

CITY OF SHEBOYGAN

AMENDED PLAN COMMISSION

MAY 28, 2019

1. OPENING OF MEETINGMEMBER PRESENTS: Jerry Jones, Alderperson Jim Bohren, Ryan Sazama, Mayor Michael Vandersteen, David Hoffman, and Marilyn MontemayorMEMBER EXCUSED: Don CvetanSTAFF/OFFICIALS: Planning & Development Director Chad Pelishek, Manager of Planning & Zoning Steve Sokolowski, Assistant to the City Administrator Carrie Arenz, City Administrator Darrell Hofland, Director of Public Works David Biebel, and Chief of Police Christopher Domagalski

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 with any item on this agenda.

2. MINUTES

2.1 Approval of the Plan Commission minutes from May 14, 2019.

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

Motion carried.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use application by Sheboygan Leadership Academy to permit operation of an indoor warehouse space at the school located at 1305 St. Clair Avenue.

Motion by Jerry Jones, seconded 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, water, sewer, storm drainage, health, hazardous materials, etc.

An occupancy permit shall be granted only at such time as the applicant has met all requirements. No storage of hazardous materials will be permitted.

If considering storage of hazardous materials the 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. 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 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 wall signage will be individual letter signs (no flat panel or interior lit cabinet 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 is permitted (banners, pennants, etc.). All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way or other owner's private property). 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 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.

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.

3.2 Special Use application by Sheboygan County Halfway House, Inc. (the Abode) to operate Community Based Residential Facilities from 1117 Clara Avenue (former Our Place CBRF).

Motion by Marilyn Montemayor, seconded by Ryan Sazama 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, fire, water, sewer, storm drainage, health, State of Wisconsin, etc.

An occupancy permit shall be granted only at such time as the applicant has met all requirements. Applicant will provide City with their State of Wisconsin CBRF license. If dumpsters are used, 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 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 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. 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.

3.3 Special Use application by Jordan Wakefield and Trisha Daniels to operate Brick and Mortar at 1104 N. 8 th Street (former Surprises Retail).

Motion by Marilyn Montemayor, seconded 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, 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 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. Proposed wall signage will be individual letter signs (no flat panel or interior lit cabinet signs). All signs shall meet the 8 th Street design guidelines. Window signs shall not cover more than 20 % of the total glazed area of the store front and shall not obscure the display area. 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.

(5 - 1: Bohren)

3.4 Res. No. 17 - 19 - 20 by Alderpersons Wolf and Sorenson approving the Capital Improvements Program as recommended by the Capital Improvements Commission for the program period of 2020 - 2024 and adopting the program for implementation.

Motion by Alderperson Bohren, seconded by Ryan Sazama to approve.

Motion carried. (4 - 2: Mayor Vandersteen and Jones -nay)

Motion by Marilyn Montemayor, seconded by David Hoffman to re-open.

Motion carried.

Motion by David Hoffman to move the \$50,000.00 for the Bike Share Program from the 2021 budget to 2020.

Motion failed due to lack of second.

3.5 Discussion and possible action on proposed solar zoning ordinance amendments.

Motion by Alderperson Bohren, second by Marilyn Montemayor to approve staff moving forward of the proposed solar zoning ordinance amendments.

Motion carried.

4. NEXT MEETING

June 11, 2019

5. ADJOURN

5.1 Motion to Adjourn

Motion by Jerry Jones, seconded by Ryan Sazama to adjourn. Motion carried.

Being no further business the meeting was adjourned at 5: 23 p.m.