

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

**Tuesday, August 27, 2024**

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

**EXCUSED:** Braden Schmidt

**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.

3. Identify potential conflict of interest

No committee member had a conflict.

**MINUTES**

4. Approval of the Plan Commission minutes from August 13, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON AUGUST 13, 2024.

Motion made by Jerry Jones, seconded by Kimberly Meller

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

**PUBLIC HEARINGS**

5. Public hearing regarding application for Conditional Use Permit with exceptions by Quasius Construction to renovate a new multi-tenant convenience store and service station at 2811 S Business Drive. UC Zone

No public comment.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Quasius Construction to construct a new multi-tenant convenience store and service station at the northwest corner of N. 15th Street and Geele Avenue (2206 N. 15th Street). UC Zone

No public comment.

MOTION TO CLOSE ALL PUBLIC HEARINGS.

Motion made by Jerry Jones, seconded by Kimberly Meller

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

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Application for Conditional Use Permit with exceptions by Quasius Construction to renovate a new multi-tenant convenience store and service station at 2811 S Business Drive. UC Zone

### MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

Voting yea: Marilyn Montemayor, Alderperson John Belanger

Voting nay: Mayor Ryan Sorenson, Jerry Jones, Kimberly Meller, and Kevin Jump

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. (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 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.).
3. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc.
4. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
5. Submittal/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.
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. Window under canopy is only to be used as a pick-up window, not a drive-thru window.
8. 9. Outdoor storage of all of their materials, products or equipment shall be prohibited
9. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
10. 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.
11. 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.
12. Applicant shall not be able to have string lights, pennants, inflatables, or other various types of temporary signage.
13. 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).
14. All areas used for parking/maneuvering of vehicles shall be paved.
15. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
16. The parking lot and pick-up facilities shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
17. 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.

18. 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.
19. 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.).
20. 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.).
21. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
22. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
23. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
24. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
25. 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.
26. 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).
27. Any future/additional uses of the facility/property, additions, site improvements, etc. may require conditional use permit and architectural review.
28. 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 application reflecting those amendments.

Motion denied.

8. Application for Conditional Use Permit with exceptions by Quasius Construction to construct a new multi-tenant convenience store and service station at the northwest corner of N. 15th Street and Geele Avenue (2206 N. 15th Street). UC Zone

#### MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Jerry Jones, seconded by Alderperson John Belanger

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

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. (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 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.).
3. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc.
4. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.

5. Submittal/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.
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 display of ice, propane and firewood is permitted but shall be properly maintained in an orderly fashion at all times.
8. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
9. 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.
10. 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.
11. 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.
12. Maximum canopy sign square footage permitted is 20sf for the gas fuel canopy signage.
13. No sign shall be located on the roof or the top horizontal plane of the canopy.
14. Applicant shall not be able to have string lights, pennants, inflatables, or other various types of temporary signage.
15. 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).
16. All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall meet the minimum five (5) foot paving setback to all property lines.
17. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
18. 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.
19. 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.
20. 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.
21. 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.).
22. 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.).
23. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
24. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
25. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).

26. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
27. 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.
28. 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).
29. Any future/additional uses of the facility/property, additions, site improvements, etc. may require conditional use permit and architectural review.
30. 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 application reflecting those amendments.

Motion carried.

9. Preliminary Plat Approval for N 29th St Subdivision located east of St. Nicholas Hospital on North 29th Street between Superior Avenue and Saemann Avenue.

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, Kevin Jump, Jerry Jones and Kimberly Meller

1. The applicant shall obtain all subdivision approval from appropriate agencies including but not limited to City, County, State of Wisconsin, DNR, etc.
2. Applicant shall submit final plats that meet the City of Sheboygan Subdivision Ordinance.

Motion carried.

#### **NEXT MEETING**

10. September 10, 2024

The next meeting is scheduled to be held on September 10, 2024.

#### **ADJOURN**

11. Motion to Adjourn

MOTION TO ADJOURN AT 4:10 PM

Motion made by Alderperson John Belanger, seconded by Jerry Jones

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