

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, August 15, 2023

MEMBERS PRESENT: Mayor Ryan Sorenson, Ryan Sazama, Kimberly Meller, Marilyn Montemayor, Jerry Jones, Alderperson Trey Mitchell and Braden Schmidt

STAFF/OFFICIALS PRESENT: Community Development Planner Janet Duellman

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge is recited.

3. Identify potential conflict of interest

No committee member had a conflict.

MINUTES

4. Approval of the minutes from the July 25, 2023 meeting.

Motion by Marilyn Montemayor, second by Alderperson Mitchell to approve. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Site Plan Review by Torginol, Inc. to construct a new storage tank at 4617 S. Taylor Drive.

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

1. Applicant shall obtain all necessary permits for the construction of the tank as well as all necessary permits for the storage of hazardous chemicals (applicant shall be in contact with building inspection, fire department, etc.).
2. Submittal/approval of a proposed storm drainage plan, if necessary.
3. The uses shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
4. New lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance.
5. If there are any amendments to the approved site plan, the applicant will be required to submit a new site plan application reflecting those amendments.

Motion carried

6. Application for Conditional Use Permit with exceptions by St Paul's Lutheran School to install an LED electronic message center in existing monument sign located at 1819 N 13th Street.

Motion by Alderperson Mitchell, second by Kimberly Meller to approve with the following conditions:

1. Applicant shall obtain the necessary sign permits prior to installation.

2. The monument sign shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
3. The maximum height of the monument sign shall be eight (8) feet tall (top of sign to grade).
4. 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.
5. Applicant shall meet Sections 15.804(a) and (c) of the City of Sheboygan Zoning Ordinance relating to signage and pedestrian/traffic safety and sign timing/cycles. No signs containing flashing, intermittent or moving sections or intermittent or flashing lights shall be permitted.
6. The applicant may only make changes to the reader board and cabinet portion of the monument sign (no changes to the support structure).
7. 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.).
8. 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.

Exception granted:

- To modify a legally nonconforming monument sign

Motion carried.

7. Application for Conditional Use Permit with exceptions by Sheboygan BP to construct a new bathroom addition to the Sheboygan BP located at 1030 S. 14th Street.

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, storm drainage, health, alcohol, DNR, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Building permits will be issued only at such time as plans for the addition have been reviewed and approved.
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 uses shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
5. Submittal and approval of a storm drainage plan prior to building permit issuance.
6. Submittal and approval of a landscape plan prior to building permit issuance. Landscape plan shall include a legend that shows how the four (4) landscape criteria are being met. Landscaping shall be installed prior to issuance of an occupancy permit.
7. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
8. 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, venting, etc.). This includes the new equipment as well as the existing equipment on the south end of the building on the roof of the existing convenience store (facing both south and west). Kitchen hood shall be concealed (kitchen hood shall not be visible).
9. 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.
10. Applicant shall not be able to have string lights, pennants, inflatables, or other various types of temporary signage.

11. All areas used for parking or maneuvering of vehicles shall be paved. Applicant shall meet the minimum five (5) foot paving setback to all property lines.
12. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
13. Absolutely no portion of the building and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.).
14. 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.
15. 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.).
16. Applicant will provide adequate public access along the streets and the alley and will take all appropriate actions to minimize the time period that these sidewalks/streets will be closed/affected.
17. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
18. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
19. Applicant is responsible for working with all private and public utilities in order to adequately service this development (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
20. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building addition.
21. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, canopy, etc.), the applicant will be required to submit a new conditional use and/or architectural review application reflecting those amendments.

Exception granted:

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

Motion carried.

NEXT MEETING

8. August 29, 2023

ADJOURN

9. Motion to Adjourn

Motion by Alderperson Mitchell, second by Jerry Jones to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:10 p.m.