



CITY PLAN COMMISSION AGENDA

April 23, 2024 at 4:00 PM

**City Hall, 3rd Floor - Council Chambers, 828 Center Avenue,
Sheboygan, WI**

Persons with disabilities who need accommodations to attend this meeting should contact the Department of City Development, (920) 459-3377. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the City Development Department at 920-459-3377 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Roll Call
2. Pledge of Allegiance
3. Identify potential conflict of interest

MINUTES

- [4.](#) Approval of the Plan Commission minutes from April 9, 2024.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use Permit by St. Luke United Methodist Church to use the existing parsonage located at 915 N. 7th Street to house one refugee family.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [6.](#) Application for Conditional Use Permit by St. Luke United Methodist Church to use the existing parsonage located at 915 N. 7th Street to house one refugee family.

NEXT MEETING

7. May 14, 2024

ADJOURN

8. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN

CITY PLAN COMMISSION MINUTES

Tuesday, April 09, 2024

MEMBERS PRESENT: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

EXCUSED: Kimberly Meller

STAFF/OFFICIALS PRESENT: Planning and Zoning Administrator Elke Daugherty, Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

OPENING OF MEETING

- 1. Roll Call

Mayor Ryan Sorenson called the meeting to order at 4pm.

- 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

- 3. Identify potential conflict of interest

No committee member had a conflict.

MINUTES

- 4. Approval of the Plan Commission minutes from March 26, 2024

MOTION TO APPROVE.

Motion made by Marilyn Montemayor, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

PUBLIC HEARINGS

- 5. Public hearing regarding application for Conditional Use Permit with exceptions by Jos. Schmitt Construction Co., Inc. to renovate the Bitter Neumann warehouse and loading dock located at 827 N 14th St.

No public comment.

- 6. Public hearing regarding application for Conditional Use with exceptions by SACO AEI Polymers to install a new free-standing chemical storage container at 3220 Crocker Avenue.

No public comment.

- 7. Public hearing regarding the General Development Plan by Van Horn Properties of Sheboygan LLC to construct a new Van Horn Kia facility on parcels 59281215827 and 59281215833.

No public comment.

8. Public hearing regarding General Development Plan by Abacus Architects, Inc. to construct a new addition to Sheboygan Christian School located at 929 Greenfield Avenue (Parcels 59281321763, 59281321761, and 59281321762).

No public comment.

MOTION TO CLOSE ALL PUBLIC HEARINGS.

Motion made by Jerry Jones, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. Application for Conditional Use Permit with exceptions by Jos. Schmitt Construction Co., Inc. to renovate the Bitter Neumann warehouse and loading dock located at 827 N 14th St.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

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, demolition, fire, water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, Federal, 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 meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
3. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
4. Submittal and approval of a proposed landscape plan prior to building permit issuance. Landscaping shall be installed prior to issuance of an occupancy permit.
5. Outdoor storage of materials, products or equipment shall be prohibited (except as authorized/approved by the Plan Commission).
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 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spill-over of light and glare on operators of motor vehicles, pedestrians, and land uses in the vicinity.
8. All areas used for parking or maneuvering of vehicles shall be paved (no gravel permitted).
9. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
10. 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.
11. 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.
12. Any work within City of Sheboygan Public rights-of-way, stormwater easements, etc. shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new street improvements, new and/or closed ingress/egress driveway

openings, driveways over storm water easements, curb, gutter, sidewalk, pavement, utility retaining walls, street trees, etc.).

13. 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.).
14. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
15. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
16. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
17. 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.
18. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
19. Applicant shall adequately address all Fire Department concerns related to this development.
20. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
21. 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, architectural review, etc. reflecting those amendments.

Exceptions granted:

- To the minimum landscape surface ration of .10
 - To the minimum paved surface setback of 5 feet
 - From the locational landscaping requirements. Landscape plan is still required and required points must be met.
10. Application for Conditional Use with exceptions by SACO AEI Polymers to install a new free-standing chemical storage container at 3220 Crocker Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

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, water, sewer, storm drainage, health, State of Wisconsin DNR, Army Corp of Engineers, floodplain, etc.
2. 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/police departments, etc.).
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.
5. Outdoor storage of materials, products or equipment shall be prohibited.
6. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance.
7. All areas used for parking/maneuvering of vehicles shall be paved.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.

