

CITY OF SHEBOYGAN

CITY PLAN COMMISSION

Tuesday, September 28, 2021

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

Ryan Sazama, and John Motiska MEMBERS EXCUSED:

Jerry Jones 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

Minutes:

2.1 Approval of the Plan Commission minutes from September 14, 2021.

Motion by Dave Hoffman, second by Ryan Sazama to approve. Motion carried.

### 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Application for Conditional Use and Sign Permit with exceptions by ReGenesys Laser and Wellness to install a new electronic reader board monument sign at 4027 S. Business Drive.

Motion by Marilyn Montemayor, second by Ryan Sazama to approve with the following conditions: Applicant shall resubmit sign design drawings to staff incorporating some design elements that match that of the building in terms of design, materials, colors, etc. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Applicant shall obtain the necessary sign permits prior to installation. 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. 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. The sign shall meet the minimum 12 -foot setback to the property line. It is the applicant s responsibility to insure the sign meets the required setbacks. The maximum height of the sign shall be 12 feet tall (top of sign to grade). Sign messages and/or location shall not create any pedestrian/vehicular conflicts. Any future wall signage shall be individual letter signs (no flat panel or interior lit cabinet signs). 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.Exception granted: To have a 12 foot tall monument sign.Motion carried.

Action:

3.2 Application for Conditional Use with exceptions by Bookworm Gardens to construct a new Nature School Yurt and restroom facility at 1415 Campus Drive.

Motion by Marilyn Montemayor, second by Dave Hoffman 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, 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. It is the applicant responsibility to insure all construction takes place outside the areas designated wetlands. Applicant may only impact areas designated as wetlands if and only if they have written documentation (license, permit, etc.) from the DNR permitting them to do so. 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. If dumpsters are to be used, the 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 for the first apartment building to be occupied. Outdoor storage of materials, products or equipment shall be prohibited. 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. 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. All areas used for parking/maneuvering of vehicles shall be paved. All areas that are not required to be paved shall be grass and/or approved landscaping. 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. Applicant is responsible for working with all private and public utilities in order to adequately service this apartment complex development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary). Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design. 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.

#### 4. NEXT MEETING

October 12, 2021

#### 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: 23 p.m.