

CITY OF SHEBOYGAN

CITY PLAN COMMISSION - 4: 00 PM

Tuesday, July 27, 2021

1. OPENING OF MEETINGMEMBERS PRESENT: Mayor Sorenson, Ryan Sazama, Jerry Jones, Marilyn Montemayor, David Hoffman,

and John MotiskaMEMBERS EXCUSED:

Alderperson MitchellSTAFF/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

July 13, 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 with exceptions by Logic Design and Architecture, Inc. to construct/operate a Starbucks Coffee Shop with Drive Thru at 2108 North Avenue.

Motion by Ryan Sazama, second by Jerry Jones 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. Submittal/approval of a proposed storm drainage plan prior to building permit issuance. If properties are sharing stormwater facilities, the proper agreements/easements shall be officially documented and recorded 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. 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. 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.). Any unused mechanical boxes, equipment, etc. shall be removed from the site. 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 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 eight (8) feet. 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. 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. There shall be no access to/from Schetter Avenue. 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). City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to water and sewer. 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. The Conditional use permit is approved if and only if the City of Sheboygan Department of City Development and/or Planning Commission approve the Certified Survey Map (CSM) reconfiguring lot lines and/or creating the parcels as proposed. City Development staff will sign the proposed CSM only if the proposal exactly matches the approved development plan/property layout. If there are any amendments to the approved site plan and/or parcel configuration, the applicant will have to submit an amended conditional use permit for review by the City of Sheboygan Plan Commission that accurately reflects any and all changes. Building permits will only be issued at such time as the applicant can provide documentation from Sheboygan County that the CSM has been officially recorded and the applicant can demonstrate that they are the owner of newly created lot. Prior to building permit issuance, the applicant is responsible for providing all shared agreements/easements between the subject property and adjoining properties including but not limited to ingress/egress, shared access, parking, stormwater facilities, utilities, etc. This easement document shall be officially recorded by Sheboygan County. 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. Exceptions granted: To have a zero (0) foot paving setback to the east and west property lines (for the shared access drive on the south end of the property along North Avenue. From the locational landscaping requirements. 3.2 R.O. 39 - 21 - 22 and G.O. 11 - 21 - 22 by Alderperson Dekker amending the City's Future Land Use Map of the Sheboygan Comprehensive Plan to change the Land Use Classification of property located at 530 - 532 S. 14 th Street (Parcel # 59281502500) from Class Neighborhood Preservation to Class Neighborhood Mixed Use Classification.

Motion by Marilyn Montemayor, second by Jerry Jones to recommend approval.  
Motion carried.

3.3 R.O. No. 39 - 21 - 22 and G.O. 12 - 21 - 22 by Alderperson Dekker amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Land Use Classification of property located at 530 - 532 S. 14 th Street (Parcel # 59281502500) from Class Neighborhood Residential (NR- 6) to Class Neighborhood Commercial (NC) Classification.

Motion by Jerry Jones, second by Dave Hoffman to recommend approval. Motion

carried.

#### 4. NEXT MEETING

August 10, 2021

#### 5. ADJOURN

##### 5.1 Motion to Adjourn

Motion by

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

Being no further business, the meeting was adjourned at 4: 18 p.m.