

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR PLANNING COMMISSION CONSIDERATION

ITEM DESCRIPTION: Conditional Use and variance application by RLO Sign, Inc. to install a new electronic readerboard monument sign at Wilson Elementary School located at 1625 Wilson Avenue. SR-5 Zone

REPORT PREPARED BY: Steve Sokolowski, Manager of Planning and Zoning

REPORT DATE: October 19, 2018

MEETING DATE: October 23, 2018

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

RLO Sign, Inc. is proposing to install a new electronic readerboard monument sign at Wilson Elementary School located at 1625 Wilson Avenue. The applicant states:

- Wilson School would like to replace its existing weathered manual readerboard monument sign with a new electronic readerboard. The applicant is proposing to retrofit the old changeable copy portion of the sign with a message center and to install a new Wilson Elementary School sign on the top of the readerboard cabinet.
- The sign will be located in the same location which has a central location and faces Wilson Avenue. The sign is approximately 55 feet to the Wilson Avenue property line.
- The new monument sign is approximately 36sf
 - The electronic readerboard portion of the monument sign to be replaced is approximately 18sf (3 x 6).
 - The top cabinet advertises Wilson Elementary School and the Sheboygan Area School District Community Recreation is approximately 18sf (3 x 6).
- Monument sign is approximately six (6) feet tall (top of the arch).
- The new electronic message center will provide better opportunities to advertise school activities and events to the public.

STAFF COMMENTS:

Applicant is requesting the following variance:

Applicant is requesting to install a 36sf sign – maximum square footage for a school sign in the SR-5 zone is 24sf.

ACTION REQUESTED:

Staff recommends approval of the conditional use/sign permit and variance subject to the following conditions:

- 1) Applicant shall obtain the necessary sign permits prior to installation.
- 2) Maximum height of sign is eight (8) feet (top of sign to grade).
- 3) Sign shall meet the minimum the minimum 12 foot setback to all property lines (closest edge of sign to property line). Applicant is responsible to insure the sign meets the required setbacks.
- 4) 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.
- 5) 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.
- 6) Sign messages and/or location shall not create any pedestrian/vehicular conflicts.

ATTACHMENTS:

Conditional Use Permit Application and required attachments.

PARCEL NO. 59281 432 090
MAP NO. _____
ZONING CLASSIFICATION: SR-5

Office Use Only
APPLICATION/FILE NO. _____
REVIEW DATE: 10/23/18

FILING FEE: \$250.00 (Payable to City of Sheboygan)

CITY OF SHEBOYGAN
APPLICATION FOR
CONDITIONAL USE PERMIT *pd*
Requirements Per Section 15.905
Revised May 2012

Completed application is to be filed with the Department of City Development, 828 Center Avenue, Suite 104. To be placed on the agenda of the City Plan Commission, application must be filed two weeks prior to date of meeting. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) is not submitted along with a complete and legible application. Application filing fee is non-refundable.

1. APPLICANT INFORMATION

APPLICANT: RLO Sign, Inc.
ADDRESS: 1030 Ontario Ave E-MAIL: dawn@rloesign.com
PHONE: (920) 457-6602 FAX NO. (920) 457-2399

2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT

NAME OF PROPOSED/EXISTING BUSINESS: Wilson Elementary School
ADDRESS OF PROPERTY AFFECTED: 11625 Wilson Avenue
LEGAL DESCRIPTION: See attachment

BRIEF DESCRIPTION OF EXISTING OPERATION OR USE: School

DETAILED DESCRIPTION OF PROPOSED OPERATION OR USE INCLUDING ANY CHANGES TO THE EXISTING USE: no changes - school

BRIEF DESCRIPTION OF ALL REQUESTED VARIANCES FROM PROVISIONS OF THE ZONING ORDINANCE, WHICH ARE RELATED TO THE PROPOSED OPERATION OR USE: Outdoor EMC mounted in monument with cabinet

OFFICE USE ONLY
PARCEL NO.: 5928 14320 90
MAP NO.: _____
ZONING CLASSIFICATION: SB-5

OFFICE USE ONLY
REVIEW DATE: _____
APPROVAL: _____
Steve Sokolowski, City Planner

**CITY OF SHEBOYGAN
DEPARTMENT OF CITY DEVELOPMENT**

828 Center Avenue Suite 104, Sheboygan, WI 53081
Phone: (920) 459-3377 Fax: (920) 459-7302
E-Mail: development@ci.sheboygan.wi.us

SIGN PERMIT APPLICATION
(November, 2009)

Completed application and all required attachments are to be filed with the Department of City Development, 828 Center Avenue, Suite 104 for review by the City Planner.

1. APPLICANT INFORMATION

APPLICANT: RLO Sign, Inc.
ADDRESS: 1030 Ontario Avenue, Sheboygan
E-MAIL ADDRESS: dawn@rlo-sign.com
PHONE: (920) 457-6602 FAX NO: (920) 457-2399

2. OWNER INFORMATION

OWNER OF SITE: Sheboygan Area School District
Wilson School
ADDRESS: 830 Virginia Avenue
PHONE: () FAX NO: ()

3. DESCRIPTION OF THE PROPOSED SIGN AND USE OF THE SUBJECT SITE

NAME OF PROPOSED/EXISTING BUSINESS: Wilson Elementary
ADDRESS OF PROPERTY AFFECTED: 1625 Wilson Avenue
USE OF PROPERTY: School
TYPE OF SIGN: Monument with electronic message
Center
DESCRIPTION OF PROPOSED SIGN: Will be using existing
brickwork from the current sign and
retro fitting an electronic message center
into the current changeable copy area

4. CONFIGURATION OF PROPOSED SIGN:

HEIGHT: 5'10" X WIDTH: 6' = TOTAL SQUARE FOOTAGE: 35 \square

AMOUNT OF PUBLIC STREET FRONTAGE: 765' on Wilson Avenue
630' on S. 17th Street

AMOUNT OF EXPOSED EXTERIOR WALL LENGTH: 522' on Wilson Avenue
257' on S. 17th Street

SETBACK: 55' from Wilson Avenue

METHOD OF ATTACHMENT: Screws and brackets

METHOD OF ILLUMINATION: internal LED's

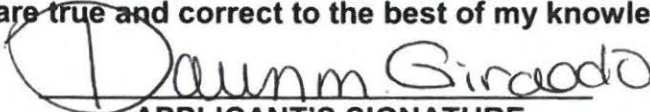
SIGN MATERIALS: aluminum, polycarbonate, vinyl

TOTAL SQUARE FOOTAGE OF SIGNS ON SUBJECT PROPERTY:

BEFORE PROPOSED SIGN: 24.61 AFTER PROPOSED SIGN: 35

5. CERTIFICATE

I hereby certify that all of the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.


APPLICANT'S SIGNATURE

10.9.18
DATE

Dawn M. Giraldo
PRINT ABOVE NAME

6. APPLICATION SUBMITTAL REQUIREMENTS

- a. For new development, the approved site plan for the subject property, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- b. For existing development, a site plan approved by the City Planner & Zoning Manager, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- c. A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.



1030 Ontario Ave. Sheboygan, WI 53081
920-457-6602 · 800-479-6602 · Fax: 920-457-2399
www.rloesign.com



10/09/2018

Narrative for sign at Wilson Elementary School

Steve Sokolowski
City of Sheboygan
828 Center Ave
Sheboygan WI 53081

Mr. Sokolowski,

On behalf of our client The Sheboygan Area School district we are requesting a conditional use permit to retrofit the old sign with a message center cabinet. The location of the school is 1625 Wilson Avenue, Sheboygan, WI 53081.

The proposed sign is an already existing structure and we would just like to modify it. The proposed sign cabinet is slight larger than the existing cabinet as it has a radius top. We will be using the existing brick pillars and retrofitting the new cabinet and electronic message center in between the pillars. The message center will be mounted to within the new sign cabinet which is significantly far from the road (55').

The school would like the ease of changing messages from the office that will create awareness within the community of their upcoming events.

Thank you,
RLO Sign, Inc
920-457-6602

Sign Type: S/F Illum. Monument w/ EMC

New S/F LED illuminated cabinet with full color electronic message center. Graphics to be 3/16" white lexan with vinyl graphics applied first surface. Cabinet to be installed using existing brick pillars.

Note: specs TBD

Site#: **S10069**

Customer: Wilson Elementary
 Street: 1625 Wilson Ave
 City: Sheboygan State: WI
 Site Contact: Laura
 Tel#: (920) 459-3688
 Email: x
 Design: Andy Graff

Revisions:

- x
- x
- x
- x

Customer Approval **Date**
 This layout design is an unpublished work and RLO Sign hereby expressly reserves the common law right pursuant to title 17, section 2 of the United States code to prevent the use of this design and to obtain damages therefore.



www.RLOSIGN.com
 1030 Ontario Ave
 Sheboygan, WI 53081
 Phone: 920-457-6602
 Fax: 920-457-2399



2'-7 1/2" x 5'-5 1/2"
 Electronic Message
 Center Housing
 (25.2" x 63"
 display area)

EXISTING SIGN SF: 24.61

sf: 35.0

scale: 3/4" = 1'-0"

Wilson Elementary

Sign Type: S/F Illum. Monument w/ EMC

New S/F LED illuminated cabinet with full color electronic message center. Graphics to be 3/16" white lexan with vinyl graphics applied first surface. Cabinet to be installed using existing brick pillars.

Note: specs TBD

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Revisions:

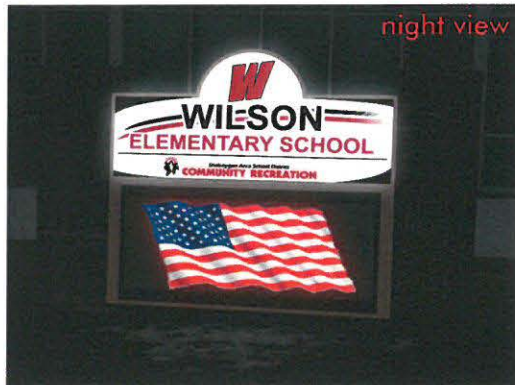
- _____
- _____
- _____
- _____

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 Sheboygan, WI 53081
 Phone: 920-457-6602
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EXISTING SIGN SF: 24.61

sf: 35.0

scale: 1/2" = 1'-0"

Wilson Elementary

Sign Type: S/F Illum. Monument w/ EMC

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Note: specs TBD

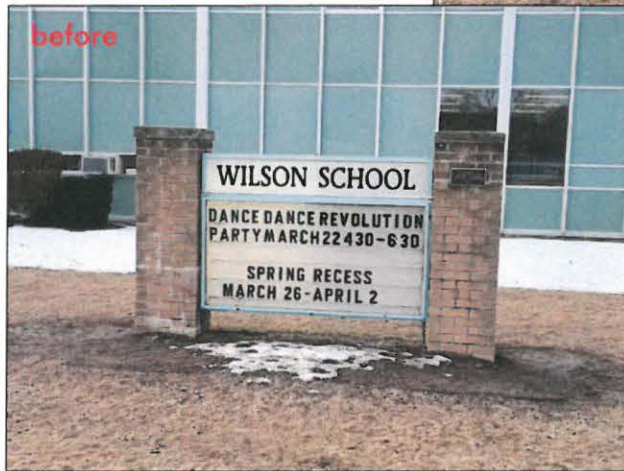
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Revisions:
 x _____
 x _____
 x _____
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Customer Approval Date
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 Sheboygan, WI 53081
 Phone: 920-457-6602
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EXISTING SIGN SF: 24.61

sf: 35.0

scale: NTS

Wilson Elementary

Sign Type: S/F Illum. Monument w/ EMC

New S/F LED illuminated cabinet with full color electronic message center. Graphics to be 3/16" white lexan with vinyl graphics applied first surface. Cabinet to be installed using existing brick pillars.

Note: specs TBD

Site#: **S10069**

Customer: Wilson Elementary
Street: 1625 Wilson Ave
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Site Contact: Laura
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Email: x
Design: Andy Graff

Revisions:

x
x
x
x

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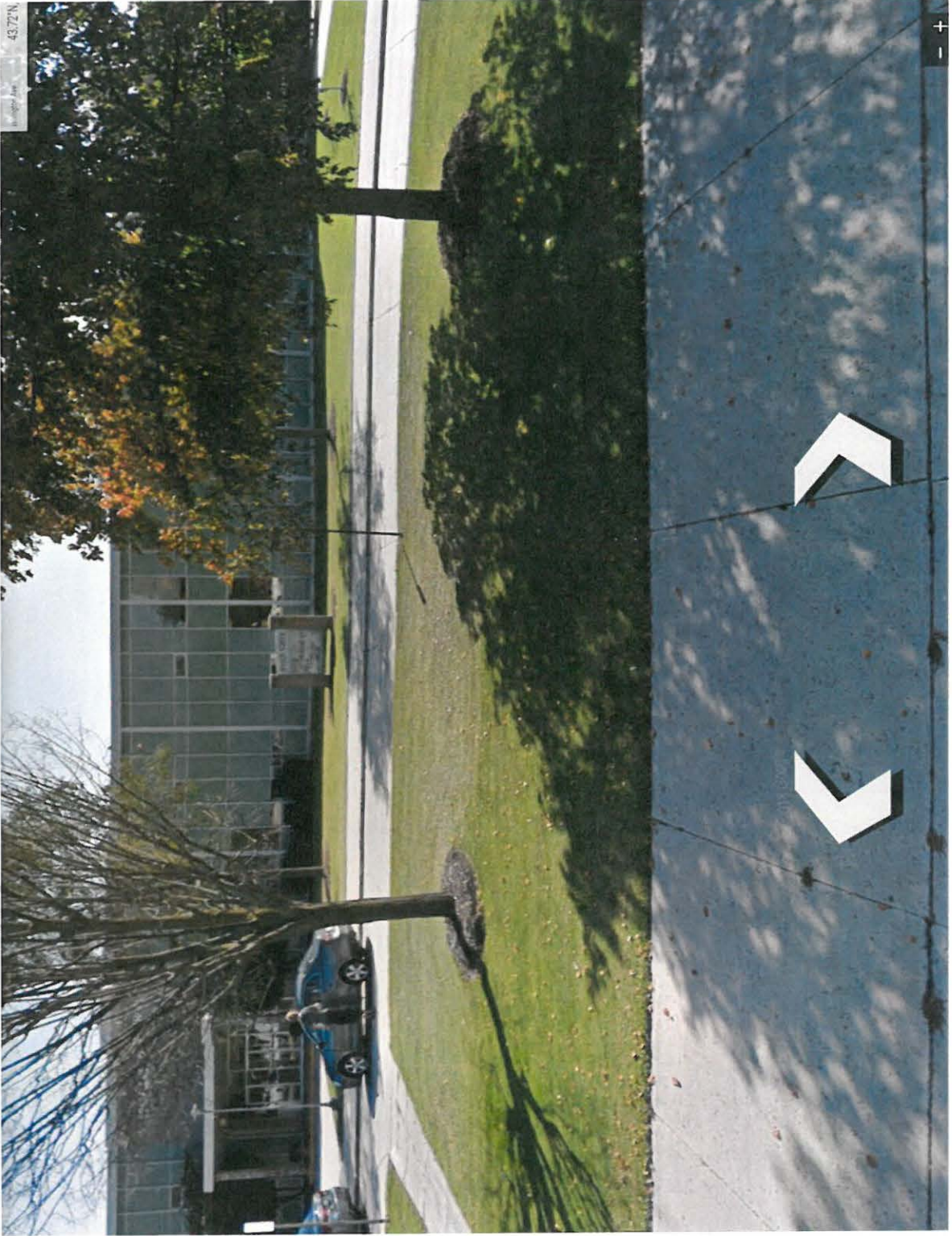
approx. 55'-0" from property line

EXISTING SIGN SF: 24.61

sf: 35.0

scale: NTS

Wilson Elementary



CITY OF SHEBOYGAN

REQUEST FOR PLANNING COMMISSION CONSIDERATION

ITEM DESCRIPTION: Conditional Use application by Sheboygan Area School District to occupy/operate Tower and Forward Special Education Programs from 832 Niagara Avenue (former Maritime Insurance Building). CC Zone

REPORT PREPARED BY: Steve Sokolowski, Manager of Planning and Zoning

REPORT DATE: October 5, 2018

MEETING DATE: October 9, 2018

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Sheboygan Area School District is proposing to occupy/operate Tower and Forward Special Education Programs from 832 Niagara Avenue (former Maritime Insurance Building). The applicant states:

- The Sheboygan Area School District is applying for a conditional use permit for the purpose of moving the Tower and Forward special education programs to the existing Maritime Insurance building located at 832 Niagara Avenue.
- Tower and Forward are district wide self-contained special education programs for students with emotional behavioral disabilities. Tower/Forward is a self-contained program that for the past eight years has been located in the former St. Clement School building at 721 North 6th Street. The space is currently leased by the district from St. Clements. The building has some significant capital maintenance needs and because the Parrish no longer has a need for the building, they do not intend to invest capital money on the building. This has necessitated the need for the District to find a new home for the program.
- While registered as students in their neighborhood school attendance area (North High School or South High School and Farnsworth, Horace Mann, or Urban), students are placed in the Tower/Forward program through the IEP process. While in the home school, students receive services/interventions/behavioral plans from a cross-categorical program prior to being placed in the Tower/Forward program. In addition, students typically recommended for this support have significant

interventions outside the school setting, i.e. OHS social worker, court ordered attendance, outside of home placement, Lincoln Hills, Rawhide, and/ or incarceration.

- Tower/Forward are unique to the county and majority of the State due to the collaboration with outside agencies. The Department of Health and Human Services has been a contributing part of the program since the 1980s. Currently, there are 3 on-site OHS social workers. Each social worker is assigned a student or family. Social workers and Tower staff work collaboratively to create an environment sensitive to extensive trauma, poverty, abuse, mental health, and criminal thinking. At times students do transition to Parole Officers. We have established a relationship with the agency, meeting once a month with a liaison from that department.
- In addition to OHS, Tower also incorporates other community resources through each month. Job Service has ongoing weekly visits with students. Safe Harbor has developed tools to identify positive relationships. Mental Health America has provided small group work on Mindfulness. Students receive hands-on experience when working with Meals on Wheels in both programs.
- The goal of the Tower/Forward program is to provide a structured, safe, learning environment for students that exhibit ongoing emotional, social, and behavioral needs. Reintegration into their neighborhood high school/middle school is an ongoing process and is only introduced when the student meets the individual goals outlined in their IEP.
- One of the goals in relocating the program is to maintain a central location within the city. Close proximity to the Department of Health and Human Services and to the Districts central administration building are important for support of the program.
- The Tower program serves grades 9-12 and is currently staffed with 3 special education teachers, 3 educational assistants, 2 security assistants, one secretary, .50 administrator, .50 school counselor, a part time technology teacher, 1 **FTE** art teacher, .20 school resource officer. In addition, each student has an assigned DHHS social worker. Currently, three DHHS social workers have offices at Tower.
- The Forward program serves grades 6-8 and is currently staffed with 1 special education teacher and two education assistants. The Forward Program is also supported by the Tower Staff.
- During District scheduled school days, the building will be in use Monday-Friday 7:30AM- 4:30PM. Potentially on Saturday from 7:30AM-4:30PM for staff use. Entrance to the building would be through the west doors adjacent to the west parking lot.
- School is in session 8:30AM-3:00PM, Monday through Friday. However, students may be dropped off up to 30 minutes before the start of the school day and 30 minutes after the end of the school day.

- A yellow school bus drops student off for morning arrival only. There is no after school bus transportation. Vans are used to transport student's home at the end of the school day.
- There are currently 3 vans used to transport students at arrival, dismissal, and for educational field trips. The vehicles will be parked on the parking lot during the school day, when not in use and overnight.
- Current enrollment is approximately 30 students.
- A maximum of 25 staff members could be parked in the lot during the day. This includes up to 5 traveling staff members that could occupy the lot periodically.
- Students will be outside during the day for educational and recreational purposes, including but not limited to: lunch/recess, outdoor learning experiences, etc. Students are at all times under direct adult supervision by district staff. It should be noted that there have not been any problems or incidents with students in the current neighborhood surrounding St. Clements and the John Michael Kohler Art Center.

STAFF COMMENTS:

None.

ACTION REQUESTED:

Staff recommends approval of the conditional use/sign permit subject to the following conditions:

- 1) 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.
- 2) If using dumpsters, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen the dumpster.
- 3) 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.).
- 4) Outdoor storage of materials, products or equipment shall be prohibited.
- 5) 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.
- 6) 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.

- 7) If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy.
- 8) If there are any exterior alterations, those alterations will be reviewed by the City of Sheboygan Architectural Review Board.
- 9) 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.

ATTACHMENTS:

Conditional Use Permit Application and required attachments.

