

CITY OF SHEBOYGAN

PLAN COMMISSION

MARCH 10, 2020

1. OPENING OF MEETING MEMBERS PRESENT: Dave Hoffman, Alderperson Jim Bohren, Mayor Michael Vandersteen, Marilyn Montemayor, and Ryan Sazama MEMBERS EXCUSED: Jerry Jones and Don Cvetan STAFF/OFFICIALS PRESENT: Planning and Developer Director Chad Pelishek, Manager of Planning and Zoning Steve Sokolowski, and City Administrator Darrell Hofland

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 February 25, 2020.

Motion by Marilyn Montemayor, second by Dave Hoffman to approve.

Motion carried.

### 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use and variance application by Sheboygan Leadership to install a new electronic readerboard monument sign at 1305 St. Clair Avenue.

Motion by Alderperson Bohren, second by Ryan Sazama to approve with the following conditions: 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 be setback five (5) feet from the sidewalk (14 feet to N. 14 th Street curb and 23 feet to St. Clair curb) and shall meet 15 foot vision triangle. It is the applicant s responsibility to insure the sign meets the required setbacks. Sign messages and/or location shall not create any pedestrian/vehicular conflicts. Any future wall signage will 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. Variance granted: To have a five (5) foot setback from sidewalk. Motion carried.

3.2 Conditional Use Application by Caressa Scott to operate Blessed Child Daycare at 1125 Michigan Avenue.

Motion by Alderperson Bohren, second by Ryan Sazama to approve with the following condition: Prior to operation/occupancy, the applicant shall obtain all licenses and occupancy permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, State of Wisconsin, etc.

An occupancy permit will be granted only at such time as the applicant has met all requirements. Applicant is responsible to ensure that the proposed family enrichment and child care center uses are meeting all Federal, State and Local codes and licensing requirements. If using dumpsters, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.

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.). Outdoor storage of materials, products or equipment shall be prohibited. 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 obtain the necessary sign permits prior to installation.

Proposed signage 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. If there are any exterior alterations, those alterations will be reviewed by the City of Sheboygan Architectural Review Board. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments. Motion carried.

3.3 Conditional Use application by Humane Society of Sheboygan County to utilize space in the multi-tenant facility for kenneling and an indoor dog park at 3115 N. 21 st Street.

Motion by Marilyn Montemayor, second by Alderperson Bohren to approve with the following conditions: Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, water, sewer, health, 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. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. 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 1707 of the City of Sheboygan Zoning Ordinance.

There shall be no spillover light onto adjacent streets and/or properties. Applicant shall obtain the necessary sign permits prior to installation.

Applicant shall be permitted to install individual letter signs no cabinet or flat panel signs.

If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. 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. Applicant shall work with staff with regards to constructing appropriate and well-designed kennel fence and shall obtain the necessary permits prior to installation.

The outdoor kennels will be enclosed with a six (6) foot high fence which shall match or coordinate with the color of the building.

Prior to installing the fencing, a layout plan and material samples shall be approved by the Plan Commission and/or City staff.

If staff has any concerns with proposed fence design, the matter may be brought back to the Plan Commission for their consideration.

Outdoor kennel fencing shall be installed per Section 15.720 (3)(c) of the City of Sheboygan Zoning Ordinance. All areas used for parking or maneuvering of vehicles shall be paved including the gravel driveway on the east side of the facility at 3115 N. 21 st Street.

All paving shall be completed prior to issuance of an occupancy permit for the new SCHS facility. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping. 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. Operation of the outdoor kennels shall include removal of all animal waste prior to the close of business each day, no overnight boarding within the outdoor area, and abatement of any runoff or any odors from the outdoor play area. Applicant shall not permit animal waste product to end up in the City storm drainage system.

The applicant shall be responsible for working with City engineering staff to adequately address animal waste product runoff into storm sewer concern. In no instance shall use of the outdoor kennels create a nuisance for neighboring properties (noise, smells, etc.) and/or the City with regards to waste product entering the City storm drainage system.

If the outdoor kennels creates a nuisance, the Plan Commission will have the authority to again review the conditional use permit. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit for such renovation. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, expanded square footage, indoor/outdoor use, etc.), the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

3.4 Conditional Use and variance application by Ron Becker to construct a new mini-storage building at the existing Transpo Mini-Storage facility located at 3515 Superior Avenue.

Motion by Alderperson Bohren, second by Marilyn Montemayor to approve with the following conditions: Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, water, sewer, storm drainage, hazardous materials, 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.). Applicant shall 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. Submittal and approval of a landscape plan prior to building permit issuance.

Landscape plan shall include a legend that shows how the four (4) landscape criteria are being met.

Landscaping shall be installed prior to issuance of an occupancy permit. The applicant shall install minimum six (6) foot tall arborvitaes. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.

If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen and enclose the dumpster. Outdoor storage of materials, products or equipment shall be prohibited. Any fencing shall be installed per Section 15.720 (3)(c) of the City Zoning Ordinance.

Applicant is required to submit specific fence details to staff for review/approval.

If staff has any concerns with the fence 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.

There shall be no spillover light onto adjacent streets and/or properties. Applicant shall obtain the necessary sign permits prior to installation.

If staff has any concerns with any proposed sign design, the matter may be brought back to the Plan Commission for their consideration.

Applicant shall be permitted to 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.

All areas used for parking or maneuvering of vehicles shall be paved. All areas used for parking or maneuvering of vehicles shall be paved. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications 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 street improvements, new and/or closed ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.). It will be the applicant s responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary. Applicant will provide adequate public access along adjacent streets and minimize the time period that these sidewalks/streets will be closed/affected. 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). Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve all proposed structures. If there are any amendments to the approved site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Variance granted: From the locational landscaping requirements. Motion carried.

3.5 Conditional Use and variance application by Ron Becker to construct new mini-storage buildings at the existing Transpo Mini-Storage facility located at 1210 S. 10 th Street.

Motion by Ryan Sazama, second by Alderperson Bohren to HOLD until the applicant has met with staff regarding drainage, landscape, and decrease variances.

Motion carried.

3.6 R.O. No. 165 - 19 - 20 by Director of Planning and Development, submitting the final Downtown Districts Activation and Placemaking Plan for the downtown, uptown, Indiana Avenue and Michigan Avenue districts.

Motion by Dave Hoffman, second by Alderperson Bohren to recommend the Common Council receive and file RO 165 - 19 - 20. Motion carried.

4. NEXT MEETING

March 24, 2020

5. ADJOURN

5.1 Motion to Adjourn

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

Being no further business the meeting adjourned at 4: 59 p.m.