

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, November 14, 2023

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

EXCUSED: Alderperson Trey Mitchell

STAFF/OFFICIALS PRESENT: Program Assistant Ellise Rose, Building Inspection Specialist Linnae Wierus, Director of Planning & Development Diane McGinnis-Casey and Community Development Planner Janet Duellman

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order at 4 pm.

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 October 24, 2023.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD NOVEMBER 14, 2023.

Motion made by Marilyn Montemayor, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Kimberly Meller.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Public Hearing regarding a Territorial and Project Plan amendments for Tax Incremental District (TID) 17.

Phil Cosson from Ehlers & Associates, Inc. explained the amendments from TID 17.

MOTION TO CLOSE THE PUBLIC HEARING REGARDING A TERRITORIAL AND PROJECT PLAN AMENDMENTS FOR TAX INCREMENTAL DISTRICT (TID) 17.

Motion made by Jerry Jones, seconded by Marilyn Montemayor.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Kimberly Meller.

6. Public Hearing regarding a Territorial and Project Plan Amendment for Tax Incremental District (TID) 18.

Phil Cosson from Ehlers & Associates, Inc. explained the amendments from TID 18.

MOTION TO CLOSE THE PUBLIC HEARING REGARDING A TERRITORIAL AND PROJECT PLAN AMENDMENTS FOR TAX INCREMENTAL DISTRICT (TID) 18.

Motion made by Jerry Jones, seconded by Marilyn Montemayor.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Kimberly Meller.

7. Consideration and possible action on approving the Territorial and Project Plan Amendments for Tax Incremental District (TID) 17.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Jerry Jones, seconded by Marilyn Montemayor.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Kimberly Meller.

8. Consideration and possible action on approving the Territorial and Project Plan Amendments for Tax Incremental District (TID) 18.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Jerry Jones, seconded by Marilyn Montemayor.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Kimberly Meller.

9. Application for Conditional Use with exceptions by Amy Lee to operate Chubby Bunny Boba at 3325A Business Drive.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS:

1. Prior to operation/occupancy, the applicant shall obtain all licenses and occupancy permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, food, alcohol, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Dumpsters and/or grease receptacles 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 Slating (PDS) material in order to effectively screen the dumpster. Dumpsters shall be screened and enclosed prior to issuance of an occupancy permit.
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 that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
7. 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.
8. 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 made by Jerry Jones, seconded by Marilyn Montemayor.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Kimberly Meller.

NEXT MEETING

10. November 28, 2023

The next meeting is scheduled to be held on November 28, 2023 at 4:00 pm.

ADJOURN

11. Motion to Adjourn

MOTION TO ADJOURN AT 4:26 PM.

Motion made by Jerry Jones, seconded by Marilyn Montemayor.

Voting yea: Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Braden Schmidt, Jerry Jones, Kimberly Meller.