

CITY OF SHEBOYGAN

PLAN COMMISSION

NOVEMBER 28, 2017

1. OPENING OF MEETING MEMBERS PRESENT: Jerry Jones, Ryan Sazama, Mayor Michael Vandersteen, Bill Thiel, Marilyn Montemayor, and Don Cvetan STAFF/OFFICIALS: Manager of Planning & Zoning Steve Sokolowski, Planning & Development Director Chad Pelishek, Neighborhood Development Planner Nancy Maring, Finance Director Nancy Buss, Superintendent Joe Trueblood, and City Administrator Darrell Hofland

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 has a conflict of interest with any item on this agenda.

2.2 Approval of the Plan Commission minutes from November 14, 2017.

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

2.3 Public Hearing as it relates to creating TID  
18.

No one wished to be heard.

Motion by Alderperson Belanger, seconded by Jerry Jones to close hearing. Motion carried.

2.4 Conditional Use and variance application by RLO Sign, Inc. to install a new electronic readerboard in the existing monument sign at Farnsworth Middle School located at 1017 Union Avenue

Motion by Alderperson Belanger, seconded by Don Cvetan to approve with the following conditions: Applicant shall obtain the necessary sign permits prior to installation. Sign shall meet the minimum 12 foot setback to the Union 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.Variance Granted: For

a 26 sf sign.Motion carried.

2.5 Conditional Use and variance application by La Crosse Sign Group to install new Godfather s Pizza signage at the MinitMart located at 1006 Geele Avenue.

Motion by Ryan Sazama, seconded by Marilyn Montemayor to approve with the following conditions: Applicant is permitted to install one (1) new Godfather s Pizza wall sign to the south wall. Applicant shall obtain the necessary sign permits prior to installation. 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. Prior to issuance of the sign permit, the applicant shall remove the temporary sign located on the support pole of the pylon sign. 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. Applicant shall remove all construction trailers, dumpsters, equipment, etc. 15 days after the interior remodeling is completed. Prior to sign permit issuance, the applicant shall remove the graffiti located on the dumpster at the northwest corner of the property.Variance Granted: To have a total of three (3) wall signs Motion carried.

2.6 Conditional Use application by Pentecostals of Sheboygan County to operate a church from the Southtown Mall located at 3319 S. Business Drive (former Goodwill location).

Motion by Alderperson Belanger, seconded by 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. 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 1707 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. 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 the streets and will take all appropriate actions to minimize the time period that these streets will be closed/affected. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy. Applicant shall repair the eastern most loading dock door at the northeast corner of the building with materials and colors that match the existing building (presently just OSB plywood). If there are to be any renovation 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 use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments. Motion carried.

2.7 Conditional Use and variance application by Samaritan's Hand to operate Samaritan's Hand Sober Living House from 1406 N. 11 th Street.

Motion by Alderperson Belanger, seconded by Jerry Jones 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, State of Wisconsin, Sheboygan County, 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 1707 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. The gravel on the west side of the parking lot shall be landscaped with grass. If there are to be any renovation 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. Applicant shall adequately monitor the Samaritan s Hand Sober Living House and in no instance shall the use create a nuisance for neighboring properties (noise, hours of operation, garbage, etc.).

If any issue(s) arises, the Plan Commission may again review the conditional use permit. 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. Maximum number of residents is sixteen (16). Variance Granted: to operate a legal nonconforming Institutional Residential use (group home) from 1406 N. 11 th Street. Motion carried.

2.8 Conditional Use and variance application by City of Sheboygan Water Utility to construct a new water tank on parcel # 470975 (formerly referred to as 5444 S. Business Drive).

Motion by Alderperson Belanger, seconded by Jerry Jones to approve with the following conditions: Prior to construction and operation, the applicant shall

obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, fire, health, State of Wisconsin, utility, 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.

If proposing to install a fence or gate, the fencing shall be installed per Section 15.720 (3)(c) of the City of Sheboygan Zoning Ordinance.

The applicant shall install black vinyl and shall not install barb wire fencing. 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 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.

Staff may bring the proposed signage design back to the Plan Commission for review/approval. The proposed driveway is permitted to be gravel until such time as the business park infrastructure is constructed/installed (streets, etc.).

The applicant shall pave their driveway 60 days after access has been provided and the streets have been installed/completed. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping. The applicant will be required to obtain all necessary permits if proposing to locate communication equipment on the water tower (antennas, equipment, structures, 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. 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.). 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. Variance Granted: To install a temporary gravel driveway

Motion carried.

2.9 R. O. No. 234 - 17 - 18 by Board of Water Commissioners submitting a request from the Town of Sheboygan for water service to Rudy Mahler Park, within Town lands, on Eisner Avenue.

Motion by Alderperson Belanger, seconded by Ryan Sazama to recommend Denial to Common Council. Motion carried.

2.10 R. O. No. 231 - 17 - 18 by City Clerk submitting a Certified Survey Map (C.S.M.) and the Declaration of Nonexclusive Easements by Meijer Stores Limited Partnership.

Motion by Alderperson Belanger, seconded by Don Cvetan to recommend approval to Common Council.

Motion carried (6 - 0 - 1 abstain: Thiel).

2.11 G.O. 28 - 17 - 18 and R.O. 232 - 17 - 18 by City Clerk submitting a petition for Direct Annexation By Unanimous Approval from Brian J. Bruggink and Julie K. Bruggink Living Trust (3 parcels - Racetrack Road).

Motion by Alderperson Belanger, seconded by Jerry Jones to recommend approval to Common Council.

Motion carried.

2.12 G.O. 27 - 17 - 18 and R.O. No. 233 - 17 - 18 by City Clerk submitting a communication from Axley Brynelson, LLP, on behalf of Wilson Land Holdings, LLC, along with a Petition for Direct Annexation by Unanimous Approval.

Motion by Alderperson Belanger, seconded by Don Cvetan to recommend approval to Common Council.

Motion carried.

2.13 Discussion and possible action on motion to recommend the Common Council approve TID 18 creation.

Motion by Alderperson Belanger, seconded by Marilyn Montemayor to recommend approval of TID 18 Boundaries and Project Plan to Common Council.

Motion carried.

3. ADJOURN

### 3.1 Motion to Adjourn

Motion by Jerry Jones, seconded by Alderperson Belanger to adjourn.

Motion carried.

Being no further business to meeting was adjourned at 5: 02 p.m.