

*****ATTACHMENTS*****

PARCEL NO. _____

MAP NO. _____

ZONING CLASSIFICATION: _____

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 2018

Completed application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. 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: Sign Me Up of Wisconsin, LLC

ADDRESS: 311 Forest Avenue - Sheboygan Falls, WI 53083

E-MAIL: bdunton@signmeupofwi.com

PHONE: (920) 550-0009

2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT

NAME OF PROPOSED/EXISTING BUSINESS: Sheboygan Elks Lodge 299

ADDRESS OF PROPERTY AFFECTED: 1943 Erie Ave

LEGAL DESCRIPTION: Social Club / Restaurant

BRIEF DESCRIPTION OF **EXISTING** OPERATION OR USE: Social Club that hosts public and private events

DETAILED DESCRIPTION OF **PROPOSED** OPERATION OR USE INCLUDING ANY CHANGES TO THE EXISTING USE: Would like to add a new Awning on the West elevation walkway

BRIEF DESCRIPTION OF ALL REQUESTED VARIANCES FROM PROVISIONS OF THE ZONING ORDINANCE, WHICH ARE RELATED TO THE PROPOSED OPERATION OR USE: We are proposing two (2) additional signs on the long canopy/awning structure. Thus, the Elks are proposing to have a total of four (4) signs and the maximum number of signs is two (2). Thus, a variance/exception is required in order to have more than the maximum two (2) signs that are permitted.

3. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

Written justification for the proposed conditional use, indicating reasons why the applicant believes the proposed conditional use is appropriate.

How is the proposed conditional use (independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Sheboygan Comprehensive Master Plan? The new awning structure will be a very attractive design and in-line with the Club colors and branding. We will also list the Donor family that will fund the project.

Does the conditional use, in its proposed location, result in any substantial or undue adverse impact on nearby property the character of the neighborhood, environment, traffic, parking, public improvements, public property or rights-of-way? No, we believe it does not

How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located? The new Awning structure will provide weather protection and also a new attractive décor to the West elevation of the light tan brick building.

Is the proposed conditional use located in an area that will be adequately served by utilities, or services provided by public agencies? If not, please explain. Yes

4. NAMES AND ADDRESS (Indicate N/A for "Not Applicable" items)

OWNER OF SITE: Sheboygan Elks Lodge 299

ADDRESS: 1943 Erie Ave E-MAIL: mholsch@plenco.com

ARCHITECT: _____

ADDRESS: _____ E-MAIL: _____

CONTRACTOR: Sign Me Up of Wisconsin

ADDRESS: 311 Forest Ave – Sheboygan Falls WI 53083 E-MAIL: bdunton@signmeupofwi.com

5. CERTIFICATE

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

APPLICANT'S SIGNATURE

11-23-2021
DATE

Brian P. Dunton
PRINT ABOVE NAME



December 8, 2021

City of Sheboygan
Department of City Development
Attn: Steve Sokolowski
828 Center Avenue, Suite 104
Sheboygan, WI 53081

Plan Commission Members,

Attached are Conditional Use and Sign permit applications for the installation of a new awning structure for the rear entrance to the Elks Lodge #299 located at 1943 Erie Avenue. In addition, attached are aerial photographs and awning schematics for your review to help detail the proposed project.

The Elks Lodge is requesting the installation of an awning to cover the rear entrance walkway of their building for the following reasons:

1. The primary reason is the safety of their members and guests. As you may be aware, the majority of members and guests of the Elks Lodge are senior citizens. This is a long walkway and the access to the building for its senior members is an issue during the winter months.
2. The construction of the proposed awning has been a project that the Elks Lodge has not only desired, but has been raising money for several years to help address the access problem. With the passing of one of its members, enough funds were gifted to the Lodge to finally make the construction of the awning structure a possibility (the awning will be dedicated in her name per the attached schematics).
3. Although the proposed awning will be to the rear entrance of the building and barely visible to the general public, it will be a proud way for the Elks Lodge to display their logo and theme (Elks Care, Elks Share) to its members, guests, and prospective members.

The Elks Lodge has been a staple charitable organization in the Sheboygan Community for decades, raising money and instituting programs for people of all walks of life from children to senior citizens. We believe that for the above described reasons, that the Conditional Use Permit is justified for your approval and ask that you, as Plan Commission Members, vote in the affirmative for this request. Thank you for your consideration.

Sincerely,

Brian Dunton
Sign Me Up!

311 Forest Avenue
Sheboygan Falls, WI 53085
paul@signmeupofwi.com
920-550-0009 · 651-343-8781(cell)

OFFICE USE ONLY

PARCEL NO.: _____

MAP NO.: _____

ZONING CLASSIFICATION: _____

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: Sign Me Up of Wisconsin, LLC
ADDRESS: 311 Forest Avenue – Sheboygan Falls, WI 53083
E-MAIL ADDRESS: bdunton@signmeupofwi.com
PHONE: (920) 550-0009

2. OWNER INFORMATION

OWNER OF SITE: Sheboygan Elks Lodge #299
ADDRESS: 1943 Erie Ave
PHONE: 920-452-9911 FAX NO: _____

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

NAME OF PROPOSED/EXISTING BUSINESS: Sheboygan Elks Lodge #299
ADDRESS OF PROPERTY AFFECTED: 1943 Erie Ave

USE OF PROPERTY: Social Club / Restaurant

TYPE OF SIGN: New Awning / Canopy structure on West elevation walkway

1. CONFIGURATION OF PROPOSED SIGN: North elevation

HEIGHT: 46" X WIDTH: 144 x 636" LONG =TOTAL SQUARE FOOTAGE: 2438

AMOUNT OF EXPOSED EXTERIOR WALL LENGTH: 125

SETBACK: Mounted to building and support beams

METHOD OF ATTACHMENT: Mounted to building and support beams

METHOD OF ILLUMINATION: non illuminated

SIGN MATERIALS: Aluminum and 4cp printing UV laminate process and Weblon fabric vinyl

TOTAL SQUARE FOOTAGE OF SIGNS ON SUBJECT PROPERTY: 0

BEFORE PROPOSED SIGN: _____ AFTER PROPOSED SIGN: 2438

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

11-23-2021
DATE

Brian Dunton

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.
- d. The subject property's zoning classification.
- e. The total area of all signs on the subject property both before and after the installation of the proposed sign.
- f. Provide three 11 x 17 color renderings of proposed sign. Attach any photos or drawings that may help in reviewing sign application.

NOTES

Applicant is required to obtain a Sign Permit from the Building Inspection Department, First Floor, City Hall, 828 Center Avenue.

