



## CITY PLAN COMMISSION MINUTES

The City Plan Commission met on Tuesday, January 28, 2014 in the 3<sup>rd</sup> Floor Conference Room at City Hall, 828 Center Avenue. Mayor Mike Vandersteen presided.

Present: Mayor Mike Vandersteen, Jerry Jones, Jose Araujo, John Van Der Male, Ryan Sazama and Don Cvetan

Absent: Ald. Scott Versey

Staff present: Steve Sokolowski and Janet M Duellman

Others: Richard Hammes, Kyle Rehm, Dan Nack, Dave Albright, Dale Sommer, Kristin Blanchard, Joe Kaltenbrun, Nathan Kaltenbrun, Rob Adema, Kurt Davis, Mark Schuchardt, Tong Moua, Mai Vang, Rodd Casperson, and David Hughes.

The meeting was called to order at 4:00 pm and the Pledge of Allegiance was recited.

Approval of minutes of the January 14, 2014 meeting.

Jose Araujo moved to approve the minutes, Jerry Jones seconded. Motion passed unanimously.

Site Plan Review application by Nematik to construct a building addition at 4243 Gateway Drive.

Richard Hammes, Kyle Rehm and Dan Nack were present.

Nematik is proposing a 29,000sf (80 x 363) addition which will be located at the southwest corner of the existing building. The proposed addition is to accommodate an automated CNC machining line for engine blocks that are cast on site. Nematik is also looking at hiring an additional 16 employees. Landscaping will be relocated or replaced south of the existing planting berm and additional plantings will be added to accommodate the proposed expansion.

Mr. Nack explained that the stormwater goes across the street in the detention pond. They have been working with the water utilities to come up with a solution to their water usage for this addition and the future addition. He also stated that there will be some jobs created on the technical side.

Committee talked about job creation and water usage.

Ryan Sazama moved, Don Cvetan seconded to approve with 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. An occupancy permit will be granted only at such time as the applicant has met all requirements.

2. Submittal and approval of a proposed landscape plan that provides a legend that shows how the four (4) landscape criteria are being met (create a legend along with the landscape plan site plan).
3. Submittal and approval of a proposed storm drainage plan.
4. Dumpsters shall be screened and enclosed and constructed of like materials and colors of the facility.
5. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance.
6. All equipment, materials and scrap shall be stored inside the building.
7. All areas used for parking/maneuvering of vehicles shall be paved.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. The addition will meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
10. Applicant will provide adequate public access along Behrens Drive and Gateway Drive and will take all appropriate actions to minimize the time period that these streets will be closed/affected.
11. Applicant shall meet all of the requirements of the City of Sheboygan Business Center Protective Covenants.
12. If there are any amendments to the approved site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

The motion passed unanimously.

Conditional Use Permit application by Tong Moua to operate the Hmong Culture Service Center at Sunnyside Mall located at 1224 Weeden Creek Road

Kurt Davis, Tong Moua, Mia Vang Rob Adema and Dale Sommer were present.

The Hmong Culture Service Center (HCSC) will be utilizing approximately 9,000sf of space on the west end of the facility. This space will be a venue where the Hmong can honor their deceased while upholding all their traditions. HCSC will provide a full range of funeral services and will contract with other funeral homes that provide such services. Traditional Hmong Funeral Services last four (4) days from Friday to Monday. During this time, there are deep rituals performed continuously day and night, through storytelling in native Hmong language to playing traditional Hmong musical instruments. Typical hours of operation will be Thursday 7:30am to 7:30pm; Friday, 7:30am to 12:00am; Saturday and Sunday open 24 hours; Monday 7:00am to 12:00pm. Thursday is usually used for set up and typically Tuesday and Wednesday are closed. In addition to funeral service, town hall meetings will be held once a month with all the Hmong Clan leaderships in surrounding cities.