- 10. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineer 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.).
- 11. 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.).
- 12. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
- 13. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
- 14. If there are any amendments to the approved site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Exceptions granted:

- To have a 10ft building separation

- 11. General Development Plan by Van Horn Properties of Sheboygan LLC to construct a new Van Horn Kia facility on parcels 59281215827 and 59281215833.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, second by Alderperson Trey Mitchell

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

- 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, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
- 3. Dumpster enclosure shall be completed prior to issuance of an occupancy permit for the first apartment building to be occupied.
- 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. Applicant shall work with staff with regards to appropriate signage. Applicant will be required to submit the final package in order to be incorporated into the approved PIP. 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.
- 7. All areas used for parking/maneuvering of vehicles shall be paved.
- 8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
- 9. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
- 10. 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.).
- 11. 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.).

12. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
 13. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
 14. 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, art, etc.
 15. 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).
 16. 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.
 17. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the Van Horn facility.
 18. Any changes to the landscape plan will need City Staff approval prior to installation.
 19. Plantings located around all ingress/egress of the site shall be maintained to not interfere with vehicular/pedestrian traffic.
 20. Plantings located around the Fire Department Connection must be maintained to make sure that it is accessible at all times.
 21. Plantings located by light poles should be maintained to keep areas well lit.
 22. All plantings will need to be maintained per Section 105-894(b) Maintenance.
 23. The Department of Planning & Development must inspect the landscaping. Failure to comply with any of the above conditions may require the removal and replanting of plants. Please call Janet M Duellman for an onsite inspection at 920/459-3380.
 24. If there are any amendments to the approved SIP (including but not limited to site plan, architectural design, etc.) the applicant will have to submit an amended SIP for review that accurately reflects any and all proposed changes.
12. Specific Implementation Plan by Van Horn Properties of Sheboygan LLC to construct a new Van Horn Kia facility on parcels 59281215827 and 59281215833.

MOTION TO APPROVAL WITH THE FOLLOWING CONDITIONS:

Motion made by Jerry Jones, second by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

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, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Dumpster enclosure shall be completed prior to issuance of an occupancy permit for the first apartment building to be occupied.
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. Applicant shall work with staff with regards to appropriate signage. Applicant will be required to submit the final package in order to be incorporated into the approved PIP. 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.

7. All areas used for parking/maneuvering of vehicles shall be paved.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
10. 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.).
11. 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.).
12. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
13. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
14. 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, art, etc.
15. 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).
16. 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.
17. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the Van Horn facility.
18. Any changes to the landscape plan will need City Staff approval prior to installation.
19. Plantings located around all ingress/egress of the site shall be maintained to not interfere with vehicular/pedestrian traffic.
20. Plantings located around the Fire Department Connection must be maintained to make sure that it is accessible at all times.
21. Plantings located by light poles should be maintained to keep areas well lite.
22. All plantings will need to be maintained per Section 105-894(b) Maintenance.
23. The Department of Planning & Development must inspect the landscaping. Failure to comply with any of the above conditions may require the removal and replanting of plants. Please call Janet M Duellman for an onsite inspection at 920/459-3380.
24. If there are any amendments to the approved SIP (including but not limited to site plan, architectural design, etc.) the applicant will have to submit an amended SIP for review that accurately reflects any and all proposed changes.

Exceptions granted:

- To Section 105-929(f)(2) of the City of Sheboygan Municipal Code requiring curb and gutter within parking areas is requested
 - To have an additional drive
 - To the table 15.305 City of Sheboygan Nonresidential Intensity Standards Min LSR of 20.3%.
 - To the maximum 0.5 foot candles at a property line per Section 105-932(d)(2)
 - To the required landscaping per Section 105-886/105-888/105-889 for landscaping for building foundations, street frontages, and paved areas.
13. Direct Referral Gen. Ord. No. 43-23-24 by Alderperson Mitchell amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification for property located around 929 Greenfield Avenue including Parcel Nos. 59281321761, 59281321762, and

59281321763 from Class Suburban Residential (SR-5) to Class Suburban Residential (SR-5) with PUD overlay Classification.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL ADOPT THE ORDINANCE

Motion made by Braden Schmidt, second by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

14. Direct Referral R. O. No. 133-23-24 by City Clerk submitting an application from Jacob Norberte for amendment of the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance for property located around 929 Green field Avenue including Parcel Nos. 59281321761, 59281321762, and 59281321763 from Class Suburban Residential (SR-5) to Class Suburban Residential (SR-5) with PUD Overlay Classification.

MOTION TO RECOMMEND THE COMMON COUNCIL FILE THEIR R.O.

