

**\*\*\*ATTACHMENTS\*\*\***

**CITY OF SHEBOYGAN**

**REQUEST FOR CITY PLAN COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** Application for Conditional Use and Sign Permit with exceptions by Salvation Army to install a new electronic readerboard monument sign at 710 Pennsylvania Avenue. CC zone

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

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**REPORT DATE:** March 5, 2021

**MEETING DATE:** March 9, 2021

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

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**BACKGROUND / ANALYSIS:**

Salvation Army is proposing to install a new electronic readerboard at 710 Pennsylvania Avenue. The applicant states:

- Salvation Army is proposing a six (6) foot tall monument sign with an electronic message center (EMC) at the southeast corner of their building/property.
- The sign is proposed to be located at the southeast corner of their building/property facing the intersection of N. 7<sup>th</sup> Street and Pennsylvania Avenue because it can be easily seen by those at the intersection and will help people identify the Salvation Army.
- The overall size of the proposed monument sign will be approximately 48sf (6 x 8) and six (6) feet tall. This will be an interior lit single sided sign with an electronic message center display. The base and decorative cap colors tie in to the colors of the building.
- The “Salvation Army” portion of the signs is an aluminum cabinet and is 32sf (4 x 8).
- The electronic readerboard portion of the sign is 10sf (1.4 x 7.3).
- The new electronic message center will allow the Salvation Army to post messages about the red kettle donations, food pantry updates, public health and safety updates and events.

**STAFF COMMENTS:**

The applicant is proposing a monument sign utilizing similar color and design concepts of their building.

**ACTION REQUESTED:**

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. 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.
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. The sign shall meet the minimum 24 foot setback to the N. 7<sup>th</sup> Street and Pennsylvania Avenue public rights-of-way. It is the applicant's responsibility to insure the sign meets the required setbacks.
5. Sign messages and/or location shall not create any pedestrian/vehicular conflicts.
6. Any future wall signage will be individual letter signs (no flat panel or interior lit cabinet signs).
7. If there are any amendments to the approved sign or location, 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: \_\_\_\_\_

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: Katie Scholz

ADDRESS: 220 Young St., Glenbeulah, WI 53023 E-MAIL: marshallsignkatie@wi.rr.com

PHONE: ( 920 ) 526-3100 FAX NO. ( )

**2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT**

NAME OF PROPOSED/EXISTING BUSINESS: Salvation Army

ADDRESS OF PROPERTY AFFECTED: 710 Pennsylvania Ave. Sheboygan, Wi

LEGAL DESCRIPTION: Christian Organization

BRIEF DESCRIPTION OF **EXISTING** OPERATION OR USE: \_\_\_\_\_

The Salvation Army is a Christian church and an international charitable organization.

DETAILED DESCRIPTION OF **PROPOSED** OPERATION OR USE INCLUDING ANY CHANGES TO THE EXISTING USE: \_\_\_\_\_

No change to existing use of building.

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

Install new Monument Sign with EMC display.

**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 monument sign will help convey the

Salvation Army's notable charity opportunities to the community.

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

How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located? \_\_\_\_\_

It will blend in with the 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:** Salvation Army

ADDRESS: 710 Pennsylvania Ave. Sheboygan, WI E-MAIL: Jim.Whipple@usc.salvationarmy.org

**ARCHITECT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**CONTRACTOR:** Marshall Sign

ADDRESS: W6415 Oak View Ln., Plymouth, WI 53073 E-MAIL: marshallsignkatie@wi.rr.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.

Katie Scholz  
**APPLICANT'S SIGNATURE**

2.8.21  
**DATE**

Katie Scholz  
**PRINT ABOVE NAME**

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: Katie Scholz

ADDRESS: W6415 Oak View Ln., Plymouth, WI 53073

E-MAIL ADDRESS: marshallsignkatie@wi.rr.com

PHONE: ( 920 ) 526-3100 FAX NO: ( )

**2. OWNER INFORMATION**

OWNER OF SITE: Salvation Army

ADDRESS: 710 Pennsylvania Ave. Sheboygan, Wi

PHONE: ( 920 ) 459-0947 FAX NO: ( )

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

NAME OF PROPOSED/EXISTING BUSINESS: Salvation Army

ADDRESS OF PROPERTY AFFECTED: 710 Penn Ave. Sheboygan

USE OF PROPERTY: Christian Organization

TYPE OF SIGN: Monument w/ Electronic Message Center

DESCRIPTION OF PROPOSED SIGN: Install new Monument Sign with EMC display.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. CONFIGURATION OF PROPOSED SIGN:**

HEIGHT: 6' X WIDTH: 8' = TOTAL SQUARE FOOTAGE: 48 sq. ft.

AMOUNT OF PUBLIC STREET FRONTAGE: Penn Ave: 188 ft., 7th Street: 165 ft.

AMOUNT OF EXPOSED EXTERIOR WALL LENGTH: Penn Ave: 153 ft., 7th Street: 145 ft.

SETBACK: Penn Ave: 25 ft. to road, 7th Street: 23.3 ft. to road

METHOD OF ATTACHMENT: Concrete/Fasteners

METHOD OF ILLUMINATION: LED

SIGN MATERIALS: Aluminum, Polycarbonate

TOTAL SQUARE FOOTAGE OF SIGNS ON SUBJECT PROPERTY:

BEFORE PROPOSED SIGN: X AFTER PROPOSED SIGN: 48

**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.**

Katie Scholz  
**APPLICANT'S SIGNATURE**

2-8-21  
**DATE**

Katie Scholz  
**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.



W6415 Oak View Ln. Plymouth, WI  
office: 920-526-3100 cell: 920-980-1627  
info@marshallsign@wi.rr.com

## Salvation Army Narrative

3508 N. 21st St. Sheboygan, WI 53081

2-9-21

Dear Mr. Sokolowski,

We would like to apply for a variance for Salvation Army Corps Centers. They would like to install a single sided sign monument sign with EMC on the corner of Pennsylvania Avenue and N. 7<sup>th</sup> Street.

They would like to use this EMC to notify the public of red kettle donation advertisements , food pantry updates, and public health and safety updates.

Our goal is to help the Salvation Army promote all upcoming events and charitable information. Thank you for your time.

Sincerely,  
Katie Scholz  
Marshall Sign  
920-526-3100  
marshallsignkatie@wi.rr.com



