

CITY OF SHEBOYGAN

PLAN COMMISSION

October 27, 2020

1. OPENING OF MEETING MEMBERS PRESENT: Mayor Michael Vandersteen, Dave Hoffman and Ryan Sazama MEMBERS PRESENT BY PHONE: Alderperson Jim Bohren and Marilyn Montemayor MEMBERS EXCUSED: Jerry Jones 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

2.1 Approval of the Plan Commission minutes from October 13, 2020.

Motion by Dave Hoffman, second by Ryan Sazama to approve. Motion carried.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use and variance application by Samantha Hansen to temporarily operate Hansen Holiday Market and Christmas Tree lot at the southeast corner of N. 8 th Street and Niagara Avenue (vacant, undeveloped parcel # 59281107230).

Motion by Alderperson Jim Bohren, second by Dave Hoffman to approve with the following conditions:

Applicant shall meet all codes requirements and shall obtain all permits/licenses to operate including but not limited to building, electrical, fire, health, vendors, etc. No temporary signage and/or fluttering, undulating, swinging, rotting, or otherwise moving signs, pennants, banners or other decorations shall be permitted on the building and/or the site (except for the temporary banner that is approved). All temporary signage shall be located on the private property (not on the City of Sheboygan public right-of-way or adjacent private properties) and shall be removed by January 8, 2021. No portion of the operation shall take place upon the City of Sheboygan public right-of-way, parking lot and/or on adjacent properties operation shall remain on the private property. Any public streets, parking lots and/or infrastructure damaged and/or disturbed during temporary use shall be promptly repaired by the applicant/owner. Applicant shall install and maintain fencing as proposed. The maximum height of the fencing is four (4) feet high and shall be setback a minimum of one (1) foot from all property lines. This conditional use permit is for Hansen Holiday Market only. No other temporary use may operate from this facility/site. This use permit is not transferable and any future proposal would be required to obtain a conditional use permit to operate from this property. Applicant shall adequately monitor/regulate and maintain this property. In no instance shall the use create a nuisance for neighboring properties (noise, hours of operation, garbage, etc.). Trailer, tent, signage, etc. shall not obstruct pedestrian or vehicular circulation or cause public safety issues/concerns. The Hansen Holiday Market shall be completely removed from the site by January 8, 2021 (all trailers, tents, fencing, equipment, signage, etc. shall be removed from parcel #

59281107230). The applicant and/or owner shall restore the property to its original grass landscaped condition (property shall not have equipment, fencing, bare spots, etc.). If there are any amendments to the approved plans, the applicant will be required to submit a new conditional use application reflecting those amendments. Variances granted: To operate the temporary Hansen Holiday Market for approximately 30 days. To install a 48 sf temporary banner during the Hansen Holiday Market operation. Motion carried.

3.2 Conditional Use and Variance application by Heather Management, LLC to operate Pet Supplies Plus from 567 S. Taylor Drive (vacant space in Taylor Heights Shopping Center).

Motion by Ryan Sazama, second by Dave Hoffman 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.

Not more than eight (8) cats may be kept on the premises at any one (1) time (no dogs are proposed to be sold at Pet Supplies Plus). Pet shop buildings shall be properly soundproofed so that no sound emanating from any animal can be heard from adjacent businesses and/or at any property line which abuts a residentially zoned property. A proper ventilation and filtration system shall be installed any offensive odor to humans inside the premises can be kept to a minimum and shall not impact adjacent businesses. No animal boarding of any kind, whether gratuitous or for a fee, is permitted. In no instance shall the use create any nuisances to other tenants (noise, smells, etc.). 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. 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. 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 owner leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy. If there is 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. Variance granted: To have cats older than 6 months in their adoption area.

Motion carried.

3.3 Conditional use and variance application by the City of Sheboygan to install a new monument sign at City Hall located at 828 Center Avenue.

Motion by Dave Hoffman, second by Ryan Sazama

to approve with the following conditions:

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. Applicant shall meet 15.2 foot setback to the N. 9 th Street face of curb. Variance granted: To

have a setback of 15.2 feet to the face of curb. Motion carried.

4. NEXT MEETING

November 10, 2020

5. ADJOURN

5.1 Motion to Adjourn

Motion by Dave Hoffman, second by Ryan Sazama to adjourn. Motion carried.

Being no further business the meeting adjourned at 4: 20 p.m.