

CITY OF SHEBOYGAN

PLAN COMMISSION

MAY 29, 2018

1. OPENING OF MEETING MEMBERS PRESENT: Alderperson Jim Bohren, Marilyn Montemayor, Mayor Michael Vandersteen, Jerry Jones, and Ryan Sazama MEMBERS EXCUSED: Bill Thiel MEMBERS ABSENT: Don Cvetan STAFF/OFFICIALS: Planning & Development Director Chad Pelishek and Manager of Planning & Zoning Steve Sokolowski

Chair Mayor Vandersteen called the meeting to order.

1.1 Pledge of Allegiance

The Pledge of Allegiance was recited.

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 May 15, 2018.

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

Motion carried.

2.3 Conditional Use application by Jamison Stokdyk and Julie Koczman to operate Studio Lane music studio from 701 S. 8 th Street.

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, 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. 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 and/or streets. Applicant shall obtain the necessary sign permits prior to installation.

All signs, shall meet the 8 th Street Design Guidelines.

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.

Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage.

Staff may bring the proposed signage design back to the Plan Commission for review/approval. Applicant shall install individual letter signs no cabinet or flat panel signs. Applicant shall remove old, weathered and broken sign located at the southwest corner on the south side of the building by August 3, 2018. Applicant shall remove plywood and fix/paint the awning with similar materials and colors of the existing awning by August 3, 2018. Applicant shall remove container located in the east side parking lot by August 3, 2018. Applicant shall remove the weeds, dead plant, etc. and properly maintain all landscape areas around the facility and site. 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 shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc. If the applicant is remodeling the exterior of the building, the applicant shall obtain City of Sheboygan Architectural Review Board approval prior to remodel construction. If there are any amendments to the approved conditional use/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

2.4 Conditional Use Permit and variance application by the Sheboygan Area School District to construct new concession building at Horace Mann Middle School at 2820 Union Avenue.

Motion by Marilyn Montemayor, seconded by Ryan Sazama 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.

An occupancy permit will be granted only at such time as the applicant has met all requirements. Submittal and approval of a proposed 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). Submittal/approval of a proposed storm drainage plan prior to building permit issuance. If dumpsters are to be used, dumpsters shall be screened and 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. All ground level and rooftop mechanicals shall be screened/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. Applicant shall obtain the necessary sign permits prior to installation.

Any future signage for applicant and/or tenants shall be individual letter signs no cabinet or flat panel signs. 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 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. The applicant shall obtain City of Sheboygan Architectural Review Board approval prior to construction. If there are any amendments to the approved floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Variance granted: From locational landscape requirements. Motion carried.

2.5 Conditional Use application by BL Branch Group One, LLC to create a new multi-tenant facility at the existing BMO facility located at 1441 N. Taylor Drive.

Motion by Jerry Jones, seconded by Marilyn Montemayor 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, 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.

Outdoor storage of materials, products or equipment shall be prohibited. All ground level and rooftop mechanicals shall be screened/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 properties or the streets. Applicant shall obtain the necessary sign permits prior to installation.

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.

Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage.

Staff may bring the proposed signage design back to the Plan Commission for review/approval. 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. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs). Applicant will provide adequate public access along the streets and the shared access drives with the property to the south and will take all appropriate actions to minimize the time period that these streets will be closed/affected. 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. If the applicant is remodeling the exterior of the building, the applicant shall obtain City of Sheboygan Architectural Review Board approval prior to remodel construction. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

2.6 Site Plan Application by Hexion to construct a parking lot addition at their facility located at 2522 S. 24 th Street.

Motion by Alderperson Bohren, seconded by Marilyn Montemayor to approve with the following conditions: Prior to construction, the applicant shall obtain all necessary permits and licenses including but not limited to building, to building, electrical, storm drainage, etc.

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. Outdoor storage of materials or equipment shall be prohibited. All 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. 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. Applicant shall meet the minimum required paving setback of five (5) feet for all new areas to be paved. 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. Motion carried.

3. ADJOURN

3.1 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: 22 p.m.