



CITY PLAN COMMISSION AGENDA

May 28, 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 May 14, 2024.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [5.](#) Application for Site Plan Review by Ted Cone to construct a walk-in freezer addition at the KwikTrip convenience store at 2033 North Ave. UC Urban Commercial Zone.

NEXT MEETING

6. June 11, 2024

ADJOURN

7. 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, May 14, 2024

MEMBERS PRESENT: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

EXCUSED: Mayor Ryan Sorenson

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

Vice Chair Jerry Jones 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.

4. Election of Vice Chair

MOTION TO ELECT JERRY JONES AS VICE CHAIR

Motion made by Marilyn Montemayor, seconded by Braden Schmidt

Voting yea: Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

Jerry Jones - abstained

MINUTES

5. Approval of the Plan Commission minutes from April 23, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON APRIL 23, 2024.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

SITE PLAN REVIEW

6. 625 S. Taylor Drive: Review of site plan for Kwik Trip freezer addition

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Kimberly Meller

1. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
2. 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.).

3. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
4. Applicant shall adequately address all Fire Department concerns related to this development.
5. If there are any amendments to the approved site plan (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new application, architectural review, etc. reflecting those amendments.

PUBLIC HEARING AND ACTION ITEMS

7. 1702 S. 17th Street: Consideration of a Conditional Use in the Neighborhood Commercial NC district to allow the creation of an outdoor seating area at an existing pub.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

1. Applicant shall apply for Plan Commission approval for final mural design.
2. The applicant shall apply for all necessary permits for the proposed commercial kitchen in the coffee shop/café.
3. Per Section 105-929(f)(1) parking shall be clearly marked in a manner which indicates required parking stalls.
4. The applicant shall block vehicle access to 13th Street. Per 105-927(c)(2)(7) nonresidential uses shall not have access points onto a residential street unless such street has the only available frontage.
5. The applicant shall apply for a sign permit and all new signage shall be installed per Section 105-IX Signs of the City of Sheboygan Zoning Ordinance.
6. 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.
7. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
8. Applicant shall call Janet Duellman to verify landscaping at 920/459-3380.
9. The use of all off-street parking areas shall be limited to the parking of operable vehicles not for lease, rent, or sale.
10. Site circulation shall be designed to provide for the safe and efficient movement of all traffic entering, exiting, and on the site per Sec 105-929(d).
11. In no instance or manner shall any off-street parking or traffic circulation area be used as a storage area, except as provided for by section 105-931(c)
12. 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.
13. 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.

14. 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.).
 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 adequately address all Fire Department concerns related to this development.
 17. 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.
8. 2201 N. 15th Street: Consideration of a Conditional Use in the UC Urban Commercial district to allow the operation of a food truck in the parking lot of an existing bar. Requesting exceptions for operating hours and temporary use.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

1. The truck shall be located to the east of fire escape landing, but no farther than end of the building.
2. The applicant shall erect a temporary fence no higher than 30 inches along the property line to the west of the truck to create a designated waiting area to create a separation from sidewalk traffic.
3. The applicant shall post one sign on the truck to instruct customers to wait to the west of the truck and not on the sidewalk.
4. Seating shall be limited to the area to the west of the truck to the existing stairs.
5. The use shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances.
6. 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.
7. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
8. Outdoor storage of materials, products or equipment shall be prohibited (except as authorized/approved by the Plan Commission).
9. 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.
10. 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.
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 adequately address all Fire Department concerns related to this development.
 14. 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.
9. 1619 Calumet Drive: Consideration of a Conditional Use in the UC Urban Commercial district to allow use of building for indoor entertainment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

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.

NEXT MEETING

10. May 28, 2024

The next scheduled meeting is scheduled to be held on May 28, 2024.

ADJOURN

11. Motion to Adjourn

MOTION TO ADJOURN AT 4:17 PM

Motion made by Alderperson John Belanger, seconded by Kimberly Meller

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Site Plan Review by Ted Cone to construct a walk-in freezer addition at the KwikTrip convenience store at 2033 North Ave. UC Urban Commercial Zone.

REPORT PREPARED BY: Elke Daugherty, Planning and Zoning Administrator

REPORT DATE: May 16, 2024

MEETING DATE: May 28, 2024

APPLICANT PROPOSAL:

Ted Cone, authorized representative of the Kwik Trip store located at 2033 North Avenue is proposing to construct a 233 square foot walk-in freezer addition to the existing store. The applicant states the following:

- The proposed addition is 233 sq. ft. walk in freezer addition located on the southwest side of the existing convenience store.
- The freezer will store products to be prepared by the kitchen.
- There are no other improvements proposed to the building.
- The addition will be flat roof design and match the existing exterior in texture and materials.
- No parking is affected.
- No impact to neighboring properties is expected.

STAFF ANALYSIS:

The existing use is permitted under the Urban Commercial District as indoor sales. 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. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
2. 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.).


3. Applicant shall adequately address all Sheboygan Water Utility concerns related to development.
4. Applicant shall adequately address all Fire Department concerns related to this development.
5. If there are any amendments to the approved site plan (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new application, architectural review, etc. reflecting those amendments.

Item 5.

ATTACHMENTS:

Site plan review application and attachments

897

	CITY OF SHEBOYGAN 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.

SECTION 1: Applicant/ Permittee Information			
Name (Ind., Org. or Entity) <i>Kwik Trip Inc.</i>	Authorized Representative <i>Ted Core</i>	Title <i>Project Mgr.</i>	
Mailing Address <i>1626 Oak St.</i>	City <i>La Crosse</i>	State <i>WI</i>	ZIP Code <i>54602</i>
Email Address <i>tcore@kwiktrip.com</i>	Phone Number (incl. area code) <i>608-793-5976</i>		
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind., Org. or Entity)	Contact Person	Title	
Mailing Address	City <i>SAME</i>	State	ZIP Code
Email Address	Phone Number (incl. area code)		
SECTION 3: Architect Information			
Name <i>River Valley Architects</i>	<i>Jamex Bowe</i>		
Mailing Address <i>3300 Birch St.</i>	City <i>Eau Claire</i>	State <i>WI</i>	Zip <i>54703</i>
Email Address <i>Jamex@rivervalleyarchitects.com</i>	Phone Number (incl. area code) <i>715-832-0875</i>		
SECTION 4: Contractor Information			
Name <i>Kwik Trip Inc.</i>	<i>(Ted Core)</i>		
Mailing Address <i>1626 Oak St.</i>	City <i>La Crosse</i>	State <i>WI</i>	Zip <i>54602</i>
Email Address <i>tcore@kwiktrip.com</i>	Phone Number (incl. area code) <i>608-793-5976</i>		
SECTION 5: Certification and Permission			
Certification: I hereby certify that I am the owner or authorized 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) <i>Ted Core</i>	Title <i>Project mgr</i>	Phone Number <i>608-793-5976</i>	
Signature of Applicant <i>[Signature]</i>		Date Signed <i>5/15/24</i>	

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.

SECTION 6: Description of the Subject Site/Proposed Project

Parcel No. 59281602421	Zoning Classification U/C Urban Commercial
Name of Proposed/Existing Business: Quick Trip Inc.	
Address of Property Affected: 2033 North Ave.	
New Building: <input type="checkbox"/>	Addition: <input checked="" type="checkbox"/> Remodeling: <input type="checkbox"/>

SECTION 7: Brief Description of Type of Structure

Attach 233 sq/ft walk-in freezer addition to existing store

Frost wall/footer foundation, steel/metal panels with brick exterior to match existing and rubber membrane roof.

SECTION 8: Description of EXISTING Operation or Use

Convenience store

SECTION 9: Description of the PROPOSED Operation or Use

Adding storage capacity for the kitchen



Store Engineering

1813 Kramer Street
La Crosse, WI 54603

www.kwiktrip.com

City of Sheboygan

May 15, 2024

Site plan review submittal

Subject property (2033 North Ave.) is an existing convenience store (KwikTrip, Inc.)

Propose change is adding a 230 sq/ft walk in freezer addition

Products stored in the new freezer will be various food product to be prepared by the kitchen

No change to employee numbers, no available estimate of more daily customers

Floor area of the new walk in freezer is 230 sq/ft.

No changes to site conditions except added sq/ft. Existing sq/ft of store is 2905

Addition will be flat roof design, parallel to back sidewall of existing store with texture and materials to match existing store appearance and construction

Interior existing walk in freezer/cooler will be removed and that space will be finished to allow for additional kitchen sq/ft. Tile floor, glassboard walls and dropped ceiling finishes.

No parking will be affected

No signage with this addition

Projected project start date of 7/15/24 Estimated cost of project is \$190,000

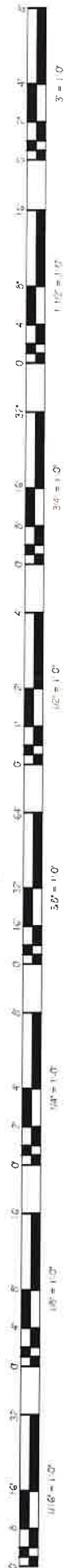
Identical design and use as existing

No impact to adjacent properties is anticipated.

Required plans are included in this submittal.

