

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION**  
**Tuesday, January 25, 2022**

**1. OPENING OF MEETING**

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

**MEMBERS EXCUSED:** 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 11, 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 Skyline Health, LLC to operate Natures Best Market at 604 N. 8th Street (former Wisconsin Bank and Trust).**

Motion by Marilyn Montemayor, second by Ryan Sazama 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, storm drainage, health, 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. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility and shall be completed prior to issuance of an occupancy permit.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. Any unused mechanical boxes, equipment, etc. shall be removed from the site.

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. 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.
8. Applicant shall work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
9. Applicant shall to install individual letter signs – no cabinet or flat panel signs.
10. Applicant shall be permitted a freestanding monument sign for the site. Minimum setback of a monument sign is 12 feet to the property line. Maximum height of the monument sign is 8 feet.
11. All areas used for parking/maneuvering of vehicles shall be paved.
12. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
13. Any new ingress/egress driveway openings shall be improved to standard City specifications. All existing access drives that are no longer used shall be removed and all unused driveways shall be closed and improved to standard City specifications.
14. 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.
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, grading, etc.).
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. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
18. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
19. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way, neighboring properties, etc.).
20. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
21. 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.
22. 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).
23. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
24. 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.

### 3.2 Application for Conditional Use Permit with exceptions by Bray Architects to construct a new addition to the Sheboygan County Detention Center located at 2923 S. 31st Street.

Motion by Jerry Jones, second by David Hoffman 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, storm drainage, health, 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). Landscaping shall be installed prior to issuance of an occupancy permit.
4. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility and 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. 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.
8. Applicant shall work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
9. Applicant shall to install individual letter signs – no cabinet or flat panel signs.
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 shall be improved to standard City specifications. All existing access drives that are no longer used shall be removed and all unused driveways shall be closed and improved to standard City specifications.
13. 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.
14. 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, grading, etc.).
15. 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.).
16. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.

17. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
18. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way, neighboring properties, etc.).
19. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
20. 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.
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. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
23. 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.

Exception granted:

- From the locational landscaping requirements.

Motion carried.

3.3 Application for Conditional Use Permit with exceptions by A Million Dreamz, Inc. to operate A Million Dreamz Childhood Education and Care Center at 418 Geele Avenue (former Sheboygan Christian Elementary School).

Motion by Marilyn Montemayor, second by Ryan Sazama 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, storm drainage, health, hazardous materials, State of Wisconsin, 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 is responsible to ensure that the proposed family enrichment and child care center uses are meeting all Federal, State and Local codes.
3. Applicant shall work with the building inspection department regarding the phased development and use of the building. Applicant may only use the portions of the building that have been issued occupancy permit.
4. If required, submittal/approval of a proposed storm drainage plan prior to building permit issuance.
5. If required, 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). Landscaping shall be installed prior to issuance of an occupancy permit.
6. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Dumpster enclosure shall be completed prior to occupancy permit.
7. Outdoor storage of materials, products or equipment shall be prohibited.



8. 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.).
9. 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.
10. Applicant shall work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
11. Applicant shall to install individual letter signs – no cabinet or flat panel signs.
12. 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 8 feet. Sign shall be located outside of the 15 foot vision triangle.
13. Applicant shall remove all signage referring to previous uses.
14. Fencing shall be installed per Section 15.720(3)(c) of the City of Sheboygan Zoning Ordinance. Applicant shall work with staff with regards to constructing appropriate and well-designed fence and shall obtain the necessary permits prior to installation. If staff has any concerns with proposed fence design, the matter may be brought back to the Plan Commission for their consideration.
15. Any fencing to be installed along the east side of the property in the front/street yard shall be four (4) feet tall and 50% open (adjacent to 407 Euclid).
16. The installation of the six (6) foot tall fence on the east property line shall start/terminate at the northeast corner of the facility at its northern most point (no closer to the street yard than the northeast corner of the facility) so trucks or vehicles that use this driveway can clearly see pedestrian or vehicular traffic that may be traveling east along Euclid Avenue.
17. Applicant will install privacy slatting in the new section of six (6) foot tall fencing to be installed and within the existing fence along the rear yard of 2216 N. 4<sup>th</sup> Street (slatting starting at the northeast corner of the child care facility and terminating at the southwest corner of 2216 N. 4<sup>th</sup> Street).
18. All areas used for parking/maneuvering of vehicles shall be paved.
19. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
20. Applicant shall remove existing drive aisle in front of the new main entrance and shall install landscaping and sidewalk/ramps as depicted on the approved site plan. Applicant shall also replace and damaged or broken Euclid Avenue curbing in these driveway and entrance areas.
21. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
22. 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.
23. 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, grading, etc.).
24. 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.).

25. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
26. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
27. 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).
28. 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.
29. If there are any exterior alterations (other than the newly proposed entrance canopy along Euclid), those alterations will be reviewed by the City of Sheboygan Architectural Review Board.
30. Any future changes in use will require City of Sheboygan review/approval such as conditional use permit, site plan, etc. (daycare facility to a different use).
31. 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 total of 35 parking spaces.
- To construct a new entrance canopy along Euclid Avenue with a setback of 1.5 feet (stair canopy), a setback of eight (8) feet for the canopy along the north side of the building (over sidewalk/ramp) and a setback to the side/east property line of 39 feet.
- To install two (2) wall signs totaling 57sf (24sf facing Euclid Avenue and 33sf facing the parking lot and N. 5<sup>th</sup> Street).
- Applicant is proposing not to add any additional landscaping along the properties to the east.

Motion carried.

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

February 15, 2022

#### **5. ADJOURN**

##### **5.1 Motion to Adjourn**

Motion by John Motiska, second by Dave Hoffman to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:55 p.m.