Sheboygan Salvation Army Corps. - 710 Pennsylvania Ave. - Sheboygan, WI 53081

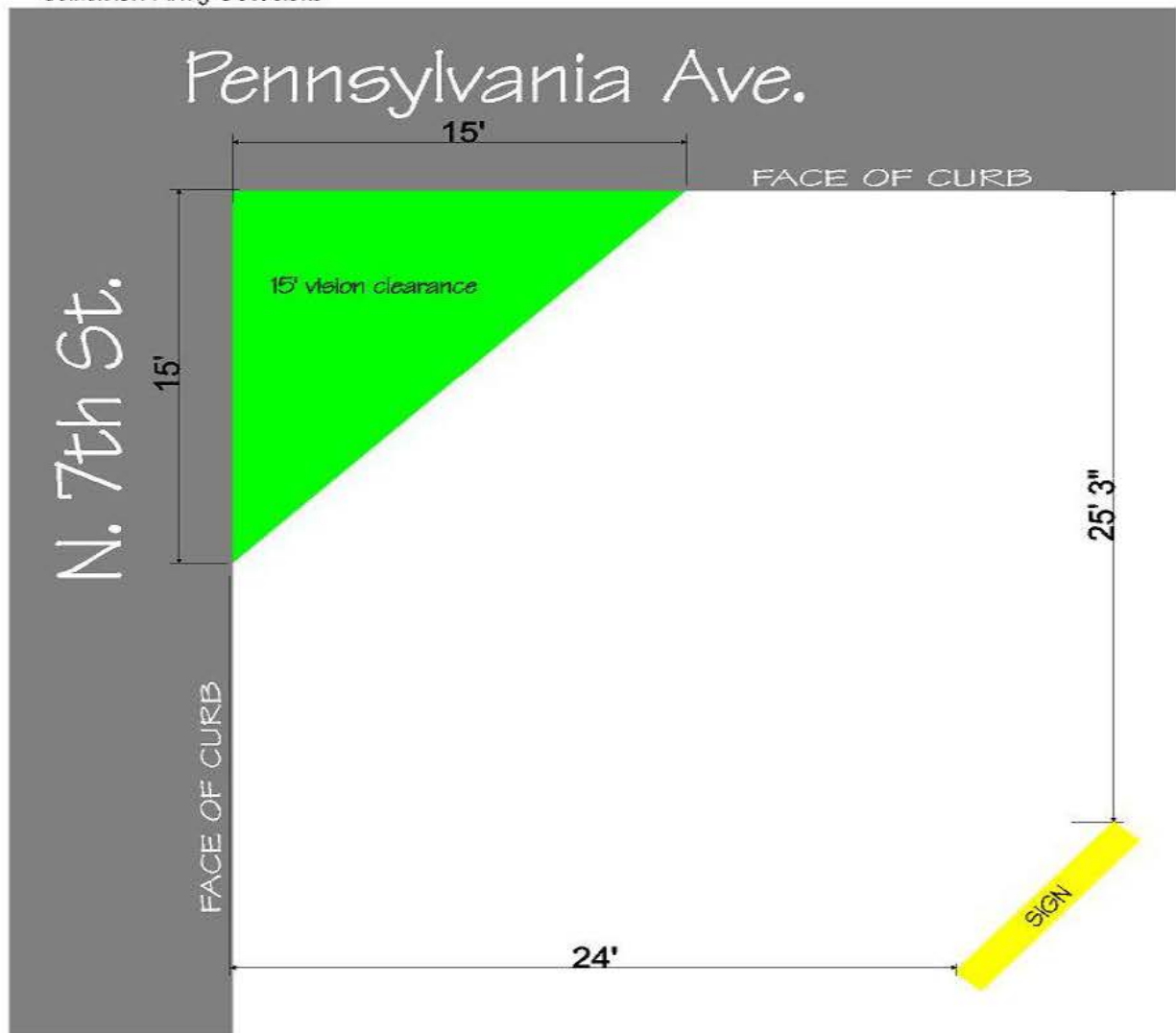


Qty: 1  
Single Sided  
Monument Sign  
LED Internally Illuminated  
Aluminum Cabinet w/ Poly Face and Vinyl Graphics  
Full Color Digital Display mounted in Poly Face

Jim Whipple  
920.458.3723  
jim.whipple@usc.salvationarmy.org

**Marshall Sign**  
W6419 Oak View Ln, Plymouth, WI 53073  
(920) 893-8306 fax (920) 892-6463  
www.marshallsign.com

customer approval date  
**\*\*COPYRIGHT NOTICE\*\***  
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Building Accent Colors



Salvation Army - 710 Pennsylvania Ave, Sheboygan, WI 53081

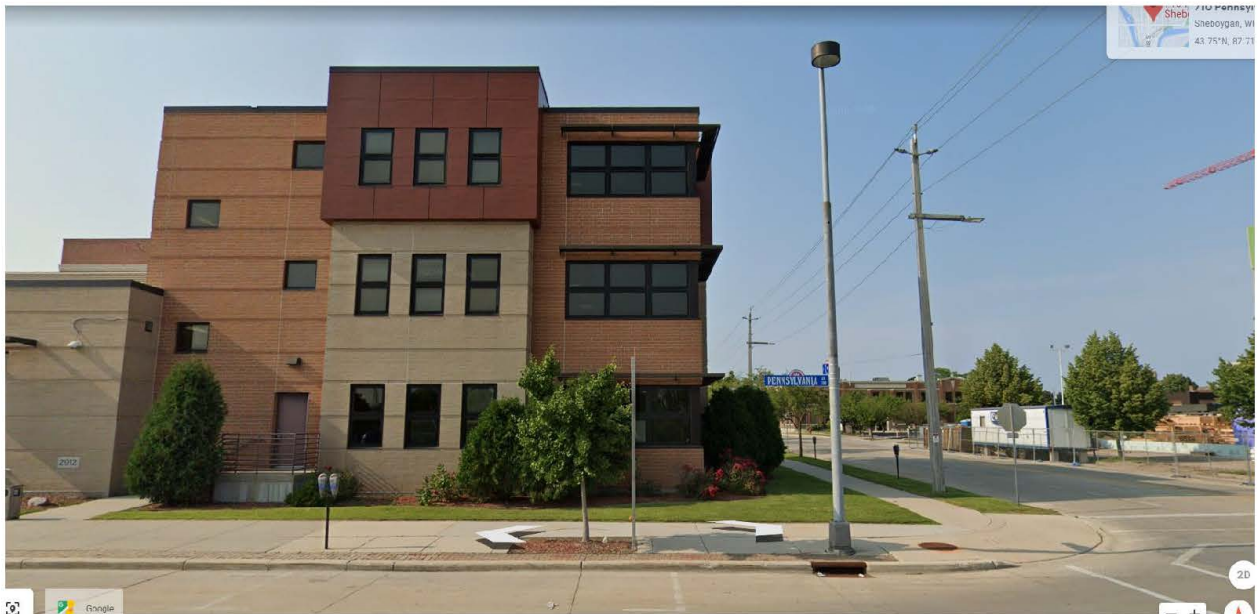
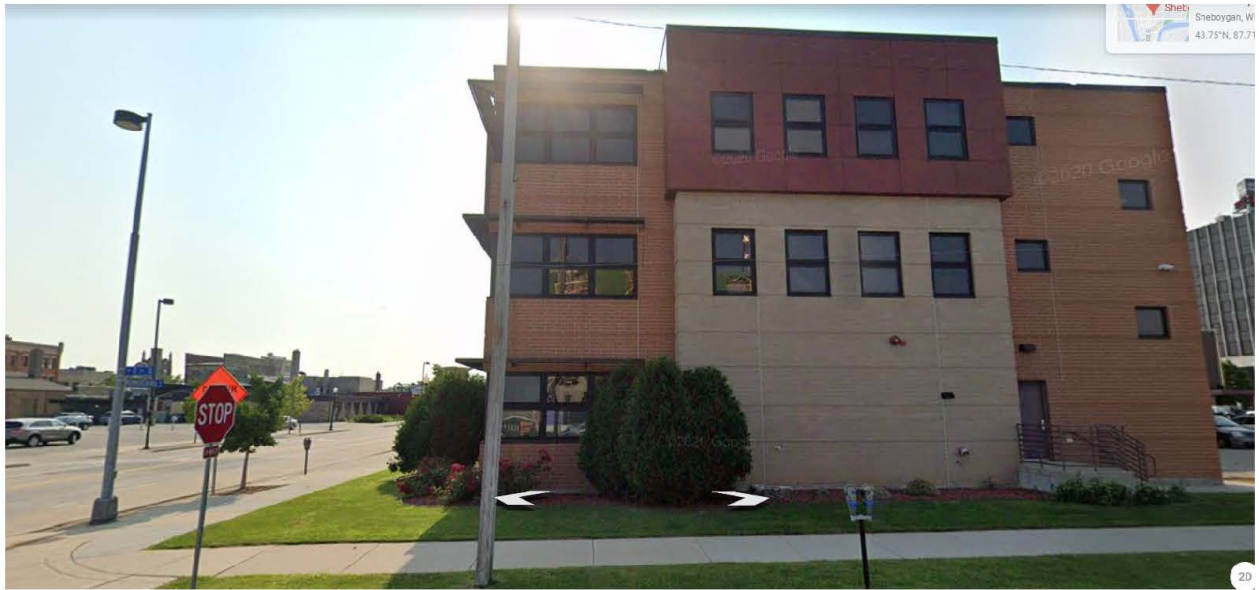
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Sign Setbacks: Penn Ave: 25 ft. to road, 7th Street: 23.3 ft. to road

Street Frontage: Penn Ave - 188 ft. , N. 7th St. - 165 ft.





PARCEL NO. 59281215580

MAP NO. \_\_\_\_\_

ZONING CLASSIFICATION: SO

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: Southside Alliance Church

ADDRESS: 4321 Co Rd A E-MAIL: sam@southsidesheboygan.com

PHONE: (920) 458-7075 FAX NO. ( ) N/A

### 2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT

NAME OF PROPOSED/EXISTING BUSINESS: Indoor Institutional (Church Use)

ADDRESS OF PROPERTY AFFECTED: 1807 Erie Ave

LEGAL DESCRIPTION: SEC 22 T15N R23E PRT OF THE SE NW OF SEC 22  
DESC AS: COM AT A POINT IN THE W LINE OF N 18TH ST 305.28' S OF S LINE  
OF ERIE AVE AS EXTENDED FROM THE E, TH W 160.67', TH N-00-DEG- 09'-  
00"W 269.28' TO THE S LINE OF KOHLER MEM DR, TH N- 89-DEG-00'-18"-E  
115.79

BRIEF DESCRIPTION OF **EXISTING** OPERATION OR USE: Office Use

DETAILED DESCRIPTION OF **PROPOSED** OPERATION OR USE INCLUDING ANY CHANGES TO THE EXISTING USE: We are proposing a change of use to Indoor Institutional in order to establish the use of the building as a religious assembly. Southside Church currently holds one main Sunday morning service per week at 10am and several smaller gatherings of 10 people or so during the week. Southside will provide offices for their four staff members to use Monday Through Friday from approximately 9am til 5pm.

The large area in the North East Section of the building under the arched high-roof will be re-developed into a small, intimate sanctuary with a wide-array of seats. In the back a fellowship area will be created to facilitate small catered gatherings, fellowships before or after church, and community gatherings. An existing kitchen/break area will be maintained, and the existing restrooms expanded and improved. A new entry to the building will be created from the east parking lot in order to welcome people into an open lobby area. The entry will be covered with a canopy and will provide ADA access to the building. The exterior of the building will be improved in order to create a more welcome atmosphere, security fences across the parking lot will be removed and landscaping curated as needed. Signage will be improved as well, but will be proposed at a later time.

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

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### **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 addition of Southside Church to a location closer to the center of the city, and along the thoroughfare of Erie Ave, will promote redevelopment by turning a tired office facility into a vibrant and community centered church. The building will be available to multiple non-profits and city uses as a place of community for those of religious faith and those with no faith affiliation. Southside will strengthen the surrounding neighborhood and will help revitalize that area of Sheboygan.

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 it does not adversely affect the neighborhood. The heaviest traffic implication will happen on Sunday mornings, which is off the peak roadway hours for that neighborhood. There is ample parking and street parking available to suit the size of this small community church.

How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located? Churches today are looking to be integrated with their community, a shared space for people to gather outside of just Sunday services. This use means that we are pursuing the revitalization of smaller community-centered buildings, rather than building mega churches outside of town that are "set apart" from pedestrian travel.

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, the

previous use of this building as a grocery store means that the building is currently over-served by utilities required. Also, the building is currently fully sprinkled, which will make the life safety upgrades to assembly less financially burdensome to the church.

**4. NAMES AND ADDRESS (Indicate N/A for “Not Applicable” items)**

**OWNER OF SITE:** RMD Management Group LLC

ADDRESS: PO Box 389 Menasha WI, 54952 E-MAIL: not available

**ARCHITECT:** Risepointe, Inc.

ADDRESS: 725 Pimlico Pkwy, Sleepy Hollow IL E-MAIL: aaron@risepointe.com

**CONTRACTOR:** To be determined

ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**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**

\_\_\_\_\_  
**DATE**

John Teschan

**PRINT ABOVE NAME**

**CONDITIONAL USE APPLICATION SUBMITTAL REQUIREMENTS**

1. A certified survey map showing existing property boundaries and improvements.
2. A map providing the following information:
  - The map and all its parts shall be clearly reproducible with a photocopier at a size of 11” X 17” and map scale not less than 1’ = 600’ with lot dimensions of the subject property provided and a graphic scale and north arrow.
  - All lands for which the conditional use is proposed.
  - All other lands within 100 feet of the boundaries of the subject property.
  - The current zoning of the subject property and its environs (200 feet),
3. A site plan (conforming to the requirements of Section 15.908(3) of the subject property as proposed for development or if the proposed conditional use is a cluster development (per Section 15.206(1)(b) or a group development (per Section 15.208). A proposed preliminary plat or conceptual plat may be substituted for the final site plan, provided that the preliminary plat contains all information required on a site plan.
  - Submit TWO (2) copies of the site plan.
  - Submit .pdf file of all drawings either by email or CD



4321 County Road A Sheboygan, WI 53081  
(920) 458-7075  
www.southsidesheboygan.com

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Date: February 16, 2021

To: Department of City Development for Sheboygan

From: Southside Church Leadership Team

Re: Application for Conditional Use Permit for 1807 Erie Ave

Southside has been in Sheboygan since the late 60s and meeting at 4321 County Road A for the past 20 years. Over time, we have sensed the need to be closer to our City to be more directly connected with the community we live in and serve.

We have discovered over time that our current location has hindered us from our desire to connect more deeply with Sheboygan. We are currently finalizing the sale of our 13½ acre campus for the purpose of moving into the City. For several years we have been searching for the right opportunity. We believe the property at 1807 Erie Ave will give us a strategic home to worship and better fulfill our mission of intentionally connecting with the families of our community and the needs of the people of Sheboygan and Sheboygan County.

We currently oversee Stepping Stone (formerly the Tee Box) which is a faith-based recovery-focused sober living home. We also look to expand our help to the recovery community. We also desire to continue our partnership with other agencies and organizations (Love INC, Salvation Army, blood drives, etc.) in the community to avoid duplication of resources and services in helping to meet the holistic needs of our neighbors here. We long to see regeneration in Sheboygan through meeting needs so that families will be transformed by God.

With that said, we humbly thank you for considering granting us a Conditional Use Permit for 1807 Erie Ave and partnering with us to continue to strengthen and revitalize our City. We sincerely thank you for your time and consideration.

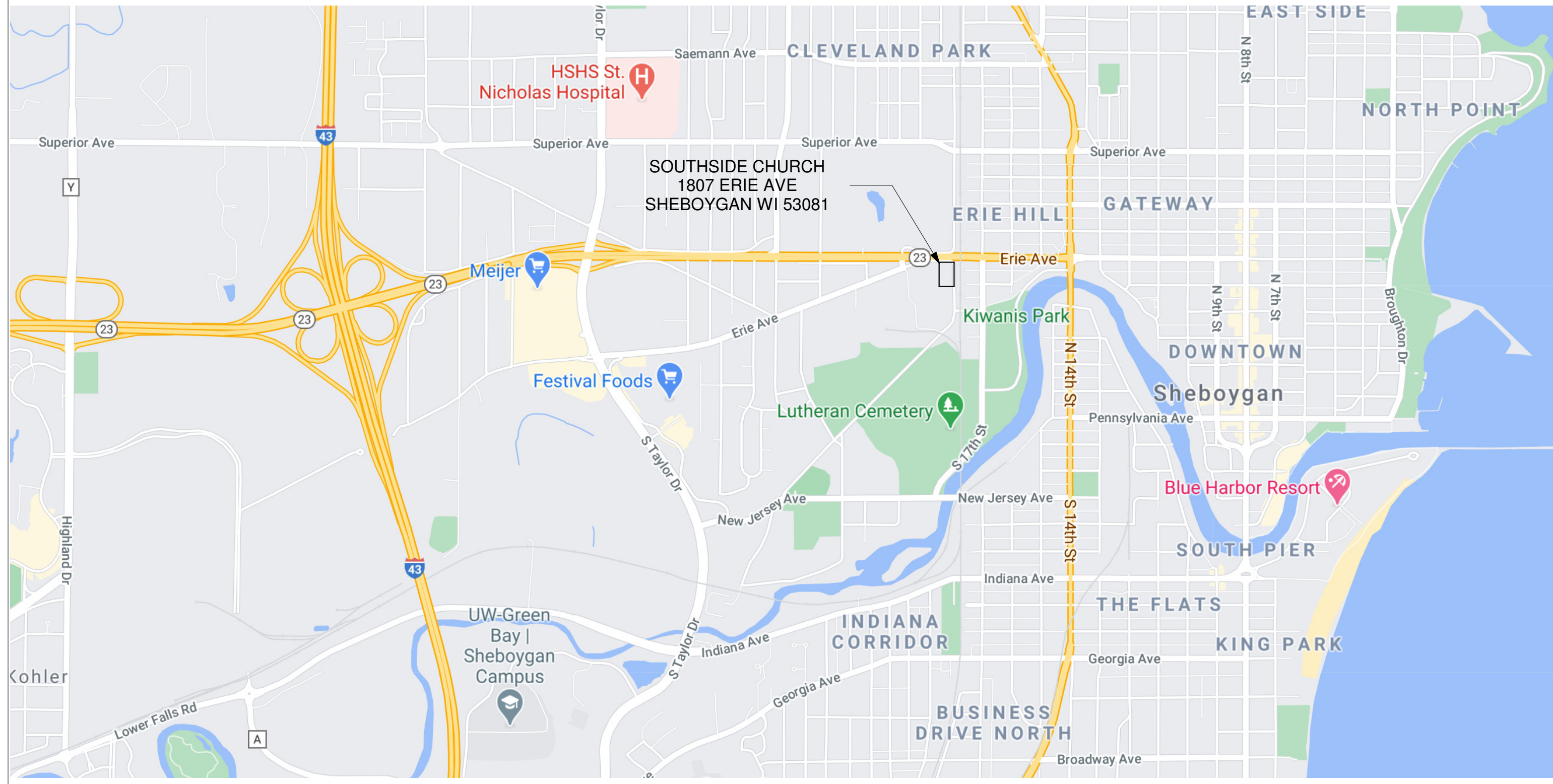
Regards,

Rev. John Teschan on behalf of the Southside Church Leadership Team

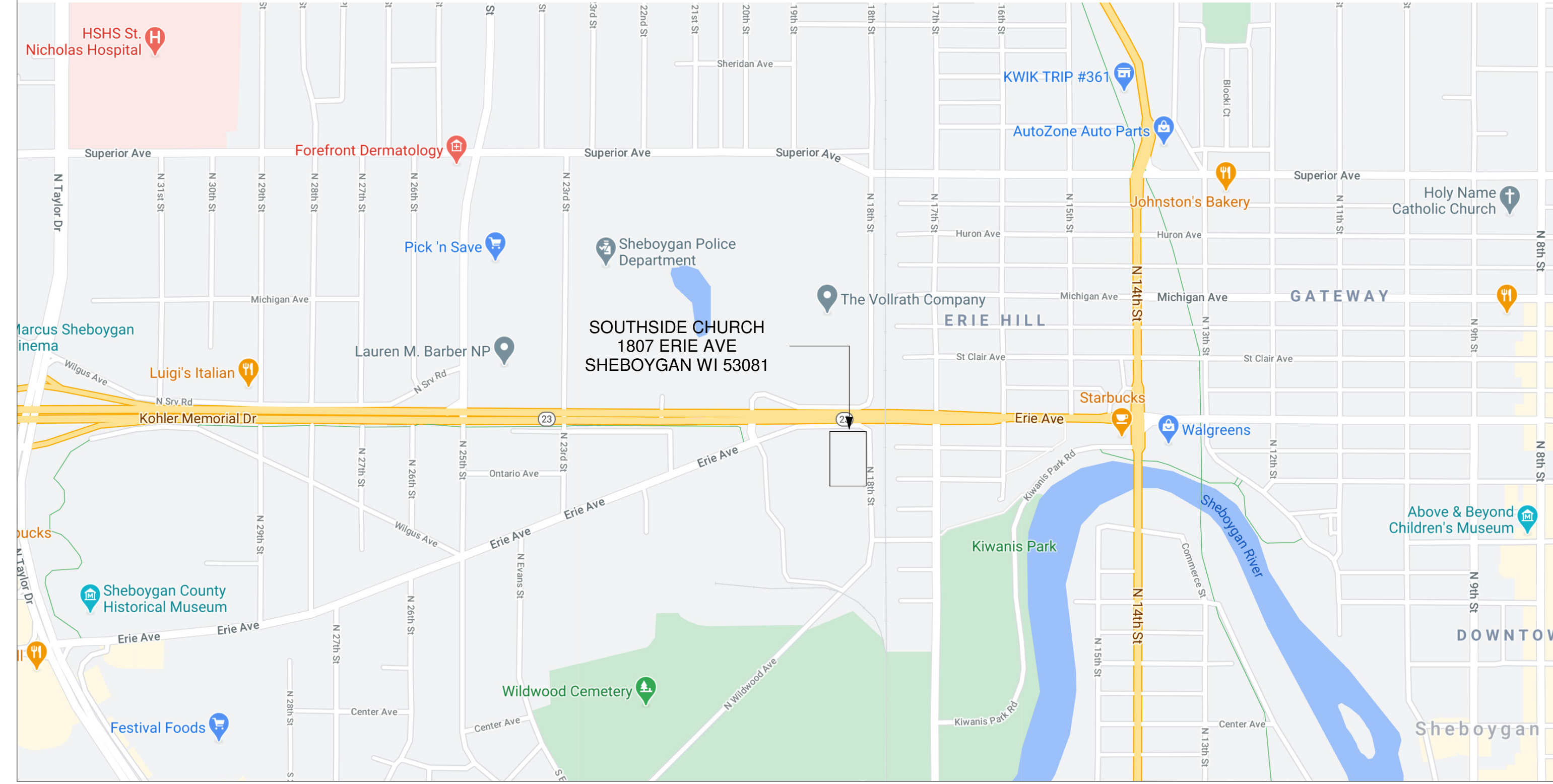
# ABBREVIATIONS

@	AT	LAM	LAMINATE/LAMINATED
⊕	CENTERLINE	LAV	LAVATORY
⊘	PROPERTY LINE	LF	LINEAR FEET
#	DIAMETER	LOC	LOCATION
#	POUND OR NUMBER	LP	LOW POINT
(E)	EXISTING	LT	LIGHT
(N)	NEW	MAS	MASONRY
(X)	DEMOLISH	MAX	MAXIMUM
ABV	ABOVE	MB	MACHINE BOLT
ACC	ACCESS	MC	MEDICINE CABINET
ACOUS	ACOUSTICAL	MDO	MEDIUM DENSITY OVERLAY
AD	AREA DRAIN	MECH	MECHANICAL
ADJ	ADJUSTABLE	MEMB	MEMBRANE
AFF	ABOVE FINISHED FLOOR	MEP	MECHANICAL ELECTRICAL PLUMB
AIB	AIR INFILTRATION BARRIER	MTL	METAL
ALT	ALTERNATE	MFR	MANUFACTURER
ALUM	ALUMINUM	MIN	MINIMUM
APPROX	APPROXIMATE	MIR	MIRROR
ARCH	ARCHITECTURAL	MISC	MISCELLANEOUS
AVL	AUDIO VIDEO LIGHTING	MNTD	MOUNTED
BD	BOARD	MTRL	MATERIAL
BLKG	BLOCKING	MUL	MULLION
BM	BEAM	N	NORTH
BO	BOTTOM OF	N/A	NOT APPLICABLE
BOT	BOTTOM	NC	NOT IN CONTRACT
CAB	CABINET	NO	NUMBER
CB	CATCH BASIN	NOM	NOMINAL
CEM	CEMENT	NR	NOISE REDUCTION
CER	CERAMIC	NTS	NOT TO SCALE
CIP	CAST-IN-PLACE	OA	OVERALL
CL	CONTROL JOINT	OC	ON CENTER
CLG	CEILING	OCC	OCCUPANTS/OCCUPANCY
CLKG	CAULKING	OD	OUTSIDE DIAMETER
CLO	CLOSET	OFF	OFFICE
CLR	CLEAR	OH	OVERHEAD
CMU	CONCRETE MASONRY UNIT	OPNG	OPENING
CNTR	COUNTER	OPP	OPPOSITE
COL	COLUMN	PERF	PERFORATED
CONC	CONCRETE	PERP	PERPENDICULAR
CONN	CONNECTION	PL	PLATE
CONT	CONTINUOUS	PLAM	PLASTIC LAMINATE
CORR	CORRIDOR	PLAS	PLASTER
CORR	CERAMIC TILE	PLYWD	PLYWOOD
CT	CARPET/CARPETED	PNL	PANEL
CTR	CENTER	PR	PAIR
DBL	DOUBLE	PRCST	PRE-CAST
DEMO	DEMOLITION	PT	POINT
DIA	DIAMETER	PTD	PAINTED
DIM	DIMENSION	PTN	PARTITION
DN	DOWN	R	RISER
DO	DOOR OPENING	RA	RETURN AIR
DR	DOOR	RAD	RADIUS
DR	DOOR TYPE	RB	RUBBER BASE
DTL	DETAIL	RD	ROOF DRAIN
DW	DISHWASHER	REF	REFRIGERATOR
DWG	DRAWING	REFR	REFRIGERATOR
E	EXISTING	REINF	REINFORCED
(E)	EACH	REM	REMAINING
EA	ELEVATION	REQD	REQUIRED
EL	EXHAUST FAN	RESIL	RESILIENT
ELC	ELECTRICAL	REV	REVISION/REVISED
ELEV	ELEVATOR	RGSTR	REGISTER
ENCL	ENCLOSURE	RM	ROOM
EQ	EQUIPMENT	RO	ROUGH OPENING
EST	ESTIMATE	S	SELF-ADHERED FLASHING
EXIST	EXISTING	SAF	SELF-ADHERED MEMBRANE
EXP	EXPANDED/EXPANSION	SC	SOLID CORE
EXPO	EXPOSED	SD	SMOKE DETECTOR
EKT	EXTERIOR	SCHED	SCHEDULE
FD	FLOOR DRAIN	SECT	SECTION
FE	FIRE EXTINGUISHER	SQ	SQUARE FEET
FF	FINISH FLOOR	SG	SAFETY GLASS
F.F	FINISH TO FINISH	SH	SHELF
FN	FINISH	SHR	SHOWER
FLASH	FLASHING	SHT	SHEET
FLOR	FLOOR/FLOOR OPENING	SHT MTL	SHEET METAL
FLUR	FLOURESCENT	SHTG	SHEDDING
FOC	FURNISHED BY OWNER	SM	SIMILAR
FOC	INSTALLED BY CONTRACTOR	SOG	SLAB ON GRADE
FOC	FACE OF CONCRETE	SPEC	SPECIFICATION
FOM	FACE OF MASONRY	SQ	SQUARE FEET
FOS	FACE OF STUD	SQ IN	SQUARE INCHES
FR	FRAME	SS	STAINLESS STEEL
FRFF	FIREPROOF	STA	STATION
FP	FIREPLACE	STD	STANDARD
FT	FOOT OR FEET	STL	STEEL
FURR	FURRING	STOR	STORAGE
FUT	FUTURE	STR	STRUCTURAL
FW	FULL WIDTH	SUSP	SUSPENDED
GA	GAUGE	SYM	SYMBOL
GALV	GALVANIZED	T	TREAD
GC	GENERAL CONTRACTOR	TB	TOWEL BAR
GL	GLASS	TC	TOP OF CHORD
GLAM	GLUE-LAMINATED	TEL	TELEPHONE
GR	GRADE	TER	TERRAZZO
GWB	GYPSPUM WALL BOARD	T+G	TONGUE AND GROOVE
HB	HOSE BIB	TG	TEMPERED GLASS
HC	HOLLOW CORE	THK	THICK
HDO	HIGH DENSITY OVERLAY	TOP	TOP OF
HDR	HEADER	TOP	TOP OF PAVEMENT
HDWD	HARDWOOD	TOS	TOP OF SLAB/STEEL
HDWE	HARDWARE	TPH	TOILET PAPER HOLDER
HEM	HEMLOCK	TPY	TYPICAL
HM	HOLLOW METAL	UNO	UNLESS NOTED OTHERWISE
HORIZ	HORIZONTAL	VB	VAPOR BARRIER
HP	HIGH POINT	VCT	VINYL COMPOSITION TILE
HR	HOUR	VEN	VENEER
HT	HEIGHT	VERT	VERTICAL
HTF	HAMMER TO FIT	VEST	VESTIBULE
HVAC	HEATING/VENTILATION/ AIR CONDITIONING	VT	VINYL TILE
HW	HOT WATER	W	WEST
ID	INSIDE DIAMETER	WC	WATER CLOSET
IN	INCH	WD	WOOD
INSUL	INSULATION	WD	WIDTH
INT	INTERIOR	WF	WIDE FLANGE
.JB	JUNCTION BOX	WG	WIRED GLASS
JF	JOINT FILLER	WH	WATER HEATER
JT	JOINT	WL	WATER LINE
		WM	WATER METER
		W/O	WITHOUT
		WIN	WINDOW
		WP	WATERPROOF
		WR	WATER RESISTANT
		WRS	WIRE SAFETY GLASS

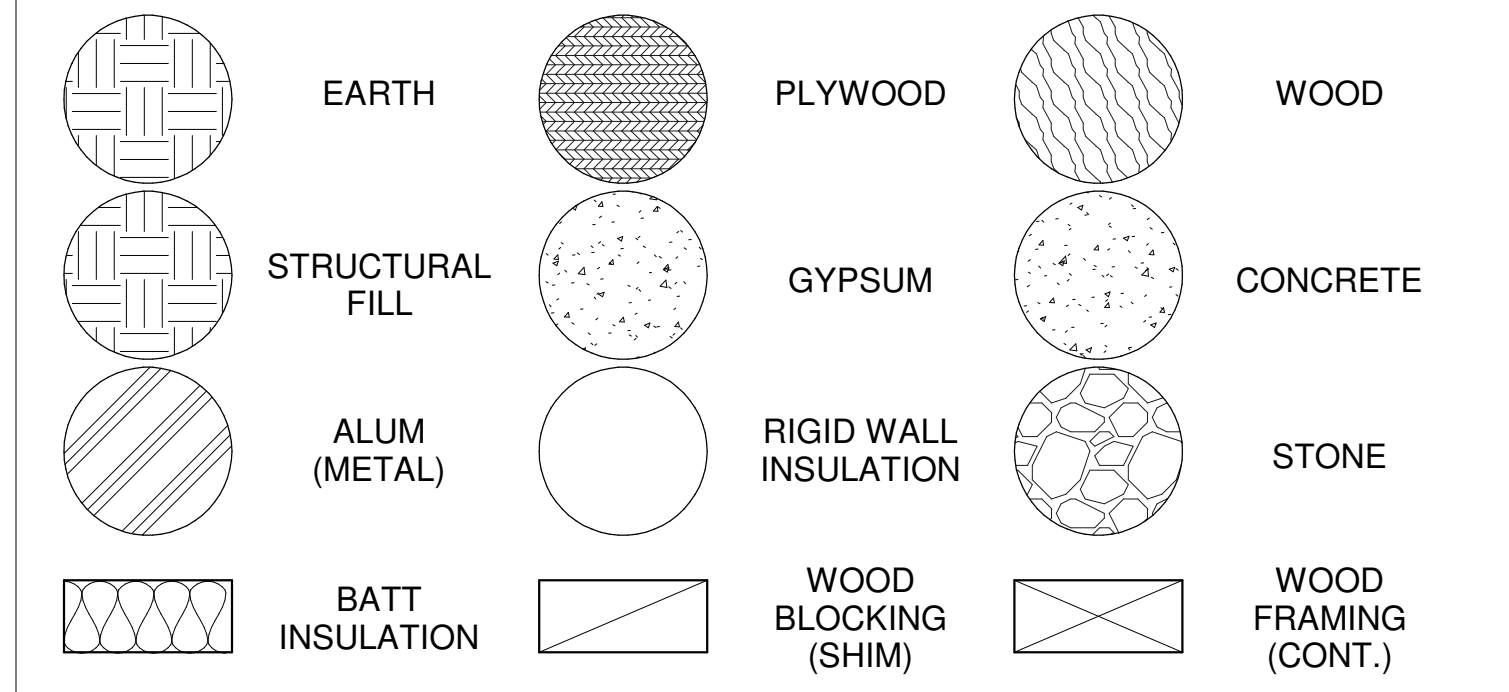
# AREA MAP



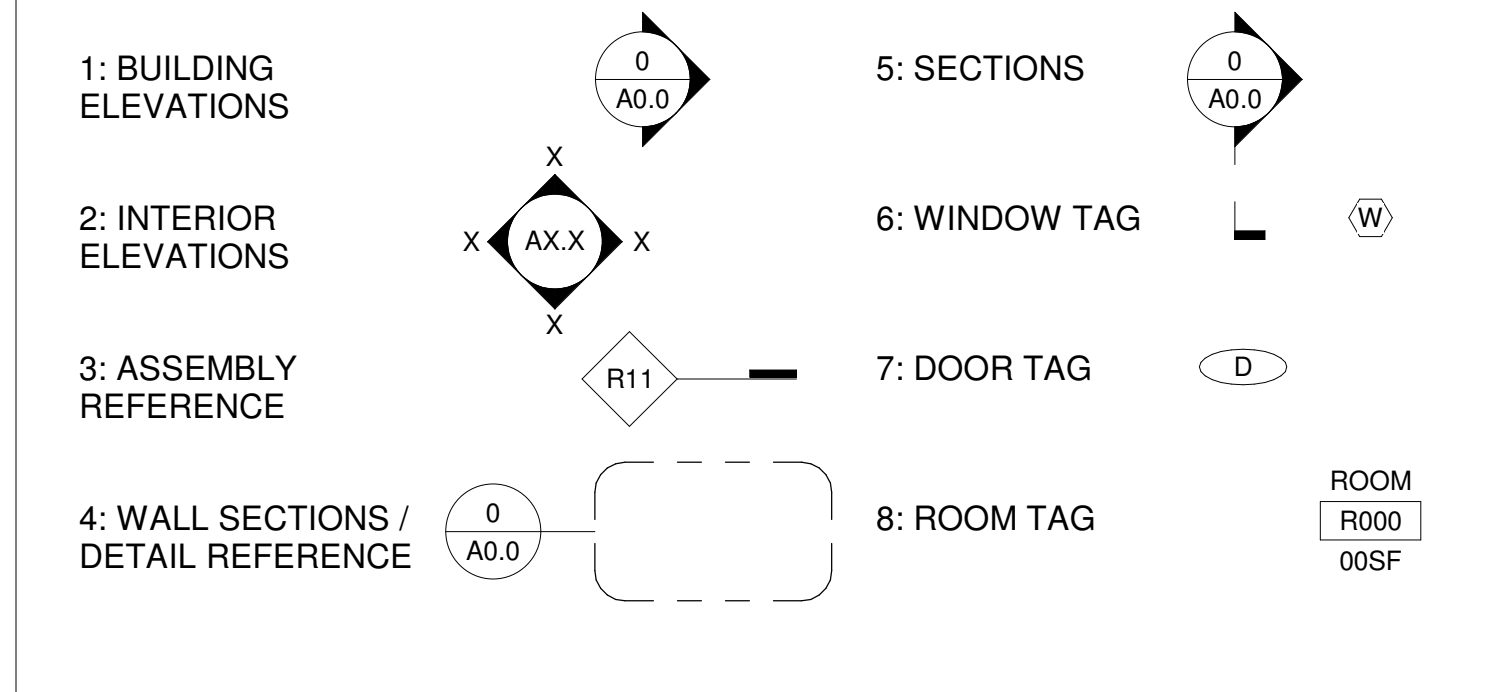
# VICINITY MAP



# MATERIAL LEGEND



# SYMBOLS LEGEND



# EXISTING SITE AERIAL



# PROJECT INFO

<b>SITE ADDRESS</b>	SOUTHSIDE CHURCH 1807 ERIE AVE SHEBOYGAN, WI 53081	<b>ARCHITECT</b>	RISEPOINTE 725 Pimlico Pkwy Sleepy Hollow, IL 60115 CONTACT: Aaron Stanski TEL: 224.587.6397 EMAIL: aaron@risepointe.com								
<b>SCOPE OF WORK</b>	RENOVATION OF A PORTION OF INTERIOR NON-LOAD BEARING WALLS.	<b>CIVIL ENGINEERING</b>									
<b>CHANGE OF USE FROM COMMERCIAL OFFICE SPACE TO RELIGIOUS ASSEMBLY.</b>		<b>ZONING DESIGN STANDARDS</b>	<table border="1"> <tr> <td>ZONE &amp; USE: 15.105(3)(d)</td> <td>SO, SUBURBAN OFFICE EXISTING USE: PROPOSED USE: RELIGIOUS ASSEMBLY</td> </tr> <tr> <td>SETBACKS: (TABLE)</td> <td>XX' FRONT XX' SIDE YARD XX' REAR YARD</td> </tr> <tr> <td>LOT SIZE: (TABLE)</td> <td>MIN LOT SIZE = 30,000 SF EXISTING = AC (- SF)</td> </tr> <tr> <td>HEIGHT LIMIT: (TABLE)</td> <td>XX' OR X STORIES</td> </tr> </table>	ZONE & USE: 15.105(3)(d)	SO, SUBURBAN OFFICE EXISTING USE: PROPOSED USE: RELIGIOUS ASSEMBLY	SETBACKS: (TABLE)	XX' FRONT XX' SIDE YARD XX' REAR YARD	LOT SIZE: (TABLE)	MIN LOT SIZE = 30,000 SF EXISTING = AC (- SF)	HEIGHT LIMIT: (TABLE)	XX' OR X STORIES
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<b>JURISDICTION</b>	MENASHA, CITY OF SHEBOYGAN, WISCONSIN	<b>FAÇADE REQUIREMENTS</b> (TABLE)	STRUCTURE FAÇADE - (80%) FACE BRICK, WOOD, GLASS, STONE, OR FLUTED CEMENT BLOCK, OR STUCCO-LIKE MATERIAL.								
<b>PARCEL ID NUMBER</b>	59281215580	<b>PARKING:</b> (TABLE)	REQUIRED: 1 SPACE PER X OCCUPANTS REQUIRED (X00 / X) = X00 PROVIDED: X00 PARKING SPACES								
<b>LEGAL DESCRIPTION</b>		<b>ACCESSIBLE PARKING:</b> (IBC TBL 1106.1)	REQUIRED: FOR 301 TO 400 SPACES, 8 ACCESSIBLE SPACES REQ'D FOR EA 6 ACCESSIBLE SPACES, 1 SHALL BE VAN PROVIDED; 8 SPACES TOTAL, 2 VAN ACCESSIBLE								
<b>CODE INFORMATION</b>		<b>LANDSCAPE:</b> (15.305)	MIN. LANDSCAPE SURFACE RATIO (LSR) - 25%								

# SHEET LIST

SHEET NUMBER	SHEET NAME	CURRENT REVISION DATE	CURRENT REVISION DESCRIPTION
A-212	Unnamed		
A-213	Unnamed		
<b>GENERAL</b>			
G-000	<b>COVER SHEET</b>	2021.02.16	ISSUED FOR CONDITIONAL USE
<b>ARCHITECTURAL</b>			
A-102	SITE PLAN	2021.02.16	ISSUED FOR CONDITIONAL USE
A-211	GROUND FLOOR PLAN - PROPOSED	2021.02.16	ISSUED FOR CONDITIONAL USE
A-301	EXTERIOR ELEVATIONS - EXISTING	2021.02.16	ISSUED FOR CONDITIONAL USE
A-202	GROUND FLOOR PLAN - DEMO	2021.02.16	ISSUED FOR CONDITIONAL USE
A-201	GROUND FLOOR PLAN - EXISTING	2021.02.16	ISSUED FOR CONDITIONAL USE

1520 N 82ND STREET  
SEATTLE WA 98148  
P 224.587.6397

**Southside**  
SOUTHSIDE CHURCH  
1807 ERIE AVE  
SHEBOYGAN, WI 53081

PROPOSED SITE IMPROVEMENTS FOR: [Blank]

KEY PLAN

No.	Description	Date
1	ISSUED FOR CONDITIONAL USE	2021.02.16

<b>PROJECT NAME</b>	SOUTHSIDE CHURCH 1807 ERIE AVE, SHEBOYGAN, WI 53081
<b>CURRENT ISSUE</b>	ISSUED FOR CONDITIONAL USE 2021.02.16
<b>SHEET NAME</b>	COVER SHEET
<b>PROJECT NUMBER</b>	21-372
<b>SCALE</b>	1/8" = 1'-0"
<b>DRAWING NUMBER</b>	G-000



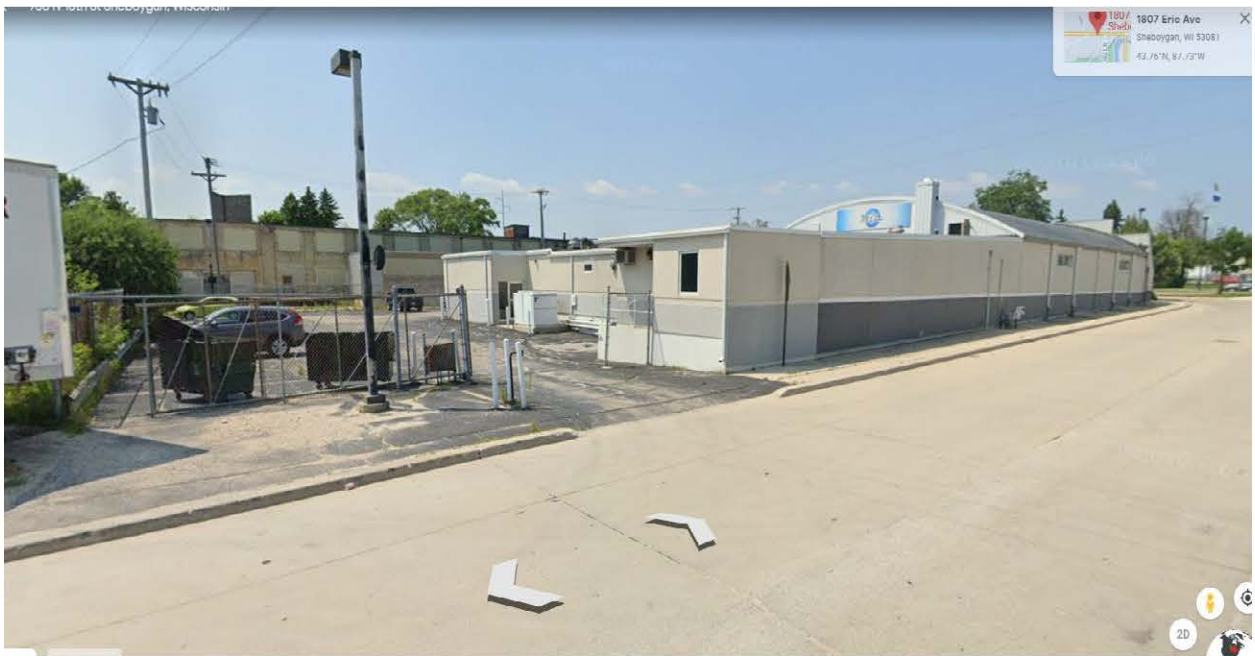














**CITY OF SHEBOYGAN**

**REQUEST FOR CITY PLAN COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** Application for Conditional Use with exceptions by Southside Alliance Church to operate at 1807 Erie Avenue. SO Zone

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

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**REPORT DATE:** March 5, 2021

**MEETING DATE:** March 9, 2021

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

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**BACKGROUND / ANALYSIS:**

Southside Alliance Church is proposing to purchase and operate at 1807 Erie Avenue (presently McClone Insurance and previously Burkart-Heisdorf Insurance). The applicant states the following:

- Southside Alliance Church has been in Sheboygan since the late 60s and meeting at 4321 County Road A for the past 20 years. Over time, we have sensed the need to be closer to our City to be more directly connected with the community we live in and serve. Churches today are looking to be integrated with their community, a shared space for people to gather outside of just Sunday services. This use means that we are pursuing the revitalization of smaller community centered buildings rather than building mega churches outside of town that are "set apart" from pedestrian travel.
- We have discovered over time that our current location has hindered us from our desire to connect more deeply with Sheboygan. We are currently finalizing the sale of our 13½ acre campus for the purpose of moving into the City. For several years we have been searching for the right opportunity. We believe the property at 1807 Erie Ave will give us a strategic home to worship and better fulfill our mission of intentionally connecting with the families of our community and the needs of the people of Sheboygan and Sheboygan County. The addition of Southside Church to a location closer to the city center along the Erie Avenue will promote redevelopment by turning a tired office facility into a vibrant and community centered church.
- We currently oversee Stepping Stone (formerly the Tee Box) which is a faith-based recovery-focused sober living home. We also look to expand our help to the recovery community. We also desire to continue our partnership with other agencies and

organizations (Love INC, Salvation Army, blood drives, etc.) in the community to avoid duplication of resources and services in helping to meet the holistic needs of our neighbors here. We long to see regeneration in Sheboygan through meeting needs so that families will be transformed by God.

- The building will be available to multiple non-profits and city uses as a place of community for those of religious faith and those with no faith affiliation. Southside will strengthen the surrounding neighborhood and will help revitalize that area of Sheboygan.
- With that said, we humbly thank you for considering granting us a Conditional Use Permit for 1807 Erie Ave and partnering with us to continue to strengthen and revitalize our City. We sincerely thank you for your time and consideration.

The applicant states the following about use of the facility:

- We are proposing a change of use to Indoor Institutional in order to establish the use of the building as a religious assembly. Southside Church currently holds one (1) main Sunday morning service per week at 10am and several smaller gatherings of 10 people or so during the week. Southside will provide offices for their four (4) staff members to use Monday Through Friday from approximately 9am until 5pm.
- The large area in the northeast section of the building under the arched high-roof will be re-developed into a small, intimate sanctuary with a wide-array of seats.
- In the back, a fellowship area will be created to facilitate small catered gatherings, fellowships before or after church, and community gatherings.
- A new entry to the building will be created from the west parking lot in order to welcome people into an open lobby area. The entry will be covered with a canopy and will provide ADA access to the building.
- An existing kitchen/break area will be maintained.
- The existing restrooms expanded and improved.
- The exterior of the building will be improved in order to create a more welcome atmosphere, security fences across the parking lot will be removed and landscaping curated as needed.
- Signage will be improved as well, but will be proposed at a later time.

#### **STAFF COMMENTS:**

The applicant intends on:

- Adding a new main entrance, a new canopy at the entrance and a new handicap ramp to the facility on the west side of the building next to the parking area.
- The fence along the west and south sides of the property will remain but the gates leading to the parking lot at the north and east sides of the property will be removed.

- Based on discussions with staff, the applicant is proposing to close the eastern most access drive of the north parking lot because that driveway leads right into a curve in the road which has the potential to create pedestrian and/or vehicular conflicts. The applicant will work with staff regarding the best method of closing this driveway which will be curb and gutter and may include bollards.

A couple of comments:

- There are several light posts throughout the site that are weathered and have chipping paint. Staff would encourage the church to repaint these light posts.
- The applicant indicates they will be removing the electronic gates located at the north end and east ends of their parking lot. The applicant shall remove all aspects of the gates including the electronic equipment and bollards that were used in conjunction with these automatic gates and related equipment. Applicant should consider installing landscaping at the southeast corner of the site where the gates are to be removed to soften the site.
- No sign package has been submitted at this time just some general concepts. 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 if there any concerns.
- The site has an old pylon sign along their Erie Avenue frontage. Staff and the Plan Commission have been trying to remove these old unsightly pylon signs and replace them with monument signs (as has been done with many of the businesses along Kohler Memorial Drive/Erie Avenue). Applicant shall work with staff with regards to constructing a well-designed free standing sign for the site that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission if there any concerns.

The Plan Commission should have the applicant address the following:

- What is the proposed timeframe for occupancy/use of the facility?
- When the facility is at full capacity how many employees, children, adults, etc. will be at the site?
- Explain the construction and design of the new entry canopy, handicap ramp and sidewalk proposed on the west side of the property.
- Where will the screened and enclosed dumpsters be constructed on the property?

The applicant is requesting the following land use variances:

- Requesting a variance from the minimum parking requirements to maintain the existing parking at the site (47 spaces) – The minimum number of onsite parking for a church is one (1) space per five (5) seats at maximum capacity.

## **ACTION REQUESTED:**

Staff recommends approval of the conditional use permit and exceptions 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, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility and shall be completed prior to issuance of an occupancy permit. Applicant shall work with staff with regards to appropriate location and design of enclosure.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. Any fencing shall be installed per Section 15.720(3)(c) of the City of Sheboygan Zoning Ordinance. Applicant shall work with staff with regards to constructing appropriate and well-designed fence/retaining wall and shall obtain the necessary permits prior to installation. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
5. Applicant shall remove automatic gates and all equipment associated with the gates at the north and east ends of the parking lot including but not limited to electrical equipment, pin pads, bollards, etc.
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 paint the weathered light poles located throughout the site.
9. 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.
10. Applicant shall to install individual letter signs – no cabinet or flat panel signs.
11. 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.
12. All areas used for parking/maneuvering of vehicles shall be paved.
13. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
14. Any new ingress/egress driveway openings shall be improved to standard City specifications. All existing access drives that are no longer used shall be removed and all unused driveways shall be closed and improved to standard City specifications.
15. The easternmost access drive in the north parking lot shall be closed along Erie Avenue/N.18<sup>th</sup> Street with curb and gutter (curve in the street). The applicant shall work with City staff regarding the best design method of closing this driveway cut to the street. This driveway shall be closed prior to issuance of an occupancy permit.
16. 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.
17. 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 street improvements, new and/or closed ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
18. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
  19. Applicant will provide adequate public access along the streets and will take all appropriate actions to minimize the time period that these streets will be closed/affected.
  20. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy.
  21. The applicant shall construct a new entrance canopy and handicap ramp with decorative rails that match the colors of the structure. If staff has any concerns with the design, the matter may be brought back to the Plan Commission for their consideration.
  22. If there are to be any remodel/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 remodel/renovation.
  23. Building permits shall be issued only at such time as the applicant can provide documentation that they own the parcel.
  24. 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 and required attachments