

CITY OF SHEBOYGAN

PLAN COMMISSION

NOVEMBER 15, 2016 at 4: 00 PM

1. OPENING OF MEETING MEMBERS PRESENT: Jerry Jones, Todd Wolf, Don Cvetan, Mayor Michael Vandersteen, Marilyn Montemayor, and Alderperson John Belanger MEMBERS EXCUSED:

Ryan Sazama STAFF/OFFICIALS PRESENT: Director of Public Works David Biebel, City Attorney Charles Adams, Planning and Development Director Chad Pelishek, and Manager of Planning and Zoning Steve Sokolowski

Chair Mayor Michael Vandersteen called the meeting to order.

1.1 Pledge of Allegiance

2. ITEMS FOR ACTION

2.1 Identify potential conflict of interest.

City Attorney Charles Adams explained what a conflict of interest is and what recusing yourself entails.

No one has a conflict of interest with items on this agenda.

2.2 Approval of the Plan Commission minutes from October 25, 2016.

Motion by Alderperson John Belanger to approve the minutes, seconded by Todd Wolf. Motion passed.

2.3 Conditional use and variance application by LJM Architects to construct an addition to Sheboygan Paper Box located at 716 Clara Avenue.

Motion by Alderperson John Belanger, 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, plumbing, electrical, HVAC, water, sewer, health etc. An occupancy permit shall be granted only at such time as the applicant has met all requirements. Absolutely no portion of the new building and/or site

improvements shall cross the property line (buildings, parking, stormwater facilities, signs, landscaping, 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. 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 (Cooler, HVAC equipment, satellite dishes, 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 meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc. Applicant shall obtain the necessary sign permits prior to installation. Applicant shall be permitted to install individual letter signs no cabinet signs. All areas used for parking and maneuvering of vehicles shall be paved prior to issuance of an occupancy permit. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping prior to issuance of an occupancy permit.

Any new or modified ingress/egress driveway openings shall be improved to standard City specifications. Unused driveways shall be closed and shall be improved to standard City specifications. The applicant has a very long curb cut along S. 7th Street, at the southeast corner of the facility that has been used for parking. The applicant shall work with the engineering department to determine how much of this area will be changed back to a typical City street section and shall reinstall the sidewalk, curb and gutter, etc. in this area 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.). 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 N. 7th Street, N. 8th Street, Clara Avenue and Georgia Avenue and will take all appropriate actions to minimize the time period that these 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). Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building and sign design. Applicant shall meet approved building setbacks. Prior to building permit issuance, the applicant shall provide recorded documentation from Sheboygan County that the parcels have been combined into one (1) parcel as depicted on the approved site plan. Applicant shall install the pass through loading docking doors. Applicant shall appropriately screen the red and green Stop and Go lights to minimize their impact on adjoining properties. These red and green lights shall remain solid and shall not blink. The City sidewalk along Georgia Avenue shall remain. There shall be no overnight parking of trucks. 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: A street yard setback that varies from 4.5 to 7 feet along Georgia Avenue (north property line). A street yard setback of

4.5 feet along S. 8 th Street (west property line). Loading movements in S. 7 th Street. A landscape ratio of 3 %. From the locational landscaping requirements. Motion passed.

2.4 Conditional Use and variance application by D&L Signs, Inc. to install signage at the new Burger King located at 2910 S. Business Drive.

Motion Jerry Jones, seconded by Alderperson John Belanger to approve with the following conditions: Applicant shall obtain the necessary sign permits prior to installation. 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. Maximum height of monument sign is eight (8) feet tall. Sign shall meet minimum 12 foot setback to property lines. Applicant shall install additional brick on the monument sign in order to eliminate the space (air gap) between the brick base and the electronic message center (same brick used on the columns and base).

Applicant shall resubmit a new monument sign drawing reflecting these changes for staff review. Variance Granted: To install four (4) wall signs. Motion passed.

2.5 Conditional use application by Sheb Retail, LLC to operate a multi-tenant commercial facility at 501 N. 8 th Street/ 728 Pennsylvania Avenue.

Motion by Jerry Jones, seconded by Todd Wolf 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. As the applicant leases space to additional tenants, the tenants will obtain all necessary land use (conditional use permit) and building approvals/permits prior to occupancy. Dumpsters shall be screened and 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, satellite dishes, 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. Proposed signage will be individual letter signs and shall meet the Downtown Sheboygan 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.

Staff may bring the proposed signage design back to the Plan Commission for review/approval. Applicant/owner shall remove all signage pertaining to the previous Dierkes use. 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 install the required curb to divide the applicant private parking lot from the City's public parking lot by December 31, 2016. 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 passed.

2.6 Conditional use and variance application by LJM Architects to construct an addition to South Pier Parlor located at 434 S. Pier Drive.

Motion by Alderperson John Belanger, seconded by Todd Wolf to approve with the following conditions: Prior to construction, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, fire, health, food, occupancy, floodplain, etc. Submittal and approval of a proposed landscape plan prior to building permit issuance. The proposed compressor and condenser may be located outside the dumpster enclosure but the mechanical units must be appropriately screened with landscaping. Submittal/approval of a proposed storm drainage 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, 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, compressor, condenser, 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 conditional use/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. All signs shall meet the S. Pier Design Guidelines (wood with carved insert letters).

It will be the applicant's responsibility to work with all private/public utilities in order to provide easements and/or relocate utilities as necessary. Absolutely no portion of the new building and/or site improvements shall cross the property line of the leased area (buildings, patio, sidewalks, dumpster enclosure, signs, landscaping, etc.). 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, driveway openings, curb, gutter, sidewalk, pavement, utilities, trees, Riverwalk, etc.). Applicant will provide adequate public access to riverfront promenade, street, sidewalk and parking lot facilities and will take all appropriate actions to minimize the time period that these areas will be closed/affected. The applicant shall obtain City of Sheboygan Architectural Review Board approval prior to construction - addition shall meet the South Pier Design Guidelines. 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. Motion passed.

3. ADJOURN

3.1 Motion to Adjourn

Motion by Jerry Jones to adjourn, seconded by Don Cvetan.

Motion passed unanimously.

Being no further business the meeting was adjourned at 5: 13 p.m.

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