

CITY OF SHEBOYGAN

PLAN COMMISSION

JULY 24, 2018

1. OPENING OF MEETINGMEMBERS PRESENT: Marilyn Montemayor, Bill Thiel, Jerry Jones, Mayor Michael Vandersteen, Ryan Sazama, Alderperson Jim Bohren, and Don CvetanSTAFF/OFFICIALS PRESENT:

City Administrator Darrell Hofland, Finance Director Nancy Buss, 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 at 4: 00 p.m.

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 the agenda.

2. MINUTES

2.1 Approval of the Plan Commission minutes from July 10, 2018.

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

Motion carried.

### 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Public Hearing regarding the proposed project plans, boundaries and creation of Tax Incremental Districts No. 17 & 19.

Citizens inquired about the boundaries, what the TID classification meant for their property and property taxes, the proposed path, and if Kentucky Avenue is scheduled to be reconstructed.

Motion by Marilyn Montemayor, seconded by Bill Thiel to close the Public Hearing.

Motion carried.

3.2 Motion to Common Council to approve TID 17 creation.

Motion by Marilyn Montemayor, seconded by Bill Thiel to recommend approval for both the boundaries and plan for TID 17.

Motion carried.

3.3 Motion to Common Council to approve TID 19 creation.

Motion by Marilyn Montemayor, seconded by Bill Thiel to recommend approval for both the boundaries and plan for TID 17.

Motion carried.

Darrell Hofland and Nancy Buss left the meeting at 4: 37 p.m.

3.4 Conditional Use and variance application by Marshall Sign to install a new electronic readerboard monument sign at Lutheran Church of Our Redeemer located at 3027 Wilgus Avenue.

Motion by Marilyn Montemayor, seconded by Alderperson Bohren 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 eight (8) foot setback to the Wilgus Avenue property line (closest edge of sign to property line).

It is the applicant's responsibility 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. The proposed colors and materials of the brick base shall match the existing church building colors and materials so that they are consistent and match.

Applicant shall provide staff with a sample of this brick to verify it matches with the church. 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. Variances granted For an eight (8) foot sign setback to the north/Wilgus Avenue property line. To install a 72 square foot sign. Motion carried.

3.5 Conditional Use Permit and variance application by Sheboygan Chevrolet to construct a new parking lot addition at their dealership located at 3400 S. Business Drive.

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, State of Wisconsin DNR, Army Corp of Engineers, floodplain, 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 may only impact areas designated as wetlands if and only if they have written documentation (license, permit, etc.) from the DNR permitting them to do so. Applicant shall provide such documentation to the Department of City Development prior to building permit issuance and prior to impacting any designated wetlands. 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. 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 lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. 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. Applicant shall meet the minimum required paving setback of five (5) feet for all new areas to be paved. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications. 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. 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. Variance granted From the locational landscape requirements. Motion carried.

3.6 Conditional use application by Mark Chrest to construct a new 2 nd floor apartment addition at 817 New York Avenue.

Motion by Jerry Jones, seconded by Don Cvetan 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, storm drainage, etc.

An occupancy permit will be granted only at such time as the applicant has met all requirements. 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 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.

Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications. Applicant will provide adequate public access along streets and the parking lot/alley and will take all appropriate actions to minimize the time period that the street will be closed/affected. 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 shall obtain the necessary sign permits prior to installation.

Proposed signage will be individual letter signs and shall meet the 8 th Street design guidelines (no flat panel or interior lit cabinet signs).

Prior to building permit issuance, the applicant shall submit material and color samples as required by the City of Sheboygan Architectural Review Board as a condition of approval.

The colors and materials are to complement/match the existing building.

Prior to building permit issuance, applicant shall provide written

authorization from the property owner that the owner is acceptable to the construction project as proposed. If there are any amendments to the site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

3.7 Conditional Use and variance application by Ron Becker to construct a new mini-storage building at the existing Transpo Mini-Storage facility located at 3515 Superior Avenue.

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

An occupancy permit will be granted only at such time as the applicant has met all requirements. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (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. 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 include a legend that shows how the four (4) landscape criteria are being met.

Landscaping shall be installed prior to issuance of an occupancy permit. 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 Slatted (PDS) material in order to effectively screen and enclose the dumpster. Outdoor storage of materials, products or equipment shall be prohibited. Any fencing shall be installed per Section 15.720 (3)(c) of the City Zoning Ordinance.

Applicant is required to submit specific fence details to staff for review/approval.

If staff has any concerns with the fence design, the matter may be brought back to the Plan Commission for their consideration. 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.

There shall be no spillover light onto adjacent streets and/or properties. 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. All areas used for parking or 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 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 street improvements, new and/or closed ingress/egress driveway openings, curb, gutter, sidewalk, 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 adjacent streets and minimize the time period that these sidewalks/streets will be closed/affected. 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. All vehicles, equipment, materials, products, etc. shall be located on the applicant s property (no storage on public rights-of-way). 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: From the locational landscaping requirements. Motion carried.

#### 4. NEXT MEETING

Next meeting will be August 14, 2018.

#### 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: 02 p.m.