

CITY OF SHEBOYGAN

PLAN COMMISSION

August 11, 2020

1. OPENING OF MEETINGMEMBERS PRESENT: Mayor Michael Vandersteen, Dave Hoffman, Marilyn Montemayor and Ryan SazamaMEMBERS PRESENT BY PHONE: Alderperson Jim Bohren and Jerry JonesMEMBERS 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

2.1 Approval of the Plan Commission minutes from July 14, 2020.

Motion by Marilyn Montemayor, second by Dave Hoffman to approve.

Motion carried.

### 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Conditional Use and Variance Application by Plymouth Lubes, LLC to create additional tenant space in their facility located at 3208 Washington Avenue.

Motion by Alderperson Jim Bohren, second by Marilyn Montemayor 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, water, sewer, storm drainage, 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/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 prior to occupancy permit. 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. Applicant shall remove the materials, equipment and debris at the northwest corner of the building prior to occupancy permit issuance. 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. There shall be no spillover light onto adjacent streets and/or properties. 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 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. All areas used for parking/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. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department. 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). New entrance canopy to be constructed shall match the design, colors and materials of the existing entrance canopy on the building. If staff has any concerns with proposed entrance canopy design, the matter may be brought back to the Plan Commission and/or architectural review board for their consideration. 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 conditional use permit (including but not limited to site plan, architectural design, expanded square footage, indoor/outdoor use, etc.), the applicant will be required to submit a new conditional use application reflecting those amendments. Variance granted: From the locational landscaping requirements. Motion carried.

3.2 Conditional Use application by Vern Kittler and Natalie Meiselwitz to operate sol & NOVA at 1133 Michigan Avenue.

Motion by Marilyn Montemayor, second 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, food, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements. Applicant shall obtain the necessary liquor license in order to serve alcohol both in the bar and on the outdoor patio area (extension of premises). Applicant may serve liquor/alcohol if and only if all required liquor licenses are obtained. If using dumpsters, 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, 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. 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. 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. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs). Staff may bring the proposed signage design back to the Plan Commission for review/approval. No temporary signage will be permitted at the site (pennants, banners, etc.). 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). 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.). 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. 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.). If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments. Motion carried.

3.3 R.O. 45 - 20 - 21 and G.O. 15 - 20 - 21 from Sheboygan Christian School filing a petition for Direct Annexation by Unanimous Consent for land currently

located in the Town of Wilson (Greenfield Avenue).

Motion by Ryan Sazama, second by Marilyn Montemayor to approve the petition for Direct Annexation by Unanimous Approval from Sheboygan Christian School. Motion carried.

3.4 R.O. 44 - 20 - 21 and G.O. 14 - 20 - 21 by Alderperson Ackley granting Showcase Painting & Drywall, its successors and assigns, the privilege of encroaching upon described portions of an unimproved alley in Block 1 of the plat of Lawndale addition located East of North 18 th Street in the City of Sheboygan for the purpose of installing an air conditioner unit and ventilation ducting.

Motion by Marilyn Montemayor, second by Dave Hoffman to approve the proposed encroachment. Motion carried.

#### 4. NEXT MEETING

August 25, 2020

#### 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: 30 p.m.