

CITY OF SHEBOYGAN

CITY PLAN COMMISSION - 4: 00 PM

Tuesday, February 9, 2021

1. OPENING OF MEETING MEMBERS PRESENT: Mayor Vandersteen, Alderperson Jim Bohren

(remote), Ryan Sazama, Jerry Jones (remote), Marilyn Montemayor (remote), David Hoffman and 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 January 12, 2021.

Motion by Ryan Sazama, second by Dave Hoffman

to approve. Motion carried.

### 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Application for Conditional Use Permit with exceptions by Sheboygan Area School District to construct a new storage building and a new salt shed at Horace Mann Middle School located at 2820 Union Avenue.

Motion by Marilyn Montemayor, second by Alderperson Jim 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, hazardous materials, health, storm drainage, etc. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire/police departments, etc.). Submittal/approval of a proposed storm drainage plan prior to building permit issuance. Submittal and approval of a landscape plan prior to building permit issuance. Landscaping shall be installed by July 30, 2021. 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, etc.). All new lighting shall be installed per

Section 15.707 of the City of Sheboygan Zoning Ordinance. 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. The addition will 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 or flat panel signs. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary). Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design. Applicant shall obtain the required demolition permit for the storage structure at 1230 S. 24 th Street. After demolition of the structure, the property shall then be landscaped/grassed and kept in a dust free condition. 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. Exceptions granted: To have a warehouse storage building that is 21 feet tall. To have a salt storage building that is 19 feet tall.

From the locational landscaping requirements. Motion carried.

3.2 Application for Conditional Use with exceptions by Stefano Vigleitti to construct a new cooler addition to the previously approved Slo Foods Grocery Store at 731 Pennsylvania Avenue.

Motion by Marilyn Montemayor, second by Alderperson Jim 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, demolition, fire, water, sewer, storm drainage, health, alcohol, 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. Landscaping shall be installed prior to issuance of an occupancy permit for the grocery store. If using dumpsters, 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.). Applicant shall paint any mechanical piping a matching color of the building so the piping blends in well with the building. The cooler shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, 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 will be required to obtain a sign permit for each sign to be installed on the property prior to installation. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs). All signs shall meet the 8th 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. 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 landscape areas will be properly maintained. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, 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 and/or closed ingress/egress driveway openings, curb, gutter, sidewalk, landscape boulevard, 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. Streets, alleys and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant. The applicant shall construct the cooler addition exactly as depicted in sheet A 400 of the architectural plans that Galbraith Carnahan Architects have submitted for this cooler addition (cooler, building materials, landscape planting wall trellis, landscape/greenspace, etc.). If there are any amendments to the structure or if staff has any concerns this matter may be referred to the City of Sheboygan Architectural Review Board. 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. Exception granted: From the locational landscaping requirements. Motion carried.

3.3 Application for Conditional Use Permit with exceptions by Vision

Architecture to remodel the existing vacant carwash portion of the building into additional dining and kitchen space at the Harbor Petro Station located at 905 Indiana Avenue.

Motion by Marilyn Montemayor, 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, storm drainage, health, alcohol, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire department, etc.). Submittal/approval of a proposed storm drainage plan prior to building permit issuance. Submittal/approval of a landscape plan prior to building permit issuance. Landscaping shall be installed by July 30, 2021. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Dumpster enclosure shall be installed by July 30, 2021. 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, etc.). All kitchen exhaust shall vent through the roof. The kitchen/restaurant and service station shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, 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. 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. The landscape areas will be installed by July 31, 2021 and shall be properly maintained. 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. 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, patio, 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 and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, grading, etc.). Applicant will provide adequate public access along all streets and sidewalks and will take all appropriate actions to minimize the time period that adjacent properties and streets/sidewalks are impacted by the development (utilities, streets, etc.). 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. Applicant is responsible for working with all private and public utilities in order to adequately service this apartment complex development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary). 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 remove various types of temporary signage

located on the canopy poles, pylon sign poles, walls, etc. Applicant shall address blank white space where the type of fuel should be listed next to the gas price on the pylon sign. This shall be fixed and shall match the rest of the area in terms of materials, colors, etc. This shall be completed by July 31, 2021. If the pay phone at the northeast corner of the site no longer functions, the phone shall be removed. This shall will be completed by July 31, 2021. If the HVAC unit at the southeast corner of the east wall of the building no longer functions, the HVAC unit shall be removed. This shall be completed by July 31, 2021. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design. 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. Motion carried.

3.4 Application for Conditional Use Permit with exceptions by Vision Architecture to construct a new convenience store and service station at the southeast corner of N. 26 th Street and Superior Avenue.

Motion by

Ryan Sazama,

second by Don

Cvetan 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, storm drainage, health, alcohol, DNR, 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 shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire department, etc.). The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc. Submittal/approval of a proposed storm drainage plan prior to building permit issuance. Submittal and approval of a 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). Landscaping shall be installed prior to issuance of an occupancy permit. In addition to the landscape plan, applicant will work with staff with regards to installation of street trees along the property s street frontages (number, type, location, etc.). The street trees will be provided on the landscape plan. The street trees are in addition to the required development landscape plan points (not counted as landscape plan points). If any street trees are removed for the project, the applicant will be required to reinstall those street trees. 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. Outdoor storage of materials, products or equipment shall be prohibited (no soda machines, product displays for sale, equipment, etc.). Any fencing/retaining wall 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. 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 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 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. Maximum canopy sign square footage permitted is 20 sf for the gas fuel canopy signage. No sign shall be located on the roof or the top horizontal plane of the canopy. Applicant shall not be able to have string lights, pennants, inflatables, or other various types of temporary signage. The total height of any overhead canopy shall not exceed 20 feet as measured to the highest part of the structure (top of canopy to grade). All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall meet the minimum 10 foot paving setback to street property lines and minimum five (5) foot paving setback to all interior side or real lot lines. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping. The parking lot and drive-through facilities 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 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. 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 and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, grading, etc.). Applicant will provide adequate public access along all streets and sidewalks and will take all appropriate actions to minimize the time period that adjacent properties and streets/sidewalks are impacted by the development (utilities, streets, etc.). 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). Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary). Building permits shall be issued only at such time as the applicant can provide documentation that they own the parcel. Building permits shall be issued only at such time as the applicant can provide documentation that the lots have been combined into one (1) parcel which has been officially recorded by Sheboygan County. Building permits shall be issued

at such time as the applicant addresses the property concerns at the owner s other gas stations at 905 Indiana Avenue, 1710 Indiana Avenue and 810 N. 14 th Street. Issues to be addressed include dumpsters, temporary signage, landscaping, miscellaneous outdoor storage, etc. Applicant will work with staff to address these concerns in a timely fashion. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design. 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 have a 6.3 foot rear property line setback.

From the locational landscaping requirements. To develop on a .5 acre lot.Motion carried.

#### 4. NEXT MEETING

February 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: 42