

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

**Tuesday, June 27, 2023**

---

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

**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.

4. Election of Vice Chairperson

Motion by Marilyn Montemayor, second by Alderperson Mitchell to nominate Jerry Jones as the Vice-Chair of the Plan Commission. Motion carried.

**MINUTES**

5. Approval of the minutes from the May 23, 2023 meeting

Motion by Jerry Jones, second by Kimberly Meller to approve. Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. Application for Conditional Use Permit with exceptions by Valley City Sign for new signage at the new Tommy's Express Car Wash located at 3705 Washington Avenue.

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. The monument sign shall meet the required 12-foot setback measured from the Tommy's Express Car Wash curb of the frontage road and the 15-foot vision triangle at the intersection. It is the responsibility of the applicant to insure the sign meets the required sign setbacks.
3. The free-standing signs shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
4. The maximum height of the monument sign shall be eight (8) feet tall (top of sign to grade).
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. All temporary signage/banners shall be removed prior to sign permit issuance.
7. Any additional signage for this facility shall be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).

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.

Exceptions granted:

- To install seven (7) wall signs

Motion carried.

#### **NEXT MEETING**

7. July 11, 2023

#### **ADJOURN**

8. Motion to Adjourn

Motion by Jerry Jones, second by Kimberly Meller to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:06 p.m.