

CITY OF SHEBOYGAN

PLAN COMMISSION

FEBRUARY 25, 2020

1. OPENING OF MEETINGMEMBERS PRESENT:

Mayor Michael Vandersteen, Alderperson James Bohren, Ryan Sazama, Jerry Jones, Marilyn Montemayor, David Hoffman and Don Cvetan. STAFF/OFFICIALS PRESENT:
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.

Introduction were made.

1.4 Identify potential conflict of interest.

No committee member has a conflict of interest.

2. MINUTES

2.1 Approval of the Plan Commission minutes from February 11, 2020.

Motion by Jerry Jones, second by Marilyn Montemayor to approve.

Motion carried.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use and variance application by Signs Unlimited, Inc., to improve the existing legal nonconforming pylon sign at Take 5 Oil Change located at 2757 Calumet Drive.

Motion by Alderperson Bohren, second by David Hoffman to approve with the following conditions: Applicant shall obtain the necessary sign permits prior to installation (pylon, wall, etc.).

Proposed wall signage will be individual letter signs (no flat panel or interior lit cabinet signs).

Applicant shall resubmit a pylon sign design proposal with a decorative cap. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Applicant shall remove all signage referring to the former Fast Track operation. 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. Sign permits for the 2757 Calumet Drive pylon sign proposal, shall be issued only at such time as the applicant verifies the Take 5 monument sign at 1328 Indiana Avenue meets the required minimum 12 foot setback to all property lines or moves the sign to meet the required minimum 12 foot setback to all property lines. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Variance granted: To modify and existing legal nonconforming pylon sign. Motion carried.

3.2 Conditional Use and variance application by JMKAC Art Preserve to construct a new ingress/egress driveway and to install temporary sign at 3636 Lower Falls Road.

Motion by Marilyn Montemayor, second by Jerry Jones to approve with the following conditions: Prior to construction, the applicant shall obtain all necessary permits and licenses including but not limited to building, street cut, stormwater, etc.

Submittal/approval of a proposed storm drainage plan prior to building permit issuance. Submittal and approval of a proposed landscape plan prior to building permit issuance. 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 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 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, etc.). Applicant will provide adequate public access along adjacent streets and minimize the time period that these sidewalks/streets will be closed/affected. 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. A sign permit shall be obtained prior to installing signage on the site.

Applicant shall work with staff with regards to appropriate signage.

If staff has any concerns with sign 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 be permitted to install individual letter signs no cabinet/flat panel signs. Applicant shall remove temporary sign by August 28, 2020. If there are any amendments to the approved conditional use permit and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Variance granted: To maintain a temporary 32 sf sign until August 31, 2020. Motion carried.

3.3 Conditional Use application by Dennis and Jamie Evans to operate Blast Soft Serve at 406 Pennsylvania Avenue.

Motion by Marilyn Montemayor, second by Alderperson Bohren to approve with the following conditions: 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, food, etc.

An occupancy permit will be granted only at such time as the applicant has met all requirements. If using dumpsters, 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/enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, 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 properties or the streets. Applicant shall obtain the necessary sign permits prior to installation.

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.

Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs).

Staff may bring the proposed signage design back to the Plan Commission for review/approval. 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. No temporary signage will be permitted at the site (pennants, banners, 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). 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, etc.). 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. 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.). 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 use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

4. NEXT MEETING

March 10, 2020

5. ADJOURN

5.1 Motion to Adjourn

Motion by Jerry Jones, second by Ryan Sazama to adjourn.

Motion carried.

Being no further business the meeting was adjourned at 4: 22 p.m.

