

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, September 13, 2022

OPENING OF MEETING

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

MEMBERS EXCUSED: Mayor Sorenson

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

OPENING OF MEETING

1. Roll Call

Vice Chair Jerry Jones called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No committee member has a conflict of interest.

MINUTES

4. Approval of the Plan Commission minutes from August 23, 2022.

Motion by Dave Hoffman, second by Alderperson Mitchell to approve. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

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

Motion by Dave Hoffman, second by Ryan Sazama to TABLE to allow further conversation between Sheboygan Christian School and neighbors. Motion carried.

6. Application for Conditional Use Permit with exceptions by HR Construction Company to construct and operate a new car wash, quick lube and emission testing facility at the Sheboygan Auto Group property located at 2701 Washington Avenue (the Sheboygan Chrysler Center).

Motion by Marilyn Montemayor, second by Alderperson Mitchell 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, health, DNR, hazardous materials, 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 razing permits for all structures to be demolished. Once structures have been demolished, the applicant will maintain the site in a clean and dust free condition. If the applicant demolishes the building and removes the concrete from the site

but does not move forward with the project, the applicant shall be required to landscape the property with grass in a timely fashion (property will not be left in a disturbed state).

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 facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc.
5. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
6. 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).
7. If using dumpsters, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Dumpster enclosure shall be completed prior to issuance of an occupancy permit. Applicant shall work with staff with regards to appropriate dumpster enclosure design, location, etc. If staff has any concerns with proposed dumpster enclosure, the matter may be brought back to the Plan Commission for their consideration.
8. Applicant shall work with staff with regards to and proposed vacuum(s) to be installed (number, location, etc.). If staff has any concerns with proposed vacuums, the matter may be brought back to the Plan Commission for their consideration.
9. Outdoor storage of materials, products or equipment shall be prohibited.
10. 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, transformers, etc.).
11. Any unused mechanical boxes, equipment, vacuums, etc. shall be removed from the site.
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. 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 to install individual letter signs – no cabinet or flat panel signs.
15. All areas used for parking/maneuvering of vehicles shall be paved.
16. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
17. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
18. The parking lot and drives shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts. The site shall be curbed.
19. 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.).
20. 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, drop off lane, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
21. 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.).
22. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
23. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
24. 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).

25. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
26. 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.
27. Applicant is responsible for all required easements, agreements, etc. between the property owners including but not limited to shared parking, access, utilities, storm drainage, etc.
28. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building plans.
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.

Exceptions granted:

- To have more than the maximum of four (4) wall signs permitted.
- From the locational landscaping requirements. Landscape Plan still required and required point must be met.
- To the landscape ratio of 25%

Motion carried.

7. Application for Conditional Use Permit with exceptions by McGoey Dermatology to construct an addition, to construct site improvements and to operate a dermatology clinic at 832 Michigan Avenue.

Motion by Marilyn Montemayor, second by Dave Hoffman to approve with the following conditions:

1. Applicant shall submit final plans (site plans, building elevations, fencing, etc.) indicating exactly which options they are proposing to construct. Applicant shall work with staff with regards to the plans. If the applicant submits new drawings that deviate from the options they proposed which were approved by the Plan Commission, the applicant will need to submit new plans back to the Plan Commission for review.
2. 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, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
3. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
4. 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.
5. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
6. Outdoor storage of materials, products or equipment shall be prohibited.
7. Patio fencing shall be installed per the approved plans (design, color, materials, etc.). Any fencing shall be installed per Section 15.720(3)(c) of the City of Sheboygan Zoning Ordinance. Applicant shall obtain the required fence permit.
8. All ground level and rooftop mechanicals shall be screened/enclosed and constructed of like materials and colors of the facility (HVAC equipment, generators, etc.).
9. 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.
10. All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall pave and landscape the all gravel areas on property by June 2, 2023. Applicant will obtain all required approvals including but not limited to site plan, storm water, landscaping, etc.

11. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
12. 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.
13. 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.
14. Proposed and future signage at this property/facility shall be individual letter signs (no flat panel or interior lit cabinet signs).
15. 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.
16. Applicant shall remove all unused signage and all signage referring to previous businesses.
17. 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).
18. 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.).
19. Applicant will provide adequate public access along all streets, sidewalks and alley 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.).
20. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
21. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
22. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
23. 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.
24. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
25. 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 and/or architectural review applications reflecting those amendments.

Exceptions granted:

- To have a 4.5-foot fence in the front/street yard
- From the locational landscaping requirements. Landscape Plan still required and required point must be met.

Motion carried.

8. Gen. Ord. No. 10-22-23 by Alderperson Heidemann annexing territory owned by the City to the City of Sheboygan, Wisconsin.

Motion by Ryan Sazama, second by Alderperson Mitchell to recommend approval. Motion carried.

NEXT MEETING

9. September 27, 2022

ADJOURN

10. Motion to Adjourn

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

Being no further business, the meeting was adjourned at 4:58 p.m.