The only issue that the applicant will need to address is the gravel driveway that presently services the facility in the rear. Staff is recommending that this gravel driveway be landscaped or paved. If HCSC continues to use this as a driveway, staff is recommending that the gravel driveway be paved by November 1, 2014. It is important for the applicant to understand that the Plan Commission is reviewing the conditional use permit by HCSC for the western part of the building (former church and Pizza Safari). If HCSC expands into the eastern part of the facility, HCSC will be required to submit a new conditional use permit for that expansion as well as meet all required building codes.

Mr. Moua explained that the building would be purchased to be used as a place for the Hmong Community to participate in a Hmong traditional funeral. It is hard for funeral homes to have Hmong funeral services because of the length of the celebration, amount of sitting area needed, and parking needs. This location has plenty of space and parking to meet the needs of the proposed use.

Mr. Davis stated that there are 134 parking stalls and that the facility is set-up for this type of use with the church set-up and a day care previously being in the building. He also asked about how to extending the date that the driveway needed to be paved by because monies might be tight for a little bit and he asked if asphaltting the driveway would cause stormwater issues.

Mr. Sommer, Town of Wilson Supervisor and owner of the neighboring Sommer's Woodhaven Mobile Home Park, questioned if the property was going to be purchased or leased, if there was enough parking, and if the children would be playing outside in the parking lot.

Mr. Adema stated that there is an existing fenced in playground installed for the previous daycare use on the Northwest side of the building that the children can use for playing-if needed.

Committee discussed parking, gravel entrance needing paving, and if payment is required if they need an extension.

Steve Sokolowski explained that parking can be an issue in residential neighborhood where Hmong funerals typically have been taking place. The Sunnyside Mall facility appears to be a good fit for HCSC because this facility has the space, amenities, parking, etc. for these types of funerals and celebrations.

Mayor Vandersteen stated that he had contact with other funeral homes within the community and they were in favor of this proposal because they feel they cannot meet all the needs of the Hmong Community.

Jose Araujo moved, John Van Der Male seconded to approve with 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, alcohol, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Dumpster(s) shall be screened and enclosed and constructed of like materials and colors of the facility.
3. All ground level (rear of facility) and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, etc.).
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. All lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance.
6. All areas used for parking or maneuvering of vehicles shall be paved. Applicant/Owner shall submit a plan to the City of Sheboygan Department of City Development detailing how the proposed gravel driveway is to be improved. Applicant/owner shall pave the driveway by November 1, 2014.

7. Submittal and approval of a proposed drainage plan.
8. Applicant will be required to obtain a sign permit for each sign to be installed on the property prior to installation.
9. Applicant shall remove all signage on the building referring to businesses that are no longer operating from the Sunnyside Mall site.
10. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit for such renovation.
11. If there are any amendments to the approved floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.
12. This conditional use permit is for HCSC use of the western part of the building (former church and Pizza Safari). If HCSC expands into the eastern part of the facility, HCSC will be required to submit a new conditional use permit for that expansion as well as meet all required building codes.

The motion passed unanimously.

Conditional Use Permit and variance application by Sheboygan Area School District for a classroom addition at Cooper Elementary School located at 2014 Cooper Avenue.

Mark Schuchardt and Dave Albright were present.

The Sheboygan Area School District is proposing a 3,200sf addition on the north side of Cooper Elementary School. The addition will include spaces for special education and an additional classroom.

Mr. Schuchardt explained that the addition is needed since the closure of Washington School. The addition will include an additional classroom as well as area for special education class. They will be removing some of the asphalt and turning it into green space.

Mr. Albright added that there is no current classroom for music. Music class is on a cart that goes from room to room.

The committee discussed construction timeline and if future additions are in the plan.

Jerry Jones moved, Jose Araujo seconded to approve with 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. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Submittal and approval of a proposed landscape plan.
3. Submittal and approval of a proposed drainage plan.
4. Dumpster shall be screened and enclosed and constructed of like materials and colors of the facility.
5. All ground level and rooftop mechanicals shall be screened/enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, etc.).
6. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance.