PARCEL NO. 106200
MAP NO. _____
ZONING CLASSIFICATION: CC

Office Use Only
APPLICATION/FILE NO. _____
REVIEW DATE: 10/9/18

FILING FEE: \$250.00 (Payable to City of Sheboygan)

CITY OF SHEBOYGAN
APPLICATION FOR
CONDITIONAL USE PERMIT
Requirements Per Section 15.905
Revised May 2012

Completed application is to be filed with the Department of City Development, 828 Center Avenue, Suite 104. To be placed on the agenda of the City Plan Commission, application must be filed two weeks prior to date of meeting. Applications will not be processed if all required attachments and filing fee of \$150 (payable to the City of Sheboygan) is not submitted along with a complete and legible application. Application filing fee is non-refundable.

1. APPLICANT INFORMATION

APPLICANT: Sheboygan Area School District
ADDRESS: 830 Virginia Ave, Sheboygan E-MAIL: mboehlke@sasdn.et
PHONE: (920) 459-3955 FAX NO. (920) 459-4300

2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT

NAME OF PROPOSED/EXISTING BUSINESS: SASD Tower and Forward Program/Proposed Maritime Insurance (Existing)

ADDRESS OF PROPERTY AFFECTED: 832 Niagara Avenue

LEGAL DESCRIPTION: Tax Parcel Nos. 59281106170 and 59281106200

BRIEF DESCRIPTION OF EXISTING OPERATION OR USE: _____

Insurance Agency

DETAILED DESCRIPTION OF PROPOSED OPERATION OR USE INCLUDING ANY CHANGES TO THE EXISTING USE: _____

see attached

BRIEF DESCRIPTION OF ALL REQUESTED VARIANCES FROM PROVISIONS OF THE ZONING ORDINANCE, WHICH ARE RELATED TO THE PROPOSED OPERATION OR USE: None requested

The Sheboygan Area School District is applying for a conditional use permit for the purpose of moving the Tower and Forward special education programs to the existing Maritime Insurance building located at 832 Niagara Avenue.

Tower and Forward are district wide self-contained special education programs for students with emotional behavioral disabilities. Tower/Forward is a self-contained program that for the past eight years has been located in the former St. Clement School building at 721 North 6th Street. The space is currently leased by the district from St. Clements. The building has some significant capital maintenance needs and because the Parrish no longer has a need for the building, they do not intend to invest capital money on the building. This has necessitated the need for the District to find a new home for the program.

Information on the Program

While registered as students in their neighborhood school attendance area (North High School or South High School and Farnsworth, Horace Mann, or Urban), students are placed in the Tower/Forward program through the IEP process. While in the home school, students receive services/interventions/behavioral plans from a cross-categorical program prior to being placed in the Tower/Forward program. In addition, students typically recommended for this support have significant interventions outside the school setting, i.e. DHS social worker, court ordered attendance, outside of home placement, Lincoln Hills, Rawhide, and/ or incarceration.

Tower/Forward are unique to the county and majority of the State due to the collaboration with outside agencies. The Department of Health and Human Services has been a contributing part of the program since the 1980s. Currently, there are 3 on-site DHS social workers. Each social worker is assigned a student or family. Social workers and Tower staff work collaboratively to create an environment sensitive to extensive trauma, poverty, abuse, mental health, and criminal thinking. At times students do transition to Parole Officers. We have established a relationship with the agency, meeting once a month with a liaison from that department.

In addition to DHS, Tower also incorporates other community resources through each month. Job Service has ongoing weekly visits with students. Safe Harbor has developed tools to identify positive relationships. Mental Health America has provided small group work on Mindfulness. Students receive hands-on experience when working with Meals on Wheels in both programs.

The goal of the Tower/Forward program is to provide a structured, safe, learning environment for students that exhibit ongoing emotional, social, and behavioral needs. Reintegration into their neighborhood high school/middle school is an ongoing process and is only introduced when the student meets the individual goals outlined in their IEP.

One of the goals in relocating the program is to maintain a central location within the city. Close proximity to the Department of Health and Human Services and to the Districts central administration building are important for support of the program.

Program Staffing -

The Tower program serves grades 9-12 and is currently staffed with 3 special education teachers, 3 educational assistants, 2 security assistants, one secretary, .50 administrator, .50 school counselor, a part time technology teacher, 1 FTE art teacher, .20 school resource officer. In addition, each student has an assigned DHHS social worker. Currently, three DHHS social workers have offices at Tower.

The Forward program serves grades 6-8 and is currently staffed with 1 special education teacher and two education assistants. The Forward Program is also supported by the Tower Staff.

Building Usage Times

During District scheduled school days, the building will be in use Monday-Friday 7:30AM-4:30PM. Potentially on Saturday from 7:30AM-4:30PM for staff use. Entrance to the building would be through the west doors adjacent to the west parking lot.

Student Drop Off and Pick Up

School is in session 8:30AM-3:00PM, Monday through Friday. However, students may be dropped off up to 30 minutes before the start of the school day and 30 minutes after the end of the school day.

Student Transportation

There are currently 3 vans used to transport students at arrival, dismissal, and for educational field trips. The vehicles will be parked on the parking lot during the school day, when not in use and overnight.

A yellow school bus drops student off for morning arrival only. There is no after school bus transportation. Vans are used to transport students home at the end of the school day.

Student and Staff Numbers

Current enrollment is approximately 30 students.

A maximum of 25 staff members could be parked in the lot during the day. This includes up to 5 traveling staff members that could occupy the lot periodically.

Students Outside of the Building

Students will be outside during the day for educational and recreational purposes, including but not limited to: lunch/recess, outdoor learning experiences, etc. Students are at all times under direct adult supervision by district staff. It should be noted that there have not been any problems or incidents with students in the current neighborhood surrounding St. Clements and the John Michael Kohler Art Center.



LEGEND



N



SCALE 1" = 40'



September 19, 2018

Site Plan for:

SASD-Former Maritime Insurance Building

Sheboygan, WI

832 Niagara Ave.

ABACUS
ARCHITECTS

Main entrance on west side of building. View is from N 9th Street.



Parking to the west of the main building entrance.



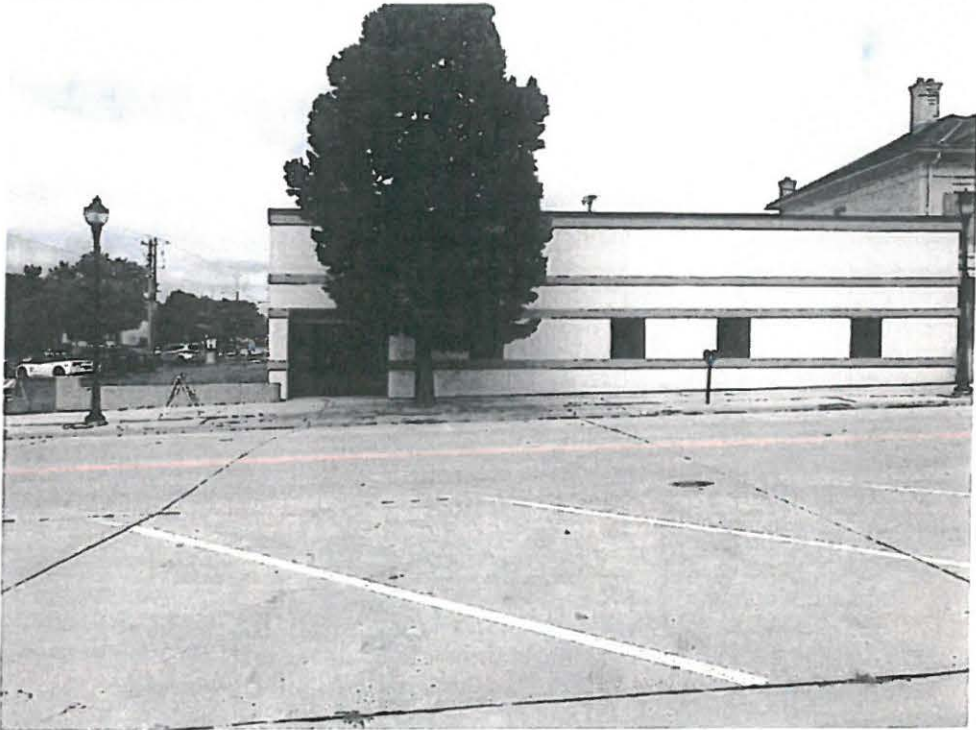
View of north side of building.

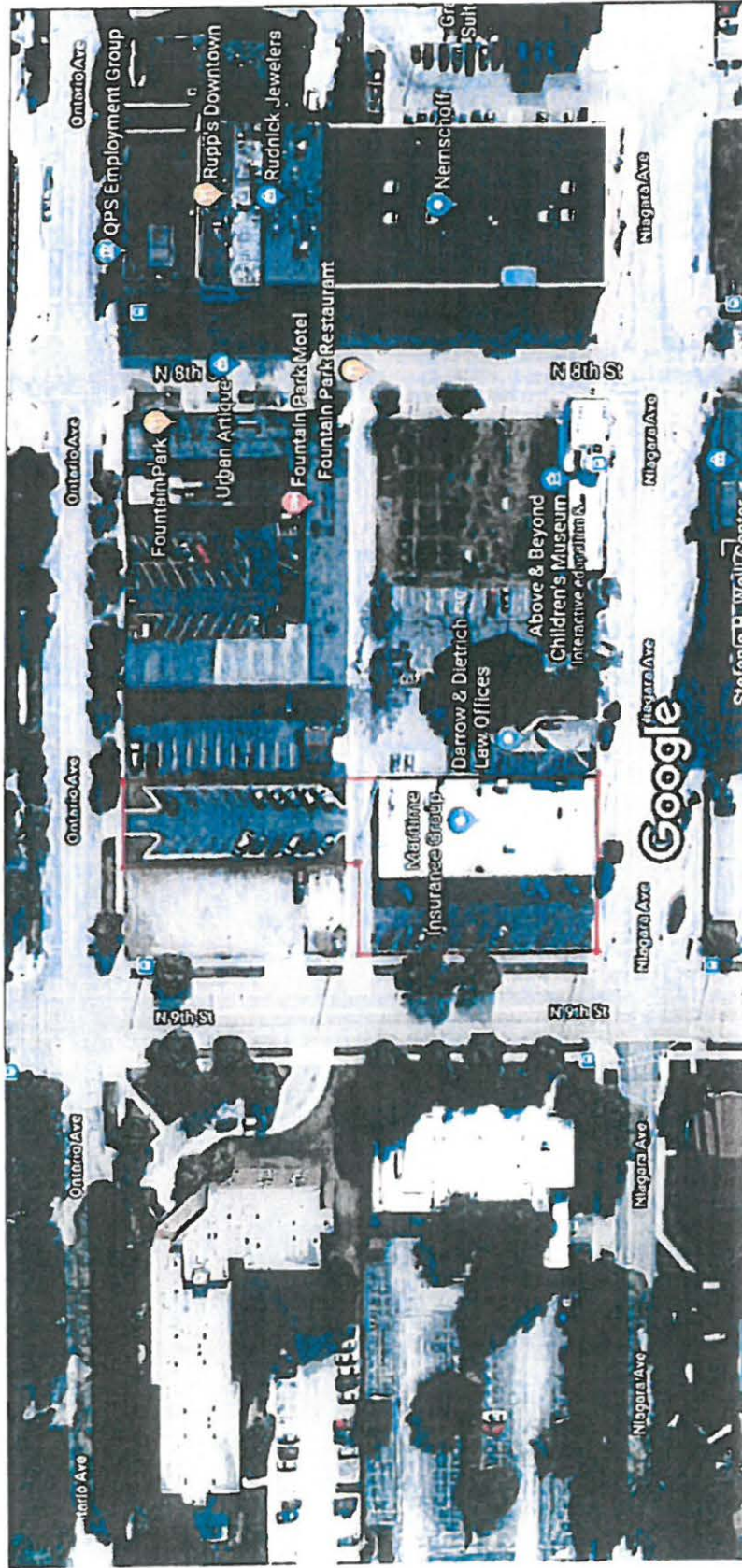


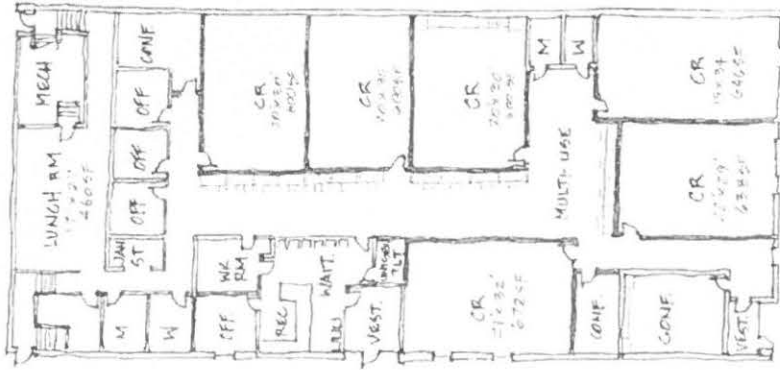
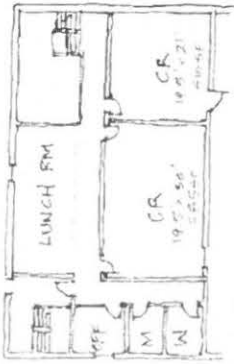
View of northside parking lot.



View of south side entrance off of Niagara Avenue (entrance will not be used).







FLOOR PLAN

SCALE: 1/8" = 1'-0"

PROFESSOR FOR: TOWER OF HOPE, SASD, B.

MARITIME
FINANCIAL REMODEL

CHICAGO, ILLINOIS

PROJ. NO. 2011.13

Maritime Real Estate Holdings, LLC

832 Niagara Avenue
Sheboygan, WI 53081

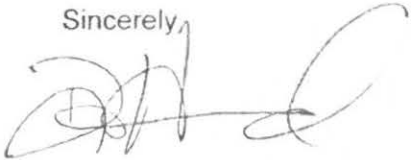
September 11, 2018

Steve Sokolowski
City of Sheboygan
Via Email

Dear Mr. Sokolowski,

This letter confirms that Maritime Real Estate Holdings, LLC (owner/seller), authorizes Mark Boehlke of the Sheboygan Area School District (tenant/buyer) to submit a conditional use permit application to operate school use from my property located at 832 Niagara Avenue (address of property buyer will operate from).

Sincerely,



Donald Hammond
Managing Member
Maritime Real Estate Holdings, LLC

September 11, 2018



DWIGHT D. DARROW
DEAN M. DIETRICH

DARROW & DIETRICH
LAW OFFICES

October 9, 2018

Mr. Steve Sokolowski
Manager of Planning and Zoning
City of Sheboygan

Via Email to steve.sokolowski@sheboyganwi.gov

Re: Darrow & Dietrich, S.C.
File No. 890108

Dear Mr. Solowski:

I want to thank you in advance for considering our comments via letter. My partner, Dean Dietrich, and I, are committed to attend legal proceedings this afternoon and simply cannot be present at 4:00 p.m.

I have asked my paralegal, Brenda Kissinger, to represent our interests in this matter and have asked her to share the content of this letter with you.

The proposal is to locate a school facility for certain young people approximately 20 inches from our building. We oppose the use of this facility for this purpose.

My partner and I have spent hundreds of thousands of dollars to create and help establish a downtown aesthetic that is an environment friendly to shoppers, pedestrians, users of the Children's Museum, users of our Stephanie Weill Center and local restaurants and businesses.

I am concerned that the proposal will adversely affect what has begun to be progress in maintaining that aesthetic in our downtown area.

I do not mean to sound harsh, but the facility that is being proposed is to house young people who are deemed either too dangerous or have behavioral problems of such a serious nature that they are not allowed to attend school in a normal school setting. Each of these young people have been adjudicated as delinquent by our Court system. The letter authored by the Sheboygan Area School District does not overtly tell you that each of these young persons has been adjudicated as a delinquent by the Court system. Inferentially, the information is there, but one should understand that these students have been deemed to have behavioral challenges significant enough to deem them inappropriate or a danger to the general student population in the normal school setting.

DARROW & DIETRICH S.C.
822 NIAGARA AVENUE
P.O. BOX 1001
SHEBOYGAN, WI 53082-1001

PHONE 920-451-6100

FAX 920-451-6110

Mr. Sokolowski
October 9, 2018
Page 2

With that in mind, we are concerned over several aspects of the proposal as set forth by the school district. We note that there are a total of six (6) teachers and two (2) security assistants, one (1) secretary, a part-time administrator/counselor/technology teacher. Apparently, one full-time art teacher and a very part-time school resource officer. We essentially have three (3) teachers, three (3) assistants, and two (2) security assistants to service thirty (30) students which is the current enrollment in the program according to the district. I am concerned about the ratio of adult supervisors to students. That concern is heightened by the fact that the school district indicates that:

“Students will be outside during the day for educational and recreational purposes, including but not limited to: lunch/recess, outdoor learning experiences, etc.”

It is our opinion that the site is not conducive to be a school setting. There is simply no space within the building or outside of the building to conduct recreational activities. We are left with a clear inference that these adjudicated, delinquent individuals will be allowed to congregate outside of the building either in public sidewalk areas, public alleyway areas, or in the streets. The site in question has no playground area or other outdoor area that would assure the neighbors that these individuals will stay on site at the facility. The Children’s Museum is a half a block to the east of this site. That Children’s Museum has worked diligently and with many donors to create an outdoor area next to the museum that is utilized for educational programs and for programs involving very small children. The interaction of the students as proposed by the District with the Above and Beyond Children’s Museum clientele would be inappropriate.

I also understand that to the west across the street is a daycare facility run by the Trinity Lutheran School System. Again, interaction with these types of behavioral challenged individuals with the young people across the street would be wholly inappropriate.

It would also be inappropriate to have these young people congregating around my office, around our parking lot or in the alley ways or sidewalks servicing our law firm office.

Because of the lack of ability to house these young people indoors for recreational activities, that means the exclusive area for recreation will be outside. This site is bordered on the west and south by heavily used roadways. To the north, there is an empty lot owned by the Fountain Park Motel, and there is a paved lot that we believe is owned by Maritime Insurance. I note that the School District says that there will be a maximum of twenty-five (25) vehicles associated with this school facility and those vehicles will take up almost all of that parking lot. To the east of this building is my office. My office is literally twenty (20) inches away from this building. There is a parking lot behind my office. There is simply no space in the immediate vicinity for these young people to recreate. There is a park to the north. I think it is wholly inappropriate to believe and understand that these individuals will be properly supervised to attend some kind of recreational pursuit in a public park. That park has no play ground facility or other facilities that would allow for recreation, such as a basket ball court, or a baseball diamond. This makes this site inappropriate.

Mr. Sokolowski
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We are also concerned about the enrollment figures used by the District. They contend that currently there are thirty (30) students in the program. As a part of the conditional use permit, if that permit is extended to the District, we would ask that as a condition of use, that no more than thirty (30) students be allowed to use this facility. We would further ask that as a condition to the use of the property that the students not be allowed outdoors in using either the public alleyway, sidewalks, or other private property to loiter, congregate, or recreate.

We would ask that as a condition of use that the hours of operation of this site be Monday through Friday, 7:30 a.m. to 4:30 p.m. We ask that as a condition of use that the facility not have students on site on the weekends. We also ask that as a condition of use that the facility not have students on site during the summer public school vacation time period.

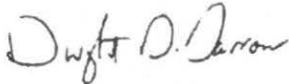
We note with great concern that there is no after school bus transportation. We note that vans are to be used to transfer students home at the end of the school day. We would ask that as a condition of use of the facility that all students be required to vacate the facility by 5:00 p.m. on Monday through Friday while the facility is in session.

We would note that the District's central administration building has sufficient room and facilities for this program. We would note that there are a sufficient number of other school owned properties in which these individuals could be housed and subject to an academic program.

We thank you again for your time, attention, and consideration to our requests.

Very truly yours,

DARROW & DIETRICH, S.C.



Dwight D. Darrow
State Bar #01003912

DDD/eh
890108.steve100918

pc: Chad Pelishek, via email at chad.pelishek@sheboyganwi.gov
Janet Duellman, via email at janet.duellman@sheboyganwi.gov
Nancy Maring, via email at nancy.maring@sheboyganwi.gov

CITY OF SHEBOYGAN

REQUEST FOR PLANNING COMMISSION CONSIDERATION

ITEM DESCRIPTION: Conditional Use application by Sheboygan Area School District to occupy/operate Tower and Forward Special Education Programs from 832 Niagara Avenue (former Maritime Insurance Building). CC Zone

REPORT PREPARED BY: Steve Sokolowski, Manager of Planning and Zoning

REPORT DATE: October 19, 2018

MEETING DATE: October 23, 2018

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Plan Commission held this matter at the last meeting. Some issues/concerns were raised and the Plan Commission wanted to have the applicant meet with some of the adjacent properties in order to further discuss this proposal further.

