

# **CITY PLAN COMMISSION AGENDA**

August 13, 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
- Pledge of Allegiance
- 3. Identify potential conflict of interest

#### **MINUTES**

4. Approval of the Plan Commission minutes from July 23, 2024.

#### ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 5. Application for Special Use Permit by Ameera Muhammad to operate an adult family home located at 1022 Kentucky Avenue.
- 6. Application for Special Use Permit by Cycle Shepherd, LLC to operate a cycling studio located at 631 N 8th St. CC Central Commercial Zone.
- 7. Presentation by Bay Lakes Regional Planning Commission regarding the update to the Comprehensive Plan.

#### **NEXT MEETING**

8. August 27, 2024

#### **ADJOURN**

9. 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 PLAN COMMISSION MINUTES**

# **Tuesday, July 23, 2024**

**MEMBERS PRESENT:** Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones Kimberly Meller, Braden Schmidt, and Kevin Jump

**STAFF/OFFICIALS PRESENT:** Director of Planning & Development Diane McGinnis Casey, Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

#### **OPENING OF MEETING**

1. Roll Call

Mayor Sorenson called the meeting to order at 4pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Identify potential conflict of interest

No committee member had a conflict.

#### **MINUTES**

4. Approval of the Plan Commission minutes from July 9, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON JULY 9, 2024. Motion made by Alderperson John Belanger, seconded by Jerry Jones Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones Kimberly Meller, Braden Schmidt, and Kevin Jump

#### **PUBLIC HEARING AND DISCUSSION/ACTION ITEMS**

5. Public Hearing and application for Conditional Use Permit with exceptions by Curry Corner to construct an addition to their facility located at 915 Erie Avenue. CC Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones Kimberly Meller, Braden Schmidt, and Kevin Jump

- 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. Outdoor storage of materials, products or equipment shall be prohibited (except as authorized/approved by the Plan Commission).

Item 4.

- 4. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinar There shall be no spill-over of light and glare on operators of motor vehicles, pedestrians, and land uses in the vicinity.
- 5. All areas used for parking or maneuvering of vehicles shall be paved (no gravel permitted).
- 6. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
- 7. 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.
- 8. 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, utilities, retaining walls, street trees, etc.).
- 9. 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.).
- 10. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
- 11. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
- 12. 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.
- 13. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
- 14. Applicant shall adequately address all Fire Department concerns related to this development.
- 15. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
- 16. 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.
- 6. Public hearing and application for Conditional Use Permit with exceptions by Torginol, Inc. to construct a new warehouse addition located at 3217 Behrens Parkway in the Sheboygan Business Park. SI Zone

#### MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Jerry Jones Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones Kimberly Meller, Braden Schmidt, and Kevin Jump

- 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, hazardous materials, State of Wisconsin DNR, Army Corp of Engineers, 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. Submittal and approval of a proposed landscape plan prior to building permit issuance. Applicant will submit a landscape plan that addresses all four (4) landscaping requirements (except for approved landscape locational variance). Landscaping shall be installed prior to issuance of an occupancy permit.

- 4. Fencing shall be installed per Section 105-945 of the City Zoning Ordinance.
- 5. Outdoor storage of materials, products or equipment shall be prohibited.
- 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. 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, utilities, retaining walls, street trees, etc.).
- 12. 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.).
- 13. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
- 14. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
- 15. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
- 16. 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.
- 17. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
- 18. Applicant shall adequately address all Fire Department concerns related to this development.
- 19. The applicant may construct a driveway connecting parcels 59281479085, 59281479086, and 59281479081 if and only if the applicant obtains the required easement from the City permitting this to occur. This easement shall be completed prior to building permit issuance.
- 20. This driveway crossing the storm water easement shall be constructed to specifications required by the City Engineering Department. The driveway construction/specifications drawings shall be approved prior to building permit issuance.
- 21. Prior to building permit issuance, the applicant is responsible for providing all shared agreements/easements between the subject property and adjoining properties including but not limited to ingress/egress, shared access, parking, stormwater facilities, utilities, etc. This easement document shall be officially recorded by Sheboygan County.
- 22. Applicant shall meet the Sheboygan Business Park Protective Covenants.
- 23. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
- 24. 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.

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#### Exceptions granted:

- Requesting a zero (0) foot sideyard paving setback
- Requesting a variance from the locational landscaping requirements Landscape Plan still required and required points must be met.
- 7. R. O. No. 33-24-25 by City Clerk submitting an application for amendment of the City of Sheboygan Official Zoning Map from Eastern Pines, LLC for property located at 3100 Superior Avenue from Class Suburban Office (SO) to Class Suburban Office Planned Unit Development Overlay (SO-PUD) Classification. REFER TO CITY PLAN COMMISSION

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

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones
Kimberly Meller, Braden Schmidt, and Kevin Jump

8. Gen. Ord. No. 12-24-25 by Alderperson Ramey amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at 3100 Superior Avenue from Class Suburban Office (SO) to Class Suburban Office – Planned Unit Development Overlay (SO-PUD) Classification. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL ADOPT THE ORDINANCE Motion made by Jerry Jones, seconded by Kimberly Meller Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones Kimberly Meller, Braden Schmidt, and Kevin Jump

9. Gen. Ord. No. 13-24-25 by Alderperson Belanger amending various articles and sections of Chapter 107 of the Municipal Code so as to make updates to the Floodplain Zoning Ordinance in order to comply with the requirements of the Department of Natural Resources. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL ADOPT THE ORDINANCE Motion made by Marilyn Montemayor, seconded by Kimberly Meller Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones Kimberly Meller, Braden Schmidt, and Kevin Jump

10. Presentation by Bay Lakes Regional Planning Commission regarding the update to the Comprehensive Plan.

Presentation rescheduled for a future meeting.

