

CITY OF SHEBOYGAN

CITY PLAN COMMISSION

Tuesday, November 23, 2021

1. OPENING OF MEETING MEMBERS PRESENT: Mayor Sorenson, Marilyn Montemayor,  
David Hoffman,

Alderman Mitchell, Jerry Jones, and

Ryan Sazama MEMBERS EXCUSED:

John Motiska STAFF/OFFICIALS PRESENT:

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

Minutes:

2.1 Approval of the Plan Commission minutes from November 9, 2021.

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 and Sign Permit with exceptions by Cricket Wireless to install new signage at 2719 Calumet Drive.

Motion by Marilyn Montemayor, second by Dave Hoffman to approve with the following conditions: Applicant shall obtain the necessary sign and electrical permits prior to installation. 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. All proposed and future signage for any tenants

in this multi-tenant facility will be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.). Cricket has a temporary banner on their tenant space and shall immediately remove the banner at such time as any of the permanent signs are to be installed. Prior to sign permit issuance, the applicant shall obtain an occupancy permit allowing Cricket to occupy and operate from the property. Prior to sign permit issuance, applicant, tenant and/or building owner shall remove the temporary Auto Zone banner signs located in the City of Sheboygan Calumet Drive public right-of-way. Prior to sign permit issuance, TitleMax will remove all of their temporary flags. Tenants/owner shall construct a dumpster enclosure for the dumpsters presently located outside at the northeast corner of the parking lot on the north side of the property. The owner and/or tenants shall construct a dumpster enclosure similar to the existing dumpster enclosure located on the east side of the site by AutoZone (same design, materials and colors). The dumpster enclosure shall be completed by May 27, 2022. Exception granted: To have five

(5) wall signs Motion carried.

3.2 Application for Conditional Use Permit with exceptions by Corta Development to redevelop the vacant Shopko building into a multi-tenant retail facility at 518 S. Taylor Drive.

Motion by Jerry Jones, second by Ryan Sazama

to approve with the following conditions: 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, demolition, fire, water, sewer, storm drainage, health, etc. (Applicant

shall be in contact with building inspection, fire, police, etc.). Occupancy permits for each tenant will be granted only at such time as the applicant has met all requirements. If reconstructing the parking lot, submittal/approval of a proposed storm drainage plan prior to building permit issuance. Applicant shall work with City staff concerning any landscaping that may be modified or may be required based upon site improvements. If dumpsters are to be used, 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. Outdoor storage of materials, products or equipment shall be prohibited. Applicant shall remove garbage located at the southwest corner (back) of the building (parking/loading area). 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. 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.). 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 those areas granted an exception). Proposed and future signage at this site will be individual letter signs (no flat panel or interior lit cabinet signs). 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. Applicant shall remove all signage on the site/building referencing previous Shopko use. If proposing to replace the existing monument sign with a pylon sign for this development, the maximum height shall be 20 feet tall. 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. No temporary signage is permitted (banners, pennants, etc.). All areas used for parking/maneuvering of vehicles shall be paved. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, etc. 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.). 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.). Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way). City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility. 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. 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). If applicant proposes to lease space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve each tenant's proposed building design. Prior to building permit issuance, the applicant shall execute the developer's agreement and business loan. 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: To have a building setback for the new vestibule of 18.2 feet from the north/street yard property line. Motion carried.

3.3 Application for Conditional Use Permit with exceptions by CR Structures to construct a new convenience store and service station at the southeast corner of N. 26th Street and Superior Avenue.

Motion by Jerry Jones, second by Ryan Sazama

to approve with the following conditions: 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, alcohol, 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. 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.). The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc. Submittal/approval of a proposed storm drainage plan prior to building permit issuance. 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. In addition to the landscape plan, applicant will work with staff with regards to installation of street trees along the property's street frontages (number, type, location, etc.). The street trees will be provided on the landscape plan. The street trees are in addition to the required development landscape plan points (not counted as landscape plan points). If any street trees are removed for the project, the applicant will be required to reinstall those street trees. 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. Outdoor storage of materials, products or equipment shall be prohibited (no soda machines, product displays for sale, equipment, etc.). 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. 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.). 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. 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. Applicant shall install individual letter signs no cabinet or flat panel signs. 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. Maximum canopy sign square footage permitted is 20 sf for the gas fuel canopy signage. No sign shall be located on the roof or the top horizontal plane of the canopy. Applicant shall not be able to have string lights, pennants, inflatables, or other various types of temporary signage. The total height of any overhead canopy shall not exceed 20 feet as measured to the highest part of the structure (top of canopy to grade). All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall meet the minimum 10 foot paving setback to street property lines and minimum five (5) foot paving setback to all interior side or rear lot lines. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping. The

parking lot and

drive-through facilities shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts. 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. 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. 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.). 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.). Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way). 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). Building permits shall be issued only at such time as the applicant can provide documentation that the lots have been combined into one (1) parcel which has been officially recorded by Sheboygan County. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design and canopy. Outdoor display

of ice, propane and firewood is permitted but shall be properly maintained in an orderly fashion at all times (south end of the front/west side of the building and/or dumpster enclosure).

Yearly and/or seasonal outdoor display is not permitted in the street yards and/or in the fueling island under the canopy.

Prior to building permit issuance, the applicant shall work with staff and submit an updated site plan detailing exactly where these items will be displayed outdoors on the property (locations, dimensions, type of structures, etc.).

If staff has any concerns with the proposed outdoor display/storage, this matter may be brought back to the Plan Commission for review. The facility hours of operation shall be 5: 00 am to 10: 00 pm Sunday to Thursday and 5: 00 am to 11: 00 pm on Friday and Saturday. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, canopy, etc.), the applicant will be required to submit a new conditional use application reflecting those amendments. Exceptions granted: From the locational and bufferyard landscaping requirements To develop on a .5 acre lotMotion carried.

#### 4. NEXT MEETING

4.1 December 14, 2021

#### 5. ADJOURN

Motion by Jerry Jones, second by Dave Hoffman

to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4: 43