Darrow and Dietrich Law offices provided a letter the day of the meeting and verbal information at the meeting. Darrow and Dietrich stated they opposed the use of 832 Niagara Avenue for the Tower/Forward program for several reasons:

- The programs will house young people who are deemed too dangerous or have behavioral problems of such a nature that they are not allowed to attend school in a normal setting.
- Concerns of the ratio of adult supervisors to students (not enough).
- 832 Niagara Avenue is not conducive for a school setting – no space inside or outside the building to conduct recreational activities, no space for kids to congregate outside, etc.
- Concerns regarding the number of students who will attend this school – how do we know there will not be more than 30 students in the future.
- Concerns with the days and hours of operation

- Concerns with the day and hours of operation – before school, during school, after school.
- Appears to be other school owned properties to house this program.

Darrow and Dietrich also recommended the following conditions to the Plan Commission if the conditional use permit was to be granted:

- Not more than 30 students be permitted to use the facility.
- Students not be allowed outdoors in using either the public alleyway, sidewalks or other private property to loiter, congregate or recreate.
- Hours of operation be Monday through Friday, 7:30am to 4:30pm.
- All students be required to vacate the facility by 5:00pm Monday through Friday while the facility is in session.
- The facility not have students on site during summer public school vacation time period.

The Sheboygan Area School District (SASD) has provided letters in support of the project.

Thomas Dinolfo, St. Clement Parish trustee, stated SASD has been a good tenant. The students of Tower Academy used the facilities of the building and recreation area in the parking lot and there have never been any problems involving interference with Parish activities or disturbance of neighbors. Furthermore, the Parish Officers were satisfied that the educational purpose of Tower Academy was compatible with the mission of the Catholic Church. Nothing has happened during the tenancy of the SASD to contradict that.

Emily Rendall-Araujo, Executive Director of the Above and Beyond Children's Museum, stated that it has recently come to our attention that there might be concerns that the Museum would not like having Forward and Tower programs as neighbors. This is not a concern of ours at all and we are glad to have that building find good use. In fact we have had great success partnering with other local schools for volunteer projects. I am hopeful that we might be able to work out something similar with the students learning in this new location.

Scott Shackelford, Manager, and Barb Kultgen, Supervisor, of the Sheboygan County Health and Human Services Department stated that they provide three (3) dedicated social work positions who have office in the school that help to support some of the youth and families that attend Tower Academy. The concept of Tower, formerly known as Strive, began in 1980. The goals of the community based collaborative between human services and the school program were to provide a safe, nurturing learning environment, facilitate positive

family interaction and unity, and develop vocational skills to be field tested in the community. The partnership was based on the premise that education is not the sole responsibility of the schools and that community involvement is a key ingredient to effect lasting change in attitudes and actions of students and families served. This letter of support affirms our strong partnership with SASD for the past 38 years with the Strive/Tower Academy program and commitment to help address any issues that may arise with the children, youth and families that are served. We value that the program is located in the downtown area where the youth are able to take advantage of public transportation, community programming and support services.

It is staffs understanding that the SASD had a meeting with neighbors on Wednesday, October 17. Darrow and Dietrich informed the SASD that they would be unable to attend this meeting. The SASD reported no one attended the meeting.

The SASD has included a new letter for the Plan Commission to review describing the Tower/Forward program.

Staff report from August 28th 2018 below:

The Sheboygan Area School District is proposing to occupy/operate Tower and Forward Special Education Programs from 832 Niagara Avenue (former Maritime Insurance Building). The applicant states:

- The Sheboygan Area School District is applying for a conditional use permit for the purpose of moving the Tower and Forward special education programs to the existing Maritime Insurance building located at 832 Niagara Avenue.
- Tower and Forward are district wide self-contained special education programs for students with emotional behavioral disabilities. Tower/Forward is a self-contained program that for the past eight years has been located in the former St. Clement School building at 721 North 6th Street. The space is currently leased by the district from St. Clements. The building has some significant capital maintenance needs and because the Parrish no longer has a need for the building, they do not intend to invest capital money on the building. This has necessitated the need for the District to find a new home for the program.
- While registered as students in their neighborhood school attendance area (North High School or South High School and Farnsworth, Horace Mann, or Urban), students are placed in the Tower/Forward program through the IEP process. While in the home school, students receive services/interventions/behavioral plans from a cross-categorical program prior to being placed in the Tower/Forward program. In addition, students typically recommended for this support have significant

interventions outside the school setting, i.e. OHS social worker, court ordered attendance, outside of home placement, Lincoln Hills, Rawhide, and/ or incarceration.

- Tower/Forward are unique to the county and majority of the State due to the collaboration with outside agencies. The Department of Health and Human Services has been a contributing part of the program since the 1980s. Currently, there are 3 on-site OHS social workers. Each social worker is assigned a student or family. Social workers and Tower staff work collaboratively to create an environment sensitive to extensive trauma, poverty, abuse, mental health, and criminal thinking. At times students do transition to Parole Officers. We have established a relationship with the agency, meeting once a month with a liaison from that department.
- In addition to OHS, Tower also incorporates other community resources through each month. Job Service has ongoing weekly visits with students. Safe Harbor has developed tools to identify positive relationships. Mental Health America has provided small group work on Mindfulness. Students receive hands-on experience when working with Meals on Wheels in both programs.
- The goal of the Tower/Forward program is to provide a structured, safe, learning environment for students that exhibit ongoing emotional, social, and behavioral needs. Reintegration into their neighborhood high school/middle school is an ongoing process and is only introduced when the student meets the individual goals outlined in their IEP.
- One of the goals in relocating the program is to maintain a central location within the city. Close proximity to the Department of Health and Human Services and to the Districts central administration building are important for support of the program.
- The Tower program serves grades 9-12 and is currently staffed with 3 special education teachers, 3 educational assistants, 2 security assistants, one secretary, .50 administrator, .50 school counselor, a part time technology teacher, 1 **FTE** art teacher, .20 school resource officer. In addition, each student has an assigned DHHS social worker. Currently, three DHHS social workers have offices at Tower.
- The Forward program serves grades 6-8 and is currently staffed with 1 special education teacher and two education assistants. The Forward Program is also supported by the Tower Staff.
- During District scheduled school days, the building will be in use Monday-Friday 7:30AM- 4:30PM. Potentially on Saturday from 7:30AM-4:30PM for staff use. Entrance to the building would be through the west doors adjacent to the west parking lot.
- School is in session 8:30AM-3:00PM, Monday through Friday. However, students may be dropped off up to 30 minutes before the start of the school day and 30 minutes after the end of the school day.

- A yellow school bus drops student off for morning arrival only. There is no after school bus transportation. Vans are used to transport student's home at the end of the school day.
- There are currently 3 vans used to transport students at arrival, dismissal, and for educational field trips. The vehicles will be parked on the parking lot during the school day, when not in use and overnight.
- Current enrollment is approximately 30 students.
- A maximum of 25 staff members could be parked in the lot during the day. This includes up to 5 traveling staff members that could occupy the lot periodically.
- Students will be outside during the day for educational and recreational purposes, including but not limited to: lunch/recess, outdoor learning experiences, etc. Students are at all times under direct adult supervision by district staff. It should be noted that there have not been any problems or incidents with students in the current neighborhood surrounding St. Clements and the John Michael Kohler Art Center.

STAFF COMMENTS:

If the Plan Commission elects to approve the conditional use permit there are several conditions of approval that staff is recommending.

In addition, Darrow and Dietrich have recommended several as well. The Plan Commission will need to determine if they would like to include these suggestions:

- No more than 30 students shall be permitted to use the facility.
- Students shall not be allowed to use the public alleyway, sidewalks or other private property to loiter, congregate or recreate.
- Hours of operation shall be Monday through Friday, 7:30am to 4:30pm.
- All students shall be required to vacate the facility by 5:00pm Monday through Friday while the facility is in session.
- The facility shall not have students on site during the public school summer vacation time period.

Staff is not saying these conditions should or should not be added but the Plan Commission needs to be aware that these proposed conditions may be difficult for staff to administer.

ACTION REQUESTED:

Staff recommends approval of the conditional use/sign permit subject to the following conditions:

1. 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.
2. If using dumpsters, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slatting (PDS) material in order to effectively screen the dumpster.
3. 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.).
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. 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.
6. 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.
7. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy.
8. If there are any exterior alterations, those alterations will be reviewed by the City of Sheboygan Architectural Review Board.
9. 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.

ATTACHMENTS:

Conditional Use Permit Application and required attachments.



*"a special place
for children and their families
where play and education connect
through exploration and discovery"*

*A Non-Profit
Organization*

Board of Directors

Lynda Torke
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Gary Gartman
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Michael Tietjen
Todd Wagner

Executive Director

Emily Rendall-
Araujo



**Association of
Children's Museums**

October 15, 2018

Steve Sokolowski, Manager of Planning & Zoning
City of Sheboygan
828 Center Avenue
Sheboygan, WI 53081

Dear Steve,

Please find this letter from the Above & Beyond Children's Museum in support of the Sheboygan Area School District's purchase of the former HUB Insurance building located on the corner of N. 9th Street and Niagara Avenue.

It has recently come to my attention that there might be concern that the Museum would not like having the Forward and Tower Programs as neighbors. This is not a concern of ours at all, and we're glad to have that building find good use. In fact, we have had great success partnering with other local schools, such as the Etude Group, for volunteer projects. I am hopeful that we might be able to work out something similar with the students learning in this new location.

If you have any questions or concerns for me on behalf of the Above & Beyond Children's Museum, located at 902 N. 8th Street in Sheboygan, you may contact me directly at emily@abkids.org or (920) 207-5899.

Thank you for all that you do for the City of Sheboygan.

Sincerely,

Emily Rendall-Araujo

CC: Seth Harvatine, Superintendent of Schools



SHEBOYGAN COUNTY

Scott Shackelford - Manager
Division of Social Services
Health and Human Services Department

October 16, 2018

Ms. Rachel Ledezma
Principal –Tower and Forward Special Education Programs
Sheboygan Area School District

Re: Letter of Support


Dear Ms. Ledezma

We would like to thank you for reaching out and informing our agency of the Sheboygan Area School District's ongoing plans for relocating Tower Academy to the 832 Niagara Avenue location. As you know, Sheboygan County Health and Human Services has 3 dedicated social work positions that help to support some of the youth and families that attend Tower Academy and have office space in the school setting.

The concept of Tower Academy, formerly STRIVE, was originated from committee meetings back in 1976 that eventually launched programming beginning in 1980. The goals of the community-based collaborative between human services and the school program were to provide a safe, nurturing learning environment, facilitate positive family interaction and unity, and develop vocational skills to be field tested in the community. STRIVE'S Village Partnership was founded on a basic premise that education is not the sole responsibility of the schools and that community involvement is a key ingredient to effect lasting change in attitudes and actions of the students and families served.

This letter of support affirms our strong partnership with the Sheboygan Area School District for the past 38 years with the STRIVE/Tower Academy program and commitment to help address any issues that may arise with the children, youth and families that are served. We value that the program is located in the downtown area where the youth are able to take advantage of public transportation, community programming, and support services.

Sincerely,


Scott Shackelford
Manager
Sheboygan County Health and Human Services


Barb Kultgen
Supervisor
Sheboygan County Health and Human Services

SAINT CLEMENT CONGREGATION
522 NEW YORK AVENUE
SHEBOYGAN, WISCONSIN 53081-4126



October 17, 2018

Mr. Mark Boehlke
Assistant Superintendent Business & Operational Services
Sheboygan Area School District
830 Virginia Avenue
Sheboygan, Wisconsin 53081

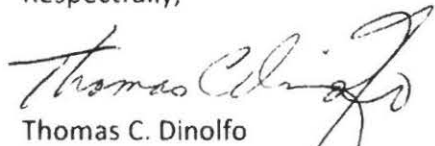
Dear Mark:

On behalf of St. Clement Parish, I am happy to provide you with this letter of reference regarding the Lease Agreement between St. Clement Parish and the Sheboygan Area School District for the Tower Academy program.

SASD has leased a school building which is on the grounds of St. Clement Parish for many years and through several lease renewals. During that time SASD has been a very good tenant. The students of Tower Academy have used the facilities of the building and the recreation area in the parking lot. There have been no problems involving interference with Parish activities, or disturbance of neighbors or people using the Parish Church and other facilities.

Furthermore, upon approving the original lease, the Parish Officers were satisfied that the educational purpose of Tower Academy was compatible with the mission of the Catholic Church. Nothing has happened during the tenancy of the SASD to contradict that.

Respectfully,


Thomas C. Dinolfo
St. Clement Parish Trustee

TOWER/FORWARD PROGRAM

Who We Serve

Forward and Tower are a vital programs in the District's continuum of special education services and support. The goal of the Tower/Forward programs is to provide a structured, safe, learning environment for students that exhibit ongoing emotional, social, and behavioral needs. We pride ourselves in being able to offer an opportunity for these students to continue to achieve academically while acquiring the social and behavioral skills needed for reintegration when their goals are met.

While registered as students in their neighborhood school attendance area, students are placed in the Tower/Forward program through the IEP process. The off-site location allows us to provide the programs' students with a fresh start in nurturing school environment. The small, off-site location also enables us to intensely focus of the skills needed for students to be reintegrated into a more traditional school environment. It is noteworthy, that other Sheboygan Area School District (SASD) programs are also housed in smaller and/ or stand alone locations (Warriner, Etude, Central High School, SAIL, KIDSHIP, TEENSHIP, etc.).

We currently have students that spend a portion of their school day at Forward/ Tower and a portion of their school day in general education classrooms at their home schools within SASD. We have even had students attend Lakeshore Technical College (LTC) for classes while attending Tower. Since students are registered in their neighborhood schools, many of them are also able to participate in school-wide functions and extracurriculars at their home schools. Thus our goal is to have all students participate in the least restrictive setting at a traditional school whenever possible.

We also believe it is important to note that not all of the students at Forward and Tower are adjudicated youth and that other schools throughout the school district also serve adjudicated juveniles throughout the school year. Since our students have a right to confidentiality, we deem it inappropriate to disclose how many of our students are adjudicated juveniles and/ or any information regarding students' disabilities.

Student Supervision

Tower Academy serves grades 6-12 and is currently staffed with 4 special education teachers, 5 educational assistants, 2 security assistants, 1 secretary, .50 administrator, .50 school counselor, a part-time support teacher, a part-time technology teacher, a part-time art teacher, .20 school resource officer. In addition, we currently, have three

Department of Health and Human Services (DHHS) social workers working out of the Tower Academy building.

Based on our current enrollment this puts the student to staff ratio at 30:19, approximately 3:2 when only SASD staff is included and 30:22 when both SASD and DHHS staff are considered. This is an appropriate staffing ratio when compared to similar programs. Our school-wide practices also ensure that students receive 100% adult supervision at all times.

Student Recreation

Our students currently have the necessary access to physical education and recreational activity. We would continue our practice of offering these opportunities to Forward/ Tower students within the school building and at designated SASD schools. Throughout the school week our students travel to traditional SASD schools for physical education and to use the swimming pool and weight room. We have also considered the possibility of acquiring exercise equipment for internal use, if required. Thus we believe that the proposed site would meet our needs adequately.

Scheduled Use of School Building

The use of our school building is very similar to what you will find at any other small, off-site school program. During District scheduled school days, the building will be in use Monday-Friday 7:30AM-4:30PM. The building may be potentially used on Saturday from 7:30AM-4:30PM for school staff only.

Time	Activity
7:30AM-8:00AM	School staff begins to arrive at the school building. Cars are parked in the lot and school staff enters the school building.
8:00AM-8:30AM	The work day begins. School staff participate in meetings and prepare for the day with students.
8:30AM-9:00AM	One school van leaves with 2 staff members to pick up Forward/middle school students. The school van returns with the students and 2 staff members. Students and staff enter the school

	building to start the day.
9:00AM-9:15AM	A yellow school bus arrives to pick up four staff members for morning transportation. After completing the route the Tower/ high school students and 4 staff members arrive back at the school building. Staff and students enter the school building to start the day.
9:15AM- 2:55PM	During this time students can attend up to seven blocks of academic classes. They also eat breakfast and lunch at designated times. We currently have 3 scheduled van runs to transport students to attend classes at SASD schools during this block of time.
2:55PM-3:30PM	We use all three vans and 7 staff members to transport our middle and high school students home at the end of the school day. We run one route using one van for our middle school students. When this van returns we run a second route using all three vans for our high school students.
3:30PM-4:00PM	School staff start to leave for the day. School staff exit the building and drive cars away. Only the three school vans are parked overnight.

It is important to note that due to our school expectations and the scheduled use of the school building, students do not have the opportunity to loiter or congregate around the school building. For the past eight years we have been good neighbors at our current school site. This school site is located across from the John Michael Kohler Arts Center, next to the St. Clement's Church, and within walking distance of businesses that are similar to the kind near the proposed site (law offices, preschools, accountant's office, senior activity center, fitness centers, etc.).

We strongly believe that all students within our District are a vital part of the community. Thus, Forward and Tower students participate extensively in community activities including field trips, job shadows, and hands-on experiences when working with Meals

on Wheels. Ultimately, we value collaborative relationships with our neighbors and the community at large.

Valued Partners

The Forward and Tower program is a longstanding, interagency partnership with the Dept. of Health & Human Services. This partnership allows for close collaboration between school and county staff. Tower/Forward are unique to the county and majority of the State due to the collaboration with outside agencies. The Department of Health and Human Services has been a contributing part of the program since the 1980s. Currently, there are 3 on-site DHHS social workers.

In addition to DHHS, Tower also incorporates other community resources including: weekly visits from the Job Service to provide youth career consultation and from Safe Harbor to deliver lessons related to healthy relationships. Students also participate in hands-on, experiential learning while working with the Meals on Wheels programs.

Background of Facility Needs Audit

- The Administration recommended to the Board, and the Board approved at the June 20, 2017 Annual Planning Session, that an ad hoc Long Term Facilities Planning Committee be formed.
- The Committee considered the Forward/Tower program facility needs.
- The initial committee meeting took place on October 24, 2017, and the agenda started with a review of the current programs and related facilities.
- Meetings continued through February, 2018.
- Beginning in April, the committee began to look at specific options for the program facilities.
- During this time, five possible relocation options were explored.
- At the August 21, 2018 committee meeting, a motion was passed to make a recommendation to the Board to pursue the purchase of the property at 832 Niagara Avenue and renovate the property for the purpose of relocating the Forward and Tower Program to that location.
- This motion was brought before the board and approved on August 28, 2018 to purchase the proposed building



DWIGHT D. DARROW
DEAN M. DIETRICH

DARROW & DIETRICH
LAW OFFICES

October 9, 2018

Mr. Steve Sokolowski
Manager of Planning and Zoning
City of Sheboygan

Via Email to steve.sokolowski@sheboyganwi.gov

Re: Darrow & Dietrich, S.C.
File No. 890108

Dear Mr. Solowski:

I want to thank you in advance for considering our comments via letter. My partner, Dean Dietrich, and I, are committed to attend legal proceedings this afternoon and simply cannot be present at 4:00 p.m.

I have asked my paralegal, Brenda Kissinger, to represent our interests in this matter and have asked her to share the content of this letter with you.

The proposal is to locate a school facility for certain young people approximately 20 inches from our building. We oppose the use of this facility for this purpose.

My partner and I have spent hundreds of thousands of dollars to create and help establish a downtown aesthetic that is an environment friendly to shoppers, pedestrians, users of the Children's Museum, users of our Stephanie Weill Center and local restaurants and businesses.

I am concerned that the proposal will adversely affect what has begun to be progress in maintaining that aesthetic in our downtown area.

I do not mean to sound harsh, but the facility that is being proposed is to house young people who are deemed either too dangerous or have behavioral problems of such a serious nature that they are not allowed to attend school in a normal school setting. Each of these young people have been adjudicated as delinquent by our Court system. The letter authored by the Sheboygan Area School District does not overtly tell you that each of these young persons has been adjudicated as a delinquent by the Court system. Inferentially, the information is there, but one should understand that these students have been deemed to have behavioral challenges significant enough to deem them inappropriate or a danger to the general student population in the normal school setting.

DARROW & DIETRICH S.C.
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Mr. Sokolowski
October 9, 2018
Page 2

With that in mind, we are concerned over several aspects of the proposal as set forth by the school district. We note that there are a total of six (6) teachers and two (2) security assistants, one (1) secretary, a part-time administrator/counselor/technology teacher. Apparently, one full-time art teacher and a very part-time school resource officer. We essentially have three (3) teachers, three (3) assistants, and two (2) security assistants to service thirty (30) students which is the current enrollment in the program according to the district. I am concerned about the ratio of adult supervisors to students. That concern is heightened by the fact that the school district indicates that:

“Students will be outside during the day for educational and recreational purposes, including but not limited to: lunch/recess, outdoor learning experiences, etc.”

It is our opinion that the site is not conducive to be a school setting. There is simply no space within the building or outside of the building to conduct recreational activities. We are left with a clear inference that these adjudicated, delinquent individuals will be allowed to congregate outside of the building either in public sidewalk areas, public alleyway areas, or in the streets. The site in question has no playground area or other outdoor area that would assure the neighbors that these individuals will stay on site at the facility. The Children’s Museum is a half a block to the east of this site. That Children’s Museum has worked diligently and with many donors to create an outdoor area next to the museum that is utilized for educational programs and for programs involving very small children. The interaction of the students as proposed by the District with the Above and Beyond Children’s Museum clientele would be inappropriate.