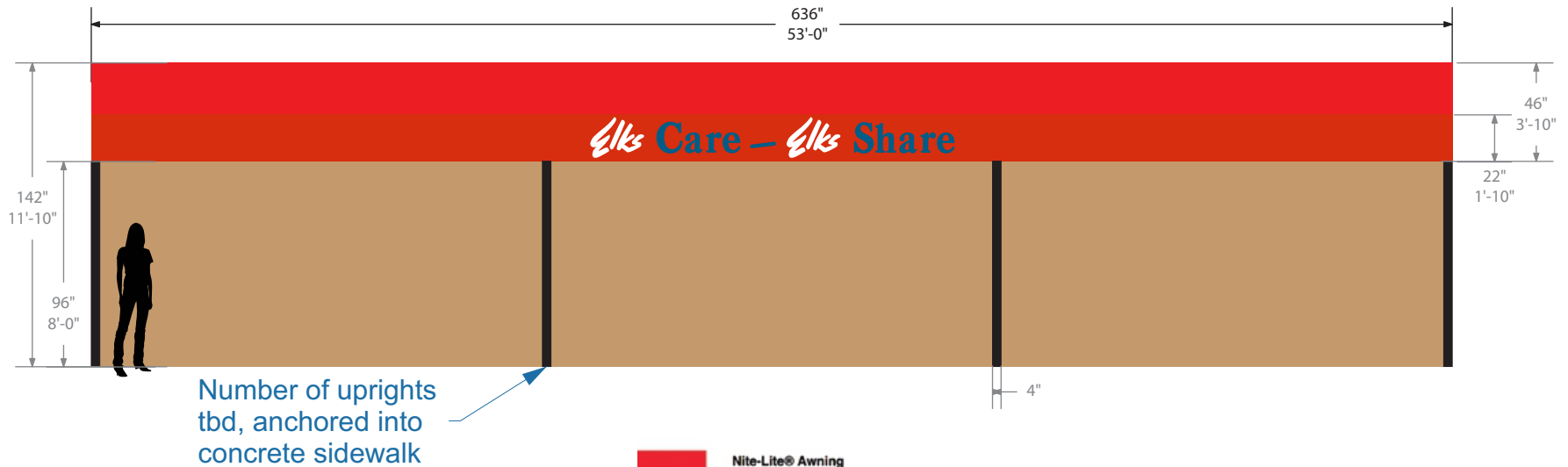
Elks Lodge 299

New awning

A
1 LOCATION VIEW (AFTER)
NTS



A
1 EXISTING VIEW
NTS



Nite-Lite® Awning
61" Red 2603
Red
Item # 812603



311 Forest Ave,
Sheboygan Falls
(920) 550-0009

This is an original, unpublished drawing by Sign Me Up. It is for your personal use, in conjunction with a project being planned for you by Sign Me Up. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by another company, without the expressed written permission of Sign Me Up, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. Sign Me Up will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for clients conception of the project and are not to be understood as being exact size or scale.

