

CITY OF SHEBOYGAN

PLAN COMMISSION

OCTOBER 23, 2018

1. OPENING OF MEETINGMEMBERS PRESENT: Mayor Michael Vandersteen, Alderperson Jim Bohren, Ryan Sazama, Marilyn Montemayor, and Bill ThielMEMBERS EXCUSED: Don Cvetan and Jerry Jones

STAFF/OFFICIALS PRESENT: Manager of Planning & Zoning Steve Sokolowski and Planning & Development Director Chad Pelishek

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.

Alderperson Bohren will be abstaining from item 3.3 due to a conflict of interest.

2. MINUTES

2.1 Approval of the Plan Commission minutes from October 9, 2018.

Motion by Marilyn Montemayor, seconded by Alderperson Jim Bohren to approve.

Motion carried.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use and variance application by RLO Sign, Inc. to install a new electronic readerboard monument sign at Wilson Elementary School located at 1625 Wilson Avenue.

Motion by Alderperson Jim Bohren, seconded by Bill Thiel to approve with the following conditions:

Applicant shall obtain the necessary sign permits prior to installation. Maximum height of sign is eight (8) feet (top of sign to grade). Sign shall meet the minimum the minimum 12 foot setback to all property lines (closest edge of sign to property line). Applicant is responsible to insure the sign meets the required setbacks. Applicant shall meet Sections 15.804 (a) and (c) of the City of Sheboygan Zoning Ordinance relating to signage and pedestrian/traffic safety and sign timing/cycles. No signs containing flashing, intermittent or moving sections or intermittent or flashing lights shall be permitted. 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. Sign messages and/or location shall not create any pedestrian/vehicular conflicts. Variance granted: To permit a 36 sf monument sign. Motion carried.

3.2 Conditional Use application by Sheboygan Area School District to occupy/operate Tower and Forward Special Education Programs from 832 Niagara Avenue (former Maritime Insurance Building).

Motion by Marilyn Montemayor, seconded by Jerry Ryan Sazama 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, the 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 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. 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. Alderperson Jim Bohren proposed an amendment to include a condition limiting the total number of students to 35.

The motion failed due to lack of a second. The original motion carried.

3.3 Conditional Use and variance application by M&K 3411 Lakeshore, LLC to create a new tenant space, to install new signage and to construct a parking lot addition at 3411 Lakeshore Road.

Motion by Marilyn Montemayor, seconded by Bill Thiel 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, 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. 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). Landscape plan shall also meet the bufferyard 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 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 obtain the necessary sign permits prior to installation. Sign shall be located in the exact same location (shall not be moved any closer to the property line). Applicant shall provide a decorative cap on the proposed monument sign. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Maximum height of sign is ten (10) feet (top of sign to grade). All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall meet all required paving setbacks. 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. 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, 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 development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary). 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 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 renovation. 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 install a 10 foot high monument sign. Motion carried (4 - 0 - 1 abstained: Bohren).

3.4 Conditional use and variance application by CCM-Sheboygan 7 Penn, LLC to construct new apartments on the former Sheboygan County parking lot property located at the northeast intersection of N. 7 th Street and Center Avenue (Parcel # s 59281110750, 59281110810, 59281110820, 59281110840 and 59281110850).

Motion by Ryan Sazama, seconded by Alderperson Jim Bohren 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. Applicant shall obtain all necessary razing permits for all structures to be demolished. Once structures have been demolished, the applicant will maintain the site(s) in a clean and dust free condition. 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). Landscape plan shall also meet the bufferyard requirements. 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 unit to be occupied. Outdoor storage of materials, products or equipment shall be prohibited. 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). 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. All areas used for parking/maneuvering of vehicles shall be paved. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping. Any new ingress/egress driveway openings shall be improved to standard City specifications. All existing access drives on Pennsylvania Avenue shall be removed and all unused driveways shall be closed and improved to standard City specifications. Applicant shall replace all street trees that are required to be removed along N. 7 th Street and Pennsylvania Avenue. 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.). 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, retaining walls, street trees, etc.). 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). All vehicles, equipment, materials, products, etc. shall be located on the applicant s property (no storage on public rights-of-way). City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility. 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. Applicant will work with Shoreline Metro to lease a minimum of eight (8) parking spaces. Applicant shall provide documentation to staff that they have leased these eight (8) spaces from Shoreline Metro prior to obtaining an occupancy permit. If there are parking issues that arise in this area due to the construction and use of this development, the applicant shall be responsible for adequately addressing these parking concerns/issues. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy. Building permits shall be issued only at such time as the applicant can provide recorded documentation from Sheboygan County that the five (5) parcels have been combined into one (1) parcel as depicted on the approved site plan. 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 building height of 52 - 62 feet high. To have 66 units on 1.03 acres of land. To have a minimum lot area of 660 sf per unit. From the locational landscaping requirements. Motion carried.

4. NEXT MEETING

November 13, 2018

5. ADJOURN

5.1 Motion to Adjourn

Motion by Bill Thiel, seconded by Alderperson Jim Bohren to adjourn. Motion carried.

Being no further business the meeting was adjourned at 5: 30 p.m..