

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, February 14, 2023

OPENING OF MEETING

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

EXCUSED: Alderperson Mitchell and Kimberly Meller

STAFF/OFFICIALS PRESENT: Planning & Development Director Chad Pelishek and Manager of Planning & Zoning Steve Sokolowski

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No committee member had a conflict of interest.

MINUTES

4. Approval of the Plan Commission minutes from January 24, 2023.

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Conditional Use by Nick Brock to convert the commercial building into a single-family residence at 2516 Calumet Drive.

Motion by Jerry Jones, second by Ryan Sazama to approve with the following conditions:

1. Prior to occupancy, the applicant shall obtain all licenses and occupancy permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements. The conversion, inspections and occupancy for the single-family dwelling shall be completed by March 31, 2023.
2. Outdoor storage of materials, products or equipment shall be prohibited.
3. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
4. Applicant shall completely remove the old pylon and parking lot directional signs at the northeast corner of the property adjacent to the driveway by March 31, 2023.
5. Applicant shall remove the wall sign at the northeast corner of the building (north elevation). Applicant shall install siding to match the existing siding in terms of design, color, materials, width, etc. by March 31, 2023.

6. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy (future uses may require conditional use permits, building/mechanical permits, occupancy permits, etc.).
7. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments

Motion carried.

6. Application for Conditional Use with exceptions by Alfredo Venegas to operate Vene's Pancake House at 1630 Michigan Avenue.

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

1. Prior to operation/occupancy, the applicant shall obtain all licenses and occupancy permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, food, alcohol, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Applicant shall obtain the necessary liquor license in order to serve alcohol. Applicant may serve alcohol if and only if all required liquor licenses are obtained.
3. Dumpsters and/or grease receptacles shall be screened/enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen the dumpster. Dumpsters shall be screened and enclosed prior to issuance of an occupancy permit.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. All ground level and rooftop mechanicals shall be screened/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. There shall be no spillover light onto adjacent properties or the streets.
7. Applicant shall obtain the necessary sign permits prior to installation. Applicant shall work with staff with regards to constructing a well-designed signage for the site that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
8. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs).
9. If there are to be any renovation 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 renovation.
10. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

7. Application for Conditional Use with exceptions by Zach Fitzgerald to construct a new dwelling unit in the commercial building located at 834 N. Water Street.

Motion by Jerry Jones, second by Dave Hoffman to approve with the following conditions:

1. Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, DNR, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Building permits shall be issued only at such time as the applicant can provide documentation that they own the parcel.
3. If using dumpsters, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen the dumpster.
4. 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.).

5. Outdoor storage of materials, products or equipment shall be prohibited.
6. All lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
7. 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.
8. Absolutely no portion of the 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.
9. 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, driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
10. Applicant shall obtain the necessary sign permits prior to installation. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs).
11. Applicant shall remove all unused signs and all signage referring to previous business.
12. The applicant may replace the existing glass block window infill with storefront units per the approved plan. If staff has any concerns with the design, the matter may be brought back to the Plan Commission for their consideration.
13. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review Board approval prior to receiving a building permit for such renovation. The colors and materials are to complement/match the existing building.
14. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy (future uses and/or phases may require conditional use permits, building/mechanical permits, occupancy permits, etc.).
15. If there are any amendments to the site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

NEXT MEETING

8. February 28, 2023

ADJOURN

9. Motion to Adjourn

Motion by Jerry Jones, second by Ryan Sazama to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:11 p.m.