

CITY OF SHEBOYGAN

PLAN COMMISSION

NOVEMBER 27, 2018

1. OPENING OF MEETING MEMBERS PRESENT: Alderperson Jim Bohren, Jerry Jones, Mayor Michael Vandersteen, Marilyn Montemayor, and Ryan Sazama MEMBERS EXCUSED: Bill Thiel MEMBERS ABSENT: 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 with any item on this agenda.

2. MINUTES

2.1 Approval of the Plan Commission minutes from November 13, 2018.

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 Adam Mendez to operate Elegant Ink Tattoo Studio at 511 N. 8 th Street.

Motion by Jerry Jones, seconded 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, alcohol, etc.

An occupancy permit will be granted only at such time as the applicant has met all requirements. If using a dumpster, the 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 properties or the streets. Applicant shall obtain the necessary sign permits prior to installation.

Applicant shall be permitted to install individual letter signs no cabinet or flat panel signs.

Signs shall meet the 8 th Street design guidelines.

Window signs shall not cover more than 20 % of the total glazed area of the storefront.

If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Applicant shall not be able to have banners, pennants, inflatables, or other various types of temporary signage. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy. 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 use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments. Motion carried.

3.2 Conditional Use and variance application by Azura, LLC to construct building additions and to reconstruct a parking lot at Azura Memory Care of Sheboygan located at 2611 and 2629 Indiana Avenue.

Motion by Jerry Jones, seconded by Marilyn Montemayor 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, storm drainage, 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. 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.

Landscaping shall be installed prior to occupancy.

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. 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. If fencing is to be installed, fence shall be installed per Section 15.720 (3)(c) of the City of Sheboygan Zoning Ordinance.

Applicant is required to submit specific fence details to staff.

If staff has any concerns with the fence design, the matter may be brought back to the Plan Commission for their consideration (fencing would need a decorative design). Applicant shall obtain the necessary sign permits prior to installation. 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. 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. All areas used for parking/maneuvering of vehicles shall be paved prior to issuance of an occupancy permit. Applicant is responsible for maintaining access for the property owner to the south per the ingress/egress easement between the properties. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping. 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. 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 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). 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 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. Variances granted:

To have a zero (0) foot paving setback along the south common property line.

From the locational and bufferyard landscaping requirements. Motion carried.

4. NEXT MEETING

December 11, 2018

5. ADJOURN

5.1 Motion to Adjourn

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

Being no further business the meeting was adjourned at 4: 25 p.m.