

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, February 11, 2025

MEMBERS PRESENT: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Jerry Jones, Alderperson John Belanger and Braden Schmidt

EXCUSED: Kimberly Meller

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

OPENING OF MEETING

1. Roll Call

Mayor Ryan 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 January 28, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON January 28, 2025.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Public hearing regarding application for conditional use with exceptions by Basudev Adhikari to construct a new multi-tenant convenience store and service station located at parcel #59281431172. UC Zone.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARINGS.

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

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

Motion carried.

6. Public hearing regarding General Development Plan by Jake Buswell to construct the new Jakum Hall Apartments located at parcels 59281718350 and 59281712930. UR-12 with PUD Overlay Zone.

Stephanie Swigert inquired about parking, name of the complex, construction timeline, and planned road projects

MOTION TO CLOSE THE PUBLIC HEARINGS.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Application for conditional use with exceptions by Basudev Adhikari to construct a new multi-tenant convenience store and service station located at parcel #59281431172. UC Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Kevin Jump

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

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 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). 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. 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.
8. 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.
9. Maximum canopy sign square footage permitted is 20sf for the gas fuel canopy signage.
10. No sign shall be located on the roof or the top horizontal plane of the canopy.
11. Applicant shall not be able to have string lights, pennants, inflatables, or other various types of temporary signage.
12. 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).
13. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.

14. 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.
15. 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.
16. 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.
17. 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.).
18. 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.).
19. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
20. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
21. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
22. 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).
23. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design and canopy.
24. 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.

Exceptions granted:

- From the locational and bufferyard landscaping requirement
- For the paved surface setback requirements

Motion carried.

8. Gen. Ord. No. 37-24-25 by Alderperson Belanger amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at N. 15th Street and Martin Avenue – Parcel Nos. 59281718350 and 59281712930 from Class Urban Residential (UR-12) to Urban Residential (UR-12) with PUD Overlay Classification. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

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

Motion carried.

9. R. O. No. 106-24-25 by City Clerk submitting an application for amendment of the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at N. 15th Street and Martin Avenue – Parcel Nos. 59281718350 and 59281712930

from Class Urban Residential (UR-12) to Urban Residential (UR-12) with PUD Overlay Classification.
REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

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

Motion carried.

10. General Development Plan by Jake Buswell to construct the new Jakum Hall Apartments located at parcels 59281718350 and 59281712930. UR-12 with PUD Overlay Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Kevin Jump

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

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, water, sewer, storm drainage, health, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Dumpster enclosure shall be completed prior to issuance of an occupancy permit for the buildings to be occupied.
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. All areas used for parking/maneuvering of vehicles shall be paved.
7. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
8. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
9. 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.).
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. 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, art, etc.
14. 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).
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. Owner/Developer is responsible for installation of the entire approved landscape plan. If the owner/developer elects to amend the landscape plan in any fashion, the owner/developer shall resubmit an amended plan to Department of City Planning & Development for approval.
17. Plantings located around all ingress/egress of the site shall be maintained to not interfere with vehicular/pedestrian traffic.
18. Plantings located by light poles should be maintained to keep areas well lite.
19. The Department of Planning & Development must inspect the landscaping. Failure to comply with any of the above conditions may require the removal and replanting of plants.
20. All plantings will need to be maintained per Section 105-894(b) Maintenance.

Exceptions granted:

- To have 33 dwelling units per acre
- To have a 11.37 ft setback on Luedke Ct and 14.62 ft setback on N 15th St.
- To have a 8.43 ft setback on the north side.
- To have a dwelling unit height of 51 ft
- Landscaping: Required number of points for this development is 1,173. Developer is requesting 584 points. The locational landscape requirements will not be met. Landscape plan is still required.

Motion carried.

11. Specific Implementation Plan by Jake Buswell to construct the new Jakum Hall Apartments located at parcels 59281718350 and 59281712930. UR-12 with PUD Overlay Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

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

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Motion carried.

NEXT MEETING

12. February 25, 2025

The next meeting is scheduled to be held on February 25, 2025.

ADJOURN

13. Motion to Adjourn

MOTION TO ADJOURN AT 4:23 PM

Motion made by Alderperson John Belanger, seconded by Jerry Jones

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

Motion carried.