I also understand that to the west across the street is a daycare facility run by the Trinity Lutheran School System. Again, interaction with these types of behavioral challenged individuals with the young people across the street would be wholly inappropriate.

It would also be inappropriate to have these young people congregating around my office, around our parking lot or in the alley ways or sidewalks servicing our law firm office.

Because of the lack of ability to house these young people indoors for recreational activities, that means the exclusive area for recreation will be outside. This site is bordered on the west and south by heavily used roadways. To the north, there is an empty lot owned by the Fountain Park Motel, and there is a paved lot that we believe is owned by Maritime Insurance. I note that the School District says that there will be a maximum of twenty-five (25) vehicles associated with this school facility and those vehicles will take up almost all of that parking lot. To the east of this building is my office. My office is literally twenty (20) inches away from this building. There is a parking lot behind my office. There is simply no space in the immediate vicinity for these young people to recreate. There is a park to the north. I think it is wholly inappropriate to believe and understand that these individuals will be properly supervised to attend some kind of recreational pursuit in a public park. That park has no play ground facility or other facilities that would allow for recreation, such as a basket ball court, or a baseball diamond. This makes this site inappropriate.

Mr. Sokolowski
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Page 3

We are also concerned about the enrollment figures used by the District. They contend that currently there are thirty (30) students in the program. As a part of the conditional use permit, if that permit is extended to the District, we would ask that as a condition of use, that no more than thirty (30) students be allowed to use this facility. We would further ask that as a condition to the use of the property that the students not be allowed outdoors in using either the public alleyway, sidewalks, or other private property to loiter, congregate, or recreate.

We would ask that as a condition of use that the hours of operation of this site be Monday through Friday, 7:30 a.m. to 4:30 p.m. We ask that as a condition of use that the facility not have students on site on the weekends. We also ask that as a condition of use that the facility not have students on site during the summer public school vacation time period.

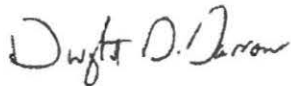
We note with great concern that there is no after school bus transportation. We note that vans are to be used to transfer students home at the end of the school day. We would ask that as a condition of use of the facility that all students be required to vacate the facility by 5:00 p.m. on Monday through Friday while the facility is in session.

We would note that the District's central administration building has sufficient room and facilities for this program. We would note that there are a sufficient number of other school owned properties in which these individuals could be housed and subject to an academic program.

We thank you again for your time, attention, and consideration to our requests.

Very truly yours,

DARROW & DIETRICH, S.C.



Dwight D. Darrow
State Bar #01003912

DDD/eh
890108.steve100918

pc: Chad Pelishek, via email at chad.pelishek@sheboyganwi.gov
Janet Duellman, via email at janet.duellman@sheboyganwi.gov
Nancy Maring, via email at nancy.maring@sheboyganwi.gov

CITY OF SHEBOYGAN

REQUEST FOR PLANNING COMMISSION CONSIDERATION

ITEM DESCRIPTION: Conditional Use and variance application by M&K 3411 Lakeshore, LLC to create a new tenant space, to install new signage and to construct a parking lot addition at 3411 Lakeshore Road. SI Zone

REPORT PREPARED BY: Steve Sokolowski, Manager of Planning and Zoning

REPORT DATE: October 19, 2018

MEETING DATE: October 23, 2018

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

M&K 3411 Lakeshore, LLC is proposing to create a new tenant space, to install new signage and to construct a parking lot addition at 3411 Lakeshore Road.

Recently, M&K 3411 Lakeshore, LLC rezoned property at 3411 Lakeshore Road from Urban Industrial (UI) to Suburban Industrial (SI) to propose creating a new multi-tenant facility.

The previous Urban Industrial (UI) zone did not permit or conditionally permit a professional service use such as a chiropractor. The Suburban Industrial (SI) zone conditionally permits a professional service such as a chiropractor. The proposed rezone to Suburban Industrial (SI) gives the applicant the opportunity to submit a conditional use permit to create a multi-tenant facility that includes a professional service.

The applicant states the following about the zoning of the 3411 Lakeshore Road facility and property:

- Wild Chiropractic is being displaced from their current location at 729 Pennsylvania Avenue due to changes being pursued by their landlord.
- A large portion of the Guske Electric building is being underutilized and I would like to pursue a long term lease with Wild Chiropractic. This would address both his need for a new location and my need to find a suitable tenant.

- Under the current UI zoning classification this would not be possible but with the change to SI zoning classification a mixed use of my building for both light commercial and light industrial. From the standpoint of the appearance of our neighborhood and types of surrounding businesses, I feel that a professional service type tenant would be less impactful than an industrial type tenant.
- This chiropractor is a single doctor operation with an assistant and receptionist which would minimally impact traffic in the area.

The applicant states the following about the proposed Wild Chiropractic use of the facility:

- This site will accommodate Chiropractic, Nutritional, and Massage Therapy services. This site was chosen because of its ideal size for the practice needs, the ease of access into the building, (especially for those of special needs and ambulatory issues), and parking availability for patients who require multiple treatment visits. Our office will be accessed from MacArthur Avenue and we anticipate 1-4 patient vehicles on the premises at any given time.
- The professional practice will consist of one (1) doctor, two (2) employees and a part-time massage therapist who is an independent contractor.
- The office hours are Monday-Thursday 8am-6pm, Friday 8am-12pm, and Saturday by appointments only.
- We plan on maintaining the current exterior architectural design of the building with the exception of approved business signage.
- Our practice has been in Sheboygan for over 32 years and we would appreciate the opportunity to continue to serve the community now and into the future. We have searched for office space for over eight (8) months because our present office is being sold. We have found this facility to best meet the requirements we need to maintain our chiropractic services and best provide for the needs of our patients.

The owner states the following about the proposed site improvements:

- The exterior of my building would not change in appearance other than replacing all the front windows that are approximately 50 years old with new Low-E windows of same size in the existing framework. In the past year I have removed approximately 40,000sf of asphalt parking and would replace this with approximately 7,300sf of concrete parking for the tenant and green space for the remainder.
- Presently, there are seven (7) parking spaces. Applicant is proposing 14 new parking stalls that will be utilized by both tenants. A majority of the new parking will be completed at the southwest corner of the building by the new Wild Chiropractic tenant space.

- A new 16 foot concrete driveway on the north side of the site that accesses the facilities loading dock. Access to the loading dock is from Lakeshore Road at the northwest corner of the property.
- New concrete drives, parking, walks and landscaping.

The applicant states the following about the proposed monument sign change:

- The applicant currently has a monument sign advertising Guske Electric along Lakeshore Road. This is an internally illuminate sign.
- The applicant would like to increase the size and height of this monument sign in order to permit Wild Chiropractic to advertise on this existing sign instead of constructing another sign on the property. Will need to include a new advertising panel and raise the overall height of the sign to nine (9) feet tall.
- The proposed sign infill panel addition is approximately 30sf (3.1 x 10) and will also be internally illuminated.
- Thus, the monument sign will now be approximately 60sf and nine (9) feet tall.

STAFF COMMENTS:

Applicant is requesting the following variance:

Applicant is requesting to install a nine (9) foot tall sign – Maximum eight (8) foot tall sign permitted.

One of the sign design items staff and the Plan Commission have tried to incorporate into sign proposals are decorative caps, especially when asking for variances. The Plan Commission should consider having the applicant include such a decorative cap to improve the overall look of this sign. The height variance would need to be increased in order to incorporate such a decorative cap - Increase sign height variance from nine (9) to 10 feet tall.

ACTION REQUESTED:

Staff recommends approval of the conditional use, variance and sign permit subject to the following conditions:

1. 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, health, 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.
2. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
3. 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). Landscape plan shall also meet the bufferyard requirements.

4. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
5. Outdoor storage of materials, products or equipment shall be prohibited.
6. 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.).
7. 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.
8. Applicant shall obtain the necessary sign permits prior to installation. Sign shall be located in the exact same location (shall not be moved any closer to the property line).
9. Applicant shall provide a decorative cap on the proposed monument sign. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
10. Maximum height of sign is ten (10) feet (top of sign to grade).
11. All areas used for parking/maneuvering of vehicles shall be paved. Applicant shall meet all required paving setbacks.
12. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
13. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
14. 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.).
15. 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.).
16. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
17. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
18. 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).
19. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy.
20. If there are any 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 renovation.
21. 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.

ATTACHMENTS:

Conditional Use Permit Application and required attachments.

PARCEL NO. 712841
MAP NO. _____
ZONING CLASSIFICATION: SI

Office Use Only
APPLICATION/FILE NO. _____
REVIEW DATE: 10/23/18

FILING FEE: \$250.00 (Payable to City of Sheboygan)

**CITY OF SHEBOYGAN
APPLICATION FOR
CONDITIONAL USE PERMIT** *pd*
Requirements Per Section 15.905
Revised May 2012

Completed application is to be filed with the Department of City Development, 828 Center Avenue, Suite 104. To be placed on the agenda of the City Plan Commission, application must be filed two weeks prior to date of meeting. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) is not submitted along with a complete and legible application. Application filing fee is non-refundable.

1. APPLICANT INFORMATION

APPLICANT: JEFFREY L. WILD D.C.
ADDRESS: 729 PENNSYLVANIA AVE. E-MAIL: jjwild2@att.net
PHONE: (920) 458-8886 FAX NO. (920) 458-1128

2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT

NAME OF PROPOSED/EXISTING BUSINESS: WILD CHIROPRACTIC OFFICE
ADDRESS OF PROPERTY AFFECTED: 3411 LAKESHORE ROAD
LEGAL DESCRIPTION: TAX PARCEL NUMBER: 59281712841

BRIEF DESCRIPTION OF **EXISTING** OPERATION OR USE: ELECTRICAL
COMPANY - GUSKE ELECTRIC

DETAILED DESCRIPTION OF **PROPOSED** OPERATION OR USE INCLUDING ANY CHANGES TO THE EXISTING USE: LICENSED CHIROPRACTIC
OFFICE

BRIEF DESCRIPTION OF ALL REQUESTED VARIANCES FROM PROVISIONS OF THE ZONING ORDINANCE, WHICH ARE RELATED TO THE PROPOSED OPERATION OR USE: SEE ACCOMPANYING LETTER BY MICHAEL
WILTZINS CONCERNING PARKING AND SIGN.

WILD

Chiropractic Office

729 Pennsylvania Ave.
Sheboygan, WI 53081
Ph: (920) 458-8886
Fax: (920) 458-1128

10-3-18

ATTN: To whom it may concern,

This information is in regards to the 3411 Lakeshore Road address.

The proposed multi-tenant professional services for this site will be for the use of Wild Chiropractic Office, which will accommodate Chiropractic, Nutritional, and Massage Therapy services.

This site was chosen because of its ideal size for the practice needs, the ease of access into the building, (especially for those of special needs and ambulatory issues), and parking availability for patients who require multiple treatment visits. We will be located in the Southwest part of the building which was previously used as the D&M Plumbing showroom area. The space we will occupy is approximately 2,000 sq. ft.

The professional practice will consist of one doctor, two employees and a part-time massage therapist who is an independent contractor. With this business, we anticipate only 1-5 patient vehicles on the premises at any given time, and our office will be accessed from MacArthur Avenue. The office hours are Monday-Thursday 8am-6pm, Friday 8am-12pm, and Saturday by appointments only.

We plan on maintaining the current exterior architectural design of the building with the exception of approved business signage. *See proposed accompanying signage paperwork. In addition to this signage by the road we are considering having our business name painted on the brick portion of the exterior facing MacArthur Avenue (Where D&M Plumbing previously had their business logo painted). We are also considering having our business name painted on the West side of the office space above the windows.

Our practice has been in Sheboygan for over 32 years and we would appreciate the opportunity to continue to serve the community now and into the future. We have searched for office space for over 8 months because our present office is being sold. We have found this facility to best meet the requirements we need to maintain our chiropractic services and best provide for the needs of our patients. Thank you for our consideration in this matter.

Sincerely,


Dr. Jeffrey L Wild



9-25-2018

Attn: To Whom it may concern

In regards to the property located at 3411 Lakeshore Rd otherwise known as Guske Electric Inc. I am hereby submitting for your review 2 items related to the conditional use permit. I am looking to add some parking area for my new tenant (Wild Chiropractic) as well as reconnecting the street to my loading dock which was removed during street modifications last year and a modification to my existing signage. The parking and driveway changes are detailed in the site survey prepared by Wagner Excavating and are attached. The sign modification prepared by RLO sign is also attached. The new sign modification will extend 1 foot higher than current regulations allow and I am requesting a variance to allow for this.

Thank you for your time and consideration in reviewing my request.

Michael A Wiltzius
President,
Guske Electric Inc.

Michael A Wiltzius

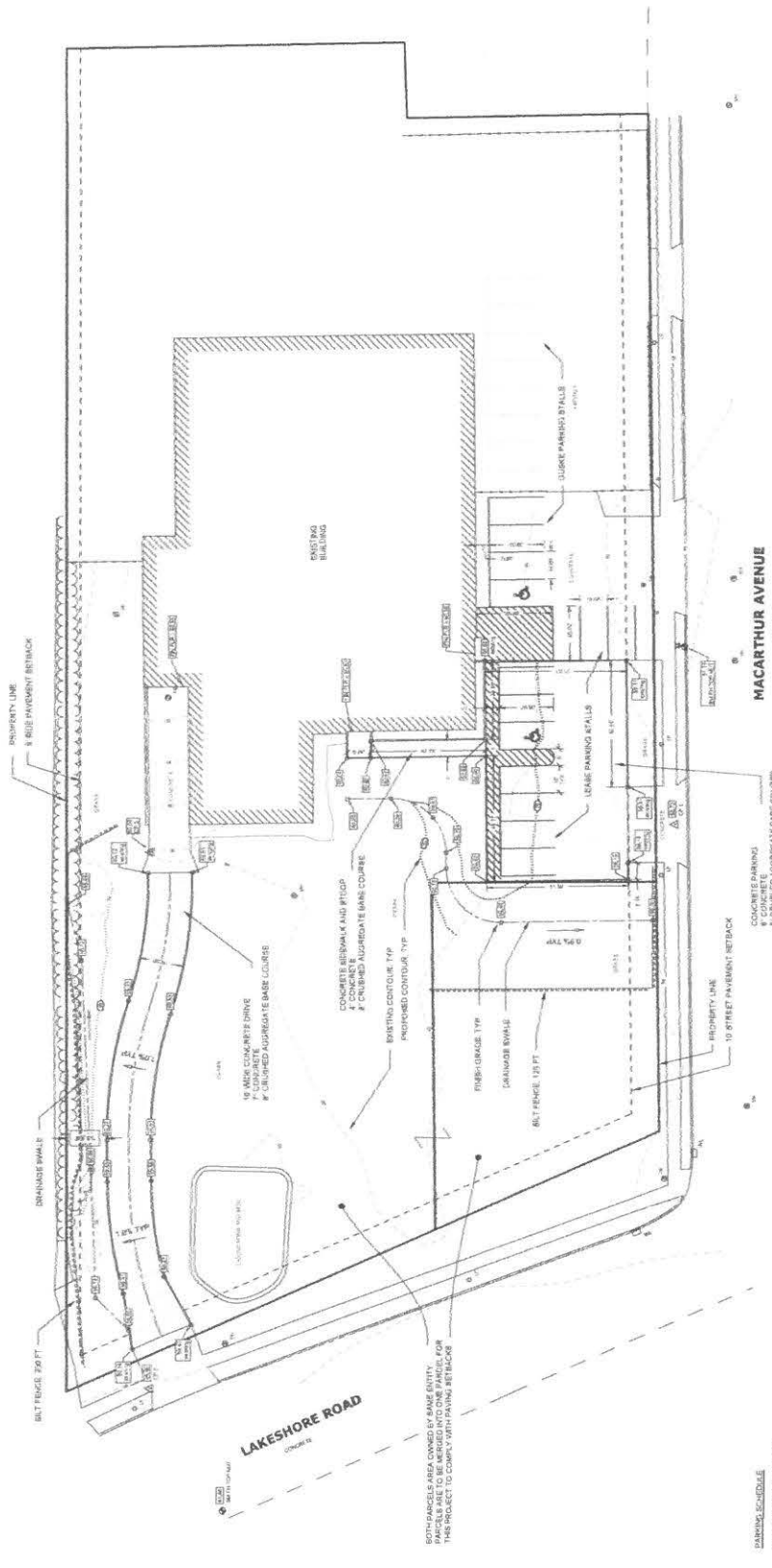
No.	Revision	Date
1		
2		
3		
4		
5		

Wagner
EXCAVATING, INC.
2457 FRENCH CREEK, SHEBOYGAN, WI 53081
(920) 458-0002
FAX (920) 458-0265

SITE IMPROVEMENTS
Guske Electric
3411 Lakeshore Road
Sheboygan, Wisconsin

DATE
9/25/18

1



PROPERTY INFORMATION

PROPERTY ADDRESS: 3411 LAKESHORE ROAD, SHEBOYGAN, WISCONSIN 53081
 PARCEL NUMBER: 303173847 AND 304117381
 OWNER: M&E M11 LAKESHORE, LLC
 2008 WASHINGTON COURT, SHEBOYGAN, WI 53081
 ATTN: MICHAEL ZIMMER
 PHONE: 920.377.2868

CITY ZONING: NEW ZONING TO: SUBURBAN INDUSTRIAL (SI)
 SUBJECT: PAVING RETRACK
 LOT: 5
 SIDE PAVING RETRACK: 5'
 LANDSCAPE BUFFER: 25.00'

DESIGN: 14.5' DRIVE
 41'

STORM WATER MANAGEMENT INFORMATION

NET-30: 92,853 SF (2.1 ACRES)
 LAND OBTAINANCE (APPROX): 17,000 SF (0.4 ACRES)
 PRECONSTRUCTION: 41,333 SF (0.94 AC)
 IMPERVIOUS TOTAL: 61,333 SF (1.4 AC)
 POST-CONSTRUCTION: 58,667 SF (1.34 AC)
 PERVIOUS TOTAL: 34,167 SF (0.78 AC)

PERVIOUS TOTAL: 34,167 SF (0.78 AC)
 IMPERVIOUS TOTAL: 61,333 SF (1.4 AC)
 PERVIOUS TOTAL: 34,167 SF (0.78 AC)

EXISTING: 34,167 SF (0.78 AC)
 NEW: 34,167 SF (0.78 AC)
 TOTAL: 68,334 SF (1.56 AC)

PARKING SCHEDULE

3 EMPLOYEES
 7 STALLS
 1 STALL
 10 STALLS

PEOPLE COUNT

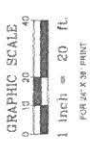
REGULAR: 1 STALL PER PERSON
 HANDICAP: 1 STALL PER PERSON
 TOTAL REQUIRED: 10 STALLS

EQUINE EXERCISE AREAS

EMPLOYEE COUNT: 3
 REGULAR: 1 STALL PER PERSON
 HANDICAP: 1 STALL PER PERSON
 TOTAL REQUIRED: 2 STALLS

EXISTING

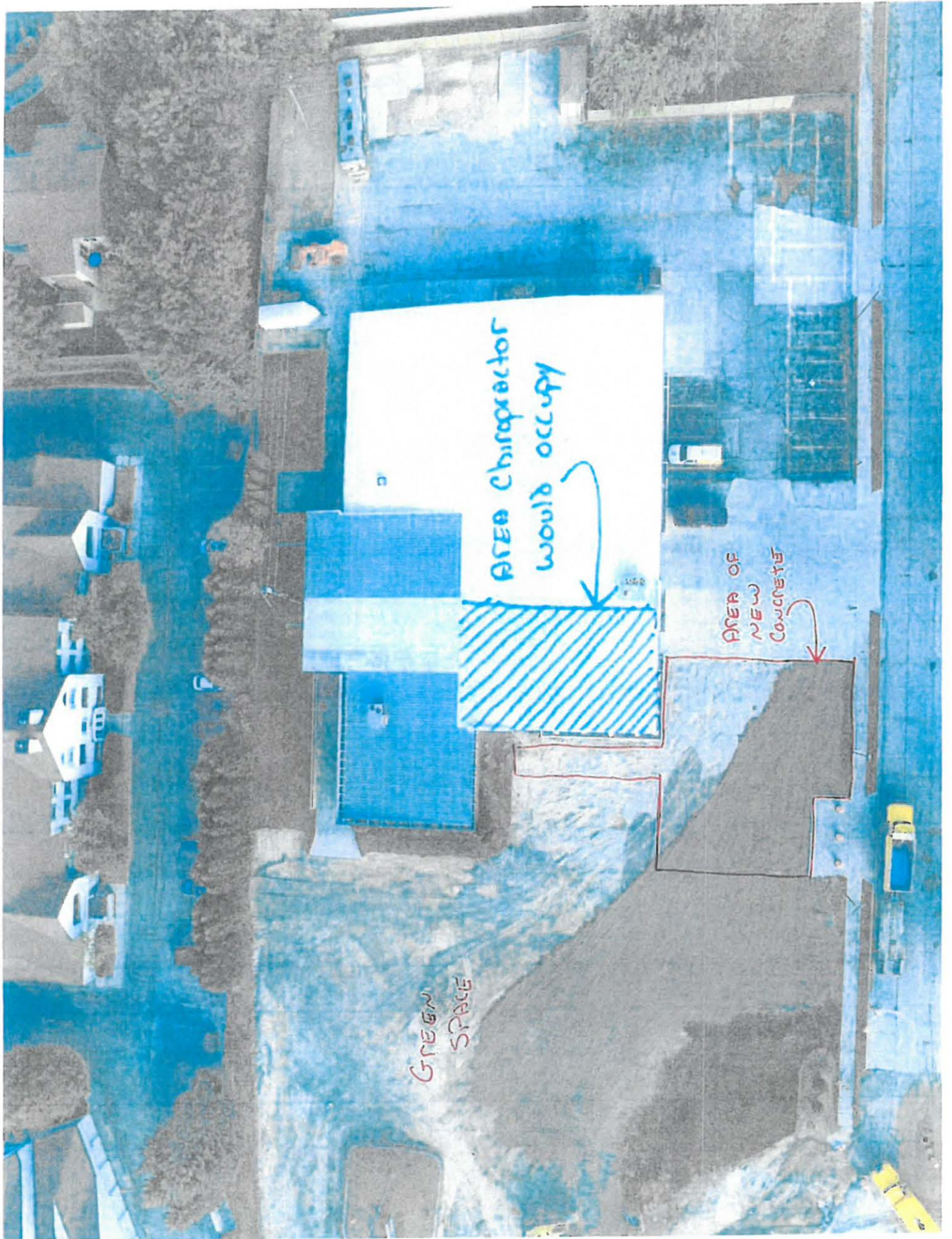
NEW: 10 STALLS
 TOTAL: 10 STALLS



**SITE, GRADING PLAN, AND
EROSION CONTROL PLAN**

THIS DRAWING HAS BEEN PREPARED FOR THE CLIENT'S USE ONLY. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CLIENT IS RESPONSIBLE FOR MAINTAINING AND SAFETY OF THE CONSTRUCTED ITEMS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.







