

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, May 14, 2024

MEMBERS PRESENT: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

EXCUSED: Mayor Ryan Sorenson

STAFF/OFFICIALS PRESENT: Planning and Zoning Administrator Elke Daugherty, Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

OPENING OF MEETING

1. Roll Call

Vice Chair Jerry Jones 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.

4. Election of Vice Chair

MOTION TO ELECT JERRY JONES AS VICE CHAIR

Motion made by Marilyn Montemayor, seconded by Braden Schmidt

Voting yea: Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

Jerry Jones - abstained

MINUTES

5. Approval of the Plan Commission minutes from April 23, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON APRIL 23, 2024.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

SITE PLAN REVIEW

6. 625 S. Taylor Drive: Review of site plan for Kwik Trip freezer addition

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Kimberly Meller

1. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
2. 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, demolition, fire,

water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, Federal, etc. (Applicant shall be in contact with building inspection, fire, police, etc.).

3. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
4. Applicant shall adequately address all Fire Department concerns related to this development.
5. If there are any amendments to the approved site plan (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new application, architectural review, etc. reflecting those amendments.

PUBLIC HEARING AND ACTION ITEMS

7. 1702 S. 17th Street: Consideration of a Conditional Use in the Neighborhood Commercial NC district to allow the creation of an outdoor seating area at an existing pub.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

1. Applicant shall apply for Plan Commission approval for final mural design.
2. The applicant shall apply for all necessary permits for the proposed commercial kitchen in the coffee shop/café.
3. Per Section 105-929(f)(1) parking shall be clearly marked in a manner which indicates required parking stalls.
4. The applicant shall block vehicle access to 13th Street. Per 105-927(c)(2)(7) nonresidential uses shall not have access points onto a residential street unless such street has the only available frontage.
5. The applicant shall apply for a sign permit and all new signage shall be installed per Section 105-IX Signs of the City of Sheboygan Zoning Ordinance.
6. 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, demolition, fire, water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, Federal, 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.
7. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
8. Applicant shall call Janet Duellman to verify landscaping at 920/459-3380.
9. The use of all off-street parking areas shall be limited to the parking of operable vehicles not for lease, rent, or sale.
10. Site circulation shall be designed to provide for the safe and efficient movement of all traffic entering, exiting, and on the site per Sec 105-929(d).
11. In no instance or manner shall any off-street parking or traffic circulation area be used as a storage area, except as provided for by section 105-931(c)
12. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spill-over of light and glare on operators of motor vehicles, pedestrians, and land uses in the vicinity.
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, etc.

14. Any work within City of Sheboygan Public rights-of-way, stormwater easements, etc. 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, driveways over storm water easements, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
 15. 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.).
 16. Applicant shall adequately address all Fire Department concerns related to this development.
 17. 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, architectural review, etc. reflecting those amendments.
8. 2201 N. 15th Street: Consideration of a Conditional Use in the UC Urban Commercial district to allow the operation of a food truck in the parking lot of an existing bar. Requesting exceptions for operating hours and temporary use.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

1. The truck shall be located to the east of fire escape landing, but no farther than end of the building.
2. The applicant shall erect a temporary fence no higher than 30 inches along the property line to the west of the truck to create a designated waiting area to create a separation from sidewalk traffic.
3. The applicant shall post one sign on the truck to instruct customers to wait to the west of the truck and not on the sidewalk.
4. Seating shall be limited to the area to the west of the truck to the existing stairs.
5. The use shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances.
6. 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, demolition, fire, water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, Federal, 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.
7. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
8. Outdoor storage of materials, products or equipment shall be prohibited (except as authorized/approved by the Plan Commission).
9. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spill-over of light and glare on operators of motor vehicles, pedestrians, and land uses in the vicinity.
10. 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.
11. Any work within City of Sheboygan Public rights-of-way, stormwater easements, etc. 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, driveways over storm water easements, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).

12. 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.).
 13. Applicant shall adequately address all Fire Department concerns related to this development.
 14. 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, architectural review, etc. reflecting those amendments.
9. 1619 Calumet Drive: Consideration of a Conditional Use in the UC Urban Commercial district to allow use of building for indoor entertainment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

1. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
2. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
3. Applicant shall adequately address all Fire Department concerns related to this development.
4. 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, architectural review, etc. reflecting those amendments.

NEXT MEETING

10. May 28, 2024

The next scheduled meeting is scheduled to be held on May 28, 2024.

ADJOURN

11. Motion to Adjourn

MOTION TO ADJOURN AT 4:17 PM

Motion made by Alderperson John Belanger, seconded by Kimberly Meller

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh