

**MINUTES**  
**CITY PLAN COMMISSION**

City Plan Commission, Tuesday, March 13, 2012 at 4:00 P.M. in the Third Floor conference room at City Hall, 828 Center Avenue. Chairperson Mayor Terry Van Akkeren presided.

Present: Mayor Terry Van Akkeren, Todd Wolf, John Van Der Male, Ald. Kevin Sampson, Jerry Jones, and Ryan Sazama

Excused: Don Cvetan

Staff present: Steve Sokolowski and Kristin Reichart

Others: Jim Marshall, J. Alfonso Perez, Areli Estrada, Derek McGrew, Alex Novak, Ray Shinkle, Perry Fritz, Tim Roth, and Eric Jensen

The meeting was called to order and the Pledge of Allegiance was recited.

Approval of minutes of February 13, 2012 meeting.

John Van Der Male moved, Todd Wolf seconded to approve the minutes of the February 13, 2012 meeting. The motion passed unanimously.

Conditional Use Permit application by Insite RE, Inc. on behalf of T-Mobile Central LLC to install additional wireless antennas on the roof of the U.S. Bank facility located at 605 N. 8<sup>th</sup> Street.

Ray Shinkle was present to discuss this matter.

T-Mobile is proposing to install new antennas and equipment on the US Bank building located at 605 N. 8th Street. T-Mobile will be installing six (6) new panel antennas to the penthouse and adding an equipment cabinet on the roof of the bank. The proposed antennas will fill a gap in T-Mobile's network.

Ryan Sazama moved, Todd Wolf seconded to approve the Conditional Use Permit subject to the following conditions:

1. Antennas and related telecommunications equipment shall have a non-reflective surface and a neutral color that is the same or similar color as the supporting structure to be as visually unobtrusive as possible.
2. Applicant shall obtain all necessary permits required to install the antennas and related telecommunications equipment (including but not limited to building, electrical, HVAC, plumbing, etc.).
3. Antennas shall be designed and installed to meet all applicable governmental and industry safety standards (FCC, FAA, etc.).

The motion passed unanimously.

Conditional Use Permit application by Insite RE, Inc. on behalf of T-Mobile Central LLC to install wireless antennas on the roof of the Coakley Storage building located at 1031 Maryland Avenue.

Ray Shinkle was present to discuss this matter.

T-Mobile is proposing to install new antennas and equipment on the Coakley Storage building located at 1031 Maryland Avenue. T-Mobile will be installing six (6) new panel antennas to the penthouse and adding an equipment cabinet on the roof of the bank. The proposed antennas will fill a gap in T-Mobile's network.

Todd Wolf moved, Jerry Jones seconded to approve the Conditional Use Permit subject to the following conditions:

1. Antennas and related telecommunications equipment shall have a non-reflective surface and a neutral color that is the same or similar color as the supporting structure to be as visually unobtrusive as possible.
2. Applicant shall obtain all necessary permits required to install the antennas and related telecommunications equipment (including but not limited to building, electrical, HVAC, plumbing, etc.).
3. Antennas shall be designed and installed to meet all applicable governmental and industry safety standards (FCC, FAA, etc.).

The motion passed unanimously.

Conditional Use Permit application by Craig McGrew, Agent for T-Mobile to install additional wireless antennas and equipment at 3333 Lakeshore Drive (City Wastewater Plant).

Derek McGrew was present to discuss this matter.

T-Mobile is proposing to install new antennas and equipment on the tower facility/property located at 3333 Lakeshore Drive (Wastewater Plant). T-Mobile will be installing six (6) new antennas and adding an equipment cabinet at the base of the tower. The purpose of this proposal is to expand T-Mobile wireless coverage and advanced technology including 3G and LTE which will greatly increase data speeds within this area of Sheboygan.

The tower is located on City of Sheboygan property and the lease agreement requires Common Council approval prior to permitting any additional antenna's on the tower.

Todd Wolf moved, John Van Der Male seconded to approve the Conditional Use Permit subject to the following conditions:

1. Per the lease agreement with the City and prior to installation of the antennas on the tower, the applicant shall obtain City of Sheboygan Common Council approval to install additional antennas on the tower.
2. Antennas and related telecommunications equipment shall have a non-reflective surface and a neutral color that is the same or similar color as the supporting structure to be as visually unobtrusive as possible.
3. Applicant shall obtain all necessary permits required to install the antennas and related telecommunications equipment (including but not limited to building, electrical, HVAC, plumbing, etc.).
4. Antennas shall be designed and installed to meet all applicable governmental and industry safety standards (FCC, FAA, etc.).

The motion passed unanimously.

Conditional Use Permit application by Novation Group Consulting on behalf of T-Mobile to install new antennas and equipment on the existing communication tower located at 1705 Martin Avenue.

Alex Novak was present to discuss this matter.

T-Mobile is proposing to install new antennas and equipment on the existing communication tower located at 1705 Martin Avenue (Polyfab property). T-Mobile will be installing six (6) new antennas and adding mechanical equipment at the base of the tower. It has been determined that there is insufficient coverage in the area and this installation will improve T-Mobile's coverage in this area of Sheboygan.

Todd Wolf moved, Jerry Jones seconded to approve the Conditional Use Permit subject to the following conditions:

1. Antennas and related telecommunications equipment shall have a non-reflective surface and a neutral color that is the same or similar color as the supporting structure to be as visually unobtrusive as possible.
2. Applicant shall obtain all necessary permits required to install the antennas and related telecommunications equipment (including but not limited to building, electrical, HVAC, plumbing, etc.).
3. Antennas shall be designed and installed to meet all applicable governmental and industry safety standards (FCC, FAA, etc.).

The motion passed unanimously.

