

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, March 26, 2024

MEMBERS PRESENT: Mayor Ryan Sorenson, Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

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 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 March 12, 2024.

MOTION TO APPROVE

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

PUBLIC HEARING

5. Public hearing regarding application for Conditional Use Permit with exceptions by Bret's 24-Hour Towing & Auto Repair to construct a new indoor vehicle repair building located at parcels 59281416430, 59281416420, and 59281416410.

No public comment.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Kathleen Racine to operate a taxi home occupation from 1604 S.10th Street.

No public comment.

MOTION TO CLOSE ALL PUBLIC HEARINGS.

Motion made by Jerry Jones, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Application for Conditional Use Permit with exceptions by Bret's 24-Hour Towing & Auto Repair to construct a new indoor vehicle repair building located at parcels 59281416430, 59281416420, and 59281416410.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Alderperson Trey Mitchell

Voting yea: Mayor Ryan Sorenson, Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

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, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Outdoor storage of materials, products or equipment shall be prohibited.
3. 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.).
4. 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.
5. 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.
6. 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.
7. The applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit.
8. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
9. Dumpster(s) shall be screened and enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slatted (PDS) material in order to effectively screen and enclose the dumpsters. Dumpster enclosure will be completed prior to issuance of an occupancy permit.
10. The applicant may not store any inoperable vehicles on the property.
11. Vehicle location shall not cause any type of pedestrian/vehicle conflict or safety issues.
12. In no instance shall the auto repair create a nuisance for neighboring properties (noise, hours of operation, garbage, etc.). If any issue(s) arises, the Plan Commission may again review the conditional use permit.
13. Applicant shall submit a Certified Survey Map (CSM) that meets the City of Sheboygan Subdivision Ordinance.
14. The Conditional use permit is approved if and only if the City of Sheboygan Department of City Development and/or Planning Commission approve the Certified Survey Map (CSM) reconfiguring lot lines and/or creating the parcel as proposed.
15. Building permits will only be issued at such time as the applicant can provide documentation from Sheboygan County that the CSM has been officially recorded.
16. 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:

- To have a 8 ft rear yard setback
- To have 24 parking spaces

8. Application for Conditional Use Permit with exceptions by Kathleen Racine to operate a taxi home occupation from 1604 S.10th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

1. Applicant will meet all home occupation criteria listed in Section 105-722(S).
2. Applicant shall obtain all necessary licenses to operate the taxi business.
3. Applicant shall obtain all necessary permits for any type of construction including but not limited to building, plumbing, electrical, HVAC, etc.
4. The home occupation may only utilize 25 percent of the living area of the dwelling.
5. The use of the dwelling unit for a home occupation shall in no way be incompatible with the character of nearby residential areas and in no instance shall a home occupation create a nuisance for neighboring properties.
6. Not more than one sign, not to exceed two square feet, non-illuminated and flush wall mounted only, will be used to advertise the home occupation. Applicant is required to obtain a sign permit. No temporary signage is permitted for home occupations.
7. If any issues arise from the taxi business, the City may again review the conditional use permit.
8. Kathleen Racine and one other resident of the home are the only employees permitted for this taxi business.
9. No commercial type vehicles permitted to park at this residential dwelling.
10. If the applicant moves from the present location the conditional use permit will discontinue immediately.
11. If there are any amendments to the approved conditional use permit and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

NEXT MEETING

9. April 09, 2024

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

ADJOURN

10. Motion to Adjourn

MOTION TO ADJOURN AT 4:05 PM.

Motion made Alderperson Trey Mitchell, seconded by Jerry Jones.

Voting yea: Mayor Ryan Sorenson, Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell