



**Tuesday, January 11, 2022  
CITY PLAN COMMISSION - 4:00 PM**

**CITY HALL - COUNCIL CHAMBER  
828 Center Avenue, Sheboygan, WI 53081**

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**Persons with disabilities who need accommodations to attend the meeting should contact the Dept. of City Development at 920-459-3377 as soon as possible.**

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## **1. OPENING OF MEETING**

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**Subject**                      **1.1 ROLL CALL - Mayor Sorenson, Alderperson Mitchell, Ryan Sazama, Jerry Jones, Marilyn Montemayor, David Hoffman and John Motiska.**

Meeting                      Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category                      1. OPENING OF MEETING

Type                          Action

**Subject**                      **1.2 Pledge of Allegiance**

Meeting                      Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category                      1. OPENING OF MEETING

Type                          Action, Procedural

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

Meeting                      Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category                      1. OPENING OF MEETING

Type                          Action

**Subject**                      **1.4 Identify potential conflict of interest.**

Meeting                      Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category                      1. OPENING OF MEETING

Type                          Action

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## **2. MINUTES**

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**Subject**                      **2.1 Approval of the Plan Commission minutes from December 14, 2021.**

Meeting Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category 2. MINUTES

Type Action, Minutes

Recommended Action MOTION TO APPROVE MINUTES.

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

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**Subject 3.1 Application for Conditional Use Permit with exceptions by Peter Schwabe, Inc. to construct a new Tommy's Express Car Wash at 3627 Washington Avenue Frontage Road (former Perkins Restaurant).**

Meeting Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Type Action

Staff recommends approval of the conditional use permit subject to 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, 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 (applicant shall be in contact with building inspection, fire department, etc.).
3. The car wash facility and related equipment (i.e. vacuums, etc.) shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
4. Applicant shall obtain all necessary razing permits for all structures to be demolished. Once structures have been demolished, the applicant will maintain the site(s) in a clean and dust free condition.
5. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
6. 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.
7. 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.
8. Outdoor storage of materials, products or equipment shall be prohibited.
9. Any unused mechanical boxes, equipment, etc. shall be removed from the site.
10. Any fencing/retaining walls 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/retaining wall and shall obtain the necessary permits prior to installation. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
11. 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.).
12. 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.
13. 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.

14. Applicant shall to install individual letter signs – no cabinet or flat panel signs.
15. Applicant shall be permitted a freestanding monument sign for the site. Minimum setback of a monument sign is 12 feet (measured from the Tommy's Express Car Wash curb of the frontage road). Maximum height of the monument sign is 8 feet.
16. Applicant shall remove the base/pole of the former Perkins pylon sign located at the northwest corner of the property.
17. 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.
18. No sign shall be located on the roof or the top horizontal plane of the canopy.
19. All areas used for parking/maneuvering of vehicles shall be paved.
20. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
21. 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.
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. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way, neighboring properties, etc.).
28. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
29. 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.
30. 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).
31. It is the applicant's responsibility to confirm there are no easement and/or agreements with neighboring property owners (cross access easements, etc.)
32. Building permits shall be issued only at such time as the applicant can provide documentation that they own the parcel.
33. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
34. 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.

**File Attachments**

Tommy's Carwash - 3627 Washington Avenue Frontage Road.pdf (102 KB)

Tommy's Express Car Wash - 3627 Washinton Ave S. Frontage Road.pdf (7,088 KB)

**Subject** **3.2 Application for Conditional Use Permit with exceptions by Excel Engineering to construct a new Courtyard Hotel by Marriott on parcel #59281470610 (south of the Fairfield Inn located at 4117 S. Taylor Drive).**

