

CITY OF SHEBOYGAN

PLAN COMMISSION

JUNE 26, 2018

1. OPENING OF MEETINGMEMBERS PRESENT: Bill Thiel, Don Cvetan, Alderperson Jim Bohren, Marilyn Montemayor, Ryan Sazama, and Mayor Michael VandersteenMEMBERS EXCUSED: Jerry JonesSTAFF/OFFICIALS: Finance Director Nancy Buss, Budget Analyst Carrie Arenz, Superintendent of Parks and Forestry Joe Kerlin, Manager of Planning & Zoning Steve Sokolowski and Director of Planning & Development Chad Pelishek

Alderperson Jim Bohren called the meeting to order.

1.1 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.2 Introduction of committee members and staff.

Introduction were made.

2. ITEMS FOR ACTION

2.1 Identify potential conflict of interest.

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

2.2 Approval of the Plan Commission minutes from June 18, 2018.

Motion by Marilyn Montemayor, seconded by Don Cvetan to approve the minutes.

Motion carried.

2.3 Conditional Use and variance application by UnitedOne Credit Union to reconstruct their existing parking lot, drive thru, access drive and drive thru

canopy at 2122 Superior Avenue

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, 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. 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. Applicant shall reduce the height of the landscaping at the northwest corner of the drive thru to minimize any public safety issues between vehicles and pedestrians. 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.

There shall be no spillover light onto adjacent properties or the streets. Applicant shall install landscaping to screen base of the existing monument sign that presently has an exposed support pole.

Applicant shall submit a landscape plan to staff showing how the support pole is to be screened.

If staff has any concerns with proposed sign base landscape design, the matter may be brought back to the Plan Commission for their consideration. 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 grass and/or approved landscaping. The development shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications. Any interior curb that is damaged shall be replaced. 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.). 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. 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. Absolutely no portion of the new building, signs and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.). 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 conditional use permit and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Variances granted: To maintain the existing driveway length of 70 feet before the pass through window. From the location landscaping requirements. Motion carried.

2.4 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.

Applicant has requested that this item be held.

2.5 Site Plan Application by the City of Sheboygan to construct a new playground and park shelter and to reconstruct the parking and access drives at Evergreen Park located at 3401 Calumet Drive.

Motion by Marilyn Montemayor, seconded by Alderperon 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, 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 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 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.

There shall be no spillover light onto adjacent properties or the streets. 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. Applicant is responsible for the installation of sidewalk along Pine Grove Avenue to N. 25 th Street 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, parking meters, etc.). Applicant will provide adequate public access along adjacent streets and minimize the time period that these sidewalks/streets 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. Absolutely no portion of the new building, signs and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.). 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.

2.6 RES. 44 - 18 - 19: Resolution approving the Capital Improvement Program recommended by the Capital Improvements Commission, for the program period 2019 - 2023 and adopting the program for implementation.

Motion by Marilyn Montemayor, seconded by Alderperson Bohren to recommend approval.

Motion carried.

3. ADJOURN

3.1 Motion to Adjourn

Motion by Bill Thiel, seconded by Marilyn Montemayor to adjourn.

Motion carried.

Being no further business the meeting was adjourned at 4: 33 p.m.