

CITY OF SHEBOYGAN

PLAN COMMISSION

JULY 10, 2018

1. OPENING OF MEETING MEMBERS PRESENT: Bill Thiel, Marilyn Montemayor, Alderperson Jim Bohren, Jerry Jones, and Ryan Sazama MEMBERS EXCUSED: Don Cvetan and Mayor Michael Vandersteen STAFF/OFFICIALS:

Director of the Department of Public Works David Biebel, Superintendent of Parks and Forestry Joe Kerlin, and Manager of Planning & Zoning Steve Sokolowski

Vice Chair Jerry Jones called the meeting to order.

1.1 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.2 Introduction of committee members and staff.

Introductions were made.

2. ITEMS FOR ACTION

2.1 Identify potential conflict of interest.

No committee member had a conflict of interest with any item on this agenda.

2.2 Approval of the Plan Commission minutes from June 26, 2018.

Motion by Marilyn Montemayor, seconded by Bill Thiel to approve. Motion carried.

2.3 Conditional Use application by Sheboygan Human Rights Association, Inc. to operate Sheboygan County Head Start/Early Start and Growing Generations Childcare at 1711 S. 11 th Street (former St. Andrew Lutheran Church).

Motion by Marilyn Montemayor, 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, demolition, fire, health, sewer, water, storm drainage, 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.

If using chain link fencing, the applicant shall install Privacy Decorative Slatted (PDS) material in order to effectively screen the dumpster. 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 obtain the necessary sign permits prior to installation.

Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs).

Applicant shall work with staff with regards to constructing a well-designed signage for the site that utilizes colors and materials similar to the building.

Staff may bring the proposed signage design back to the Plan Commission for review/approval. 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. 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, parking meters, 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. 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 to be 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 and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

2.4 Site Plan Application by the City of Sheboygan Department of Public Works to construct a new maintenance/storage building in Deland Park located at 901 Broughton Drive.

Motion by Alderperson Bohren, 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 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 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. Applicant shall work with staff with regards to appropriate signage and shall obtain the necessary sign permits prior to installation. 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. 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. Applicant will provide adequate public access along adjacent streets/parking lot and minimize the time period that these sidewalks/streets/parking 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. Construction shall take place only after the Gus Macker Tournament is completed on August 5, 2018. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve all proposed structures. If there are any amendments to the approved site plan, the applicant will be required to submit a new application reflecting those amendments. Motion carried.

2.5 Conditional Use and variance application by Abacus Architects to construct a new ATI Physical Therapy facility on Superior Avenue just west of Taylor Drive (Resubmittal of amended site plan).

Motion by Marilyn Montemayor, 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, 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 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 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. Applicant shall 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 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). 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. 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. Variance Granted: From the locational and bufferyard landscape requirement. Motion carried.

2.6 R. O. No. 63 - 18 - 19 by City Clerk submitting a communication from Steven Westphal requesting an encroachment into the 5 th Street right-of-way.

Motion by Marilyn Montemayor, seconded by Bill Thiel to approve RO with the drafting of General Ordinance. Motion carried.

2.7 R. O. No. 64 - 18 - 19 by City Clerk submitting a Certified Survey Map (Middle section of the new SouthPointe Enterprise Campus) including dedication of public street right-of-way for Stahl Road and South Taylor Drive between Stahl Road and SouthPointe Drive as shown on the attached map.

Motion by Ryan Sazama, seconded by Bill Thiel to recommend approval.

Motion carried.

2.8 R. O. No. 65 - 18 - 19 by City Clerk submitting a Certified Survey Map (Northern section of the new SouthPointe Enterprise Campus) including dedication of public street right-of-way for Horizon Drive and South Taylor Drive between Horizon Drive and Stahl Road as shown on the attached map.

Motion by Ryan Sazama, seconded by Bill Thiel to recommend approval.

Motion carried.

2.9 R. O. No. 66 - 18 - 19 by City Clerk submitting a Certified Survey Map (Southern section of the new SouthPointe Enterprise Campus) including dedication of public street right-of-way for SouthPointe Drive as shown on the attached map.

Motion by Ryan Sazama, seconded by Bill Thiel to recommend approval.

Motion carried.

3. ADJOURN

3.1 Motion to Adjourn

Motion by Bill Thiel, seconded by Ryan Sazama to adjourn. Motion carried.

Being no further business the meeting was adjourned at 4: 28 p.m..