

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION**  
**Tuesday, February 15, 2022**

**1. OPENING OF MEETING**

**MEMBERS PRESENT:** Mayor Sorenson, Jerry Jones, Marilyn Montemayor, John Motiska and Ryan Sazama

**MEMBERS EXCUSED:** David Hoffman and Alderperson Mitchell

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

**1.1 Call to Order**

Chair Mayor Sorenson called the meeting to order.

**1.2 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**1.3 Introduction of committee members and staff.**

Introductions were made.

**1.4 Identify potential conflict of interest.**

No committee member had a conflict of interest.

**2. MINUTES**

**2.1 Approval of the Plan Commission minutes from January 25, 2022..**

Motion by Jerry Jones, second by Marilyn Montemayor to approve. Motion carried.

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

**3.1 Application for Conditional Use Permit with exceptions by SETHLED, Inc. to install a new electronic message center readerboard on the exiting McDonald's pylon sign located at 3626 S. Taylor Drive.**

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. Applicant shall meet Sections 15.804(a) and (c) of the City of Sheboygan Zoning Ordinance relating to signage and pedestrian/traffic safety and sign timing/cycles. No signs containing flashing, intermittent or moving sections or intermittent or flashing lights shall be permitted.
4. Sign messages and/or location shall not create any pedestrian/vehicular conflicts.

5. The applicant may only make changes to the readerboard portion of the pylon sign (no changes to cabinet or support structure).
6. Any future wall signage for McDonald's and/or the service station shall be individual letter signs (no flat panel or interior lit cabinet signs).
7. 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.
8. The maximum size of the new electronic readerboard is 40sf (4.2 x 9.4).

Exceptions granted:

- To replace a manual readerboard with a new electronic message center readerboard on the legal nonconforming pylon sign.

Motion carried.

3.2 Application for Conditional Use Permit with exceptions by 416KY, LLC to operate multi-tenant commercial facility at 1416 Kentucky Avenue.

Motion by Jerry Jones, second by Marilyn Montemayor 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, 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 storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire department, etc.).
3. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
4. Outdoor display of automobiles, trucks, equipment, etc. affiliated with the auto sales business are not permitted to be displayed outdoors.
5. The applicant is not permitted to do auto repair/service from this building.
6. The property may not be used for the salvaging of unlicensed or inoperable vehicles, equipment, trailers, etc. (salvaging, storing, etc. may not take place inside the building or outside on the property).
7. If using dumpsters, the dumpsters 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 Slatting (PDS) material in order to effectively screen the dumpster. Dumpsters shall be screened and enclosed prior to issuance of an occupancy permit.
8. Outdoor storage of materials, products or equipment shall be prohibited.
9. All ground level and rooftop mechanicals shall be screened/enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
10. 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.
11. 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.
12. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs).

13. Any future/additional uses of the facility/property (such as multi-tenant facility), additions, site improvements, etc. may require conditional use permit and architectural review.
14. If the applicant proposes any type of exterior remodel/renovation to the building, City of Sheboygan Architectural Review Board approval is required prior to construction.
15. 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.

3.3 Application for Conditional Use Permit with exceptions by Mercy Yang to operate a microshading (semi-permanent makeup tattoo) home occupation business from her residence located at 1411 Camelot Boulevard.

Motion by Jerry Jones, second by Ryan Sazama to approve with the following conditions:

1. Applicant will meet all home occupation criteria listed in Section 15.206(8)(s).
2. Prior to construction, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, health, etc.
3. The home occupation may only utilize 25 percent of the living area of the dwelling.
4. The use of the dwelling unit for a home occupation shall in no way be incompatible with the character of nearby residential areas and in no instance shall a home occupation create a nuisance for neighboring properties.
5. Not more than one sign, not to exceed two square feet, non-illuminated and flush wall mounted only, will be used to advertise the home occupation. Applicant is required to obtain a sign permit. No temporary signage is permitted for home occupations.
6. The City of Sheboygan has the right of entry during the stated hours of operation to insure compliance per City of Sheboygan Ordinances and with this approval.
7. If any issues arise from the salon, the City may again review the conditional use permit.
8. If the applicant moves from the present location the conditional use permit will discontinue immediately.
9. If there are any amendments to the approved conditional use permit and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

3.4 Application for Conditional Use Permit with exceptions by Martha and Mike Pelzel to operate Four Season Comfort at 3313 N. 15th Street/1444 Pershing Avenue.

Motion by Jerry Jones, second by Ryan Sazama 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, hazardous materials, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc.
3. If using dumpsters, 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 Slatting (PDS) material in order to effectively screen and enclose the dumpster.
4. Outdoor storage of materials, products or equipment shall be prohibited.

5. Applicant shall remove barrel located within the fenced area on the north side of the building/property by April 29, 2022.
6. Applicant may keep the existing storage container located within the fenced area on the north side of the building/property. The container shall be painted to match the color of the building and this shall be completed by July 29, 2022.
7. All ground level and rooftop mechanicals shall be screened/enclosed and constructed of like materials and colors of the facility (HVAC equipment, hoods, venting, etc.).
8. 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.
9. All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall pave and/or landscape the all gravel areas on property by June 2, 2023. Applicant will obtain all required approvals including but not limited to site plan, storm water, landscaping, etc.
10. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
11. 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.
12. Proposed and future signage at this property/facility shall be individual letter signs (no flat panel or interior lit cabinet signs).
13. Applicant shall remove all unused signage and all signage referring to previous businesses.
14. 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).
15. 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.).
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. All vehicles shall be located on the private property (paved parking lot) and shall not be located on any City streets, public rights-of-way, landscape areas, etc.
18. Any future/additional uses of the facility/property (such as multi-tenant facility), additions, site improvements, etc. may require conditional use permit and architectural review.
19. If the applicant proposes any type of exterior remodel/renovation to the building, City of Sheboygan Architectural Review Board approval is required prior to construction
20. 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.

3.5 G. O. No. 38-21-22 by Alderperson Savaglio annexing territory from the Town of Sheboygan to the City of Sheboygan, Wisconsin.

Motion by Ryan Sazama, second by Jerry Jones to recommend approval. Motion carried.

#### **4. NEXT MEETING**

March 1, 2022

## **5. ADJOURN**

### **5.1 Motion to Adjourn**

Motion by Ryan Sazama, second by Marilyn Montemayor to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:30 p.m.