Motion made by Alderperson Trey Mitchell, second by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

15. General Development Plan by Abacus Architects, Inc. to construct a new addition to Sheboygan Christian School located at 929 Greenfield Avenue (Parcels 59281321763, 59281321761, and 59281321762).

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, second by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

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. All new lighting shall be installed per Section 105-932 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.
4. All areas used for parking/maneuvering of vehicles shall be paved prior to issuance of an occupancy permit.
5. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
6. 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.).
7. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
8. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
9. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
10. 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).

11. 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.
12. Any changes to the landscape plan will need City Staff approval prior to installation.
13. Owner and the City of Sheboygan understand that the project will be done in phases. Each construction phase and corresponding landscape will need to be completed at the same time.
14. Owner and City of Sheboygan understand that future phased construction may change. If such changes occur, the landscape plan will need to be re-evaluated at that time.
15. The Department of Planning and Development must inspect the landscaping. Failure to comply with any of the above conditions may require the removal and replanting of plants. Please call Janet M Duellman for an onsite inspection at 920/459-3380.
16. Plantings located around the Fire Department Connection must be maintained to make sure that it is accessible at all times.
17. All plantings will need to be maintained per Section 105-894(b) Maintenance.
18. If there are any amendments to the approved GDP (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new GDP application reflecting those amendments.

Exceptions granted:

- To have a 15ft setback
 - To not meet the location requirements for Sections 105-886 (Building Foundation), 105-887 (Developed Lot), 105-888 (Street Frontage), and 105-889 (Paved Area).
16. Specific Implementation Plan by Abacus Architects, Inc. to construct a new addition to Sheboygan Christian School located at 929 Greenfield Avenue (Parcels 59281321763, 59281321761, and 59281321762).

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, second by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

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. All new lighting shall be installed per Section 105-932 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.
4. All areas used for parking/maneuvering of vehicles shall be paved prior to issuance of an occupancy permit.
5. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
6. 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.).
7. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.

8. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
9. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
10. 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).
11. 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.
12. Any changes to the landscape plan will need City Staff approval prior to installation.
13. Owner and the City of Sheboygan understand that the project will be done in phases. Each construction phase and corresponding landscape will need to be completed at the same time.
14. Owner and City of Sheboygan understand that future phased construction may change. If such changes occur, the landscape plan will need to be re-evaluated at that time.
15. The Department of Planning and Development must inspect the landscaping. Failure to comply with any of the above conditions may require the removal and replanting of plants. Please call Janet M Duellman for an onsite inspection at 920/459-3380.
16. Plantings located around the Fire Department Connection must be maintained to make sure that it is accessible at all times.
17. All plantings will need to be maintained per Section 105-894(b) Maintenance.
18. If there are any amendments to the approved GDP (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new GDP application reflecting those amendments.

Exceptions granted:

- To have a 25ft setback
- To not meet the location requirements for Sections 105-886 (Building Foundation), 105-887 (Developed Lot), 105-888 (Street Frontage), and 105-889 (Paved Area).

NEXT MEETING

17. April 23, 2024

The next meeting is scheduled to be held on April 23, 2024.

ADJOURN

18. Motion to Adjourn

MOTION TO ADJOURN AT 4:14 PM.

Motion made by Jerry Jones, second by Alderperson Trey Mitchell

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Marilyn Montemayor, Braden Schmidt, Alderperson Trey Mitchell and Public Works Consultant Aaron Groh

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit by St. Luke United Methodist Church to use the existing parsonage located at 915 N. 7th Street to house one refugee family. Central Commercial (CC) Zone.

REPORT PREPARED BY: Elke Daugherty, Planning and Zoning Administrator

REPORT DATE: April 8, 2024

MEETING DATE: April 23, 2024

BACKGROUND:

St. Luke United Methodist Church in coordination with Love in the Name of Christ is proposing to utilize its existing parsonage to house one refugee family. The applicant states the following:

- The parsonage is a four-bedroom, two story brick home with a basement and unfinished attic constructed in 1930.
- The house has been used almost exclusively as a residence. However, its most recent occupants were the Mental Health Association (MHA) for which the zoning was changed from residential to commercial.
- No changes were made to the house to accommodate the office use. In anticipation of the refugee family occupying the house, the church has upgraded appliances, repaired the front porch, furnace, and completed minor plumbing and electrical work, replaced the hot water heater, and furnished the rooms. No other work is planned.
- Any parking needs for the family would be addressed through the 5 parking spaces available to the rear that are owned by the church and used by the Founders Club.