AREA CHINA PRACATOR
would occupy

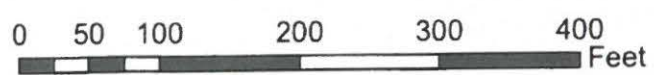
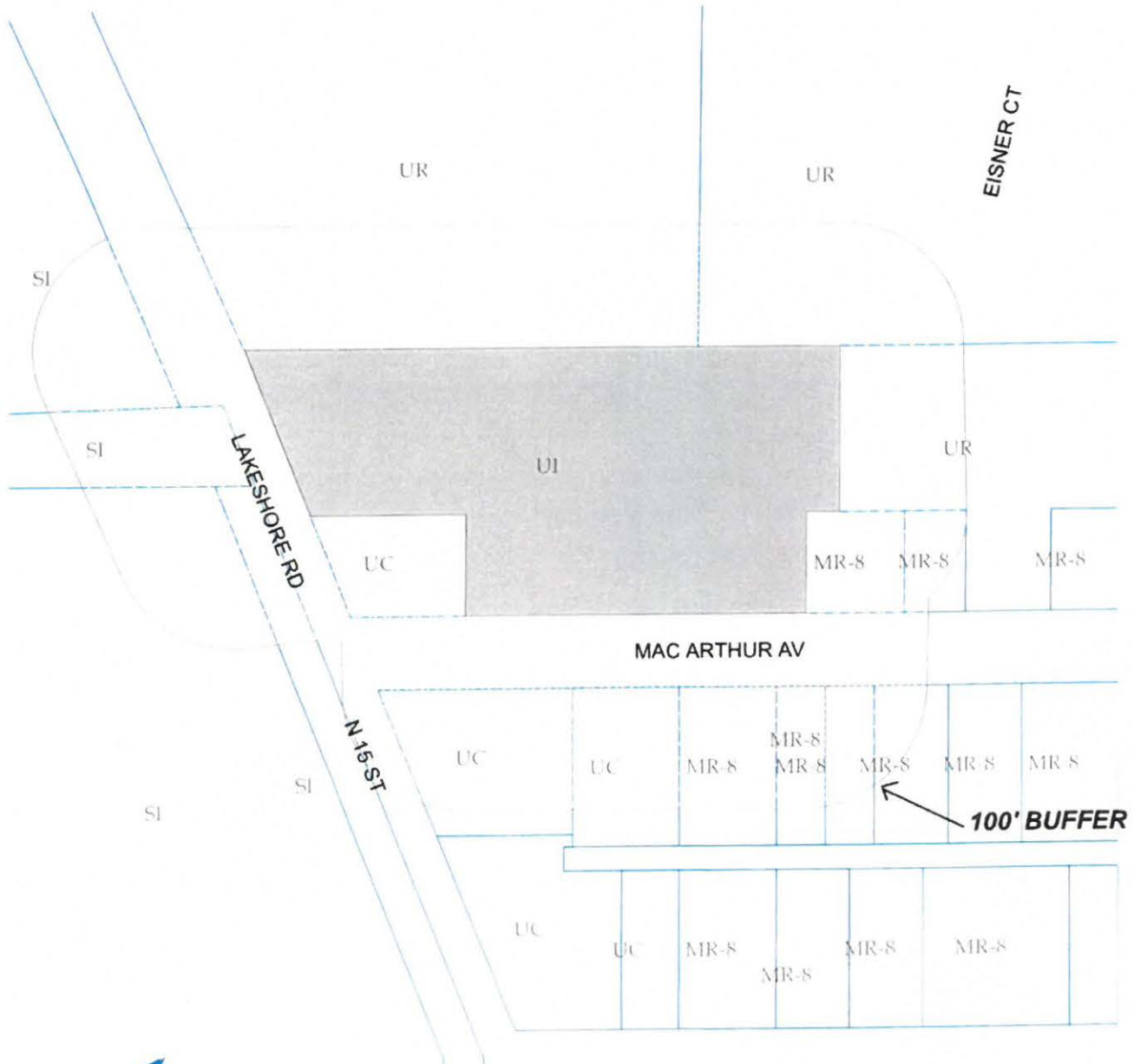
AREA OF
new CONCRETE

GREEN
SPACE

PROPOSED ZONING CHANGE FROM URBAN INDUSTRIAL (UI) TO SUBURBAN INDUSTRIAL (SI)

SECTION 10, T. 15 N, R. 23 E

LAKE SHORE DIVISION LOTS 13,14,15,16,17,18 & 19 BLK 10, ALSO UNPL LAND BEING PRT OF THE N 1/2 OF SE 1/4, OF SEC 10 T15N R23E DESC AS: COM IN CENTER OF COUNTY HWY "LS", 616.00' SE OF ITS INTERSECTION WITH E-W 1/4 LN OF SD SEC 10, TH SE 129.00' ALG THE CENTER LN OF SD COUNTY HWY "LS", TH E 463.00' ALG THE N LN OF BLK 10 OF LAKE SHORE DIVISION, TH N 122.86', TH W 511.51' TO THE POB, EXC THAT WLY PRT RESERVED AS PERPETUAL ROAD EASEMENT



OFFICE USE ONLY
PARCEL NO.: 5928 1712 841
MAP NO.: _____
ZONING CLASSIFICATION: UI

OFFICE USE ONLY
REVIEW DATE: _____
APPROVAL: _____
Steve Sokolowski, City Planner

**CITY OF SHEBOYGAN
DEPARTMENT OF CITY DEVELOPMENT**

828 Center Avenue Suite 104, Sheboygan, WI 53081
Phone: (920) 459-3377 Fax: (920) 459-7302
E-Mail: development@ci.sheboygan.wi.us

SIGN PERMIT APPLICATION

(November, 2009)

Completed application and all required attachments are to be filed with the Department of City Development, 828 Center Avenue, Suite 104 for review by the City Planner.

1. APPLICANT INFORMATION

APPLICANT: RLO Sign, Inc.
ADDRESS: 1030 Ontario Avenue
E-MAIL ADDRESS: dawn@rloesign.com
PHONE: (920) 457-6602 FAX NO: (920) 457-2399

2. OWNER INFORMATION

OWNER OF SITE: M:K 3411 Lakeshore, LLC
ADDRESS: 2004 Waverly Court - Sheboygan
PHONE: () FAX NO: ()

3. DESCRIPTION OF THE PROPOSED SIGN AND USE OF THE SUBJECT SITE

NAME OF PROPOSED/EXISTING BUSINESS: Guske electric
ADDRESS OF PROPERTY AFFECTED: 3411 Lakeshore Road
USE OF PROPERTY: Electrical Contractor
TYPE OF SIGN: LED lit monument
DESCRIPTION OF PROPOSED SIGN: Retrofit new double faced LED illuminated cabinet onto existing monument - update lower cabinet to LED lighting

4. CONFIGURATION OF PROPOSED SIGN: with base 9' X 10' = 90.00

HEIGHT: 6'3" X WIDTH: 10' = TOTAL SQUARE FOOTAGE: 62.5

AMOUNT OF PUBLIC STREET FRONTAGE: 280.5' on MacArthur Avenue
230' on Lakeshore Road

AMOUNT OF EXPOSED EXTERIOR WALL LENGTH: 145' on MacArthur
100' on Lakeshore Road

SETBACK: 12'

METHOD OF ATTACHMENT: Screws, brackets

METHOD OF ILLUMINATION: internally lit by LED's

SIGN MATERIALS: aluminum, polycarbonate

TOTAL SQUARE FOOTAGE OF SIGNS ON SUBJECT PROPERTY:

BEFORE PROPOSED SIGN: 31.25 AFTER PROPOSED SIGN: 62.5 Just Sign
with base
90.00

5. CERTIFICATE

I hereby certify that all of the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Dawnm Giraldo
 APPLICANT'S SIGNATURE

10-12-18
 DATE

Dawnm. Giraldo
 PRINT ABOVE NAME

6. APPLICATION SUBMITTAL REQUIREMENTS

- a. *For new development*, the approved site plan for the subject property, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- b. *For existing development*, a site plan approved by the City Planner & Zoning Manager, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- c. A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.

Sign Type: D/F Illuminated Cabinet Sign

Retrofit new D/F LED illuminated cabinet onto existing monument structure. Update lower cabinet to LED to use same electrical. New cabinet to match existing. 3/16" white polycarbonate faces.

Revisions:

- x _____
- x _____
- x _____
- x _____
- x _____

Site#: S10075

Customer: Guske Electric
 Street: 3411 Lakeshore Rd
 City: Sheboygan State: WI
 Site Contact: x
 Tel#: (920) xxx-xxxx
 Email: x
 Designer: Andy Graff

Customer Approval _____ **Date** _____
 This layout design is an unpublished work and RLO Sign hereby expressly reserves the common law right pursuant to title 17, section 2 of the United States code to prevent the use of this design and to obtain damages therefore.



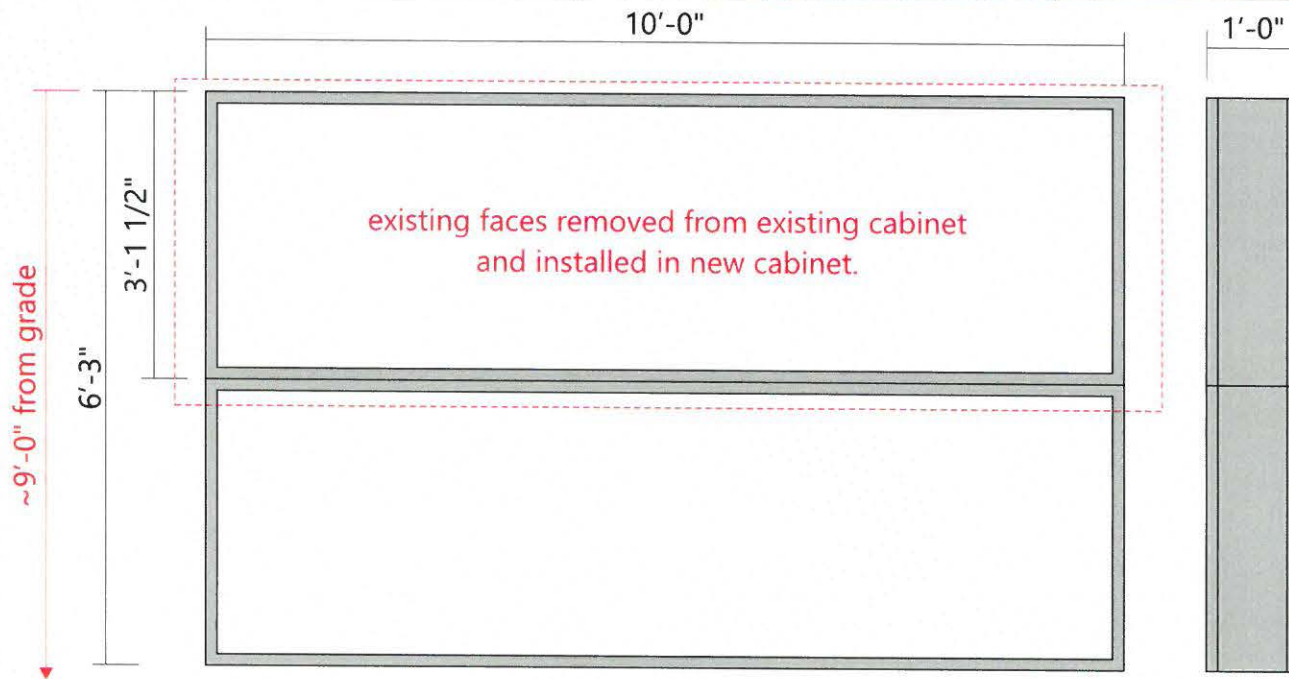
www.RLOSIGN.com

1030 Ontario Ave.
 Sheboygan, WI 53081
 Phone: 920-457-6602 Fax: 920-457-2399
 www.RLOSIGN.com

before



after



EXISTING SIGN SF: 31.25 / SF: 62.5 Scale: 1/2" = 1'-0"

Sign Type: D/F Illuminated Cabinet Sign

Retrofit new D/F LED illuminated cabinet onto existing monument structure. Update lower cabinet to LED to use same electrical. New cabinet to match existing. 3/16" white polycarbonate faces.

Revisions:

x _____
 x _____
 x _____
 x _____
 x _____

Site#: **S10075**

Customer: Guske Electric
 Street: 3411 Lakeshore Rd
 City: Sheboygan State: WI
 Site Contact: x
 Tel#: (920) xxx-xxxx
 Email: x
 Designer: Andy Graff

Customer Approval _____ Date _____
 This layout design is an unpublished work and RLO Sign hereby expressly reserves the common law right pursuant to title 17, section 2 of the United States code to prevent the use of this design and to obtain damages therefore.



www.RLOSIGN.com

1030 Ontario Ave.
 Sheboygan, WI 53081
 Phone: 920-457-6602 Fax: 920-457-2399
 www.RLOSIGN.com



SF: NA

Scale: 1/2" = 1'-0"

Guske Electric

Sign Type: D/F Illuminated Cabinet Sign

Retrofit new D/F LED illuminated cabinet onto existing monument structure. Update lower cabinet to LED to use same electrical. New cabinet to match existing. 3/16" white polycarbonate faces.

Revisions:

x _____
 x _____
 x _____
 x _____
 x _____

Site#: **S10075**

Customer: Guske Electric
 Street: 3411 Lakeshore Rd
 City: Sheboygan State: WI
 Site Contact: x
 Tel#: (920) xxx-xxxx
 Email: x
 Designer: Andy Graff

Customer Approval _____ Date _____

This layout design is an unpublished work and RLO Sign hereby expressly reserves the common law right pursuant to title 17, section 2 of the United States code to prevent the use of this design and to obtain damages therefore.



www.RLOSIGN.com

1030 Ontario Ave.
 Sheboygan, WI 53081
 Phone: 920-457-6602 Fax: 920-457-2399
 www.RLOSIGN.com



EXISTING SIGN SF: 31.25 / SF: 62.5

Scale: NTS

Guske Electric



1030 Ontario Ave. Sheboygan, WI 53081
920-457-6602 · 800-479-6602 · Fax: 920-457-2399
www.rloesign.com



10/12/2018

Narrative for sign at Guske Electric

Steve Sokolowski
City of Sheboygan
828 Center Ave
Sheboygan WI 53081

Mr. Sokolowski,

On behalf of our client Guske Electric we are requesting a conditional use permit to retrofit the existing monument with an additional sign cabinet for their tenant that is the same size as the existing cabinet. The location of the business is 3411 Lakeshore Road, Sheboygan, WI 53081.

The proposed sign is an already existing structure and we would just like to modify it. The existing sign cabinet is 3'1.5" tall and is 10' wide. We are proposing adding an additional cabinet for his new tenant that will be the same size as the existing cabinet. In doing this it would raise the total height of the sign to approximately 9 feet by using the existing sign base.

Guske Electric would like to have the same size cabinet for his tenant as the Guske Electric sign. In doing so the sign will exceed the allotted 8 feet height.

Thank you,
RLO Sign, Inc
920-457-6602

CITY OF SHEBOYGAN

REQUEST FOR PLANNING COMMISSION CONSIDERATION

ITEM DESCRIPTION: Conditional use and variance application by CCM-Sheboygan 7Penn, LLC to construct new apartments on the former Sheboygan County parking lot property located at the northeast intersection of N. 7th Street and Center Avenue (Parcel #'s 59281110750, 59281110810, 59281110820, 59281110840 and 59281110850). CC Zone

REPORT PREPARED BY: Steve Sokolowski, Manager of Planning and Zoning

REPORT DATE: October 19, 2018

MEETING DATE: October 23, 2018

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

2 CCM-Sheboygan 7Penn, LLC is proposing to construct the new apartments on the former Sheboygan County parking lot property located at the northeast intersection of N. 7th Street and Center Avenue (Parcel #'s 59281110750, 59281110810, 59281110820, 59281110840 and 59281110850). The applicant states the following about the project:

- In line with the City of Sheboygan's comprehensive vision and plan, the proposed development will create a 5-story mixed use apartment and commercial building in the heart of the Sheboygan's City Center. Total building/site construction costs are estimated to be in the \$13 million range.
- There will be 66 market-rate multifamily apartments, approximately 8,000sf of 1st floor commercial space, at grade and underground parking on one (1) acre of land located at the northeast intersection of N. 7th Street and Center Avenue.
- The first floor will contain approximately 8,000 S.F. of commercial space, adding employment downtown, in addition to two apartment units and common area for the residential tenants. Floors two (2) through five (5) will be exclusively for market apartments to capitalize on the views of Lake Michigan and provide further market rate urban housing options.
- The site has been previously used by Sheboygan County as a parking lot and there are several lots that were previously used as residential lots. These single-family and duplex

building has been previously demolished. There is a County storage building that remains on the site but will be demolished.

- We are placing the building in the southwest corner of the site, in order to hold the street edge and provide a buffer between our site and the neighboring businesses/residences to the east and north. Landscaping will be provided within this buffer yard area.
- There will be a 4,300sf courtyard located at the northwest corner of the site providing residence an outdoor patio space.
- The current site has a couple of access points onto Pennsylvania Avenue. The proposed site design will now provide access to the facility from the alley on the north side of the site that runs from N. 6th to North 7th Street (at grade parking and underground parking ramp on the north side of the building/site).
- Demand has increased for market rate multifamily apartment housing for young professionals and empty nesters. This sites prime location presents a unique and exciting opportunity allowing the redevelopment of a vacant, underutilized site into market-rate housing which will provide infill development and be complementary to the adjoining uses.
- The proposed development fits in aesthetically with downtown Sheboygan and the project supports the downtown Sheboygan plan to add more multi-family housing units and brings a pre-leased new commercial tenant to support downtown job growth and businesses.

The applicant states the following about the proposed apartment building:

- Proposed unit mix is four (4) studios, 46 one-bedroom units and 16 two-bedroom units (total of 66 units). Unit sizes are:
 - Studio= approximately 530sf
 - 1-bedroom = approximately 740-820sf
 - 2-bedroom = approximately 970-1,170sf
- We propose a minimum of 57 underground, heated parking spaces and 35 surface parking spaces for a total of 92 parking spaces. At the outset the Developer will rent 10 parking stalls from the City of Sheboygan Transit and Parking Department in Lot 9. The developer also will be looking to secure parking from adjoining parcels.

Site improvements include:

- The apartment building is approximately 86,000sf (17,200sf per floor) and has 66 studio, one and two bedroom units (16 units per story).
- There will be 8,000sf of commercial tenant space.

