

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, March 28, 2023

MEMBERS PRESENT: Mayor Sorenson, Ryan Sazama, Marilyn Montemayor, Kimberly Meller, Alderperson Trey Mitchell, Dave Hoffman 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 February 28, 2023.

Motion by Marilyn Montemayor, second by Dave Hoffman to approve. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. 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 Jerry Jones 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.). 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.

6. Application for Conditional Use with exceptions by Abigail Lesperance to convert the single-family residence into a two-family residence at 2002 N. 20th Street.

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

1. 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.
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. All areas used for parking/maneuvering of vehicles shall be paved (including boats, trailers, etc.). Applicant shall pave and landscape the all gravel areas on property by September 29, 2023.
5. 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.
6. 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 and Sign Permits with exceptions by Graphic House to install new signage at Associated Bank located at 1217 N. Taylor Drive.

Motion by Ryan Sazama, second by Marilyn Montemayor to approve with the following conditions:

1. Applicant shall obtain the necessary sign permits prior to installation.
2. The maximum height of the monument signs is 9.3 feet tall (highest point of sign to grade). It is the applicant's/owner's responsibility to insure the sign meets this height requirement.
3. The monument signs shall meet the required 12 foot setback from all property lines (closest edge of sign to property line) and the 15 foot vision triangle at the intersection. It is the responsibility of the applicant to insure the sign meets the required sign setbacks.
4. The directional signs will be a maximum of 12.2sf. It is the applicant's/owner's responsibility to insure the sign meets this square footage requirement.
5. The free standing signs shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.

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 remove all existing sign as proposed per the approved plans.
8. All temporary signage/banners shall be removed prior to sign permit issuance.
9. Any additional signage for this facility shall be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).
10. If there are any amendments to the approved sign or location, the applicant will be required to submit a new conditional use application reflecting those amendments.

Exceptions granted:

- To install two (2), 9.3-foot-tall monument signs.
- To install three (3), 12sf directional signs.

Motion carried.

8. Application for Conditional Use Permit with exceptions by HR Construction Company to construct and operate a new car wash, quick lube and emission testing facility at the Sheboygan Auto Group property located at 2701 Washington Avenue (the Sheboygan Chrysler Center).

Motion by Marilyn Montemayor, second by Jerry Jones 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, DNR, hazardous materials, 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 razing permits for all structures to be demolished. Once structures have been demolished, the applicant will maintain the site in a clean and dust free condition. If the applicant demolishes the building but does not move forward with the project, the applicant shall be required to landscape the property with grass in a timely fashion (property will not be left in a disturbed state).
3. 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.).
4. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc.
5. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
6. Submittal and approval of a landscape plan prior to building permit issuance. Landscape plan shall provide a legend that shows how the four (4) landscape criteria are being met (create a legend along with the landscape plan site plan). Landscaping shall be installed prior to occupancy.
7. If using dumpsters, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Dumpster enclosure 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, transformers, etc.).
10. If vacuums are proposed to be installed, the applicant shall work with staff with regards to and proposed vacuum(s) to be installed (number, location, etc.). If staff has any concerns with proposed vacuums, the matter may be brought back to the Plan Commission for their consideration.
11. Any unused mechanical boxes, equipment, vacuums, etc. shall be removed from the site.
12. 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.

13. Applicant shall work with staff with regards to appropriate signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
14. Applicant shall install individual letter signs – no cabinet or flat panel signs.
15. All areas used for parking/maneuvering of vehicles shall 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 and any drives to be closed or modified shall be 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 shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, drop off lane, curb, gutter, sidewalk, pavement, utilities, 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. Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
25. Applicant is responsible for all required easements, agreements, etc. between the property owners including but not limited to shared parking, access, utilities, storm drainage, etc.
26. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building plans.
27. 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:

- To have six (6) more wall signs than what is permitted
- To the landscape ratio of 25%
- From the locational landscaping bufferyard requirements. Landscape Plan still required and required point must be met.

Motion carried.

9. Gen. Ord. No. 29-22-23 by Alderperson Perrella granting Sheboygan Self Storage, LLC, its successors and assigns, the privilege of encroaching upon described portions of South 13th Street and Kentucky Avenue right of way in the City of Sheboygan for the purpose of addressing the existing building structure, emergency egress, and adding a sun shade feature.

Motion by Ryan Sazama, second by Jerry Jones to recommend approval. Motion carried.

10. R. O. No. 118-22-23 by City Clerk submitting an encroachment request from JB Site Design and Engineering, LLC pursuant to the request of the owner (Sheboygan Self Storage, LLC) of South 13th Street and Kentucky Avenue right of way for the purpose of addressing the existing building structure, emergency egress, and adding a sun shade.

Motion by Jerry Jones, second by Alderperson Mitchell to recommend approval. Motion carried.

11. Res. No. 154-22-23 by Alderpersons Felde and Filicky-Peneski vacating the east-west alley between South 10th Street and the former South Commerce Street, located in Block 243 of the Original Plat.

Motion by Kimberly Meller, second by Jerry Jones to amend the State Statute listed to 66.1003(3).
Motion carried.

Motion by Dave Hoffman, second by Jerry Jones to recommend approval of the amended resolution.
Motion carried.

NEXT MEETING

12. April 11, 2023

ADJOURN

13. Motion to Adjourn

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

Being no further business, the meeting was adjourned at 4:34 p.m.