

CITY OF SHEBOYGAN

PLAN COMMISSION

OCTOBER 15, 2019

1. OPENING OF MEETING MEMBERS PRESENT: Jerry Jones, Alderperson Jim Bohren, Marilyn Montemayor, Dave Hoffman, Mayor Michael Vandersteen, and Don Cvetan MEMBERS EXCUSED: Ryan Sazama 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 has a conflict of interest.

2. MINUTES

2.1 Approval of the Plan Commission minutes from September 24, 2019.

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

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use application by George Bee Yang to convert 2 nd floor office space into two apartments at 1227 N. 9 th Street.

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, 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. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen the dumpster.

The dumpster shall not be placed along the 9 th Street property line. Outdoor storage of materials, products or equipment shall be prohibited.

The dumpsters shall not be located along the public streets. 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 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.

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

Applicant shall remove all signage pertaining to businesses that no longer operate from the site (Scotts Home Improvement). Any 1 st and/or 2 nd floor use changes will require the applicant to obtain all necessary land use and building approvals/permits prior to occupancy (future uses and/or phases may require conditional use permits, building/mechanical permits, occupancy permits, etc.). 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 use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

3.2 Conditional Use and variance application by A Million Dreamz, Inc. to operate a family enrichment and child care center at 1423 N. 29 th Street.

Motion by Marilyn Montemayor, 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, State of Wisconsin, 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 is responsible to insure that the proposed family enrichment and child care center uses are meeting all Federal, State and Local codes. Applicant shall work with the building inspection department regarding the phased development and use of the building.

Applicant may only use the portions of the building that have been issued occupancy permit. 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. 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 (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 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.

Sign shall be located outside of the 15 foot vision triangle. Fencing 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 and shall obtain the necessary permits prior to installation. If staff has any concerns with proposed fence design, the matter may be brought back to the Plan Commission for their consideration. Storage shed shall be constructed of like materials and colors of the facility.

If staff has any concerns with proposed storage shed design, the matter may be brought back to the Plan Commission for their consideration. All areas used for parking/maneuvering of vehicles shall be paved.

Applicant shall meet the minimum required 10 foot setback from the property line for the new parking lot to be constructed along Superior Avenue. 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. 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. 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). 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/ creating the parcel 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. Applicant shall submit a Certified Survey Map (CSM) that meets the City of Sheboygan Subdivision Ordinance. Building permits shall be issued only at such time as the applicant can provide documentation from Sheboygan County that the CSM has been officially recorded and that the lots as depicted on the approved site plan have been created. Prior to building permit issuance, the

City of Sheboygan Architectural Review Board shall review/approve all proposed structures including but not limited to main building, accessory structures, etc. 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. Variance Granted: To have a six (6) foot solid fence in the front/street yard. To have a zero (0) foot paving setback. To have a total of 22 parking spaces. From the locational and bufferyard landscape requirements. Motion carried.

3.3 Communication 1 - 19 - 20, 2 - 19 - 20 and 3 - 19 - 20 from Chris Merklein, Director of Development, Van Horn Real Estate, requesting encroachments for Kingsbury Village Apartments.

Motion by Alderperson Bohren, second by Dave Hoffman to file the communications and draft an ordinance granting the encroachment requests. Motion carried.

4. NEXT MEETING

October 29, 2019

5. ADJOURN

5.1 Motion to Adjourn

Motion by Jerry Jones, second by Alderperson Bohren to adjourn. Motion carried.

Being no further business the meeting was adjourned at 4: 19 p.m.