- There will be 92 parking spaces – 57 underground and 35 at grade.
- New ingress/egress from the alley accessing N. 6th and 7th Streets.
- New asphalt drives, parking, concrete walks, retaining walls, fencing.
- New landscaping and storm drainage throughout the site.
- Signage will consist of the primary building signage.

STAFF COMMENTS:

Parking is probably the biggest concern with this development. The applicant believes that 92 parking spaces (102 parking spaces if you include the temporary use of 10 spaces in City Lot 9) is enough for 66 apartments and an 8,000sf commercial tenant space. Staff has concerns whether the applicant has appropriately addressed the parking needs for their development and will be including a condition of approval that if there are parking issues that arise in this area due to the construction and use of this development that the applicant will be responsible for adequately addressing these parking concerns/issues.

Applicant indicates in their letter that they will utilize 10 stalls from Shoreline Metro in Lot 9. Transit Director Derek Mench stated that he spoke to the developer a couple of weeks about utilizing this parking, which is available, but nothing has been confirmed at this time. Staff will be including a condition that requires the applicant to provide up to 10 parking spaces in a publicly owned lot.

All ingress/egress to the site is from the alley that access N. 6th and 7th Streets. Thus, there will be traffic that will be going by the businesses that are located on the north and south sides of the alley along N. 6th Street. Portions of the alley are in tough shape as you drive east towards N. 6th Street. Also, exiting onto N. 6th Street can be challenging at times due to on-street parking and activity in the area (area businesses, Sheboygan County Courthouse, Sheboygan County Sheriff, etc.).

Applicant is providing a 20 foot setback area between the building and the east property line. Applicant is placing the building in the southwest corner of the site, in order to hold the street edge and provide a buffer between our site and the neighboring businesses/residences to the east and north. Landscaping is proposed to be installed in this area to try and minimize the developments impact on the neighbors to the east.

Applicant is proposing a greenspace for its residences at the northwest corner of the property along N. 7th Street. Plan Commission may want to explain what they are thinking for this space.

No formal sign package has been presented. Applicant shall work with staff with regards to constructing a well-designed sign package 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.

Plan Commission may want to have the applicant address:

- The anticipated monthly rents.
- If there will be an on-site property manager and how the facility will be managed.
- Specific plants and heights of the landscaping to be installed along the east property line to buffer the development from the properties to the east.
- The plans/details of the 4,300sf courtyard located at the northwest corner of the site (use, structures, landscaping, etc.).

The applicant is requesting the following land use variances:

- To have a building height of 62 feet – Maximum building height in excess of 35 feet is permitted with a conditional use permit.

A majority of the building is 52 feet tall but there are some architectural elements that are a bit higher at the corners of the building to add additional design to the building. The building is 62 feet and these architectural elements add visual interest by highlighting the building corners.

- To have 66 units on 1.03 acres – For apartment structures, a maximum 40 units per acre (2,500sf lot area per unit).
- To have a minimum lot area of 660 sf per unit (1 acre) – For apartment structures, minimum lot area is 2,500sf per unit or 3.8 acres.

$$2,500\text{sf} \times 66 \text{ units} = 165,000\text{sf} \qquad 165,000\text{sf} / 43,560 \text{ (an acre)} = 3.8 \text{ acres}$$

$$1 \text{ acre} \times 43,560 \text{ (an acre)} = 43,560\text{sf} \qquad 43,560\text{sf} / 66 = 660\text{sf per unit.}$$

- Requesting a variance from the locational and bufferyard landscaping requirements - Applicant shall meet the four (4) locational landscaping requirements.

ACTION REQUESTED:

Staff recommends approval of the conditional use and variances subject to the following conditions:

1. 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, 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.
2. Applicant shall obtain all necessary razing permits for all structures to be demolished. Once structures have been demolished, the applicant will maintain the site(s) in a clean and dust free condition.
3. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
4. 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). Landscape plan shall also meet the bufferyard requirements.

5. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Dumpster enclosure shall be completed prior to issuance of an occupancy permit for the first apartment unit to be occupied.
6. Outdoor storage of materials, products or equipment shall be prohibited.
7. If fencing is to be installed, fence shall be installed per Section 15.720(3)(c) of the City of Sheboygan Zoning Ordinance. Applicant is required to submit specific fence details to staff. If staff has any concerns with the fence design, the matter may be brought back to the Plan Commission for their consideration (fencing would need a decorative design).
8. 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.).
9. 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.
10. 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.
11. Applicant shall to install individual letter signs – no cabinet or flat panel signs.
12. 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.
13. All areas used for parking/maneuvering of vehicles shall be paved.
14. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
15. Any new ingress/egress driveway openings shall be improved to standard City specifications.
16. All existing access drives on Pennsylvania Avenue shall be removed and all unused driveways shall be closed and improved to standard City specifications.
17. Applicant shall replace all street trees that are required to be removed along N. 7th Street and Pennsylvania Avenue.
18. 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.).
19. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
20. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
21. 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.).
22. 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, retaining walls, street trees, etc.).

23. 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).
24. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
25. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
26. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
27. Applicant will work with Shoreline Metro to lease a minimum of eight (8) parking spaces. Applicant shall provide documentation to staff that they have leased these eight (8) spaces from Shoreline Metro prior to obtaining an occupancy permit.
28. If there are parking issues that arise in this area due to the construction and use of this development, the applicant shall be responsible for adequately addressing these parking concerns/issues.
29. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy.
30. Building permits shall be issued only at such time as the applicant can provide recorded documentation from Sheboygan County that the five (5) parcels have been combined into one (1) parcel as depicted on the approved site plan.
31. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
32. 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.

ATTACHMENTS:

Conditional Use Permit Application and required attachments.

PARCEL NO. _____
MAP NO. _____
ZONING CLASSIFICATION: CENTRAL COMMERCIAL

Office Use Only

APPLICATION/FILE NO. _____
REVIEW DATE: _____

FILING FEE: \$250.00 (Payable to City of Sheboygan)

**CITY OF SHEBOYGAN
APPLICATION FOR
CONDITIONAL USE PERMIT**
Requirements Per Section 15.905
Revised May 2012

Completed application is to be filed with the Department of City Development, 828 Center Avenue, Suite 104. To be placed on the agenda of the City Plan Commission, application must be filed two weeks prior to date of meeting. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) is not submitted along with a complete and legible application. Application filing fee is non-refundable.

1. APPLICANT INFORMATION

APPLICANT: CCM-Sheboygan 7Penn, LLC

ADDRESS: 901 S. 70th St., West Allis, WI 53214 E-MAIL: dkroetz@cardinalcapital.us

PHONE: 608-663-2076 FAX NO. 414-727-9731

2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT

NAME OF PROPOSED/EXISTING BUSINESS: 7Penn Apartments

ADDRESS OF PROPERTY AFFECTED: 698/700 Pennsylvania Ave, Sheboygan, WI 53081

LEGAL DESCRIPTION: See attached Exhibit A

BRIEF DESCRIPTION OF **EXISTING** OPERATION OR USE: Parking and vacant land with a Sheboygan County maintenance shed.

DETAILED DESCRIPTION OF **PROPOSED** OPERATION OR USE INCLUDING ANY CHANGES TO THE EXISTING USE: A 66 Unit multifamily apartment complex with approximately 8,048sf of commercial space on the first floor. The building would consist of 5 stories with underground and surface parking.

BRIEF DESCRIPTION OF ALL REQUESTED VARIANCES FROM PROVISIONS OF THE ZONING ORDINANCE, WHICH ARE RELATED TO THE PROPOSED OPERATION OR USE:

Building Height

The maximum building height in the Central Commercial District is 35 feet. Applicant is requesting a variance to construct to the structure at a maximum of 62'-0" at the peak of the sloped roofs. The primary roof elevation will be approximately 52'-0" above finished grade.

Parking Requirements

As presently proposed, the development consists of commercial/retail space on the first floor and 66 residential units on floors 2-5. Applicable ordinance requires that the amount of space devoted to commercial/retail tenancy have at least one on-site parking space for every 300 ft.² of commercial/retail space. The square footage presently intended for commercial/retail space is 8000 ft.², which would require 27 on-site parking spaces. There is no applicable ordinance requiring a minimum number of on-site parking spaces for the 66 residential units. However, a reasonable expectation is at least one parking space (on or off site) per residential unit. Thus, the mix of required/desirable parking spaces for the development would be approximately 93 parking stalls (required 27 on-site stalls for the commercial/residential tenant and 66 stalls for the residential tenants).

The proposed development includes 57 on-site parking stalls in the basement level of the development and 35 on-site parking stalls on the first floor level of the development, for a total of 92 on-site parking spaces, which is one short of the 93 minimum target for parking spaces (on and off site). At the outset the Developer will rent 10 parking stalls from the City of Sheboygan Transit and Parking Department in Lot 9. By doing such, the Developer will secure the one stall to reach the 93 parking space minimum goal, and have an additional 9 parking stalls at the outset as the level of demand for parking is better understood as residential and commercial tenants are secured. As the extent of parking demand is best understood from actual tenant use, the Developer can adjust the number of rented stalls as it determines. The Developer also will be looking to secure parking from adjoining parcels.

As the developer of a municipal project, especially a project without municipal incentives, the Developer fully understands the need for adequate parking, both on and off site, in order to secure the residential and commercial/retail tenants it requires to achieve its goals and objectives for this development.

Density Requirements

The existing site is 1.03 acres

The maximum Residential Density for an Apartment is 40 units per acre. The Developer is requesting up to 66 units per acre.

10-16-18

Conditional Use – Project Narrative

7Penn Apartments
Sheboygan, WI

Project No. 2016--106

The following is a detailed summary of the proposed project.

PROJECT NAME AND ADDRESS:

7Penn Apartments
698/ 700 Pennsylvania Avenue
Sheboygan, Wisconsin 53081

PARCEL INFORMATION/SITE DATA/LEGAL DESCRIPTION:

- CSM is included as part of submittal
- Tax parcels are defined as 59281110750, 59281110810, 59281110850, 59281110820, 59281110840. ORIGINAL PLAT LOTS 7,8 & THE W 16' OF LOT 9 BLK 310

ZONING CLASSIFICATION/ZONING:

- CC-Central Commercial

EXISTING SITE CONDITIONS/LAND USE:

- Some of the previous above grade components (two residences) have been demolished and removed offsite by the County. There is currently a County Garage – yet to be demolished on site. Site also contains some parking – yet to be demolished.

PROPOSED LAND USE/LOT COVERAGE SITE DATA

- In line with the City of Sheboygan's comprehensive vision and plan, the proposed development would create a 5 story mixed use apartment and commercial building in the heart of the Sheboygan's City Center. The first floor (at grade) will contain approx. 8,000 S.F. of commercial space, adding employment downtown, in addition to two apartment units and common area for the residential tenants. Floors two through five will be exclusively for market apartments to capitalize on the views of Lake Michigan and provide further market rate urban housing options. The development is also served by underground parking serving 57 parking spaces.
- The building height is generally 52'-0" above grade. There are portions of the structure that reach 62'-0". These areas are mostly at the corners of the building structure.
- The apartment counts are as follows: 16(2) bedroom, 4 studio, and 46(1) bedroom apartments.
- There will be two access drives from the alley on the north side of the property.
- The entire site will be graded such that developed storm water runoff will be directed away from the building. Roof drainage will be collected and directed to the city storm sewer using an existing lateral.
- Existing water service will be utilized, which connects to the public water main in Pennsylvania Ave.
- Building sanitary will connect into the public sanitary sewer, which exists in both North 7th. Street and Pennsylvania Ave.

Site Information

- | | |
|--------------------------|--|
| • Proposed pavement area | 10,656 square feet (24-percent of total lot) |
| • Proposed concrete walk | 4,997 square feet (11-percent of total lot) |
| • Proposed green space | 12,354 square feet (27-percent of total lot) |
| • Proposed (1) apartment | 17,264 square feet (38-percent of total lot) |

NOTE: Based upon the current proposed site plan, we have provided (35) surface parking spaces, (57) underground parking spaces, and (10) offsite parking spaces for a total of (102) spaces. See Variance Request section of this narrative for more detail.

SITE SELECTION

- The project supports the downtown Sheboygan plan to add more multi-family housing units and brings a pre-leased new commercial tenant to support downtown job growth and businesses.
- The proposed development fits in aesthetically with downtown Sheboygan and the continued growth in the City and County.

LANDSCAPE REQUIREMENTS

- Landscape plan to comply with the requirements of Section 15.6 and the subsequent point values defined for all four landscape point criteria (Building Foundation, Developed Lot, Lot Frontage and Pavement). See attached Landscape Plan.

PERFORMANCE STANDARDS/POTENTIAL NUISANCES:

- All performance standards to comply with City of Sheboygan Zoning Ordinance, Section 15-7 to ensure this development will not become a nuisance to neighboring residential property owners.

SITE LIGHTING:

- This will be submitted separately by Quasius Construction.

ARCHITECTURE:

- The proposed exterior design is comprised of thin brick veneer, smart siding panels and architectural metal panels. Per the attached renderings the materials are used in various yet consistent locations to highlight both the commercial and residential portions of the facility. The structures corners are also highlighted with architectural metal panels and wrap around balconies.
- The buildings materials are consistent with other developments in the downtown area.

VARIANCE REQUEST/VARIANCE DESCRIPTION:

Building Height

The maximum building height in the Central Commercial District is 35 feet. IN order to capitalize on the views of Lake Michigan, the developer is requesting a variance to construct the structure at a maximum of 62'-0'' at the peak of the sloped roofs. The primary roof elevation will be approximately 52'-0'' above finished grade.

Parking Requirements

As presently proposed, the development consists of commercial/retail space on the first floor and 66 residential units on floors 1-5. Applicable ordinance requires that the amount of space devoted to commercial/retail tenancy have at least one on-site parking space for every 300 ft.² of commercial/retail space. The square footage presently intended for commercial/retail space is 8000 ft.², which would require 27 on-site parking spaces. There is no applicable ordinance requiring a minimum number of on-site parking spaces for the 66 residential units. However, a reasonable expectation is at least one parking space (on or off site) per residential unit. Thus, the mix of required/desirable parking spaces for the development would be approximately 93 parking stalls (required 27 on-site stalls for the commercial/residential tenant and 66 stalls for the residential tenants).

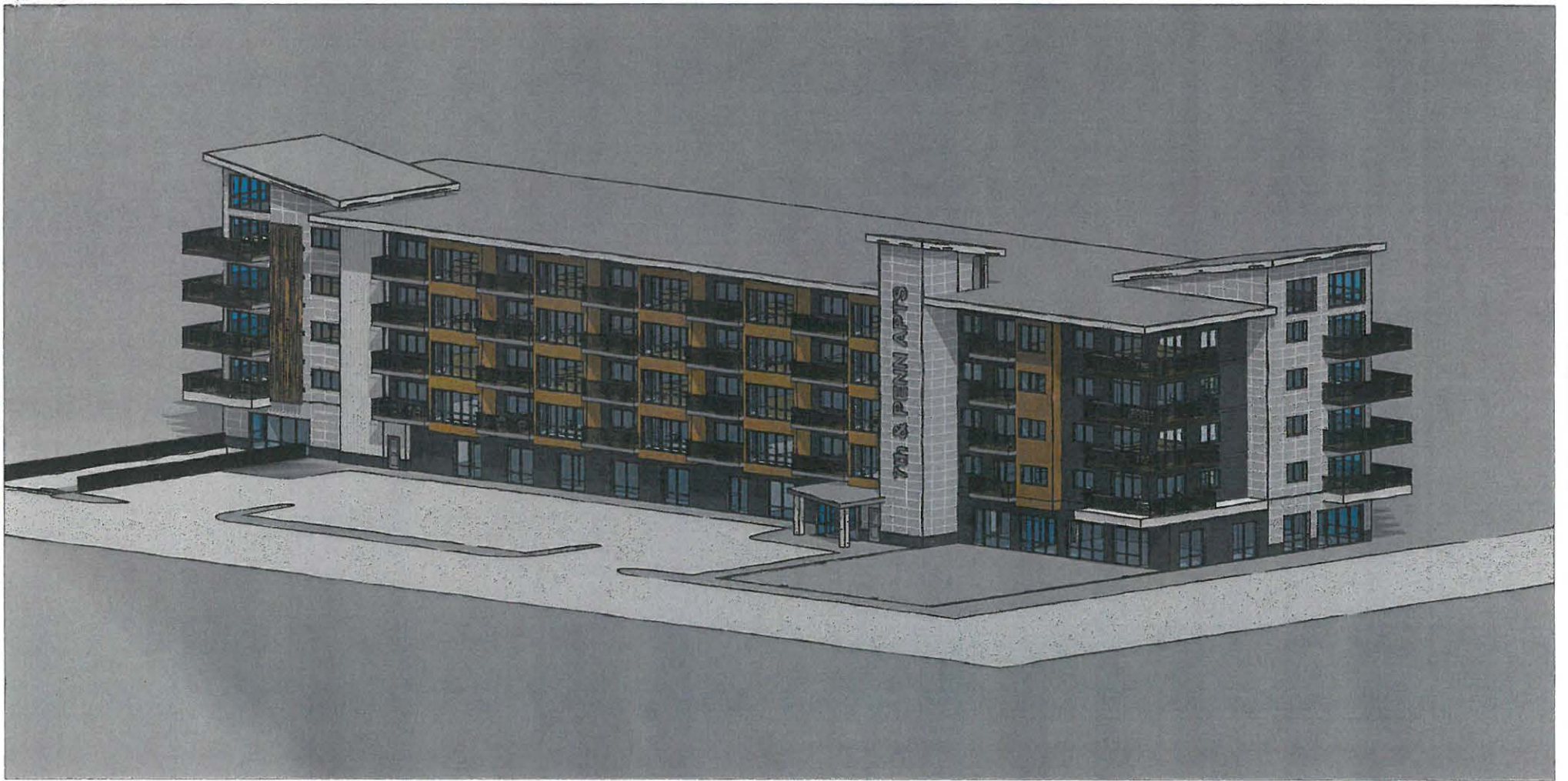
The proposed development includes 57 on-site parking stalls in the basement level of the development and 35 on-site parking stalls on the first floor level of the development, for a total of 92 on-site parking spaces, which is one short of the 93 minimum target for parking spaces (on and off site). At the outset the Developer will rent 10 parking stalls from the City of Sheboygan Transit and Parking Department in Lot 9. By doing such, the Developer will secure the one stall to reach the 93 parking space minimum goal, and have an additional 9 parking stalls at the outset as the level of demand for parking is better understood as residential and commercial tenants are secured. As the extent of parking demand is best understood from actual tenant use, the Developer can adjust the number of rented stalls as it determines. The Developer also will be looking to secure parking from adjoining parcels.

As the developer of a municipal project, especially a project without municipal incentives, the Developer fully understands the need for adequate parking, both on and off site, in order to secure the residential and commercial/retail tenants it requires to achieve its goals and objectives for this development.

Density Requirements

The existing site is 1.03 acres

The current Residential Density for apartments is listed at only 40 units per acre. In the passionate effort to promote the Sheboygan downtown growth and image, the developer is requesting up to 66 units per acre.