Conditional Use Permit and variance application by Marshall Sign to install a new awning sign for Bling-A-Licious located at 528 N. 8th Street.

Jim Marshall was present to discuss this matter.

Marshall Sign is proposing to install a new 76sf awning sign at 528 N. 8<sup>th</sup> Street.

Jerry Jones moved, Todd Wolf seconded to approve the Conditional use permit and variance subject to the following conditions:

1. Applicant shall obtain the necessary sign permits to install the sign.
2. 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.

The following variance was granted:

1. To have a 72sf wall sign when the maximum permitted is 52sf (2sf of sign for each lineal foot of tenant space –  $2 \times 26 = 52\text{sf}$ ).

The motion passed unanimously.

Conditional Use Permit and Variance application by Jose's LLC to operate Jose's Taco Stand from the vacant, undeveloped property located at 1303 N. 11th Street (northeast corner of N. 11th Street and Michigan Avenue).

J. Alfonso Perez and Areli Estrada were present to discuss this matter.

Jose Perez is proposing to operate Jose's Taco Stand from the vacant, undeveloped property located at 1303 N. 11th Street (northeast corner of N. 11th Street and Michigan Avenue). The taco stand is proposed to be located parallel to and facing Michigan Avenue (south side of the property). The taco stand is proposed to be operated year round and will be open Fridays and Saturdays 9:00pm to 3:00am. The Taco stand typically has two (2) employees.

Jerry Jones moved, Todd Wolf seconded to approve the Conditional Use Permit and variance subject to the following conditions:

1. Taco stand shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances (vision triangle requirements of Section 15.703 of the City of Sheboygan Zoning Ordinance).
2. Applicant will be required to meet and/or obtain all codes, requirements, licenses, etc. to operate the taco stand. The requirements may include but are not limited to building, electrical, plumbing, HVAC, fire, health, food, vendors, etc.
3. Applicant shall obtain all necessary County Health Department licenses/permits to operate.
4. No fluttering, undulating, swinging, rotting, or otherwise moving signs, pennants or other decorations shall be permitted.
5. No portion of the operation shall take place upon the City of Sheboygan public right-of-way – operation shall remain on the private property (Parcel # 200710).
6. If the applicant vacates the Parcel # 200710 property for more than 30 days, the conditional use permit is null and void and the applicant would again need to apply for a new conditional use permit to operate from the site.
7. This conditional use permit is for Jose's Taco Stand only. No other temporary use is permitted to operate from the site (this conditional use permit is not transferable).

8. Applicant shall adequately monitor/regulate and maintain this property.
9. In no instance shall the taco stand create a nuisance for neighboring properties (noise, hours of operation, garbage, etc.). If any issues arise, the Plan Commission may again review the conditional use permit.
10. The owner of the Parcel # 200710 shall remove all construction materials/equipment and other miscellaneous materials from the site by April 13, 2012. If the materials are not removed by April 13, 2012, Jose's Taco Stand will not be permitted to operate from the site and may begin operating only at such time as all materials have been removed as required.

The following variance was approved:

1. The applicant is requesting a variance to operate the taco stand permanently from the site – temporary stands are permitted to operate 12 days a year.

The motion passed unanimously.

Conditional Use Permit and variance application by TR Services to construct an addition to the existing facility located at 2010 Mayflower Avenue.

Tim Roth and Erik Jensen were present to discuss this matter.

LJM Architects has submitted plans on behalf of TR Services LLC to construct a new addition to the existing facility 2010 Mayflower Avenue. TR Services makes custom machined part for commercial customers (CNC Turning, CNC Milling, welding and fabricating, etc.) and is looking to expand its facility. The expansion will permit TR Services to add additional manufacturing, material handling and office space as well as the ability to add additional equipment. The proposed 2,600sf addition is located on the north, south and east sides of the existing facility. The building will now be 6,680sf. The new building will match the existing building materials and colors. The addition will provide TR Services the ability to grow by increasing service offerings and by reducing the cost of business.

Applicant indicates that the neighboring property owner to the north at 3030 N. 20th Street may be willing to permit some TR Service employee parking on his property.

There are a number of barrels and wood pallets located in the rear of the lot. Applicant shall remove this outdoor storage or place indoors.

Ryan Sazama moved, John Van Der Male seconded to approve the Conditional Use Permit and variance subject to the following conditions:

1. Prior to construction and operation, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, fire, occupancy, etc.
2. Submittal and approval of a proposed storm drainage plan.
3. Submittal and approval of a proposed landscape plan.

4. If dumpsters are used, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
5. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, etc.).
6. Outdoor storage of materials, products or equipment shall be prohibited (including the barrels and wood pallets presently stored outside in the rear of the facility).
7. 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.
8. All areas used for parking or maneuvering of vehicles shall be paved.
9. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
10. Applicant shall obtain the necessary sign permits prior to installation.
11. If there are any amendments to the approved site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

The following variances were approved:

1. To have a rear yard setback of 6.5 feet – Minimum rear yard setback is 25 feet.
2. To have three (3) parking spaces where six (6) parking spaces are required (1 per employee on the largest work shift - 6 employees).

The motion passed unanimously.

Res. No. 149-11-12 approving the Capital Improvements Program recommended by the Capital Improvements, for the period of 2012 and adopting the additional projects for implementation.

Todd Wolf moved, Jerry Jones seconded to approve the document. The motion passed unanimously.

Gen. Ord. No. 72-11-12 relative to the annexation of City owned property.

Jerry Jones moved, Todd Wolf seconded to approve the request. The motion passed unanimously.

Being no further business, John Van Der Male moved, Todd Wolf seconded to adjourn the meeting at 4:35 p.m. Motion carried.

Kristin Reichart  
Recording Secretary