ANALYSIS:

- The proposed use meets the goals of the Sheboygan Comprehensive Plan by utilizing existing development and adding a family that will support local businesses and increase cultural diversity.
- Adjacent land uses, Landmark Community and The Founders Club, are residential and therefore compatible with the proposed residential use.

STAFF COMMENTS:

The applicant wishes to maintain the current commercial zoning rather than revert back to the its prior residential zoning. The applicant seeks only to allow a residential use within the existing parsonage.

Per Sec 105-474(c)(14) single-family residences are allowed as a conditional use in Central Commercial District.

Item 6.

No exceptions are required for the proposed use.


ACTION REQUESTED:

Staff recommends approval of the conditional use permit subject to the following conditions:

1. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
2. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
3. Applicant shall adequately address all Fire Department concerns related to this development.
4. 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, architectural review, etc. reflecting those amendments.

ATTACHMENTS:

Conditional Use Permit Application and Attachments

	CITY OF SHEBOYGAN APPLICATION FOR CONDITIONAL USE	Fee: <u>\$250.00</u> Review Date: _____
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Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) St. Luke United Methodist Church		Authorized Representative Terri DeMaster	
Mailing Address 623 Ontario Avenue		City Sheboygan	State WI
Email Address mtdemaster4@gmail.com		Phone Number (incl. area code) 920-946-5001	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity)		Contact Person	
Mailing Address		City	State
Email Address		Phone Number (incl. area code)	
SECTION 3: Project or Site Location			
Project Address/Description 915 North 7th Street		Parcel No. 59281105990	
SECTION 4: Proposed Conditional Use			
Name of Proposed/Existing Business:		St. Luke United Methodist Church parsonage	
Existing Zoning:		Central Commercial District	
Present Use of Parcel:		vacant residence	
Proposed Use of Parcel:		residence	
Present Use of Adjacent Properties:		church, condominium development, apartment housing	
SECTION 5: Certification and Permission			
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p> <p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) Terri DeMaster		Title	Phone Number 920-946-5001
Signature of Applicant <i>Terri DeMaster</i>		Date Signed March 27, 2024	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

CONDITIONAL USE WRITTEN EXPLANATION REQUIREMENTS

Item 6.

A. Name of project/development.

B. Summary of the Conditional Use and general operation of proposed use:

- Description of existing use
- Description of proposed use (indoor, outdoor, etc.), why was this site selected?
- All services, products, etc. to be provided
- Projected number of residents, employees, and/or daily customers
- Proposed number of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
- Description of proposed building and all new site improvements (square footage of new and existing structure(s), traffic, ingress/egress, parking, sidewalk, retaining walls, storm drainage, landscaping, lighting, dumpster enclosure, screening of mechanicals, etc.)
- A written description of the proposed general orientation, design, arrangement, texture, material and color of the building or structure and how it is compatible with the development and redevelopment in and around the area
- An explanation of any interior and/or exterior renovations
- Is access appropriate and is their sufficient customers/resident off-street parking?
- Proposed signage
- Project timeline and estimated value of project
- Compatibility of the proposed use and design with adjacent and other properties in the area.
- How will you insure that the business will not become a nuisance to adjacent properties (i.e. parking, noise, smells, hours of operations, etc.
- Other information that would be considered pertinent by the Plan Commission.

C. If applicable, please describe any exceptions/variances that are required for this project (i.e. setbacks, parking, landscaping, etc.)

D. Written justification for the proposed conditional use, indicating reasons why the applicant believes the proposed conditional use is appropriate:

- a) How is the proposed conditional use (independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Sheboygan Comprehensive Master Plan?
- b) Does the conditional use, in its proposed location, result in any substantial or undue adverse impact on nearby property the character of the neighborhood, environment, traffic, parking, public improvements, public property or rights-of-way?
- c) How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located?
- d) Is the proposed conditional use located in an area that will be adequately served by utilities, or services provided by public agencies? If not, please explain.

CONDITIONAL USE APPLICATION SUBMITTAL REQUIREMENTS

Item 6.