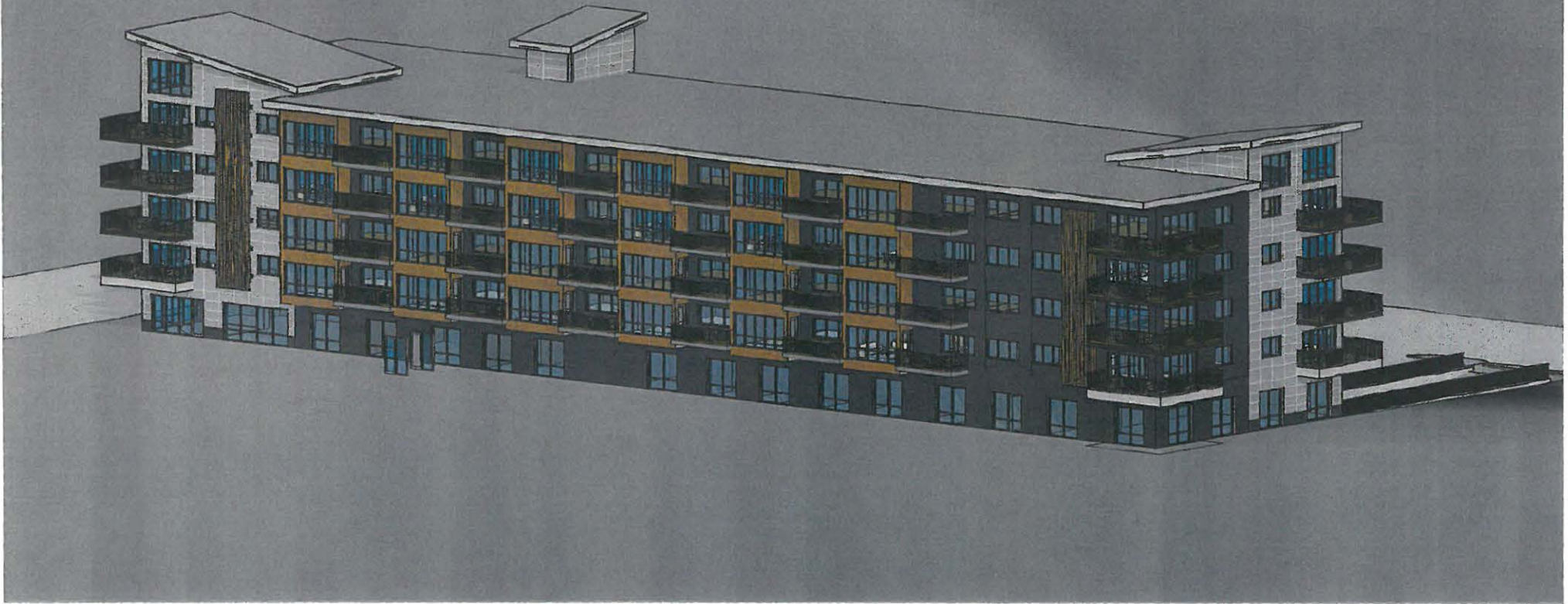
9/20/2018

SHEBOYGAN APARTMENTS

SHEBOYGAN, WI
PROJ. NO. 2016-106

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SHEBOYGAN APARTMENTS

SHEBOYGAN, WI

PROJ. NO. 2016-106

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9/20/2018

SHEBOYGAN APARTMENTS

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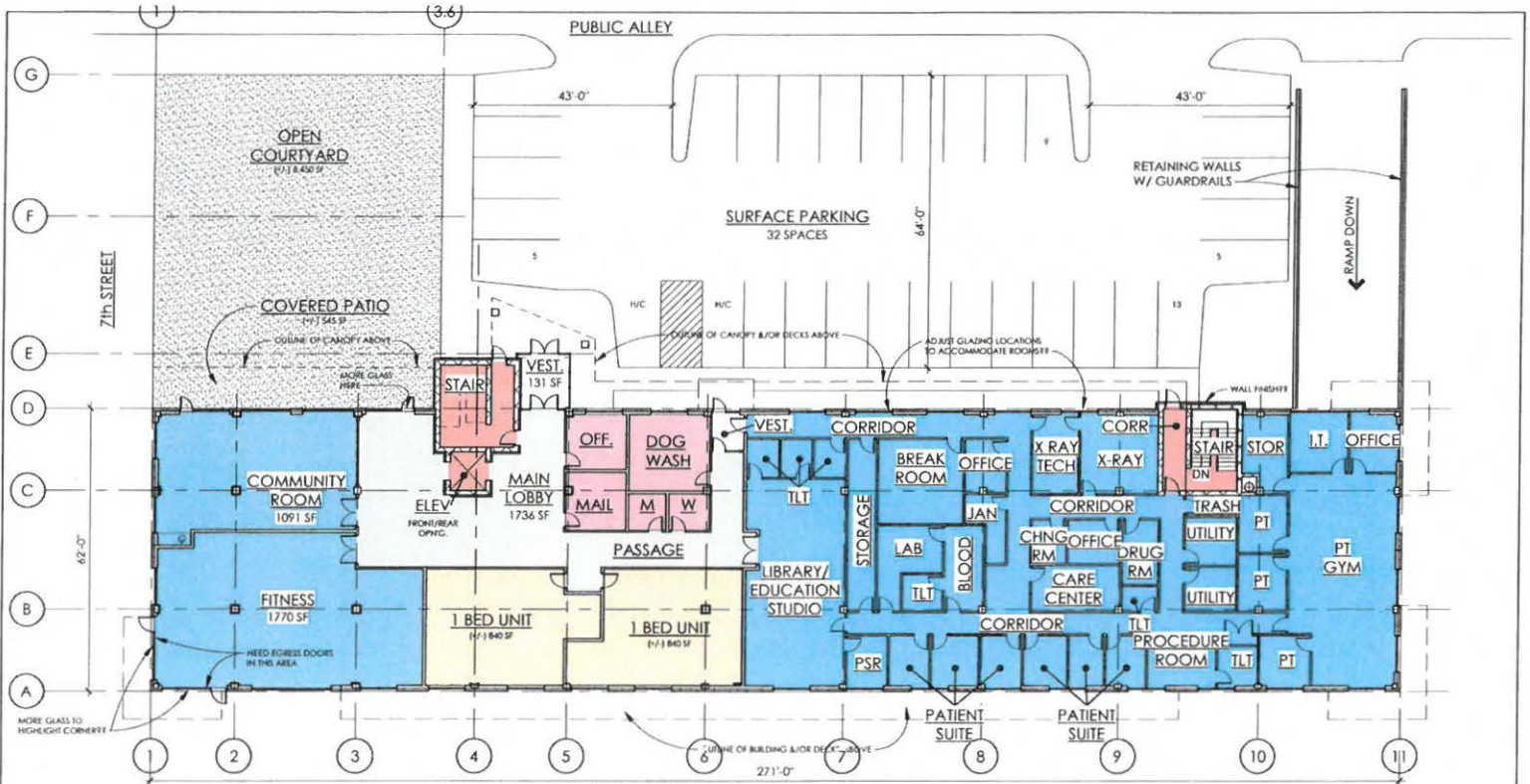
SHEBOYGAN APARTMENTS

SHEBOYGAN, WI
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AREA SUMMARY
 OVERALL BLD'G. FOOTPRINT: 17,175 SF
 OVERALL INTERIOR: 14,295 SF
 RESIDENTIAL UNITS: 4,895 SF
 COMMON/CIRCULATION: 9,400 SF
 OVERALL COURTYARD: 4,300 SF

PENNSYLVANIA AVE.

9/20/2018
SHEBOYGAN APARTMENTS
 SHEBOYGAN, WI
 PROJ. NO. 2016-106

FIRST FLOOR PLAN
 SCALE: 1" = 20'-0"



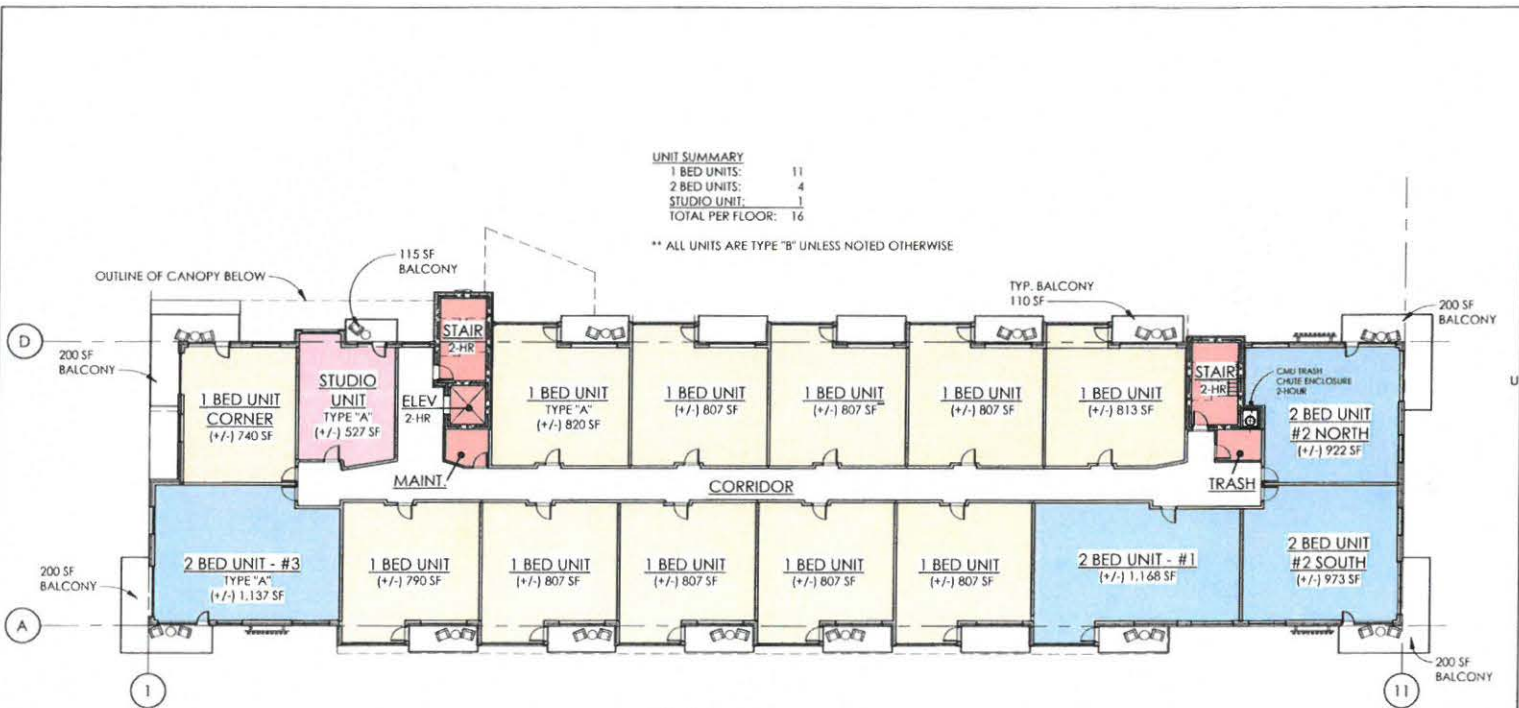
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UNIT SUMMARY

1 BED UNITS:	11
2 BED UNITS:	4
STUDIO UNIT:	1
TOTAL PER FLOOR:	16

** ALL UNITS ARE TYPE "B" UNLESS NOTED OTHERWISE.



2ND FLOOR PLAN

SCALE: 1" = 20'-0"

AREA SUMMARY

OVERALL FLOOR FOOTPRINT:	17,275 SF
OVERALL FLOOR INTERIOR:	16,595 SF
RESIDENTIAL UNITS:	13,540 SF
COMMON/CIRCULATION:	3,055 SF
OVERALL BALCONY AREA:	2,125 SF

9/20/2018
SHEBOYGAN APARTMENTS
 SHEBOYGAN, WI
 PROJ. NO. 2016-106



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AREA SUMMARY

OVERALL FLOOR FOOTPRINT:	17,275 SF
OVERALL FLOOR INTERIOR:	16,595 SF
RESIDENTIAL UNITS:	13,540 SF
COMMON/CIRCULATION:	3,055 SF
OVERALL BALCONY AREA:	2,125 SF

3rd, 4th, & 5th FLOORS

SCALE: 1" = 20'-0"

9/20/2018
SHEBOYGAN APARTMENTS

SHEBOYGAN, WI.
PROJ. NO. 2016-106

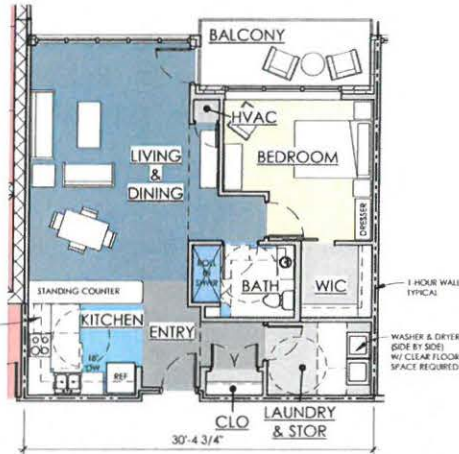
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DESIGNED AS A TYPE "B" UNIT
CAN BE MODIFIED TO BE A TYPE "A" UNIT
1 BED UNIT - ALTERNATE

SCALE: 1/8" = 1'-0"
UNIT: (+/-) 807 SF
BALCONY: 95 SF
ALTERNATE DESIGN ALLOWS FOR A
BETTER BEDROOM DESIGN



DESIGNED AS A TYPE "A" UNIT
1 BED UNIT - TYPE "A"

SCALE: 1/8" = 1'-0"
UNIT: (+/-) 820 SF
BALCONY: 95 SF
SECOND FLOOR ONLY
TOTAL OF 1 UNIT



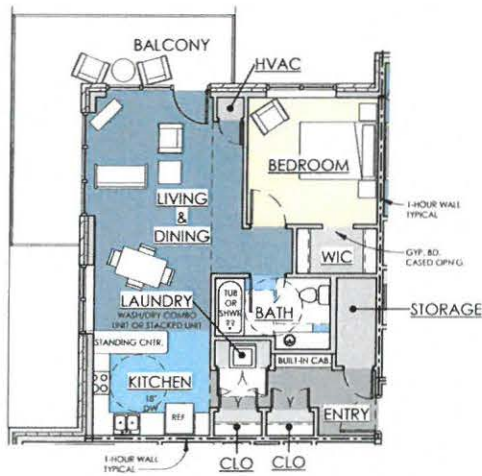
DESIGNED AS A TYPE "B" UNIT
1 BED UNIT - TYPE "B"

SCALE: 1/8" = 1'-0"
UNIT: (+/-) 807 SF
BALCONY: 95 SF
9 UNITS ON SECOND FLOOR
10 UNITS ON 3rd, 4th, & 5th FLOORS
TOTAL OF 39 UNITS

9/20/2018
SHEBOYGAN APARTMENTS
SHEBOYGAN, WI
PROJ. NO. 2016-106

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DESIGNED AS A TYPE "B" UNIT

1 BED UNIT - CORNER

SCALE: 1/8" = 1'-0"

UNIT: (+/-) 740 SF
 BALCONY: 200 SF
 1 UNIT PER FLOOR - TOTAL OF 4 UNITS



DESIGNED AS A TYPE "A" UNIT
 CAN BE MODIFIED TO BE A TYPE "B" UNIT

STUDIO UNIT

SCALE: 1/8" = 1'-0"

UNIT: (+/-) 527 SF
 BALCONY: 115 SF
 1 TYPE "A" UNIT ON SECOND FLOOR
 1 TYPE "B" UNIT ON 3rd, 4th, & 5th FLOORS
 TOTAL OF 4 UNITS

9/20/2018

SHEBOYGAN APARTMENTS

SHEBOYGAN, WI
 PROJ. NO. 2016-106

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DESIGNED AS A TYPE "B" UNIT W/ OPTION "B" BATHROOM

2 BED UNIT - #2 SOUTH

SCALE: 1/8" = 1'-0"

UNIT: (+/-) 973 SF
 BALCONY: 200 SF
 1 UNIT PER FLOOR - TOTAL OF 4 UNITS



DESIGNED AS A TYPE "B" UNIT W/ OPTION "B" BATHROOM

2 BED UNIT - #1

SCALE: 1/8" = 1'-0"

UNIT: (+/-) 1,168 SF
 BALCONY: 110 SF
 1 UNIT PER FLOOR - TOTAL OF 4 UNITS

9/20/2018
SHEBOYGAN APARTMENTS

SHEBOYGAN, WI
 PROJ. NO. 2016-106

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DESIGNED AS A TYPE "A" UNIT
CAN BE MODIFIED TO BE A TYPE "B" UNIT

2 BED UNIT - #3

SCALE: 1/8" = 1'-0"

UNIT: (+/-) 1,137 SF
BALCONY: 200 SF
1 TYPE "A" UNIT ON SECOND FLOOR
1 TYPE "B" UNIT ON 3rd, 4th, & 5th FLOORS
TOTAL OF 4 UNITS



DESIGNED AS A TYPE "B" UNIT W/ OPTION "B" BATHROOM

2 BED UNIT - #2 NORTH

SCALE: 1/8" = 1'-0"

UNIT: (+/-) 922 SF
BALCONY: 200 SF
1 UNIT ON 2nd, 3rd, 4th, & 5th FLOORS
TOTAL OF 4 UNITS

9/20/2018

SHEBOYGAN APARTMENTS

SHEBOYGAN, WI
PROJ. NO. 2016-106

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10/22/18

PROJECT: C:\PROJECTS\2018\10\18\Sheboygan Apartments\Drawings\10-106 Overall Site Plan.dwg

NORTH 7TH STREET

NORTH 6TH STREET
80' PUBLIC R.O.W.

