

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**  
**Tuesday, January 10, 2023**

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**OPENING OF MEETING**

**MEMBERS PRESENT:** Mayor Sorenson, Ryan Sazama, Marilyn Montemayor, Kimberly Meller, Alderperson Trey Mitchell and David Hoffman

**EXCUSED:** Planning & Development Director Chad Pelishek and Jerry Jones

**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 of interest.

**MINUTES**

4. Approval of the Plan Commission minutes from December 13, 2022.

Motion by Marilyn Montemayor, second by Kimberly Meller to approve. Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Application for Conditional Use with exceptions by Angelina Yang to operate Bestea at 1323 Michigan Avenue.

Motion by Marilyn Montemayor, second by Dave Hoffman 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 Slatted (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. Applicant may not use and shall remove nonconforming projecting sign by June 30, 2023.
10. Applicant shall remove the painted plywood at the northeast corner of the building (east elevation) by June 30, 2023. Applicant shall install siding to match the existing siding in terms of design, color, materials, width, etc.
11. Applicant shall paint and/or remove shed in the rear of the property by June 30, 2023.
12. The cornice area at the northeast corner of the front façade facing Michigan Avenue shall be painted to match the existing color (the entire cornice shall all be painted a consistent color). Applicant shall complete the painting of the cornice by June 30, 2023.
13. All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall pave and landscape the all gravel areas on property by June 30, 2023. Applicant will obtain all required permits/approvals prior to constructing the driveway/parking lot including but not limited to building permit, site plan, storm water, etc.
14. No outdoor seating is permitted in the Michigan Avenue sidewalk area without obtaining the required Sidewalk Café permit.
15. 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.
16. 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.

#### **NEXT MEETING**

6. January 24, 2023

#### **ADJOURN**

7. Motion to Adjourn

Motion by Dave Hoffman, second by Ryan Sazama to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:06 p.m.