#### **NEXT MEETING**

11. August 13, 2024

The next meeting is scheduled to be held on August 13, 2024.

#### **ADJOURN**

12. Motion to Adjourn

MOTION TO ADJOURN AT 4:06 PM.

Motion made by Alderperson John Belanger, seconded by Jerry Jones Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Jerry Jones Kimberly Meller, Braden Schmidt, and Kevin Jump

#### REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

**ITEM DESCRIPTION:** Application for Special Use Permit by Ameera Muhammad to operate an adult family home located at 1022 Kentucky Avenue. NR-6 Neighborhood Residential Zone.

**REPORT PREPARED BY:** Ellise Rose, Associate Planner

**REPORT DATE:** July 25, 2024 **MEETING DATE:** August 13, 2024

#### **APPLICANT PROPOSAL:**

Ameera Muhammad, authorized representative of A to Z Adult Family Home, LLC is proposing to operate an adult family home located at 1022 Kentucky Avenue. The applicant states the following:

- The property is currently used as a single family home.
- Our mission is to become a premier adult family home provider, dedicated to and recognized for our passion and commitment to service, enhancing the quality of life and welfare of individuals in need of services and management for challenging behaviors.
- At this site there will be up to three non-related individuals who need additional support.
- There will be at least one well trained, experienced CBRF caregiver on site 24/7 whenever there are people at the home.
- Seeing that this will be a primary residence for individuals that are in need of supplementary support, this business will run 24/7.
- We will arrange quiet hours which will begin at 9PM and ending at 7AM to ensure that we will not become a nuisance to our neighbors.

#### STAFF ANALYSIS:

The use is permitted as special use under the Neighborhood Residential 6 zoning district as a community living arrangement. The site plan review shows that no exceptions are required for the project.

#### **ACTION REQUESTED:**

Staff recommends approval of the site plan subject to 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,

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Item 5.

- fire, water, sewer, storm drainage, health, State of Wisconsin, etc. An occupancy per shall be granted only at such time as the applicant has met all requirements.
- 2. If dumpsters are used, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Applicant will provide plans that show the location of any dumpsters and will provide plans that show how the dumpster is to be screened and enclosed (design, materials, colors, location, etc.).
- 3. Outdoor storage of materials or equipment shall be prohibited.
- 4. All lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
- 5. 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.
- 6. If there are to be any 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.
- 7. If there are any amendments to the approved special use permit and/or site plan, the applicant will be required to submit a new application reflecting those amendments.

# **ATTACHMENTS:**

Site plan review application and attachments



# SPECIAL USE AND SITE PLAN REVIEW APPLICATION

Fee: \$100	
Review Date:	
Zoning:	

Read all instructions before completing. If additional space is needed, attach additional pages.

<b>SECTION 1: Applicant/ Permittee Infor</b>	mation				
Name (Ind., Org. or Entity) A To Z Adult Family Home LLC	Authorized Representative Ameera Muhammad		Title Owner Operator		
Mailing Address 4903 N 61st st	City Milwaukee		State WI	ZIP Code 53218	
Email Address ameeraamuhammad96@gmail.co	om	Phone Number (inc 262-289-7487	cl. area code)		
SECTION 2: Landowner Information (co		when project site o	wner is different th	an applicant)	
Name (Ind., Org. or Entity)  KONEM (V)	Contact Person	la Lindon	Title Propers	ty manage	
Mailing Address Frie Ave	City Shebor	16an	State	530 S	
Helinda 222 an	railian	Phone Number (inc	136 code	22/07/33	
SECTION 3: Architect Information					
Name					
Mailing Address	City		State	Zip	
Email Address		Phone Number (inc	l. area code)		
SECTION 4: Contractor Information					
Name					
Mailing Address	City		State	Zip	
Email Address		Phone Number (inc	l. area code)		
SECTION 5: Certification and Permission	n				
Certification: I hereby certify that I am	the owner or author	ized representative	of the owner of the	property which is	
the subject of this Site Plan Review Application. I certify that the information contained in this form and attachments					
are true and accurate. I certify that the project will be in compliance with all 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.					
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.  Name of Owner/Authorized Representative (please print)  Title  Phone Number					
Name of Owner/Authorized Representation	ative (please print)	Property M	anage 92	022-67133	
Signature of Applicant			Date Signed *		
complete application is to be filed with t	he Department of Ci	ty Development, 82	8 Center Avenue, Su	ite 208. To be	

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 \$100 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

