

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, May 10, 2022

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

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

MEMBERS EXCUSED: John Motiska

STAFF/OFFICIALS PRESENT: Planning & Development Director Chad Pelishek and Manager of Planning & Zoning Steve Sokolowski

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Introduction of committee members and staff

Introductions were made.

4. Identify potential conflict of interest

No committee member had a conflict of interest.

MINUTES

5. Approval of the Plan Commission minutes from April 26, 2022.

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Application for Conditional Use and Sign Permit with exceptions by RLO Sign, Inc. to install a new electronic readerboard wall sign at Four Season Comfort located at 1444 Pershing Avenue.

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. Applicant shall meet Sections 15.804(a) and (c) of the City of Sheboygan Zoning Ordinance relating to signage and pedestrian/traffic safety and sign timing/cycles. No signs containing flashing, intermittent or moving sections or intermittent or flashing lights shall be permitted.
3. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
4. Sign messages and/or location shall not create any pedestrian/vehicular conflicts.

5. Any additional signage for this facility shall be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).
6. If considering future freestanding signage, the applicant shall be permitted a freestanding monument sign meeting the minimum setback of 12 feet from the property line and a maximum height of 8 feet (top of sign to grade).
7. If there are any amendments to the approved sign, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

7. Application for Conditional Use and Sign Permit with exceptions by Sign Me Up of Wisconsin to replace the cabinet on the legal nonconforming pylon sign at Moose Lodge located at 1811 Georgia Avenue.

Motion by Jerry Jones, second by Ryan Sazama to approve with the following conditions:

1. Applicant shall obtain the necessary sign permits prior to installation.
2. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
3. Any additional signage for this facility shall be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).
4. If considering future freestanding signage, the applicant shall be permitted a freestanding monument sign meeting the minimum setback of 12 feet from the property line and a maximum height of 8 feet (top of sign to grade).
5. If there are any amendments to the approved sign, the applicant will be required to submit a new conditional use application reflecting those amendments.
6. The pole portion of the pylon sign will be painted a cream/tan color that matches the colors of the building (not white).

Exceptions granted:

- To replace the cabinet on the legal nonconforming pylon sign.

Motion carried.

8. Application for Conditional Use and Sign Permit with exceptions by Sheboygan Evangelical Free Church to construct a new entrance addition and site improvements at 1710 N. 15th Street.

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

1. Prior to building permit issuance, the applicant shall obtain all licenses and permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, storm drainage, health, etc. (Applicant shall be in contact with building inspection, fire, police, etc.). An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
3. Submittal and approval of a landscape plan prior to building permit issuance. Landscape plan shall provide a legend that shows how the four (4) landscape criteria are being met (create a legend along with the landscape plan site plan). Landscaping shall be installed prior to issuance of an occupancy permit.
4. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility and shall be completed prior to issuance of an occupancy permit.
5. All other 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 15.707 of the City of Sheboygan Zoning Ordinance (site lighting, building lighting, signage, etc.). There shall be no spillover light onto adjacent properties or the streets (except those areas granted an exception).
8. Applicant shall work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
9. Applicant shall install individual letter signs – no cabinet or flat panel signs.
10. If considering future freestanding signage, the applicant shall be permitted a freestanding monument sign meeting the minimum setback of 12 feet from the property line and a maximum height of 8 feet (top of sign to grade).
11. All areas used for parking/maneuvering of vehicles shall be paved.
12. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping (not gravel, stone, etc.). Including the areas at the southwest corner of the store and the along the west boundary line where the overfill alarm area is located.
13. The parking lot and drive-through facilities shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
14. 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.
15. 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.
16. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, grading, etc.).
17. 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.).
18. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
19. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
20. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
21. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
22. 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.
23. 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).
24. Applicant shall paint the existing shed a complimentary color similar to that of the church.
25. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
26. 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.

Exceptions granted:

- To construct an addition to a legal nonconforming structure
- To have wall signage larger than 24sf
- From the locational and bufferyard landscaping requirements

Motion carried.

