

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

**Tuesday, April 12, 2022**

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Persons with disabilities who need accommodations to attend this meeting should contact the Department of City Development, (920) 459-3377. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the City Development Department at 920-459-3377 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

**1. OPENING OF MEETING**

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

**MEMBERS EXCUSED:** John Motiska

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Introduction of committee members and staff**

Introductions were made.

**4. Identify potential conflict of interest**

No committee member had a conflict of interest.

**MINUTES**

**5. Approval of the Plan Commission minutes from March 15, 2022.**

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

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

**6. Application for Conditional Use with exceptions by Brian Kurtz to install a new mural on the east wall of the Flooring Studio located at 1526 Indiana Avenue.**

Motion by Jerry Jones, second by Marilyn Montemayor to approve with the following conditions:

1. Applicant shall obtain all necessary permits prior to installation of mural.
2. The mural shall not contain any political, advertising (business name, logos, slogans, messages, etc.), etc.
3. Mural installation must be completed within six (6) months of the start date. A one-time extension for an additional 60 days may be granted if the request is submitted in writing prior to the end of the initial 60-day period. If these dates are not met the Plan Commission, at its discretion, may cancel the mural permit.
4. Materials shall be long-lasting and graffiti-resistant to the greatest extent possible.
5. The applicant shall properly maintain mural and any issues of disrepair shall be addressed immediately. If, for whatever reason, the mural falls into disrepair, the building owner will be notified in writing and required to make necessary repairs within 60 days. If the repairs

are not made within the specified time, the city reserves the right to repair or remove the mural at the owner's expense.

6. If using lighting, lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance (no spillover light onto adjacent properties and/or the streets).
7. If there are any amendments to the approved plans, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

7. Application for Conditional Use Permit with exceptions by Old World Creamery to construct new building additions and off-site parking lot at 1606 Erie Avenue and parcel #59281205060.

Motion by Jerry Jones, second by Marilyn Montemayor 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, water, sewer, health, food, State of Wisconsin, hazardous materials, 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. Landscaping shall be installed prior to issuance of an occupancy permit.
6. If using dumpsters, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
7. Outdoor storage of materials, products or equipment shall be prohibited.
8. 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.).
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. Applicant shall obtain the necessary sign permits prior to installation.
11. Applicant shall install individual letter signs – no cabinet or flat panel signs.
12. Fencing 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 and shall obtain the necessary permits prior to installation. If staff has any concerns with proposed fence design, the matter may be brought back to the Plan Commission for their consideration.
13. The installation of the six (6) foot tall fence on the east property line of the off-site parking lot shall start/terminate at the northwest corner of the home located at 1529 St. Clair Avenue (no closer to the street yard than the northwest corner of the home).
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. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
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, etc.).
18. Absolutely no portion of the new building and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.).

19. Applicant shall be required to obtain the necessary encroachment to utilize and improve St. Clair Avenue public right-of-way for the truck scale (including, but not limited to ingress/egress, parking, driveway openings, curb, gutter, sidewalk, pavement, utilities, landscaping, grading, etc.). Applicant shall work with City Development and Engineering staff to determine the specifications that the proposed improvements shall meet. No building permits shall be issued until such time as the encroachment has been obtained.
20. 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.
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. All Semi-trucks shall use designated truck routes in the City of Sheboygan.
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 shall be required to obtain the required approval for future additions and/or improvements to the facility/property (conditional use permits, building permits, etc.).
28. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
29. 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.

Exceptions granted:

- To have a 10 foot setback for the Production Building Addition and a six (6) foot setback for the required emergency door and stairs to the east/N. 16<sup>th</sup> Street property line.
- To have a 21 foot setback for the Production Building Addition and to have a 16 foot setback for the required emergency door and stairs to the north/St. Clair Avenue property line.
- To have a 14 foot setback for the Intake Building Addition to the to the east/N. 16<sup>th</sup> Street property line.
- To have a 13.95 foot setback for the Wastewater Treatment Addition to the to the east/N. 16<sup>th</sup> Street property line.
- To have a zero (0) foot paving setback for the truck scale to the St Clair Avenue and N. 16<sup>th</sup> Street property lines.
- To have off-site parking lot pavement setback of five (5) to the St Clair Avenue and N. 16<sup>th</sup> Street property lines.
- From the locational landscaping and bufferyard requirements.
- To have a 7% landscape ratio.

Motion carried.

**NEXT MEETING**

8. April 26, 2022

**ADJOURN**

9. Motion to Adjourn

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

Being no further business, the meeting was adjourned at 4:26 p.m.

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*