Parcel No. 59281300600	t Site/Proposed Project	fication NDC
Name of Proposed/Existing Business:	A To Z Adult Family Home LLC	TICALIOTTINEO
Address of Property Affected:	1022 Kentucky Ave Sheboygan, WI 530	081
New Building:	Addition:	Remodeling
SECTION 7: Brief Description of Type		Remodeling
Single Family Home		
Single Family Florite		
SECTION 8: Description of EXISTING C	Operation or Use	
Single Family Home		
onigio i airmy i iomo		
SECTION 9: Description of the PROPO	SED Operation or Use	
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Our mission is to become an pre our passion and commitment to s		
	ent for challenging behaviors. A	
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	litional support. There will be a	
related individuals who need add	, ,	
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related individuals who need add CBRF caregiver on site 24/7 who orimary residence for individuals We will arrange quiet hours which	enever there are people at the that's in need of supplementar the will begin at 9PM and ending	home. Seeing that this will l ry support this business will
need of services and management related individuals who need add CBRF caregiver on site 24/7 who primary residence for individuals. We will arrange quiet hours which become a nuisance to our neighbors.	enever there are people at the that's in need of supplementar the will begin at 9PM and ending	home. Seeing that this will l ry support this business will
related individuals who need add CBRF caregiver on site 24/7 who primary residence for individuals We will arrange quiet hours which	enever there are people at the that's in need of supplementar the will begin at 9PM and ending	home. Seeing that this will by support this business will

#### REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

**ITEM DESCRIPTION:** Application for Special Use Permit by Cycle Shepherd, LLC to operate a cycling studio located at 631 N 8<sup>th</sup> St. CC Central Commercial Zone.

**REPORT PREPARED BY:** Ellise Rose, Associate Planner

**REPORT DATE:** July 17, 2024 **MEETING DATE:** July 23, 2024

#### **APPLICANT PROPOSAL:**

Cycle Shepherd, LLC is proposing to operate a cycling studio located at 631 N 8<sup>th</sup> St. The applicant states the following:

- The space is currently empty and was previously used by Whisk as a work space.
- This will be Sheboygan's first pop up boutique indoor cycling studio.
- We will be offering a variety of class times, and formats led by top talent delivering a wellness experience for all fitness levels.
- We will also include a retail space for our guests, both members and tourists.
- This will be a small business that will drive even more energy and more love to 8th St.

#### STAFF ANALYSIS:

The use is permitted as special use under the Central Commercial zoning district as indoor institutional. No exceptions are required for the project.

## **ACTION REQUESTED:**

Staff recommends approval of the site plan subject to 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, water, sewer, storm drainage, health, State of Wisconsin, etc. An occupancy permit shall be granted only at such time as the applicant has met all requirements.
- 2. If dumpsters are used, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Applicant will provide plans that show the location of any dumpsters and will provide plans that show how the dumpster is to be screened and enclosed (design, materials, colors, location, etc.).
- 3. Outdoor storage of materials or equipment shall be prohibited.
- 4. All 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.

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Item 6.

- 5. Applicant shall work with staff with regards to appropriate signage. Only at such time 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.
- 6. If there are to be any 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.
- 7. If there are any amendments to the approved special use permit and/or site plan, the applicant will be required to submit a new application reflecting those amendments.

### **ATTACHMENTS:**

Site plan review application and attachments



# SPECIAL USE AND SITE PLAN REVIEW APPLICATION

Fee: \$100	Item 6.
Review Date:	
Zoning:	

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Infor	mation				
Name (Ind., Org. or Entity)  Authorized Representative  LAUVEN HUDDOW  OWNER  OWNER					
Mailing Address DBA CYCLS	texte Fo	uler	State WI	ZIP Code 53044	
<i>adam sevha</i>	Email Address Adam gevhcars. Com Phone Number (incl. area code) 920.207.3122				
SECTION 2: Landowner Information (c	7***	when project site o	wner is different th	an applicant)	
Name (Ind., Org. or Entity) Christophw Gdd III UC.	Contact Person	rudd	Title OWNW of	Building	
Mailing Address 16360 Kata DV.	city Elm Grova	2,	State W/	ZIP Code 7	
Email Address @ CKA - at . COV	n	Phone Number (inc	cl. area code) 174227		
SECTION 3: Architect Information					
Name					
Mailing Address	City		State	Zip	
Email Address		Phone Number (inc	cl. area code)		
SECTION 4: Contractor Information					
Name					
Mailing Address	City		State	Zip	
Email Address		Phone Number (inc	ci. area code)		
SECTION 5: Certification and Permission	on				
Certification: I hereby certify that I am	the owner or author	ized representative	of the owner of the	property which is	
the subject of this Site Plan Review Application. I certify that the information contained in this form and attachments					
are true and accurate. I certify that the project will be in compliance with all 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.					
<b>Permission:</b> 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.					
ا ما الاستامة ما الاستاماء		owner			
Signature of Applicant			Date Signed		
notice and application, and to determine compliance with any resulting permit coverage.  Name of Owner/Authorized Representative (please print)   Title   Phone Number					
Signature of Applicant			Date Signed		

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 \$100 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

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