

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, April 25, 2023

MEMBERS PRESENT: Mayor Sorenson, Ryan Sazama, Marilyn Montemayor, Kimberly Meller, and Jerry Jones

EXCUSED: Alderperson Trey Mitchell and Braden Schmidt

STAFF/OFFICIALS PRESENT: 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.

MINUTES

4. Approval of the Plan Commission minutes from April 11, 2023.

Motion by Jerry Jones, second by Kimberly Meller to approve. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Conditional Use and Sign Permit with exceptions by Sign Effectz, Inc. to install new signage at the Qdoba located at 3551 Washington Avenue S. Frontage Road.

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. Raceway for individual letter signs shall match the color of the building (white/cream).
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. Any additional signage for this facility will be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).

Exceptions granted:

- To have three (3) wall signs

Motion carried.

6. Application for Conditional Use Permit with exceptions by Nap4, LLC to operate a NAPA Auto Parts Store at 3619 Washington Avenue S. Frontage Road.

Motion by Jerry Jones, second by Marilyn Montemayor 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. The present dumpster screening fence is in disrepair and shall be appropriately repaired/replaced. New dumpster(s) shall be screened/enclosed/gated 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. Applicant shall immediately remove all pallets and miscellaneous materials adjacent to the loading dock.
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. 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.
6. 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.
7. Proposed and future signage at this property/facility shall be individual letter signs (no flat panel or interior lit cabinet signs).
8. 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.
9. Applicant shall remove all unused signs and all signage referring to previous businesses.
10. NAPA shall immediately remove temporary banner affixed to City street trees at their present location at 2817 S. Business Drive (city street trees in public right-of-way).
11. 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.
12. 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.
13. Building/occupancy permits shall be issued only at such time as the applicant can provide documentation that they own the parcel.
14. The approval is for retail use and not for any vehicle repairs, services, etc. 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.
15. 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 maintain the existing 18 parking spaces at the site.

Motion carried.

7. Application for Conditional Use with exceptions by Quasius Construction to construct a new covered drive thru canopy at Camp Evergreen located at 2776 N. 31st Place.

Motion by Marilyn Montemayor, second by Kimberly Meller 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, storm drainage, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
 3. Dumpsters shall be screened and enclosed and constructed of like materials and colors of the facility. If a dumpster enclosure is not constructed, the dumpsters and garbage can shall be located inside the detached garage structure.
 4. Outdoor storage of materials, products or equipment shall be prohibited.
 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 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 be permitted to install individual letter signs – no cabinet or panel signs.
 8. All areas used for parking/maneuvering of vehicles shall be paved.
 9. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
 10. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
 11. 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.
 12. The applicant shall construct the exterior renovations per the plan submitted and approved by the Plan Commission (design, materials, colors, etc.). The new plan calls for rough sawn cedar wood material to wrap the steel column supports in lieu of stone. However, 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 changes from the plans for the 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.
 14. Any future/additional uses of the facility/property such as additional tenants, additions, site improvements, etc. may require conditional use permit, architectural review, occupancy permit, etc.
 15. 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 application reflecting those amendments.

Motion carried.

NEXT MEETING

8. May 9, 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 4:09 p.m.