

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, March 12, 2024

MEMBERS PRESENT: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

EXCUSED: Mayor Ryan Sorenson

STAFF/OFFICIALS PRESENT: Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

OPENING OF MEETING

1. Roll Call

VP 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.

MINUTES

4. Approval of the Plan Commission minutes from February 27, 2024.

MOTION TO APPROVE

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting yea: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. General Development Plan by A.C.E. Building Services, Inc. to construct a new addition to HTT, Inc. located at 1828 Oakland Avenue (Parcels 59281425440, 59281425550, and 59281425510). Urban Industrial with Planned Unit Development Overlay Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS:

Motion made by Marilyn Montemayor, seconded by Alderperson Trey Mitchell

Voting yea: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

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. 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. Landscaping shall be installed prior to occupancy.
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. 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.
7. All areas used for parking/maneuvering of vehicles shall be paved prior to issuance of an occupancy permit.
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 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.
10. 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.).
11. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
12. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
13. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
14. 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).
15. 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.
16. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, etc. Nothing shall be located on the City Union Avenue public right-of-way. It is up to the applicant to ensure that all of the construction takes place on their private property and not in the City right-of-way.
17. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
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 Section 105-530(b)(3) of the City of Sheboygan Municipal Code requiring 25 feet of setback from the Building to nonresidential rear/front lot line
- To Section 105-721(a)(5) of the City of Sheboygan Municipal Code requiring one parking space for the employee on the largest shift is requested
- To the landscape points required and to the required location of said plantings. Landscape Plan still required and required points must be met.

6. Precise Implementation Plan by A.C.E Building Services, Inc. to construct a new addition to HTT, Inc. located at 1828 Oakland Avenue (Parcels 59281425440, 59281425550, and 59281425510). Urban Industrial with Planned Unit Development Overlay Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS:

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting yea: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

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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. Landscaping shall be installed prior to occupancy.
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takes place on their private property and not in the City right-of-way.

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- To the landscape points required and to the required location of said plantings. Landscape Plan still required and required points must be met.

NEXT MEETING

7. March 26, 2024

The next meeting is scheduled to be held on March 26, 2024.

ADJOURN

8. Motion to Adjourn

MOTION TO ADJOURN AT 4:08 PM.

Motion made by David Biebel, seconded by Kimberly Meller

Voting yea: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell