

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, August 23, 2022

OPENING OF MEETING

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

MEMBERS EXCUSED: Marilyn Montemayor

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

OPENING OF MEETING

1. Roll Call

Chair 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 has a conflict of interest.

MINUTES

4. Approval of the Plan Commission minutes from August 9, 2022.

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Conditional Use with exceptions by Trinity Lutheran Church and School to install a new fence and new playground at 824 Wisconsin Avenue.

Motion by Jerry Jones, second by Alderperson Mitchell to approve with the following conditions:

1. The applicant shall obtain all licenses/permits as well as meet all required codes.
2. Fence shall be installed per Section 15.720(3)(c) of the City Zoning Ordinance.
3. The fence to be installed will be black in color (chain link, posts and screening materials).
4. The maximum height of the fence will be eight (8) feet tall (top of fence to grade).
5. The applicant shall install and maintain the privacy decorative slatting and/or mesh material as designed. If there are any issues with the screening material of the fence being damaged and/or in disrepair, the applicant will have 30 days to address/fix the issue.
6. Absolutely no portion of the site improvements shall cross the property line.
7. Applicant will provide adequate access along the streets and private properties and will take all appropriate actions to minimize the time period that these areas are closed/affected.
8. The existing access drive on Wisconsin Avenue that will no longer be used shall be removed and the former driveway shall be closed and improved to standard City specifications (replace with curb, gutter, 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, new street improvements, new and/or closed ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
10. If there are any amendments to the approved site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Exception granted:

- To install an 8-foot-tall fence

Motion carried.

6. Application for Conditional Use Permit with exceptions by Consolidated Construction Company to construct and operate a new multi-tenant industrial warehouse at the southwest corner of Horizon Drive and S. Business Drive in the SouthPointe Enterprise Campus.

Motion by Jerry Jones, second by Ryan Sazama 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, water, sewer, storm drainage, health, hazardous materials, State of Wisconsin DNR, etc. (Applicant shall be in contact with building inspection, fire, police, etc.). An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire department, etc.).
3. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc. If any issues arise, this matter may be brought back to the Plan Commission for review.
4. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
5. Submittal/approval of a proposed landscape plan prior to building permit issuance. Applicant will submit a landscape plan that addresses all four (4) landscaping requirements (except for approved landscape locational variance). Landscaping shall be installed prior to issuance of an occupancy permit.
6. If proposing fencing/retaining walls, fencing/retaining walls shall be installed per Section 15.720(3)(c) of the City Zoning Ordinance. Applicant shall submit proposed fence to staff for review. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Applicant shall obtain the necessary permits prior to installation.
7. 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.
8. Outdoor storage of materials, products or equipment shall be prohibited.
9. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, generators, etc.).
10. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spill-over of light and glare on operators of motor vehicles, pedestrians, and land uses in the vicinity.
11. 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.

12. The proposed signage shall meet the City of Sheboygan Zoning Ordinance and the SouthPointe Enterprise Campus Protective Covenants. All signage must be submitted to and reviewed/approved by the City of Sheboygan Architectural Review Board.
13. Applicant shall be permitted to install individual letter signs – no cabinet or panel signs.
14. 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.
15. All areas used for parking/maneuvering of vehicles and any outdoor storage areas shall be paved (no gravel permitted). Applicant shall meet the minimum required paving setback of 50 feet to front/street and 25 feet to side and rear for all new areas to be paved.
16. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
17. 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.
18. The parking lot and drives shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts. The site shall be curbed.
19. 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.
20. Any work within City of Sheboygan Public rights-of-way, stormwater easements, etc. 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.).
21. Applicant will provide adequate public access along all streets and sidewalks and will take all appropriate actions to minimize the time period that adjacent properties and streets/sidewalks are impacted by the development (utilities, streets, etc.).
22. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
23. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
24. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
25. 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.
26. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
27. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
28. If applicant leases space to tenants, the tenants shall obtain all necessary land use (conditional use, etc.) and building approvals/permits prior to occupancy for these initial and future Phase 2 tenant spaces (multi-tenant industrial facility).
29. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
30. Applicant shall meet all of the SouthPointe Enterprise Campus Protective Covenants.

31. Building permits shall be issued only at such time as the applicant can provide documentation that they own the parcel.
32. 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 application reflecting those amendments.

Exceptions granted:

- To have 68 parking stalls
- From the locational landscaping requirements. Landscape Plan still required and required point must be met.

Motion carried.

NEXT MEETING

7. September 13, 2022

ADJOURN

8. Motion to Adjourn

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

Being no further business, the meeting was adjourned at 4:26 p.m.