

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, August 09, 2022

OPENING OF MEETING

MEMBERS PRESENT: Mayor Sorenson, Marilyn Montemayor, Ryan Sazama, and David Hoffman

MEMBERS EXCUSED: Alderperson Mitchell and Jerry Jones

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 July 26, 2022.

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Conditional Use with exceptions by Hameister Architects, Inc. to renovate the existing facility and to install new site improvements at 1937 S. Business Drive.

Motion by Marilyn Montemayor, second by Dave Hoffman 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, hazardous materials, health, water, sewer, 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. Submittal/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 issuance of an occupancy permit.
4. If using dumpsters, dumpster(s) 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 and enclose the dumpster.
5. Outdoor storage of materials, products or equipment shall be prohibited (no soda machines, product displays for sale, equipment, etc.).
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 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.
8. 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.
9. Proposed and future signage at this property/facility shall be individual letter signs (no flat panel or interior lit cabinet signs)
10. If the intent is to use the existing legal nonconforming pylon sign, the applicant shall work with staff to improve the overall look of the sign.
11. If the pylon sign is ever removed from the property, the applicant will be permitted a freestanding monument style sign.
12. Applicant shall not be able to have string lights, pennants or other various types of temporary signage.
13. Prior to issuance of an occupancy permit, all areas used for parking or maneuvering of vehicles shall be paved and all areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
14. Applicant shall meet the minimum-paving setback of five (5) feet to all property lines.
15. 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.
16. 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).
17. 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, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
18. 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.
19. All vehicles shall be located on the private property (paved parking lot) and shall not be located on any City streets, public rights-of-way, landscape areas, etc.
20. Applicant shall remove soda machine located in the front of the building.
21. Applicant shall remove pile of rock and debris located on the south side of the building.
22. Applicant shall remove temporary banner sign located on the north side of the building
23. Applicant shall remove the weeds, dead plant, etc. and properly maintain all landscape areas around the facility and site.
24. The applicant shall work with staff regarding the windows that are boarded up on the back/east side of the building – provide a plan how this area is to be improved.
25. If the applicant proposes any type of exterior remodel/renovation to the building, City of Sheboygan Architectural Review Board approval is required prior to construction.
26. 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.
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 and/or architectural review applications reflecting those amendments.

Exceptions granted:

- From the locational landscaping requirements. Landscape Plan still required and required point must be met.

NEXT MEETING

6. August 23, 2022

ADJOURN

6. Motion to Adjourn

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

Being no further business, the meeting was adjourned at 4:05 p.m.