**Meeting** Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

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

**Type** Action

Staff recommends approval of the conditional use and exceptions subject to 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, health, storm drainage, 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 the necessary liquor license in order to serve alcohol. Applicant may serve alcohol if and only if all required liquor licenses are obtained.
3. Submittal/approval of a proposed storm drainage plan prior to building permit issuance. If properties are sharing stormwater facilities (Courtyard and Fairfield Inn), the proper agreements/easements shall be officially documented and recorded prior to building permit issuance.
4. 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 meet the minimum number of landscaping points for these criteria and the bufferyard. Landscaping shall be installed prior to issuance of an occupancy permit.
5. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Dumpster enclosure shall be completed prior to issuance of an occupancy permit.
6. Outdoor storage of materials, products or equipment shall be prohibited.
7. 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.).
8. Any unused mechanical boxes, equipment, etc. shall be removed from the site.
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 (except for common property line/shared access drive area granted an exception).
10. Any fencing/retaining wall 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/retaining wall and shall obtain the necessary permits prior to installation. 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 work with staff with regards to appropriate signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
12. Applicant shall to install individual letter signs – no cabinet or flat panel signs.



13. 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 nine (9) feet (per exception).
14. All areas used for parking/maneuvering of vehicles shall be paved.
15. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
16. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
17. The parking lot and drives shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
18. 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.).
19. 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, drop off lane, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
20. 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.).
21. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
22. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
23. 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).
24. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
25. 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.
26. Prior to building permit issuance, the applicant will provide formal documentation that all required easements, agreements, etc. between the property owners have been officially recorded by Sheboygan County. Easements/agreements including but not limited to shared parking, access, utilities, storm drainage etc.
27. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building plans.
28. 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.

**File Attachments**

[Courtyard Hotel - S. Taylor Dr - Parcel # 59281470610.pdf \(111 KB\)](#)

[Courtyard Hotel - parcel #59281470610.pdf \(25,664 KB\)](#)

**Subject**

**3.3 Gen. Ord. No. 33-21-22 by Alderperson Perrella amending the City's Future Land Use Map of the Sheboygan Comprehensive Plan to change the Land Use Classification of property located on Erie Avenue - Parcel #59281204550 and Parcel #59281204560 from Employment to Multi-Family Residential Classification.**

Meeting Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Type Action

Motion to recommend the Common Council approve Gen. Ord. No. 33-21-22 by Alderperson Perrella amending the City's Future Land Use Map of the Sheboygan Comprehensive Plan to change the Land Use Classification of property located on Erie Avenue - Parcel #59281204550 and Parcel #59281204560 from Employment to Multi-Family Residential Classification.

File Attachments

[Heimrel and Partners Rezone & Comp Plan Amend - N. 13th and Erie.pdf \(104 KB\)](#)

[Heimrel and Partners Rezone & Comp Plan Amend - N. 13th and Erie.pdf \(3,910 KB\)](#)

**Subject 3.4 R. O. No. 111-21-22 and Gen. Ord. No. 34-21-22 by Alderperson Perrella amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification for property located on Erie Avenue – Parcel #59281204550 and Parcel #59281204560 from Class Urban Industrial (UI) to Urban Residential (UR-12) Classification.**

Meeting Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Type Action

Motion to recommend the Common Council approve R. O. No. 111-21-22 and Gen. Ord. No. 34-21-22 by Alderperson Perrella amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification for property located on Erie Avenue – Parcel #59281204550 and Parcel #59281204560 from Class Urban Industrial (UI) to Urban Residential (UR-12) Classification.

File Attachments

[Heimrel and Partners Rezone & Comp Plan Amend - N. 13th and Erie.pdf \(104 KB\)](#)

[Heimrel and Partners Rezone & Comp Plan Amend - N. 13th and Erie.pdf \(3,910 KB\)](#)

## 4. NEXT MEETING

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**Subject 4.1 January 25, 2022**

Meeting Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category 4. NEXT MEETING

Type Action

## 5. ADJOURN

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**Subject 5.1 Motion to Adjourn**

Meeting Jan 11, 2022 - CITY PLAN COMMISSION - 4:00 PM

Category 5. ADJOURN

Type Action

In compliance with Wisconsin's Open Meetings Laws, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall

Mead Public Library

Sheboygan County Administration Building

City's website