

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, December 12, 2023

MEMBERS PRESENT: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones and Alderperson Trey Mitchell

EXCUSED: Kimberly Meller

STAFF/OFFICIALS PRESENT: Program Assistant 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 November 28, 2023.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD NOVEMBER 28, 2023.

Motion made by Marilyn Montemayor, seconded by Jerry Jones.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Alderperson Mitchell.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Conditional Use with exceptions by Wisconsin Power and Light Co to make improvements at the electrical substation located at 2214 N Taylor Drive.

MOTION 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, hazardous materials, etc.
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. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
4. Fence shall be installed per Section 15.720(3)(c) of the City Zoning Ordinance.
5. The applicant shall install Privacy Decorative Slatting (PDS) or mesh screening material into the chain link fencing in order to effectively screen the substation facilities.
6. Outdoor storage of materials, products or equipment shall be prohibited.

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 streets and/or properties.
8. 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 street improvements, new and/or closed ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
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. Applicant will provide adequate public access along streets and will take all appropriate actions to minimize the time period that these streets will be closed/affected.
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. Absolutely no portion of the new building and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.).
15. Applicant shall construct the building addition to match the existing building in terms of design, materials, colors, etc.
16. If there are any amendments to the approved site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion made by Ryan Sazama, seconded by Marilyn Montemayor.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Alderperson Mitchell.

6. Conditional Use Application with exceptions by City Church Sheboygan, INC to operate a daycare facility at 3021 Main Avenue.

MOTION 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, health, State of Wisconsin etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Applicant is responsible to ensure that the proposed child care center use is meeting all Federal, State and Local codes and licensing requirements.
3. If using dumpsters, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
4. 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.).
5. Outdoor storage of materials, products or equipment shall be prohibited.
6. 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.
7. 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.
8. If there are any exterior alterations, those alterations will be reviewed by the City of Sheboygan Architectural Review Board.
9. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

Motion made by Marilyn Montemayor, seconded by Jerry Jones.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Alderperson Mitchell.

7. Application for Conditional Use with exceptions by Yaman Parmaksiz to install new signage at Popeyes located at 3207 S Business Drive.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS:

1. Applicant shall obtain the necessary sign permits prior to installation.
2. Sign shall meet the minimum 24 foot setback to the curb along S Business Drive (closest edge of sign to curb) and 12 foot setback from the right-of-way line. It is the applicant's responsibility to insure the sign meets the required setbacks.
3. If there is to be any lighting, lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance (no spillover light onto adjacent properties or the streets).
4. Sign location shall not create any pedestrian/vehicular conflicts.
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.

Motion made by Jerry Jones, seconded by Alderperson Mitchell.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Alderperson Mitchell.

8. Res. No. 114-23-24 by Alderpersons Mitchell and Dekker submitting the final Resolution and order discontinuing a portion of South 19th Street between Union Avenue and Oakland Avenue and Oakland Avenue between South 19th Street and Union Pacific Railroad right of way. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Jerry Jones, seconded by Alderperson Mitchell.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Alderperson Mitchell.

9. Discussion on a rezone request by property owner Dignified Solutions, LLC to rezone Town of Wilson parcels 59030458892, 59030458881, 59030458890, and 59030458880 from (Residential) R-1 into (Residential District) R3.

Discussion was held on the agenda item.

10. Discussion a Petition to Annex by Dignified Solutions, LLC for properties generally located along Stahl (cty KK) and Moenning Roads (generally parcel numbers 59030458880, 59030458881, 59030458890 and 59030458892). The petition requests annexation into the Town of Wilson Sanitary District no.1.

Discussion was held on the agenda item.

NEXT MEETING

11. January 9, 2024

The next meeting is scheduled to be held on January 9, 2024.

ADJOURN

12. Motion to Adjourn

MOTION TO ADJOURN AT 4:18 PM.

Motion made by Jerry Jones, seconded by Ryan Sazama

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Alderperson Mitchell.