For a home occupation

1. A Site Plan including:
 - The overall property
 - The existing location of building(s) on the property
 - The parking spaces location on the property
2. A Floor Plan including:
 - The dwelling floor plan showing where the business will take place in the dwelling unit.
 - All information necessary to understand the proposal

For all other Conditional Use Permits

1. A certified survey map showing existing property boundaries and improvements.
2. A map providing the following information:
 - The map and all its parts shall be clearly reproducible with a photocopier at a size of 11" X 17" and map scale not less than 1' = 600' with lot dimensions of the subject property provided and a graphic scale and north arrow.
 - All lands for which the conditional use is proposed.
 - All other lands within 100 feet of the boundaries of the subject property.
 - The current zoning of the subject property and its environs (200 feet),
3. A site plan (conforming to the requirements of Section 15.908(3) of the subject property as proposed for development):
 - Submit TWO (2) hardcopies of the site plan and ONE (1) 11" X 17" reduction of the site plan.
 - **Submit digital plans and drawings of the project by email, flash drive, etc.**
 - Title block that provides all contact information for the petitioner and/or owner, if different
 - Full name and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the plan preparation
 - The date of the original plan and latest date of revision to the plan
 - A north arrow and graphic scale. Said scale is not to be smaller than one inch equals 100 feet
 - All property lines & existing/proposed right-of-way lines with bearings & dimensions clearly labeled
 - Existing/proposed easement lines and dimensions with an explanation of ownership and purpose.
 - All required building setback lines
 - Existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities and walls.
 - Location and dimension of all curb cuts and throat widths of all access points onto public streets or alleys.
 - The location and dimension of all on-site parking including a summary of the number of parking stalls provided versus the requirements of the ordinance
 - The location and dimension of all loading and service areas on subject property
 - The location of all outdoor storage areas and the design of all screening devices
 - Location of all outdoor storage and refuse disposal areas and the design and materials used for construction and operation
 - The location, type, height, size and lighting of all signage.
 - Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
 - Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generator
 - Location of all existing and proposed landscape areas, storm water areas, etc.
4. Building elevations and perspectives.

NOTE: A Traffic Impact Study (TIA) may be required with large development proposals.

STEP 1: Initial Meeting with City Planning Office:

An initial meeting is to ensure that both the applicant and the city staff have a proper understanding of what is being requested and to explain the approvals necessary. An engineered drawing is not required for this meeting, but an accurate sketch and any applicable background information may be needed. Additional meetings can be arranged by calling the Department of City Development.

STEP 2: Official Submission:

A conditional use permit application may be filed at the City of Sheboygan Planning and Development office located on the 2nd floor of City Hall or may be submitted electronically via email: Steve.Sokolowski@SheboyganWI.gov

If submitting electronically, please verify application has been accepted and will be placed on the next Plan Commission agenda.

Payment of the application fee must be received prior to the application filing deadline. Payment may be submitted via postal delivery, in person, or by phone using credit card.

Mailing Address: Department of City Development
828 Center Ave. Suite 208
Sheboygan, WI 53081

NOTE: Applications will not be accepted until complete. A complete application includes all items in the respective checklists above. Applications must be complete before they are scheduled for a meeting before the Plan Commission.

PLAN COMMISSION MEETING

Meeting Date: The Plan Commission meets on the 2nd and 4th Tuesdays of the month at 4:00 p.m. in the Council Chambers of City Hall, 828 Center Ave. The project applicant or a representative must attend the Plan Commission meeting to present the conditional use permit request and answer questions regarding the proposal. Public comment will be invited at the Plan Commission meeting.

Public Notification: Owners of property in the vicinity of the site affected by the conditional use permit proposal are notified via mail. The public hearing notice explains the proposal and provides information about the Plan Commission meeting.

Project Review: The purpose of a conditional use permit is to assure compatibility between land uses. City staff analyzes a proposal and prepares a recommendation for the Plan Commission. The project analysis considers the location of the affected property, surrounding uses, and the operational details of a proposed use.

Plan Commission: The Plan Commission is charged with the authority to approve or deny a conditional use permit request. In the event an applicant wishes to contest the decision of the Plan Commission, the applicant may appeal the decision to the Sheboygan County Circuit Court.

**Plan Commission meeting agendas and minutes may be viewed on the City's website:
www.SheboyganWI.gov**

FOR INFORMATION OR ASSISTANCE CONTACT THE ZONING MANAGER: (920) 459-3382

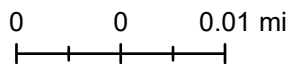
Item 6.



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



GIS Web Map



This map is intended for advisory purposes only. This information has been obtained from sources believed to be reliable based on plats, surveys, and deeds. In areas where discrepancies occur between equivalent legal records, the discrepancy is allowed to remain until such time as it is addressed. Sheboygan County distributes this data on an 'as is' basis; no warranties are implied.





The Trainers Club
RESIDENT PARKING

