

CITY OF SHEBOYGAN

PLAN COMMISSION

September 29, 2020

1. OPENING OF MEETINGMEMBERS PRESENT: Mayor Michael Vandersteen, Dave Hoffman, Marilyn Montemayor, Don Cvetan and Ryan SazamaMEMBERS PRESENT BY PHONE: Alderperson Jim Bohren and

Jerry Jones STAFF/OFFICIALS PRESENT: Planning & Development Director Chad Pelishek and Manager of Planning & Zoning Steve Sokolowski

1.1 Call to order.

Chair Mayor Vandersteen 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 September 15, 2020.

Motion by Marilyn Montemayor, second by Don Cvetan to approve.

Motion carried.

### 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional use and variance application by Kwik Trip Inc. to construct a new Kwik Trip at the northwest corner of S. Business Drive and Broadway Avenue (former VanDerVart property).

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, 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 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. 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 carwash facility will meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc. 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. In addition to the landscape plan, applicant will work with staff with regards to installation of street trees along the properties 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. Outdoor display of firewood at the front of the store between the emergency exit door and the front vestibule is permitted. The outdoor display in this area will not cause any pedestrian and/or vehicular conflicts due to

visibility issues, its location, etc. Product shall be maintained in a neat and orderly fashion. Outdoor display of softener salt under our gas fueling canopy (three dashed squares under the canopy between each pair of gas pumps) is permitted. The outdoor display in this area will not cause any pedestrian and/or vehicular conflicts due to visibility issues, its location, etc. Product shall be maintained in a neat and orderly fashion. 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 (except for 10 sf panel sign above car wash entrance door ( Touch Free or Soft Touch ). 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 12 feet. Sign shall be located outside of the 15 foot vision triangle.

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. Sign messages and/or location shall not create any pedestrian/vehicular conflicts. Maximum canopy sign square footage permitted is 25 sf for the gas fuel canopy signage and for 30 sf for the Diesel Exit canopy sign only. No sign shall be located on the roof or the top horizontal plane of the canopy. 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. 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. The applicant will be permitted two (2) access drives from the private road that accesses the site from the west. The applicant shall redesign the site plan and submit that design to staff for review. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. 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. The easternmost access drive along Broadway Avenue shall be designed and constructed as a Right-In only (driveway closest to the S. Business Drive and Broadway intersection). 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). 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). Building permits shall be issued only at such time as the applicant can provide documentation that they own the parcel. Prior to building permit issuance, the applicant is responsible for providing all shared agreements/easements between Kwik Trip and adjoining properties including but not limited to ingress/egress, shared access, stormwater facilities, utilities, etc. 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. Conditional use permit is valid until May 31, 2022.

Applicant shall obtain a building permit by May 31, 2022 or the conditional use permit is null and void. Variances granted To have five (5) wall signs. To have a 12-foot tall monument sign. To have 25 sf "Kwik Trip" canopy signs on the fuel pump canopy. To have a 30 sf "Diesel Exit" canopy sign on the diesel pump canopy. To utilize an off-site storm water facility. To exceed .5 footcandles of light at the property lines per Kwik Trips lighting plan. From the locational and bufferyard landscaping requirements. For the conditional use permit to be valid until May, 31, 2022 Motion carried.

3.2 Final Plat Approval for Stonebrook Crossing Addition # 1 located south of Fox Meadows Subdivision between S. Business Drive and Moening Road (Phase 1).

Motion by Alderperson Bohren, second by Don Cvetan to approve with the following conditions:

The applicant shall obtain all subdivision approval from appropriate agencies including but not limited to City, County, State of Wisconsin, DNR, etc. Applicant shall submit final plats that meet the City of Sheboygan Subdivision Ordinance. A developer's agreement shall be executed prior to signing any final plats. Applicant shall submit temporary signage to staff for review. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Variance granted: The street standard proposed for Stonebrook Crossing Addition # 1 will be pavement with a

marked on street path with drainage ditch. Only the main streets (Stonebrook Drive and Rim Rock Road) will have the on street four (4) foot wide pedestrian/bike path that will be located on each side of the road.

No street trees required. Motion carried.

#### 4. NEXT MEETING

October 13, 2020

#### 5. ADJOURN

##### 5.1 Motion to Adjourn

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

Being no further business the meeting adjourned at 4: 40 p.m.