

CITY OF SHEBOYGAN

CITY PLAN COMMISSION - 4: 00 PM

Tuesday, March 9, 2021

1. OPENING OF MEETING MEMBERS PRESENT: Mayor Vandersteen, Alderperson Jim Bohren, Ryan Sazama, Jerry Jones,

David Hoffman, and Marilyn Montemayor (remote) MEMBERS EXCUSED:

Don Cvetan STAFF/OFFICIALS PRESENT:

Planning & Development Director Chad Pelishek and Manager of Planning & Zoning Steve Sokolowski

1.1 Call to Order

Chair Mayor Vandersteen called the meeting to order.

1.2 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.3 Introduction of committee members and staff.

Introductions were made.

1.4 Identify potential conflict of interest.

No committee member had a conflict of interest.

2. MINUTES

Minutes:

2.1 Approval of the Plan Commission minutes from February 23, 2021.

Motion by Alderperson Jim Bohren, second by Dave Hoffman to approve. Motion carried.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Application for Conditional Use and Sign Permit with exceptions by Salvation Army to install a new electronic readerboard monument sign at 710 Pennsylvania Avenue.

Motion by Alderperson Jim Bohren, second by Jerry Jones 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. The sign shall meet the minimum 24 foot setback to the N. 7 th Street and Pennsylvania Avenue public rights-of-way.

It is the applicant s responsibility to insure the sign meets the required setbacks. Sign messages and/or location shall not create any pedestrian/vehicular conflicts. Any future wall signage will be individual letter signs (no flat panel or interior lit cabinet signs).

If there are any amendments to the approved sign or location, the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

3.2 Application for Conditional Use with exceptions by Southside Alliance Church to operate at 1807 Erie Avenue.

Motion by Jerry Jones, second by Dave Hoffman 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, 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 and shall be completed prior to issuance of an occupancy permit.

Applicant shall work with staff with regards to appropriate location and design of enclosure. Outdoor storage of materials, products or equipment shall be prohibited. Any fencing shall be installed per Section 15.720 (3)(c) of the City of Sheboygan Zoning Ordinance.

Applicant shall work with staff with regards to constructing appropriate and well-designed fence/retaining wall and shall obtain the necessary permits prior to installation. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Applicant shall remove automatic gates and all equipment associated with the gates at the north and east ends of the parking lot including but not limited to electrical equipment, pin pads, bollards, etc. 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 paint the weathered light poles located throughout the site. 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 to install individual letter signs no cabinet or flat panel signs. 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.

Sign shall be located outside of the 15 foot vision triangle. 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 shall be improved to standard City specifications.

All existing access drives that are no longer used shall be removed and all unused driveways shall be closed and improved to standard City specifications. The easternmost access drive in the north parking lot shall be closed along Erie Avenue/N.18 th Street with curb and gutter (curve in the street).

The applicant shall work with City staff regarding the best design method of closing this driveway cut to the street.

This driveway shall be closed prior to issuance of an occupancy permit. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, balconies, decks, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, 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, 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. The applicant shall construct a new entrance canopy and handicap ramp with decorative rails that match the colors of the structure.

If staff has any concerns with the design, the matter may be brought back to the Plan Commission for their consideration. If there are to be any remodel/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 remodel/renovation. Building permits shall be issued only at such time as the applicant can provide documentation that they own the parcel. 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. Exception granted: To maintain the existing 47 parking spaces at the site. Motion carried.

4. NEXT MEETING

March 23, 2021

5. ADJOURN

5.1 Motion to Adjourn

Motion by Jerry Jones, second by Ryan Sazama to adjourn. Motion carried.

Being no further business the meeting adjourned at 4: 16 p.m.