all signage referring to previous businesses.
11. All areas used for parking/maneuvering of vehicles shall be paved.
12. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
13. Any new ingress/egress driveway openings shall be improved to standard City specifications. All existing access drives that are no longer used shall be removed and all unused driveways shall be closed and improved to standard City specifications.
14. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, balconies, decks, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, etc.
15. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new street improvements, new and/or closed ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
16. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
17. The applicant shall construct a new entrance and handicap ramp with decorative rails that match the colors of the structure. If staff has any concerns with the design, the matter may be brought back to the Plan Commission for their consideration.
18. If there are to be any remodel/renovations to the exterior of the facility, the applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit for such remodel/renovation.
19. Building permits shall be issued only at such time as the applicant can provide documentation that they own the parcel.
20. Any future/additional uses of the facility/property (such as multi-tenant facility), additions, site improvements, etc. may require conditional use permit and architectural review.
21. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new conditional use and/or architectural review applications reflecting those amendments.

Exceptions granted:

- To have/maintain the existing 10 parking stalls.

Motion carried.

NEXT MEETING

7. December 13, 2022

ADJOURN

8. Motion to Adjourn

Motion by Jerry Jones, second by Alderperson Mitchell to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:17 p.m.