

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, February 25, 2025

MEMBERS PRESENT: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Jerry Jones and Alderperson John Belanger

EXCUSED: Kimberly Meller and Braden Schmidt

STAFF/OFFICIALS PRESENT: Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

OPENING OF MEETING

1. Roll Call

Mayor Ryan Sorenson called the meeting to 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 February 11, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON FEBRUARY 11, 2025.

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Jerry Jones and Alderperson John Belanger

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for conditional use with exceptions by Old World Creamery to construct a building addition located at 1606 Erie Avenue.

MOTION TO CLOSE THE PUBLIC HEARINGS.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Jerry Jones and Alderperson John Belanger

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Application for conditional use with exceptions by Old World Creamery to construct a building addition located at 1606 Erie Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Jerry Jones and Alderperson John Belanger

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, water, sewer, health, food, State of Wisconsin, hazardous materials, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire department, etc.).
3. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc.
4. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
5. Submittal and approval of a landscape plan prior to building permit issuance. Landscaping shall be installed prior to issuance of an occupancy permit.
6. If using dumpsters, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
7. Outdoor storage of materials, products or equipment shall be prohibited.
8. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
9. Applicant shall obtain the necessary sign permits prior to installation.
10. All areas used for parking/maneuvering of vehicles shall be paved.
11. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
12. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
13. 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, street trees, etc.).
14. Absolutely no portion of the new building and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.).
15. 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.
16. 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.).
17. All Semi-trucks shall use designated truck routes in the City of Sheboygan.
18. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
19. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments

Exceptions granted:

- To have a setback of 21.9' on St. Clair Avenue
- To have a setback of 10' on N 17th Street

- From the locational landscaping requirements. Landscape Plan still required and required point must be met.

Motion carried.

7. Application for Site Plan Review by Elite Builds to construct a cold storage building located at 3502 Behrens Parkway

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Jerry Jones and Alderperson John Belanger

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, health, water, sewer, health, storm drainage, State of Wisconsin 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. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire/police departments, etc.).
3. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
4. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
5. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
6. Applicant shall obtain any necessary sign permits prior to installation.
7. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

Motion carried.

NEXT MEETING

8. March 11, 2025

The next meeting is scheduled to be held on March 11, 2025.

ADJOURN

9. Motion to Adjourn

MOTION TO ADJOURN AT 4:03 PM.

Motion made by Alderperson John Belanger, seconded by Kevin Jump

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Jerry Jones and Alderperson John Belanger

Motion carried.