

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, July 23, 2024

MEMBERS PRESENT: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump

STAFF/OFFICIALS PRESENT: Director of Planning & Development Diane McGinnis Casey, Associate Planner Ellise
Rose and Building Inspection Specialist Linnae Wierus

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order at 4pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Identify potential conflict of interest

No committee member had a conflict.

MINUTES

4. Approval of the Plan Commission minutes from July 9, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON JULY 9, 2024.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump

PUBLIC HEARING AND DISCUSSION/ACTION ITEMS

5. Public Hearing and application for Conditional Use Permit with exceptions by Curry Corner to construct an addition to their facility located at 915 Erie Avenue. CC Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump

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, demolition, fire, water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, Federal, 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 meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
3. Outdoor storage of materials, products or equipment shall be prohibited (except as authorized/approved by the Plan Commission).

4. All new lighting shall be installed per Section 105-932 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.
 5. All areas used for parking or maneuvering of vehicles shall be paved (no gravel permitted).
 6. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
 7. 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.
 8. 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, driveways over storm water easements, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
 9. 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.).
 10. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
 11. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
 12. 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.
 13. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
 14. Applicant shall adequately address all Fire Department concerns related to this development.
 15. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
 16. 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, architectural review, etc. reflecting those amendments.
6. Public hearing and application for Conditional Use Permit with exceptions by Torginol, Inc. to construct a new warehouse addition located at 3217 Behrens Parkway in the Sheboygan Business Park. SI Zone

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump

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, Army Corp of Engineers, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Submittal and 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.

4. Fencing shall be installed per Section 105-945 of the City Zoning Ordinance.
5. Outdoor storage of materials, products or equipment shall be prohibited.
6. 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.).
7. All new lighting shall be installed per Section 105-932 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.
8. All areas used for parking or maneuvering of vehicles shall be paved (no gravel permitted).
9. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
10. 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.
11. 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, driveways over storm water easements, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
12. 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.).
13. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
14. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
15. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
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. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
18. Applicant shall adequately address all Fire Department concerns related to this development.
19. The applicant may construct a driveway connecting parcels 59281479085, 59281479086, and 59281479081 if and only if the applicant obtains the required easement from the City permitting this to occur. This easement shall be completed prior to building permit issuance.
20. This driveway crossing the storm water easement shall be constructed to specifications required by the City Engineering Department. The driveway construction/specifications drawings shall be approved prior to building permit issuance.
21. Prior to building permit issuance, the applicant is responsible for providing all shared agreements/easements between the subject property and adjoining properties including but not limited to ingress/egress, shared access, parking, stormwater facilities, utilities, etc. This easement document shall be officially recorded by Sheboygan County.
22. Applicant shall meet the Sheboygan Business Park Protective Covenants.
23. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
24. 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.

Exceptions granted:

- Requesting a zero (0) foot sideyard paving setback
- Requesting a variance from the locational landscaping requirements - Landscape Plan still required and required points must be met.

7. R. O. No. 33-24-25 by City Clerk submitting an application for amendment of the City of Sheboygan Official Zoning Map from Eastern Pines, LLC for property located at 3100 Superior Avenue from Class Suburban Office (SO) to Class Suburban Office – Planned Unit Development Overlay (SO-PUD) Classification. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND THE COMMON COUNCIL FILE THEIR R.O.

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump

8. Gen. Ord. No. 12-24-25 by Alderperson Ramey amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at 3100 Superior Avenue from Class Suburban Office (SO) to Class Suburban Office – Planned Unit Development Overlay (SO-PUD) Classification. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL ADOPT THE ORDINANCE

Motion made by Jerry Jones, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump

9. Gen. Ord. No. 13-24-25 by Alderperson Belanger amending various articles and sections of Chapter 107 of the Municipal Code so as to make updates to the Floodplain Zoning Ordinance in order to comply with the requirements of the Department of Natural Resources. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL ADOPT THE ORDINANCE

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump

10. Presentation by Bay Lakes Regional Planning Commission regarding the update to the Comprehensive Plan.

Presentation rescheduled for a future meeting.

NEXT MEETING

11. August 13, 2024

The next meeting is scheduled to be held on August 13, 2024.

ADJOURN

12. Motion to Adjourn

MOTION TO ADJOURN AT 4:06 PM.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump