

CITY OF SHEBOYGAN

**** AMENDED** CITY PLAN COMMISSION MINUTES**

Tuesday, September 26, 2023

MEMBERS PRESENT: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Alderperson Trey Mitchell and Braden Schmidt

EXCUSED: Jerry Jones and Kimberly Meller

STAFF/OFFICIALS PRESENT: Program Assistant Ellise Rose

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge is recited.

3. Identify potential conflict of interest

No committee member had a conflict.

MINUTES

4. Approval of the Plan Commission minutes from August 15, 2023.

Motion by Marilyn Montemayor, second by Alderperson Mitchell to approve. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Conditional Use Permit with exceptions by Steve Rau to operate a fitness facility located at 2516 Superior Avenue.

Motion by Marilyn Montemayor, second by Ryan Sazama to approve with the following conditions:

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, hazardous materials, health, water, sewer, storm drainage, 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. If using dumpsters, the dumpster(s) shall be screened/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 dumpster.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. 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.).
5. 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 and/or streets.
6. 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.

7. The maximum sign square footage permitted for a legal nonconforming business is 32sf.
8. Applicant may propose refacing existing cabinet sign.
9. Any other new signage proposed shall be individual letter signs (no flat panel or interior lit cabinet signs). If staff has any concerns pertaining to sign design, staff may bring the proposed sign design back to the Plan Commission for review/approval.
10. Prior to issuance of sign permit, the applicant shall remove all signage referencing the previous business.
11. 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.
12. If the applicant is remodeling the exterior of the building, the applicant shall obtain City of Sheboygan Architectural Review Board approval prior to remodel construction.

If there are any amendments to the approved use/site plan, the applicant will be required to submit a new application reflecting those amendments.

Exceptions granted:

- To operate a legal nonconforming fitness facility at 2516 Superior Avenue

Motion carried.

6. Application for Conditional Use Permit with exceptions by Sheboygan Area Pay It Forward Inc. to operate a day center located at 1221 Erie Avenue Unit R1-B.

Motion by Marilyn Montemayor, second by Alderperson Mitchell to approve with the following conditions:

1. Prior to operation/occupancy, 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, health, State of Wisconsin, Sheboygan County, etc.
2. If using a dumpster, the dumpster shall be screened/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 the dumpster.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. All ground level and rooftop mechanicals shall be screened/enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
5. 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.
6. 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. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
7. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs).
8. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit for such renovation.
9. Applicant shall adequately monitor the Sheboygan Area Pay It Forward and in no instance shall the use create a nuisance for neighboring properties (noise, hours of operation, garbage, loitering, etc.). If any issue(s) arises, the Plan Commission may again review the conditional use permit.
10. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

7. R. O. No. 43-23-24 by City Clerk submitting a Certified Survey Map creating Lot 1A and Outlot 1B in the SouthPointe Enterprise Campus, including dedication of public street right-of-way for a portion of South Taylor Drive north of Horizon Drive, as shown on the attached map. REFER TO CITY PLAN COMMISSION

Motion by Ryan Sazama, second by Branden Schmidt to recommend approval. Motion carried.

8. Gen. Ord. No. 18-23-24 by Alderperson Mitchell repealing Gen. Ord. No. 11-04-05 relating to the grant of encroachment privileges to Gurpal Wisconsin Stations, LLC. REFER TO CITY PLAN COMMISSION

Motion by Marilyn Montemayor, second by Ryan Sazama to recommend approval. Motion carried.

9. DIRECT REFERRAL R. O. No. 45-23-24 by Finance Director submitting Capital Improvements Program (CIP) Requests for the years 2024-2028.

Motion by Marilyn Montemayor, second by Alderperson Mitchell to recommend approval. Motion carried.

10. Discuss Comprehensive Plan Update.

Discussion was held related to Comprehensive Plan update.

NEXT MEETING

11. October 10, 2023

ADJOURN

12. Motion to Adjourn

Motion by Branden Schmidt, second by Alderperson Mitchell to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:10 p.m.