9. Application for Conditional Use with exceptions by Sheboygan Glass to operate from at 3209 S. 32nd Street.

Motion by Jerry Jones, second by Dave Hoffman to approve with the following conditions:

1. Prior to operation/occupancy, the applicant shall obtain all licenses and occupancy permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, hazardous materials, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc.
3. If using dumpsters, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slatting (PDS) material in order to effectively screen and enclose the dumpster.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. All mechanicals located on the building and property that are no longer used, shall be removed from the building/property.
6. All ground level and rooftop mechanicals shall be screened/enclosed and constructed of like materials and colors of the facility (HVAC equipment, hoods, venting, etc.).
7. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
8. All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall pave and/or landscape the all gravel areas prior to issuance of an occupancy permit for any additional tenant(s) or by July 28, 2023 whichever comes first. Prior to paving these areas, the applicant shall obtain all required approvals including but not limited to site plan, storm water, landscaping, etc.
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 and any drives to be closed or modified shall be improved to standard City specifications.
11. Applicant shall obtain the necessary sign permits prior to installation. Applicant shall work with staff with regards to constructing a well-designed signage for the site that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
12. Proposed and future signage at this property/facility shall be individual letter signs (no flat panel or interior lit cabinet signs).
13. Applicant shall be permitted a freestanding monument sign for the site. Minimum setback of a monument sign is 12 feet. Maximum height of the monument sign is 8 feet. Sign shall be located outside of the 15 foot vision triangle.
14. Applicant shall remove all unused signage and all signage referring to previous businesses.
15. 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.
16. 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).

17. 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.).
18. All vehicles shall be located on the private property (paved parking lot) and shall not be located on any City streets, public rights-of-way, landscape areas, etc.
19. 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.
20. Any future/additional uses of the facility/property (such as multi-tenant facility), additions, site improvements, etc. may require conditional use permit, architectural review, occupancy permits, etc.
21. If the applicant proposes any type of exterior remodel/renovation to the building, City of Sheboygan Architectural Review Board approval is required prior to construction.
22. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

10. Site Plan application by Torginol, Inc. to construct a larger parking lot for the new warehouse facility located at 3217 Behrens Parkway (parcel #59281479085). SI Zone Sheboygan Business Park

Motion by Jerry Jones, second by Alderperson Mitchell to approve with 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, 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. Applicant shall provide and maintain landscaping, berming and screening that adequately screens the proposed trailers and dock doors from Behrens Parkway and the property lines. This landscaping/berming/screening shall be incorporated into the landscape plan and/or stormwater grading plan and shall be installed per approved plans.
5. Fencing shall be installed per Section 15.720(3)(c) of the City Zoning Ordinance.
6. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility and shall be completed prior to issuance of an occupancy permit.
7. Outdoor storage of materials, products or equipment shall be prohibited.
8. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
9. All new lighting shall be installed per Section 15.707 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. Applicant shall obtain the necessary sign permits prior to installation. The proposed signage shall meet the City of Sheboygan Zoning Ordinance and Business Park Protective Covenants. All signage must be submitted to and reviewed/approved by the City of Sheboygan Architectural Review Board.
11. Applicant shall be permitted to install individual letter signs – no cabinet or panel signs.

12. All areas used for parking or maneuvering of vehicles shall be paved and shall meet the minimum 25 foot paving setback to the property line.
13. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
14. 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.
15. 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.
16. 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.).
17. 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.).
18. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
19. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
20. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
21. 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.
22. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
23. Applicant shall adequately address all Fire Department concerns related to this development.
24. The applicant may construct a driveway connecting parcel #59281479085 with their property/facility at 4530 Tower Drive 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.
25. 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.
26. 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.
27. Applicant shall meet the Sheboygan Business Park Protective Covenants.
28. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
29. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

NEXT MEETING

11. May 24, 2022

ADJOURN

12. Motion to Adjourn

Motion by Jerry Jones, second by Ryan Sazama to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:26 p.m.

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*