

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**  
**Tuesday, July 12, 2022**

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**OPENING OF MEETING**

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

**MEMBERS EXCUSED:** Alderperson Mitchell and John Motiska

**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. Introduction of committee members and staff

Introductions were made.

4. Identify potential conflict of interest

No committee member had a conflict of interest.

**MINUTES**

5. Approval of the Plan Commission minutes from June 28, 2022.

Motion by Dave Hoffman, second by Jerry Jones to approve. Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. Application for Conditional Use and Sign Permit with exceptions by Marshall Sign to install new signage for George D. Warriner Schools located at 830 Virginia Avenue.

Motion by Jerry Jones, second by Marilyn Montemayor to approve with the following conditions:

1. Applicant shall obtain the necessary sign permits prior to installation.
2. 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.
3. 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 a 41sf wall sign (120sf panel)

- To have more wall signage than what is permitted.

Motion carried.

7. Application for Conditional Use and Sign Permit with exceptions by Sign Me Up of Wisconsin, LLC to install new signage for Third Coast Vascular located at 1441 N. Taylor Drive.

Motion by Jerry Jones, second by Dave Hoffman 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.).
5. Applicant may change panel faces in the existing monuments signs only (may not change location or base structure of the signs).
6. Maximum height of each monument sign is eight (8) feet tall.
7. Proposed directional sign will be located on the private property (not in the public right-of-way).
8. Prior to sign permit issuance, the owner and/or applicant will work with staff to submit a landscape plan that will screen the new generator in the parking lot from Superior Avenue. If staff has any concerns with the screening proposal, this matter may be brought back to the Plan Commission for their consideration. Landscaping to screen this generator shall be installed by September 16, 2022. No permits for any other projects shall be issued until this generator has been appropriately screened from Superior Avenue.

Exceptions granted:

- To have four (4) wall signs

Motion carried.

8. Application for Conditional Use Permit with exceptions by Boston, Inc. to operate Ashley HomeStore at 2625 S. Business Drive (former Pick N Save).

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, storm drainage, health, 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. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility and shall be completed prior to issuance of an occupancy permit.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. Any unused mechanical boxes, equipment, etc. shall be removed from the site.
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 City of Sheboygan Zoning Ordinance (site lighting, building lighting, signage, etc.). There shall be no spillover light onto adjacent properties or the streets.
7. Any fencing/retaining wall shall be installed per Section 15.720(3)(c) of the City of Sheboygan Zoning Ordinance. Applicant shall work with staff with regards to constructing appropriate and well-designed fence/retaining wall and shall obtain the necessary permits prior to installation. If staff has

any concerns with proposed design, the matter may be brought back to the Plan Commission for their consideration.

8. 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.
9. Applicant shall install individual letter signs – no cabinet or flat panel signs.
10. Backdrop panel for individual letter signs shall match the color of the brick (cream/tan but not white).
11. Any future signage to be installed on the pylon sign will have a uniform look from a panel perspective – the individual business may have their names and logos but the individual tenant panels should be uniform in size, dimensions, etc.
12. All areas used for parking/maneuvering of vehicles shall be paved.
13. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
14. There shall be no access to Humboldt Avenue.
15. Applicant shall replace four (4) dead arbor vitae with four (4) new arbor vitae to buffer the facility from the residences to the east (northeast area of common east property line) as was required as part of the original development.
16. 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.
17. 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.
18. 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, grading, etc.).
19. 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.).
20. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
21. 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).
22. The applicant is responsible for all shared agreements/easements between this structure/property and the adjoining properties including but not limited to parking, ingress/egress, shared access, stormwater facilities, utilities, etc.
23. On each side of the main entrance under the signage (Mattress and Furniture), the existing brick and EIFS is to be painted grey.
24. Any future exterior remodeling projects may require City of Sheboygan Architectural Review Board review/approval of the proposed building design.
25. 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 application reflecting those amendments.
26. No trucks/vehicles shall be permitted to run and/or idle in any portion of the parking lot overnight.

Exceptions granted:

- To have five (5) wall signs

Motion carried.

9. Bookworm Gardens time extension request to a previously approved conditional use permit to construct a new Nature School Yurt and restroom facility at 1415 Campus Drive.

Motion by Marilyn Montemayor, second by Ryan Sazama to grant the September 1, 2023 time extension request and 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, storm drainage, health, DNR, 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. It is the applicant responsibility to insure all construction takes place outside of the areas designated wetlands. Applicant may only impact areas designated as wetlands if and only if they have written documentation (license, permit, etc.) from the DNR permitting them to do so.
3. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
4. 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 issuance of an occupancy permit.
5. If dumpsters are to be used, the 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 for the first apartment building to be occupied.
6. Outdoor storage of materials, products or equipment shall be prohibited.
7. 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.).
8. 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.
9. 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.
10. Applicant shall install individual letter signs – no cabinet or flat panel signs.
11. 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. Sign shall be located outside of the 15 foot vision triangle.
12. All areas used for parking/maneuvering of vehicles shall be paved.
13. All areas that are not required to be paved shall be grass and/or approved landscaping.
14. 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, grading, etc.).
15. 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.).
16. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
17. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
18. Applicant is responsible for working with all private and public utilities in order to adequately service this apartment complex development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary).

19. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
20. 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**

10. July 26, 2022

#### **ADJOURN**

10. Motion to Adjourn

Motion by Jerry Jones, second by Dave Hoffman to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:25 p.m.