LOT 6 - BLK 310 ORIGINAL PLAT

LOT 5 - BLK 310 ORIGINAL PLAT

LOT 4 - BLK 310 ORIGINAL PLAT

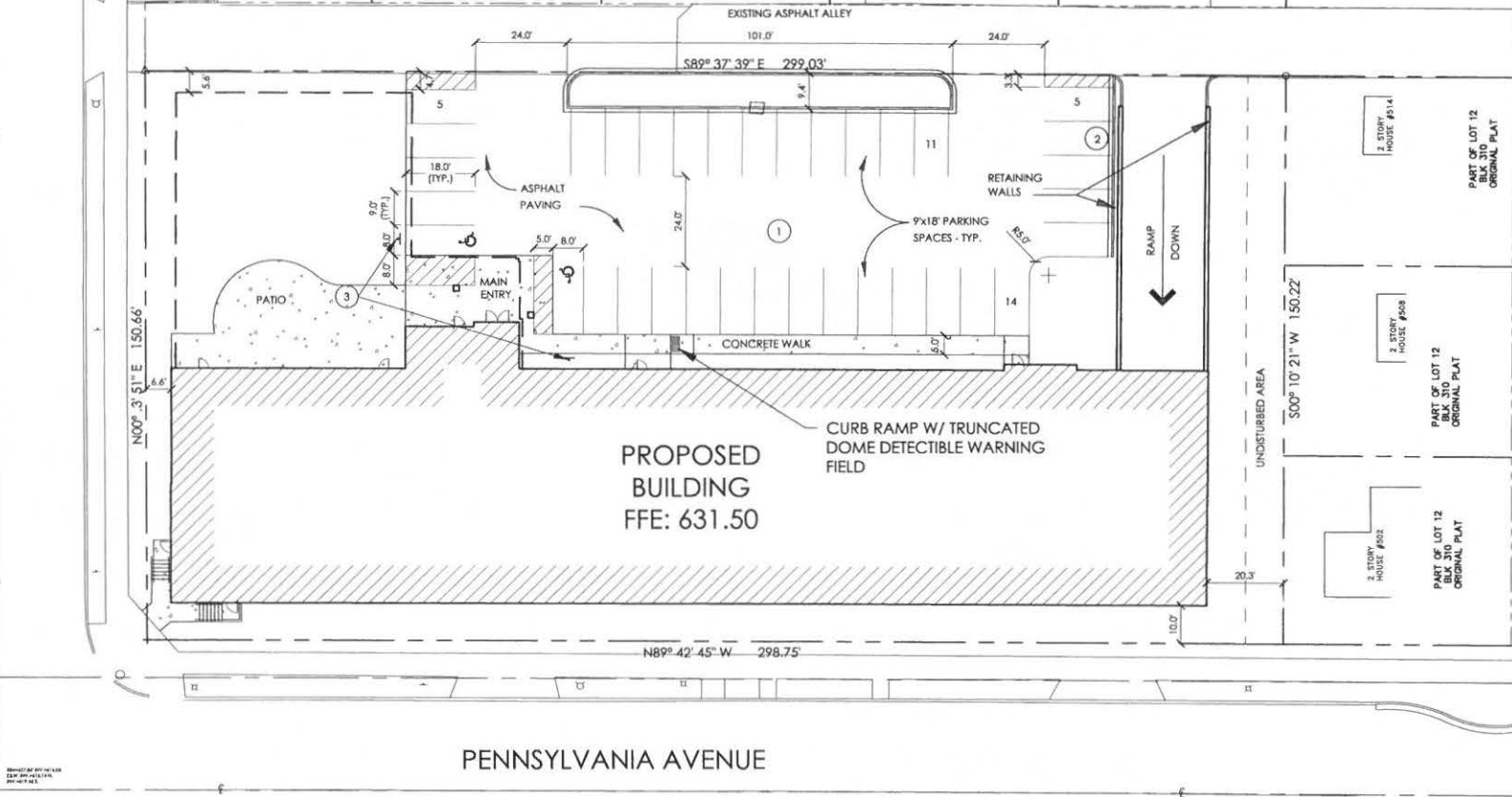
PART OF LOT 3 BLK 310 ORIGINAL PLAT

PART OF LOT 3 BLK 310 ORIGINAL PLAT

PART OF LOT 2 BLK 310 ORIGINAL PLAT

PART OF LOT 2 BLK 310 ORIGINAL PLAT

LOT 1 - BLK 310 ORIGINAL PLAT



PROPOSED BUILDING
FFE: 631.50

CURB RAMP W/ TRUNCATED
DOME DETECTABLE WARNING
FIELD

PENNSYLVANIA AVENUE

REVISIONS BY DATE

REVISIONS BY DATE

10/08/2018
SHEBOYGAN APARTMENTS
Sheboygan, WI 2016-106

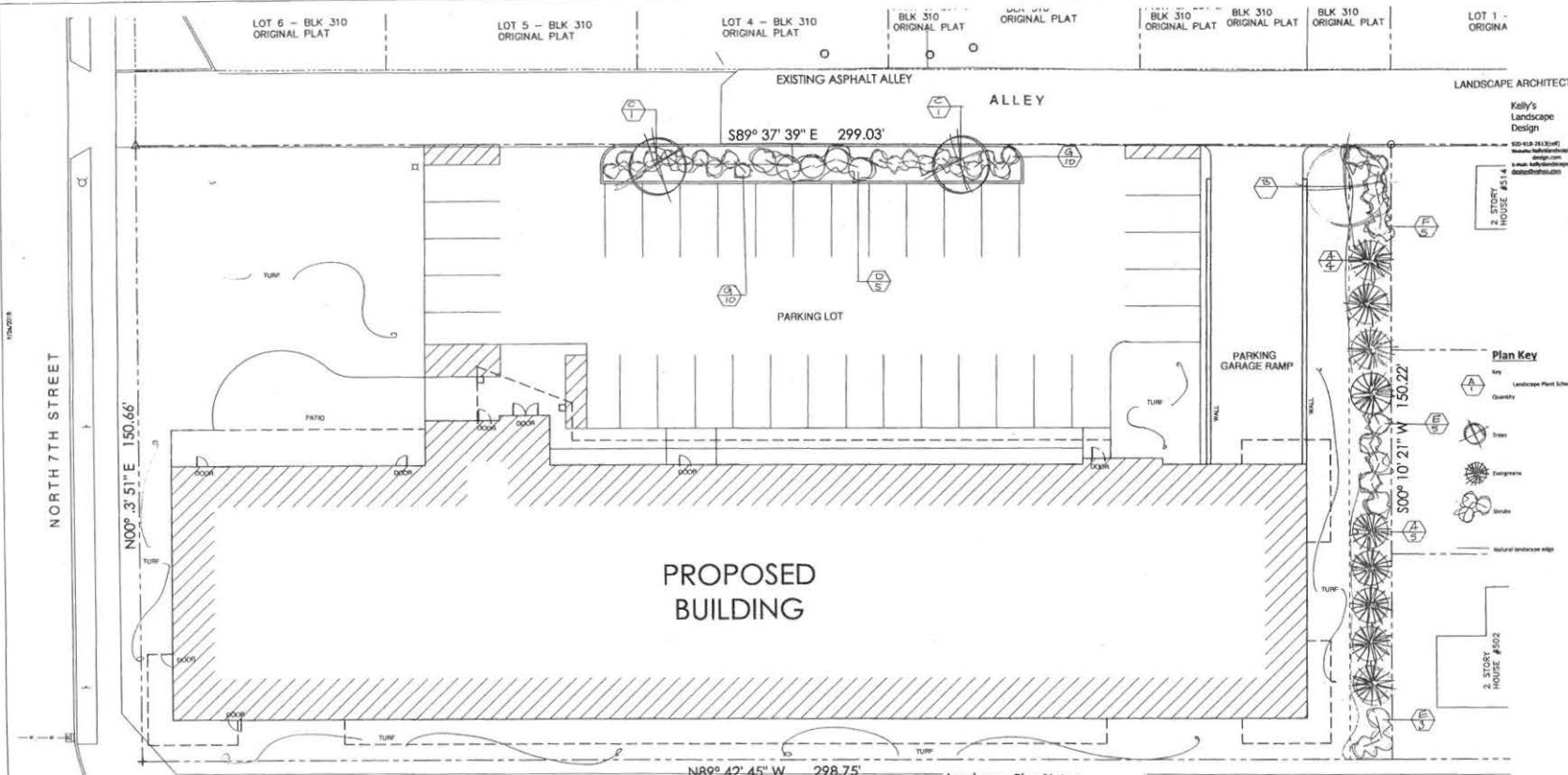
OVERALL SITE PLAN

SCALE: 1"=30'



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Landscape Plan Notes

- Field verify all dimensions, elevations and grades in the field.
- All area indicated to be seeded with turf and organic areas to be established.
- All trees to be installed with shrouded hardwood 4" dia. Do not mound on trunk of trees.
- Install plants at the correct elevation and according to the specifications.
- All plantings to be installed with twice-shrouded hardwood. Supply 4" mesh.
- All beds to have a natural cut edge.
- See landscape schedule for the trees, and shrubs to be installed.

PLANTING SPECIFICATION

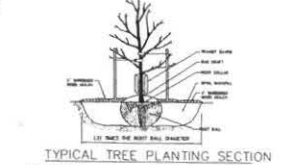
- SCOPE OF WORK**
- The Landscape Contractor shall provide all materials, labor and equipment to complete all landscape work as shown on the plan and specifications.
 - The final number of plants shall be drawn on the landscape plan. The Landscape Contractor shall state the final number of each plant with the Contract price. The plan for installation with the bid will automatically become part of the Contract Documents. NOTE: If the Contract bids according to the Plant Schedule, bidder should thoroughly check the plant schedule quantities with the symbols drawn on the plan. The same plan must be correct on both the plan and the plant schedule.
- STANDARDS**
- All plant material will conform to the current rules of the American Standard for Nursery Stock published by the American Nursery & Landscape Association (ANLA).
 - Plant material must be selected from nurseries that have been inspected and certified by State Plant Inspectors.
 - Container material may be used only when approved by Owner's representative.
 - Non-competitive may be accordance with Article III by L.S. Healy.
- WARRANTY**
- The standard warranty is for a one (1) year period, commencing on the date of final acceptance. All plants shall be alive and in satisfactory growth at the end of the guarantee period.
 - Any material that is 25% dead or more shall be considered dead and must be replaced at no charge. A tree shall be considered dead when the main leader has died back, or 50% of the canopy is dead.
 - Warranty may be void if proper care, by Owner or Owner's maintenance contractor, is not maintained.
 - The Landscape Contractor shall be responsible for a one-year replacement only.
 - Replacement shall be of the same type, size, and quality as original species unless otherwise specified.
- PLANT FERTILIZER**
- Fertilizer shall be added, except when compost is used to amend soil. Depending on the size of the plant and the manufacturer's recommendation. The following application rates should be used:
 - Step 1: One 1 to 3 pounds of actual nitrogen contained in a complete fertilizer per 1,000 square feet of ground area, i.e. 1/2 bag 15-15-15 at the rate of 1 pound of actual nitrogen per 1,000 square feet, apply in the rate of 15 pounds per 1,000 square feet of ground area equally.
 - Step 2: 1/2 bag 15-15-15 per 1,000 square feet in a complete fertilizer per 100 square feet of bed area, i.e. 1/4 bag 15-15-15 at the rate of 5 pounds per 100 square feet of bed area.
- MULCH**
- Organic material including shredded bark and ground wood waste shall be incorporated and spread 4" thick.
 - Organic material to be spread around all trees and shrubs.
 - Three: The mulch around the tree should be limited 1' out from the trunk and spread 3" to 4" deep.
 - Shrub: The mulch around the shrub should be limited 2' out from the branch and spread 1-4" deep.

LANDSCAPE PLAN
SCALE: 1" = 10'-0"

- SEEDING SPECIFICATION**
- Seed shall conform to all laws of the State of Wisconsin.
 - Seed shall be labeled according to the U.S. Department of Agriculture Federal Seed Act and shall be furnished in containers with tag showing seed source, purity, germination, seed count, name of actor, and date on which seed was tested.
 - Seed mixture to be Cedar's Creek Turf Seed Product Sunny Content 40-20-40 or equivalent.
- Sow at a rate of 3.5# per 1000 Sq. Ft. The mix should include the following seed:
- Seed Mixture:
 - 20% Aherne Kentucky Bluegrass
 - 20% Epic Creeping Red Fescue
 - 10% Pruden Kentucky Bluegrass
 - 20% DDM TT Perennial Ryegrass
 - 10% Common Kentucky Bluegrass
 - 20% Elite TT Perennial Ryegrass
- The seed shall be drill seeded at the rates shown above. A cover crop of Sorghum Hay should be applied as soon as the seed is installed.
 - Hydroseeding is acceptable as a cover crop but seed should be drill seeded first.
- SEEDING MIXCH**
- Vegetative Mixch: Mixch shall be sown from seeds of wheat, rye, oat or any form of cereal grasses, legumes, or other approved materials, and shall be partially decomposed. Mixch shall be free of animals and undesirable seeds and material.
 - Mixch shall not contain germinants or growth inhibiting ingredients.
 - Mixch shall be spread evenly.

CALL DIGGERS' HOTLINE
1-800-242-8511

SOIL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG
WISCONSIN STATEWIDE 182-0710 REQUIRED MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE



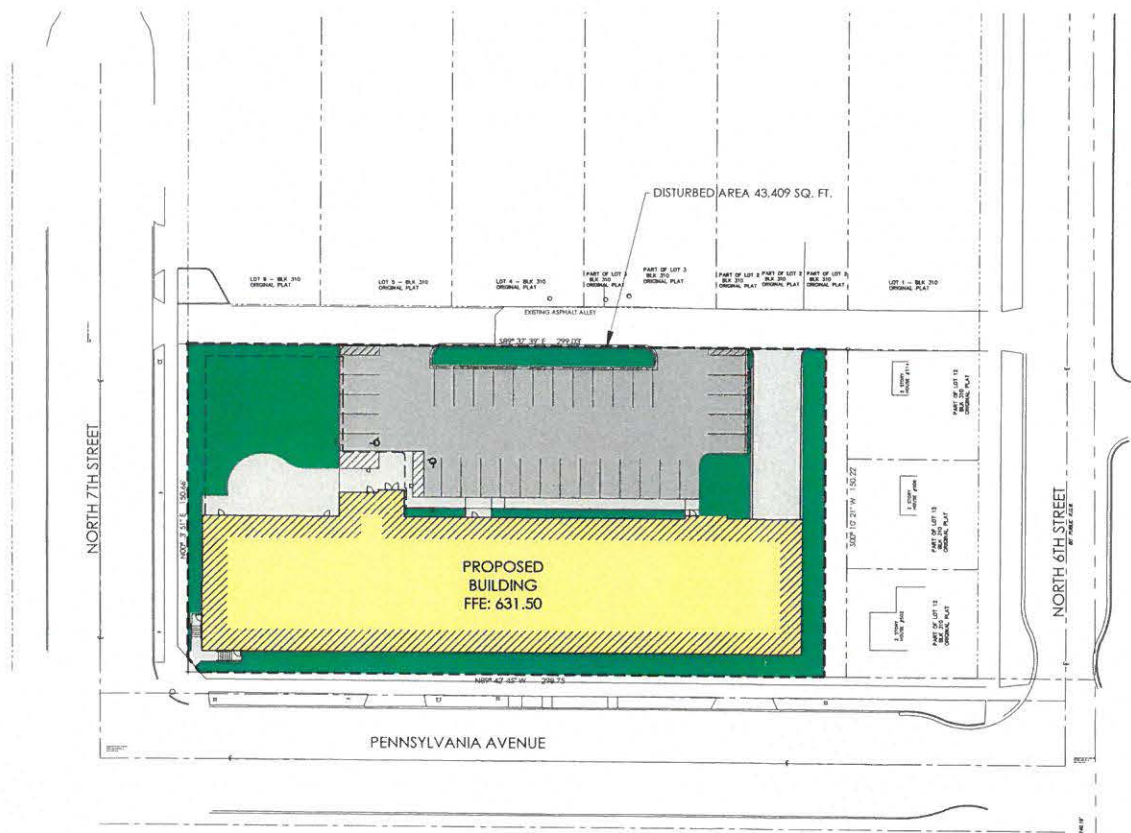
TREE PLANTING SECTION
NO SCALE

LANDSCAPE PLANT SCHEDULE

KEY	BOTANICAL NAME	COMMON NAME	QTY	SIZE	A.C.	HATURE	HT.	WCS	COLDR.	FRUIT	TOTAL POINTS EACH	1	2	3	4	Buffer	
A	Poa grass	White Spruce	8	8"	8.8	47	15'			brown cones	40						\$60
B	Single Mistle	Gingko	1	2 1/2"	8.8	50	30'			brown pods	75						75
C	Pyrus calleryana	Cornelian	3	2"	8.8	20'	10'			brown pods	10						20
'Cleveland Select' Select Flowering Pear - Fall-purple fall color																	
D	Viburnum dentatum	Blue Huckle	5	3"	8.8	7'	7'			blue berry	5						25
'Cleveland' Viburnum																	
E	Viburnum	Blackhaw	8	3"	8.8	10'	10'			black berry	8						40
'Fossilifolium' Viburnum																	
F	Viburnum opulus	Northern	5	3"	8.8	10'	10'			black berry	5						25
'Morbiter' Burgundy Arboresced Viburnum																	
G	Spiraea	Tier	20	2"	8.8	2.5'	3'			pink clusters	1						20
Betulaula Tier' Birchleaf Spruce - Burgundy Fall color																	
											TOTAL NUMBER POINTS IN EACH CATEGORY	0	0	0	61	500	
											TOTAL POINT REQUIRED IN EACH CATEGORY	0	0	0	15	480	
											TOTAL POINT REQUIRED					\$15	
											TOTAL POINT ON THE PLAN					565	

- Cardinal Apartments**
7th and Pennsylvania Avenue
Sheboygan, Wisconsin
- ZONING CLASSIFICATION: Central Commercial/C3
- Landscape Requirements for Building Foundations**
0 points per 100 linear feet of building foundation
0 Points
 - Landscape Requirements for Developed Lots**
0 points per 1,000 square feet of gross floor area
0 Points
 - Street Frontages**
0 points per 100 linear street frontage
0 Points
 - Landscape Requirements for Paved Area**
80 points per 50,000 square feet of paved area in 30 parking stalls
10,961 pt
35 Stalls (larger point value)
35 Points
 - Bufferland Requirements**
Bufferland between Central Commercial and Suburban office A, 3 Density
3.00 points/100 linear feet
1500 linear feet of abutting property
480 points
- TOTAL POINTS required**
515 points

PLANS / CONTRACTS / 2016-14-2-Subcontract Documents / Phase 2 / Construction Documents / 1.3.16-Subcontract 2017-14-2-03



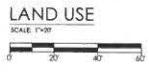
HATCH LEGEND	
	EXTENTS OF PROPOSED BUILDING. REFER TO ARCHITECTURAL DRAWINGS.
	PROPOSED ASPHALT HATCH
	PROPOSED CONCRETE HATCH
	PROPOSED GREEN SPACE HATCH

SITE INFORMATION

TOTAL LOT AREA	44,965 SQ. FT.
TOTAL DISTURBED AREA	43,409 SQ. FT.
EXISTING SITE:	
TOTAL IMPERVIOUS	32,611 SQ. FT.
TOTAL PERVIOUS	12,354 SQ. FT.
PROPOSED SITE:	
BUILDING FOOTPRINT	17,244 SQ. FT.
NEW PAVEMENT	15,653 SQ. FT.
TOTAL PROPOSED IMPERVIOUS	32,917 SQ. FT.
TOTAL PROPOSED PERVIOUS	12,048 SQ. FT.
ALLOWED BUILDING COVERAGE RATIO: 0.50	
PROPOSED BUILDING COVERAGE RATIO: 0.38	
ZONED: CENTRAL COMMERCIAL	
PARKING COUNTS	
SURFACE PARKING STALLS	35 SPACES
UNDERGROUND PARKING STALLS	57 SPACES
OFFSITE PARKING STALLS (RENTED FROM CITY)	10 SPACES
TOTAL	102 SPACES

CALL DIGGERS' HOTLINE
 1-800-242-8311
 TOLL FREE
 FOR OTHER SERVICE NUMBERS: 1-800-342-1288
 MSB STAFF: 182 2175 13141
 REQUESTS ARE OF A HOME-BUILD
 NOTICE BEFORE YOU EXCAVATE.

NOTE
 THE LOCATION OF UNDERGROUND UTILITIES OR FACILITIES SHOWN ON THIS PLAN ARE BASED ON AVAILABLE RECORDS AT THE TIME OF PREPARATION AND ARE NOT GUARANTEED TO BE COMPLETE OR CORRECT. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT LOCATION OF ALL UTILITIES AND OF PROVIDING ADEQUATE PROTECTION DURING THE COURSE OF THE PROJECT. THE CONTRACTOR IS ALSO RESPONSIBLE FOR REPAIR OF ALL DAMAGED UTILITIES DURING CONSTRUCTION TO THE SATISFACTION OF THE OWNER.



NOTE TO BIDDERS
 ALL INFORMATION IS FOR INFORMATION ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXACT LOCATION OF ALL UTILITIES AND OF PROVIDING ADEQUATE PROTECTION DURING THE COURSE OF THE PROJECT. THE CONTRACTOR IS ALSO RESPONSIBLE FOR REPAIR OF ALL DAMAGED UTILITIES DURING CONSTRUCTION TO THE SATISFACTION OF THE OWNER.

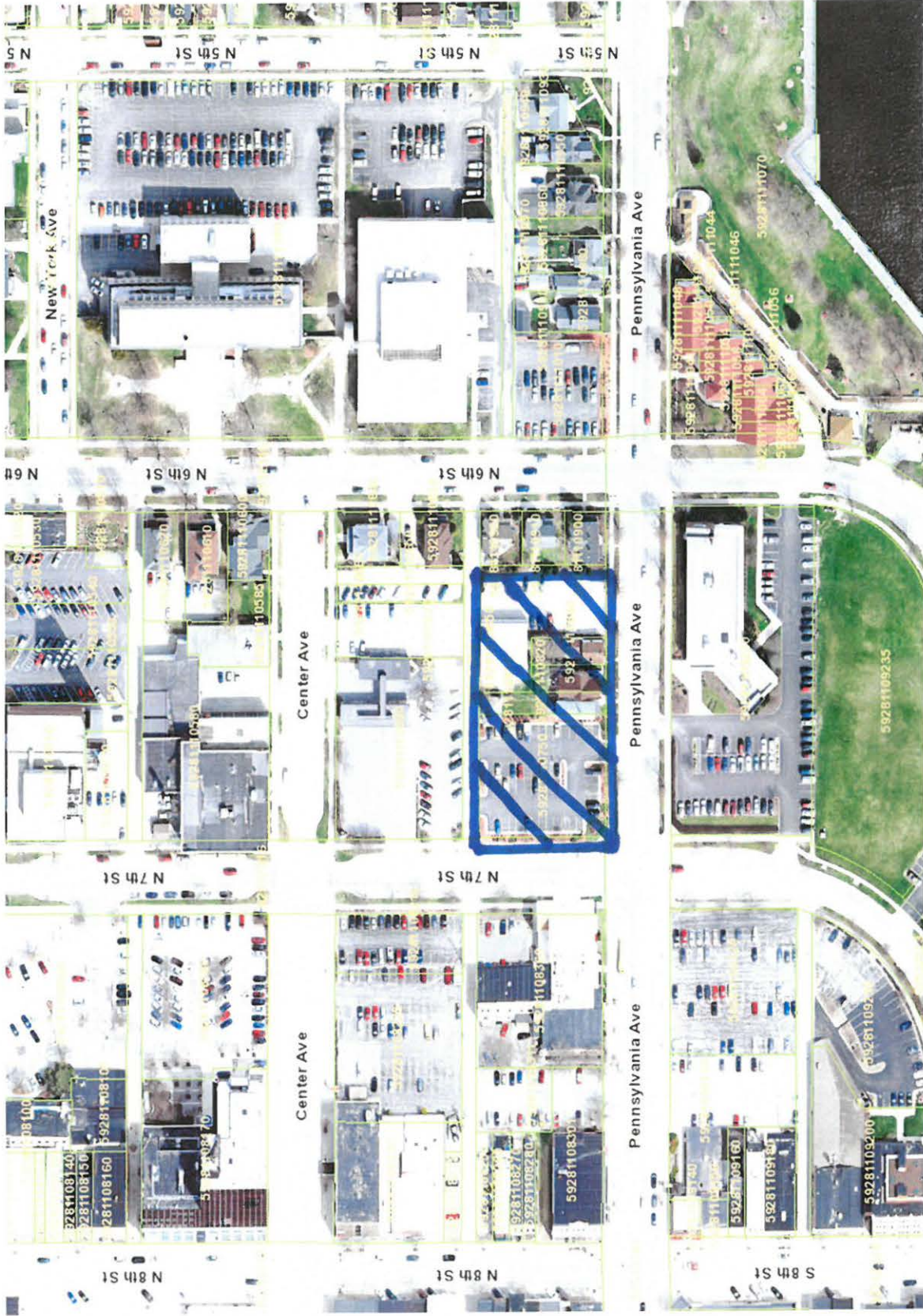
OCTOBER 8, 2018
 MIXED USE BUILDING
SHEBOYGAN APARTMENTS
 SHEBOYGAN, WI
 ABACUS ARCHITECTS INC., 1135A MICHIGAN AVENUE, SHEBOYGAN, WISCONSIN 53081 PH: 920-463-4444 FX: 920-463-2178

DRAWN BY: MDW
 CHECKED BY: JRV

A
205

PROJ. NO. 2016-106

PRELIMINARY - NOT FOR CONSTRUCTION





N 7th St

N 6th St

Pennsylvania Ave