7. Applicant will be required to obtain a sign permit for each sign to be installed on the property prior to installation.
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. If there are any amendments to the approved floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Variations granted:

- To have 48 parking spaces – minimum number of parking spaces required is 50.

The motion passed unanimously.

GO 52-13-14 and RO 235-13-14 relative to rezoning property 1712 N. 17<sup>th</sup> Street from Class NR-6 Neighborhood Residential to Class UC Urban Commercial. GO 53-13-14 and RO 236-13-14 relative to rezoning property 1704 N. 17<sup>th</sup> Street from Class NR-6 Neighborhood Residential to Class UC Urban Commercial. GO 54-13-14 and RO 237-13-14 relative to rezoning property 1714 Cambridge Avenue from Class UI Urban Industrial to Class UC Urban Commercial.

Kristin Blanchard, David Hughes and Kurt Davis were present.

Staff explained that American Orthodontics has recently been in negotiations with Lakeshore Community Healthcare Center for the purchase of these three (3) properties and Lakeshore was submitting the zoning changes on behalf of American Orthodontics who has given Lakeshore the authorization to request rezoning the properties as a condition of purchase.

The proposed medical/clinical use is not a permitted use in the current (UI) Urban Industrial zone. For Lakeshore Community Healthcare Center to purchase and ultimately operate from the existing 1714 Cambridge Avenue building, the site must be rezoned to a designation which will allow professional service medical clinic. It is our formal request to rezone these parcels to (UC) Urban Commercial, which would conditionally permit the proposed medical/clinical use.

The parcel is presently surrounded by a number of mixed uses including residential, institutional, industrial and commercial. Upon review of the existing City of Sheboygan Zoning Map, the proposed Urban Commercial (UC) rezoning designation would more align the subject property with the surrounding mixed use neighborhood zoning designations.

Kristin Blanchard explained that Lakeshore Community Health Center (LCHC) directly provides primary & preventative medical, oral health care and behavioral health services to the City of Sheboygan. LCHC is presently located at 510 South 8<sup>th</sup> Street and operates a dental office at 1931 North 8<sup>th</sup> Street. It is their intention to combine/expand their clinical operations into a single site.

Mr. Davis explained that the exterior building renovation plan has already been approved by the Architectural Review Board. He stated that painting will be done on the side of the building facing towards Cambridge and the railroad. There was an issue with a deed between the railroad and American Orthodontics which has recently been resolved and a new deed has been recorded.

Mr. Davis explained that the properties will stay as is at this time. The house on the property will be used the same way American Orthodontics used it. As they have people come to help at the clinic they can stay in the home. There is also plenty of parking. The facility has 85 spaces and more can be created if the church is razed.

The committee discussed parking, the house, the church, location and conditional use permit timeframe.

Jose Araujo moved, John Van Der Male seconded to approve all three ROs and GOs.

The motion passed unanimously.

Conditional Use Permit and variance application by Sign–A-Rama to install a monument sign at Harmony Living Center located at 3315 Superior Avenue.

Rodd Casperson was present.

Sign-A-Rama is proposing to install a 32sf (4 x 8) double faced aluminum monument sign for Harmony Living Center. Mr. Casperson explained the existing sign is 13sf and it is too small for visitors to see and the 32sf proposed sign will provide better visibility which will help direct people to the facility. The proposed sign is in scale with many of the other commercial properties along Superior Avenue.

Jerry Jones moved, Jose Araujo seconded to approve with the following conditions:

1. The necessary sign permits shall be obtained prior to installation.
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.
3. The monument sign shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
4. The monument sign shall meet the required 12-foot setback to the property line (closest edge of sign to property line). Applicant responsible to verify.

Variances granted:

- Install a 32sf monument sign – Maximum sign is 24sf.

The motion passed unanimously.

Adjournment.

Jose Araujo moved to adjourn, Jerry Jones seconded.

The motion passed unanimously. Meeting adjourned at 4:46 pm.

Janet M Duellman  
Recording Secretary