Elks Lodge 299

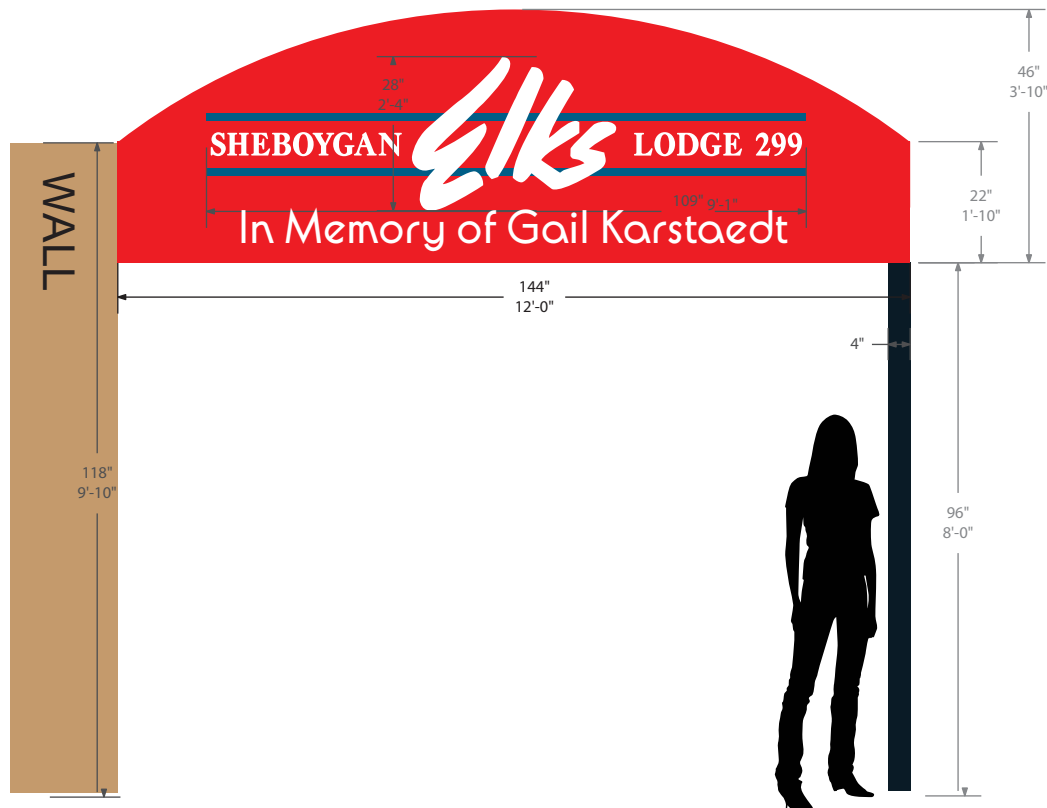
New awning



A LOCATION VIEW (AFTER)
1 N.T.S.



A EXISTING VIEW
1 N.T.S.



A DETAIL VIEW
1 SCALE: 1/2" = 1'



Nite-Lite® Awning
61" Red 2603

Red
Item # 812603



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Elks Lodge 299

Panel on existing awning



3mm Aluminum panel with Digital print, 1 sided.
Brackets/bracing installed on back for stability



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Erie Ave

EIKS LODGE
#299

5928 15490

X PROPOSED
AWNING

Erie Ave

ELKS LODGE
#299

PROPOSED AWNING
AREA

5920 115490

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use and Sign Permit with exceptions by Sheboygan Elks Lodge to install new signage at 1943 Erie Avenue. SO Zone

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

REPORT DATE: December 10, 2021

MEETING DATE: December 14, 2021

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:

Sign Me Up is proposing to install signage on a new entrance canopy/awning at the Sheboygan Elks Lodge located at 1943 Erie Avenue. The applicant states the following about the project:

- The primary reason is the safety of their members and guests. As you may be aware, the majority of members and guests of the Elks Lodge are senior citizens. This is a long walkway and the access to the building for its senior members is an issue during the winter months.
- The construction of the proposed awning has been a project that the Elks Lodge has not only desired, but has been raising money for several years to help address the access problem. With the passing of one of its members, enough funds were gifted to the Lodge to finally make the construction of the awning structure a possibility (the awning will be dedicated in her name per the attached schematics).
- Although the proposed awning will be to the rear entrance of the building and barely visible to the general public, it will be a proud way for the Elks Lodge to display their logo and theme (Elks Care, Elks Share) to its members, guests, and prospective members. The Elks Lodge has been a staple charitable organization in the Sheboygan Community for decades, raising money and instituting programs for people of all walks of life from children to senior citizens.

STAFF COMMENTS:

The applicant is requesting a variance to have three (3) wall/canopy signs – The maximum number of wall/canopy signs is two (2).

There is presently one (1) existing wall sign on the front of the building facing Erie Avenue (northwest corner of the building).

Sign Me Up has received approval to install a new wall/awning sign at the main entrance on the north side of the building facing Erie Avenue. This new sign advertises “Sheboygan Elks Lodge 299” with address numerals “1943.”

The applicant is proposing to construct a new entrance canopy on the south side of the building. The canopy is 640sf (53 feet long by 12 feet wide) and is 11.8 feet tall. The proposed canopy will provide cover to people entering the lodge on the south side of the building from the parking lot located on the west side of the property.

The canopy is proposed to have two (2) signs:

- One on the west side as you enter that is approximately 24sf and advertises “Sheboygan Elks Lodge 299” and “In Memory of Gail Karstaedt.”
- One on the south side facing the yard that is approximately 24sf and advertises “Elks Care – Elks Share.”

Staff does not object to the proposal.

ACTION REQUESTED:

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. Applicant will work with the building inspection department with regards to permits and wind/snow loading for such a structure.
3. 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.
4. Any additional signage for this facility will be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).

ATTACHMENTS:

Conditional Use Permit Application and required attachments.