

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**  
**Tuesday, July 26, 2022**

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**OPENING OF MEETING**

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

**MEMBERS EXCUSED:** John Motiska

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

**OPENING OF MEETING**

1. Roll Call

Chair Mayor Sorenson called the meeting 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 July 12, 2022.

Motion by Dave Hoffman, second by Jerry Jones to approve. Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Application for Conditional Use with exceptions by Seneca Capital Partners to create new mobile home lots in the Indian Meadows Mobile Home Park located at 3636 S. Business Drive.

Motion by Dave Hoffman, second by Alderperson Mitchell to approve with the following conditions:

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, storm drainage, DNR, floodplain, 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/approval of a proposed storm drainage plan prior to building permit issuance.
3. 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.).
4. 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, retaining walls, street trees, etc.).

5. Applicant is responsible for working with all private and public utilities in order to adequately service this apartment complex development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
6. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
7. 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.
8. The large topsoil pile shall be used and/or removed from the site and these areas shall be permanently stabilized with grass.
9. Prior to building permit issuance for installation of any new mobile home, the owner shall fix the guardrail on the south side of the street that crosses Fisherman's Creek.
10. 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 application reflecting those amendments.

Motion carried.

6. Application for Conditional Use and Sign Permit with exceptions by Blair Image to install new Ross Dress for Less wall signage at 518 S. Taylor Drive (former Shopko).

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. 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.
3. Any additional signage for this facility/building will be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).

Exception granted:

- To install a 291sf wall sign

Motion carried.

7. Application for Conditional Use and Sign Permit with exceptions by Creative Sign to install a new multi-tenant pylon sign for Corta Development located at 518 S. Taylor Drive (former Shopko).

Motion by Marilyn Montemayor, second by Dave Hoffman to approve with the following conditions:

1. Applicant shall obtain the necessary sign permits prior to installation.
2. 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.
3. The sign shall meet the minimum 12 foot setback to all property lines. It is the applicant's responsibility to insure the sign meets the required setbacks.
4. The maximum height of the sign shall be 20 feet (highest point of sign to grade). It is the applicant's responsibility to insure the sign meets this height requirement.
5. Any future wall signage for shall be individual letter signs (no flat panel or interior lit cabinet signs).
6. Applicant shall remove all signage on the site/building referencing previous Shopko use.
7. Prior to sign permit issuance, the applicant will provide formal documentation that all required sign easements, agreements, etc. between the property owners have been officially recorded by Sheboygan County.
8. If there are any amendments to the approved sign or location, the applicant will be required to submit a new conditional use application reflecting those amendments.

Exception granted:

- To locate the new pylon sign on the Taco Bell property (off-premise sign).

Motion carried.

8. Application for Conditional Use Permit with exceptions by Guggenheim Development Services, LLC, to construct and operate a new Jiffy Lube on a newly created parcel directly south of Applebee's in the former Shopko parking lot (Parcel # 59281215106).

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

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, storm drainage, 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. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
3. 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).
4. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Dumpster enclosure shall be completed prior to issuance of an occupancy permit.
5. Outdoor storage of materials, products or equipment shall be prohibited.
6. 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.).
7. Any unused mechanical boxes, equipment, etc. shall be removed from the site.
8. All new lighting shall be installed per Section 15.707 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 (except for common property line/shared access drive area granted an exception).
9. Applicant shall work with staff with regards to appropriate signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
10. Applicant shall to install individual letter signs – no cabinet or flat panel signs.
11. Applicant shall be permitted a freestanding monument sign for the site. Minimum setback of a monument sign is 12 feet. Maximum height of the monument sign is eight (8) feet.
12. All areas used for parking/maneuvering of vehicles shall be paved.
13. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
14. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
15. The parking lot and drives shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts. The site shall be curbed.
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, drop off lane, curb, gutter, sidewalk, pavement, utilities, street trees, 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. 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).
22. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
23. 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.
24. Prior to building permit issuance, the applicant will provide formal documentation that all required easements, agreements, etc. between the property owners have been officially recorded by Sheboygan County. Easements/agreements including but not limited to shared parking, access, utilities, storm drainage etc.
25. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building plans.
26. 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 application reflecting those amendments.

Exceptions granted:

- To have a side yard paving setback 0 feet
- To exceed .5 footcandles at the property line
- From the locational landscaping requirements. Landscape Plan still required and required point must be met.

Motion carried.

## **NEXT MEETING**

9. August 9, 2022

## **ADJOURN**

10. Motion to Adjourn

Motion by Jerry Jones, second by Dave Hoffman to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:24 p.m.