Sincerely,

3/9/2024 9:54:13 AM C:\Users\shane\OneDrive - River Valley Architects, Inc\Documents\24-010 Kwik Trip #897 Sheboygan, WI_R22 Central_shane79p03.rvt



ARCH. SITE PLAN

1" = 30'-0"



Kwik Trip

STORES

Kwik Star

STORES

Kwik Trip, Inc.
P.O. BOX 2155
1400 OAK STREET
LA CROSSE, WI 54601-2155
PH: (608) 785-8888
FAX: (608) 785-8880

Kwik Trip #897
FREEZER / COOLER ADDITION.
2033 NORTH AVE. SHEBOYGAN, WI 53083

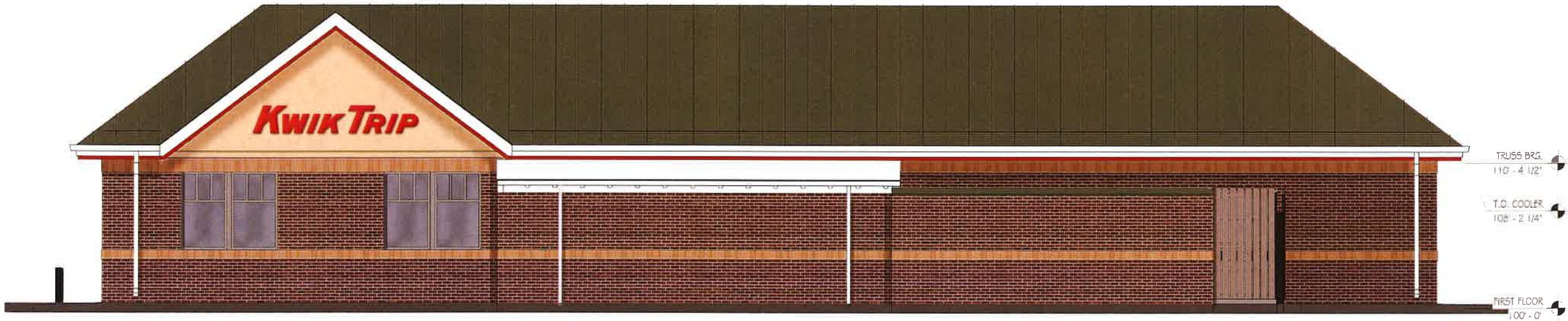
DATE	DESCRIPTION

DRAWN BY: SR
P.N.: SLC
JOB NO.: 24-010
DATE: 03.08.2024

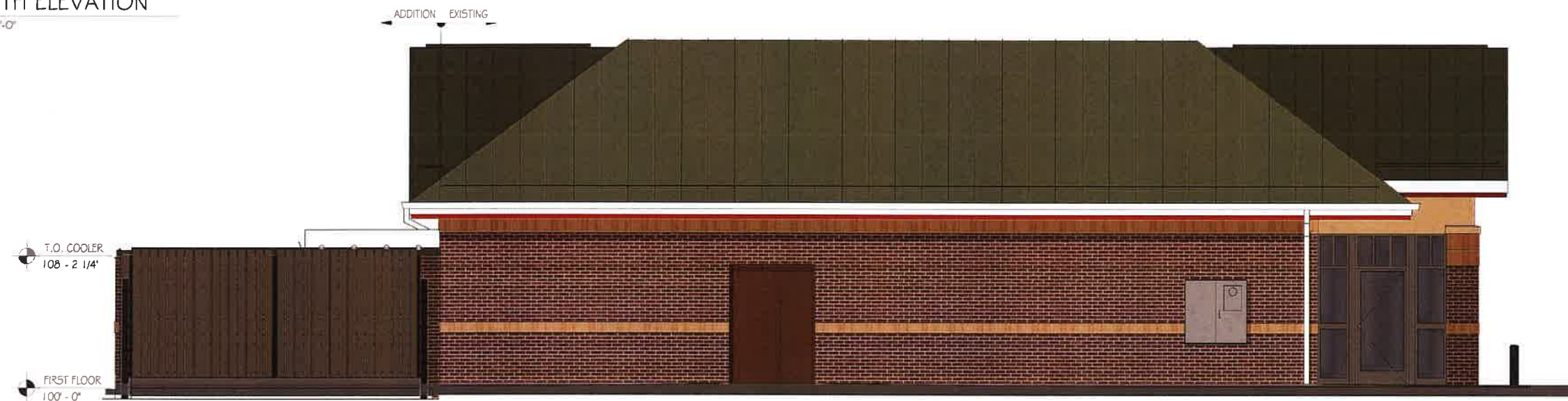
ARCHITECTURAL SITE PLAN

A5001

SET TYPE - PERMIT



SOUTH ELEVATION

$$1.8' = 1.0'$$


EAST ELEVATION



WEST ELEVATION



KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

EXTERIOR ELEVATIONS

CONVENIENCE STORE #897

2033 NORTH AVE
SHEBOYGAN WI

[illegible]