

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**

**Tuesday, September 27, 2022**

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**OPENING OF MEETING**

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

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

**OPENING OF MEETING**

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No committee member had a conflict of interest.

**MINUTES**

4. Approval of the Plan Commission minutes from September 13, 2022.

Motion by Jerry Jones, second by Kimberly Meller to approve. Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Application for Conditional Use Permit with exceptions by Quasius Construction to construct a new addition to the Tidy Store facility and service station located at 810 N. 14th Street.

Motion by Jerry Jones, second by Dave Hoffman 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, alcohol, DNR, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Building permits will be issued only at such time as plans for both the addition and canopy have been reviewed and approved.
3. 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 department, etc.).
4. The uses shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
5. Submittal and approval of a storm drainage plan prior to building permit issuance.
6. Submittal and approval of a landscape plan prior to building permit issuance. Landscape plan shall include a legend that shows how the four (4) landscape criteria are being met. Landscaping shall be installed prior to issuance of an occupancy permit.
7. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.

8. Fencing/retaining wall shall be installed per Section 15.720(3)(c) of the City of Sheboygan Zoning Ordinance. Applicant shall work with staff with regards to constructing appropriate and well-designed fence/retaining wall and shall obtain the necessary permits prior to installation. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
9. Outdoor storage of materials, products or equipment shall be prohibited (no outdoor soda machines are permitted).
10. Outdoor display of ice, propane and firewood is permitted but shall be properly maintained in an orderly fashion at all times (east side of the building). Yearly and/or seasonal outdoor display is not permitted in the street yards and/or in the fueling island under the canopy. Prior to building permit issuance, the applicant shall work with staff and submit an updated site plan detailing exactly where these items will be displayed outdoors on the property (locations, dimensions, type of structures, etc.). If staff has any concerns with the proposed outdoor display/storage, this matter may be brought back to the Plan Commission for review.
11. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, generators, venting, etc.). This includes the new equipment as well as the existing equipment on the south end of the building on the roof of the existing convenience store (facing both south and west). Kitchen hood shall be concealed (kitchen hood shall not be visible).
12. 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.
13. 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.
14. Applicant shall install individual letter signs – no cabinet or flat panel signs.
15. Maximum canopy sign square footage permitted is 20sf and no sign shall be located on the roof or the top horizontal plane of the canopy.
16. Applicant shall not be able to have string lights, pennants, inflatables, or other various types of temporary signage.
17. All temporary signage needs to be removed prior to building permit issuance.
18. The total height of any overhead canopy shall not exceed 20 feet as measured to the highest part of the structure (top of canopy to grade).
19. Masonry on canopy support columns shall be eight (8) feet tall. The masonry material/color shall match that of the building. Applicant shall submit final canopy elevations to staff prior to building permit issuance. If staff has any concerns with proposed canopy design, the matter may be brought back to the Plan Commission and/or Architectural Review Board for their consideration.
20. The canopy shall meet the minimum setback of 10 feet to the property line (closest edge of the canopy to the property line).
21. All areas used for parking or maneuvering of vehicles shall be paved. Applicant shall meet the minimum five (5) foot paving setback to all property lines.
22. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
23. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications (curb, gutter, sidewalk, green space, etc.).
24. Absolutely no portion of the building and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.).
25. 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.
26. 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.).

27. Applicant will provide adequate public access along the streets and the alley and will take all appropriate actions to minimize the time period that these sidewalks/streets will be closed/affected.
28. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
29. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
30. 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).
31. Applicant shall properly maintain their landscaping at both of their properties located at 810 N. 14<sup>th</sup> Street (convenience store) and 1418 Wisconsin Avenue (single-family dwelling).
32. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building/canopy design.
33. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, canopy, etc.), the applicant will be required to submit a new conditional use and/or architectural review application reflecting those amendments.

Exceptions granted:

- To have 11 parking spaces
- From the locational landscaping requirements. Landscape Plan still required and required point must be met.

Motion carried.

6. Application for Conditional Use Permit with exceptions by Sheboygan Christian School to install new bleachers and press box at 929 Greenfield Avenue.

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, health, water, sewer, storm drainage, wetlands/DNR, etc.
2. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
3. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
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. No permanent field lights permitted. Any other new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent streets and/or properties.
7. 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.
8. Applicant shall install individual letter signs – no cabinet or flat panel signs.
9. 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.
10. 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 have a side yard setback of 36 feet to a residential side yard. This exception is for the bleachers only and does not include the press box (applicant indicated that if the

press box is to be installed, the press box will be located on the east side of the soccer field).

Motion carried.

#### **NEXT MEETING**

7. October 11, 2022

#### **ADJOURN**

8. Motion to Adjourn

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

Being no further business, the meeting was adjourned at 4:10 p.m.