

CITY OF SHEBOYGAN

PLAN COMMISSION

SEPTEMBER 10, 2019

\*\*\*AMENDED\*\*\*

1. OPENING OF MEETINGMEMBERS PRESENT: Don Cvetan, Ryan Sazama, Marilyn Montemayor, Mayor Michael Vandersteen, Jerry Jones, Dave Hoffman, and Alderperson Jim BohrenSTAFF/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 with any item on this agenda.

2. MINUTES

2.1 Approval of the Plan Commission minutes from August 27, 2019.

Motion by Marilyn Montemayor, second by Ryan Sazama to approve. Motion carried.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use and variance application by Marshall Sign to install a new Lakeshore Technical College (LTC) projecting sign at 1320 Niagara Avenue.

Motion by Alderperson Bohren, second by Marilyn Montemayor to approve with the following conditions: Applicant shall obtain all necessary permits prior to installation of the sign. Maximum square footage of projecting sign is 56 sf. Maximum projection over right-of-way is 4.5 feet. Projecting sign shall be located a minimum of 10 feet above grade (bottom of sign to grade). Swinging projecting signs are not permitted. Any future signage for applicant and/or tenants shall be individual letter signs no cabinet or flat panel signs. 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. If there are any amendments to the approved plans, the applicant will be required to submit a new conditional use application reflecting those amendments. Variances granted: For a 56 sf sign. To install an interior lit projecting sign. Motion carried.

3.2 Conditional Use application by Foodworks Holding to construct a new building addition and to operate a new grocery store at 731 Pennsylvania Avenue.

Motion by Jerry Jones, second by Dave Hoffman to approve with the following condition: 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, demolition, fire, water, sewer, storm drainage, health, alcohol, etc.. Applicant shall obtain the necessary liquor license in order to serve alcohol.

Applicant may serve liquor/alcohol if and only if all required liquor licenses are obtained. Applicant shall adequately monitor/regulate and maintain the outdoor area. 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. If using dumpsters, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Outdoor storage of materials 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 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 will be required to obtain a sign permit for each sign to be installed on the property prior to installation. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs). All signs shall meet the 8 th Street design guidelines.

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. All areas used for parking/maneuvering of vehicles shall be

paved. All areas that are not required to be paved shall be grass and/or approved landscaping. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, 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/or closed ingress/egress driveway openings, curb, gutter, sidewalk, landscape boulevard, 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 public streets/alley and will take all appropriate actions to minimize the time period that these streets/alley will be closed/affected. Streets, alleys and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant. 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 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. 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. Motion carried.

3.3 Conditional Use application by 575 Riverwoods Partners, LLC to construct site improvements and to operate a multi-tenant facility from 1213 Pennsylvania Avenue (former Mayline facility).

Motion by Jerry Jones, 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, demolition, fire, water, sewer, storm drainage, health, etc. Occupancy permits for each tenant will be granted only at such time as the applicant has met all requirements. If reconstructing the parking lot, submittal/approval of a proposed storm drainage plan prior to building permit issuance. Applicant shall work with City staff concerning any landscaping that may be modified or may be required based upon site improvements.

Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.

Applicant will provide plans that show the location of any dumpsters and will provide plans that show how the dumpster is to be screened and enclosed (design, materials, colors, location, etc.). Outdoor storage of materials (pallets) 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 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 will be required to obtain a sign permit for each sign to be installed on the property 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. 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 remove all signage on the site and building that reference Mayline. No temporary signage is permitted (banners, pennants, etc.). Applicant shall remove or appropriately repair the weathered fence along Pennsylvania Avenue (repair, paint, stain, remove, etc.). 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. Applicant shall remove all gravel/stone used for the parking and/or maneuvering of vehicles on the west side of the building driveway. All areas used for parking/maneuvering of vehicles shall be paved. All areas that are not required to be paved shall be grass and/or approved landscaping. 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. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, etc. Nothing will be located on the City Sheboygan public right-of-way unless the required encroachments are obtained. 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/or closed ingress/egress driveway openings, curb, gutter, sidewalk, storm water, pavement, utilities, retaining walls, street trees, etc.). If applicant proposes to lease space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy.

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 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. Applicant shall remove or appropriately repair all damaged man door canopies. If there are to be any remodel/renovations 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 remodel/renovation. 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. Motion carried.

3.4 Discussion and possible action on High Pointe Apartment request.

Motion by Dave Hoffman, second by Alderperson Bohren to approve request to 91 units.

4. NEXT MEETING

September 24, 2019

5. ADJOURN

5.1 Motion to Adjourn

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

Being no further business the meeting was adjourned at 4: 32 p.m.