

CITY OF SHEBOYGAN

PLAN COMMISSION

JULY 9, 2019

1. OPENING OF MEETING MEMBERS PRESENT: Don Cvetan, Ryan Sazama, Alderperson Jim Bohren, Mayor Michael Vandersteen, Marilyn Montemayor, and David Hoffman MEMBERS EXCUSED: Jerry Jones 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.

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 June 25, 2019.

Motion by Marilyn Montemayor, second by Alderperson Bohren to approve. Motion carried.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use Permit application by Jane Gress to operate Union Cup at 1201 Union Avenue.

Motion by Alderperson Bohren, second by David Hoffman to approve with the following conditions: Applicant will be required to meet and/or obtain all codes, requirements, licenses, etc. to operate and to utilize the building including but not limited to building, electrical, plumbing, 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. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen the dumpster. 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 work with staff with regards to appropriate signage.

Proposed wall signage will be individual letter signs (no flat panel or interior lit cabinet signs). Applicant shall obtain the necessary sign permits prior to installation (proposed projecting sign).

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. No temporary signage and/or fluttering, undulating, swinging, rotting, or otherwise moving signs, pennants, banners or other decorations shall be permitted on the building or in the area around the food truck. No portion of the building and/or site improvements shall cross property lines nor shall take place upon the City of Sheboygan public right-of-way including but not limited to buildings, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, 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. Any new or modified ingress/egress driveway openings and any existing driveways to be closed shall be improved to standard City specifications. Applicant is responsible for installing driveway/parking area to code. 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 plans, 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 the Rightway Club to construct a new outdoor pavilion at their facility/property located at 4627 S. 12 th Street.

Motion by Marilyn Montemayor, second by David Hoffman to approve with the following conditions: Prior to construction and operation, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, storm drainage, wetlands, DNR, etc. Submittal/approval of a proposed storm drainage plan prior to building permit issuance. 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. Outdoor storage of materials, products or equipment shall be prohibited.

The pavilion may not be used as a storage structure. 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. If signage is to be installed, the applicant shall work with staff with regards to constructing appropriate and well-designed signage and shall obtain the necessary sign permits prior to installation. Applicant shall be permitted to install individual letter signs no cabinet or flat panel signs. 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. Maximum size of pavilion is 960 sf and the applicant may not enclose the structure (the pavilion must be open air no walls). 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: To build a 960 square feet (24 x 40) pavilion structure. Motion carried.

#### 4. NEXT MEETING

July 23, 2019

#### 5. ADJOURN

##### 5.1 Motion to Adjourn

Motion by Marilyn Montemayor, second by David Hoffman to adjourn. Motion carried.

Being no further business the meeting was adjourned at 4: 27 p.m.