



CITY PLAN COMMISSION MINUTES

The City Plan Commission met on Tuesday, July 23, 2013 in the 3rd Floor Conference Room at City Hall, 828 Center Avenue. Mayor Mike Vandersteen presided.

Present: Mayor Mike Vandersteen, Jerry Jones, John Van Der Male, Ryan Sazama, Jose Araujo and Ald. Scott Versey

Absent: Don Cvetan

Staff present: Steve Sokolowski, Chad Pelishek and Janet M Duellman

Others: Peter Mayer, Denise Cornell, Tina Becker, Val Schultz, Mark Ruedinger, Mary Pitsch, John Pitsch, State Lee, Pat Christel, Ray Haen, Toni Habermann (Kieffer), Bruk Thompson, Scott Matula, Wanda Pelto, Jasmin Garcia, Felix Herrera, and Martin Corson

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

Approval of minutes of the July 9, 2013 meeting.

Ald. Versey moved to approve the minutes, Jose Araujo seconded. Motion passed unanimously.

Conditional Use Permit and variance application by Sheboygan Youth Sailing to install signage on their facility located at 619 Broughton Drive.

Toni Habermann Kieffer, Peter Mayer, and Denise Cornell were present to discuss this item.

Sheboygan Youth Sailing Club is proposing to install new wall signage at their facility located at 619 Broughton Drive. Sheboygan Youth Sailing is proposing the signs be located on the east (Lake Michigan) side and west (Parking Lot/Broughton Drive) sides of the facility. The east sign facing the lake is 15sf and the west sign facing the parking lot is 45sf. The signs will state "Sheboygan Youth Sailing Club" and will be non-illuminated individual letters.

Peter Mayer stated that the building is currently being painted and in the future they will be looking at possibly doing a fence alteration and new landscaping.

John Van Der Male moved, Ald. Scott Versey seconded to approve with the following conditions:

1. Applicant shall obtain the necessary sign permit 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. Existing signage and temporary banner will be removed prior to sign permit issuance for the installation of the new signs.

Variance granted:

- To permit two (2) wall signs
- To permit a 45sf wall sign

The motion passed unanimously.

Conditional Use Permit by John Pitsch to convert 2nd floor residential dwelling into new office space for Embrace Care Management at 627A N. 8th Street.

John Pitsch and Mary Pitsch

Embrace is proposing to convert an existing 2nd floor apartment into new office space in this downtown commercial building located at 627A N. 8th Street. They will be remodeling the 1st and 2nd floor space into more efficient office space. The space will be used for traditional office work that is required to operate a business (answering phones, filing, computer work, etc.) along with interviewing new employees and to provide orientation. On occasion perspective clients have appointments at the office. The office will be open from 8:30 to 5:00, Monday through Friday.

Mary Pitsch stated that Embrace has been in business for 6 years and is owned by her and her husband, it is not a franchise. Embrace provides in home care to the elderly and disabled. They currently have 50 employees.

Ryan Sazama moved, Jerry Jones seconded to approve with the following conditions:

1. Prior to construction and operation of the remodeled area, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, fire, health, occupancy etc.
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. Applicant shall obtain the necessary conditional use/sign permits prior to installation. Applicant shall work with staff with regards to constructing a well-designed sign for the site that utilizes colors and materials similar to the building.
4. 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.).

The motion passed unanimously.

Conditional Use Permit Application by Christ Child Academy Extended Day Program to operate a new daycare from the former parsonage located at 2705 S. 14th Street.

Tina Becker, Val Schultz, Mark Ruedinger and Ray Haen were present to speak on behalf of Christ Child Academy Extended Day Program. Wanda Pelto and State Lee were neighbors present.

Christ Child Academy Extended Day daycare program is currently located in the school and has outgrown its present location in the school. The first floor is the only area that will be used by the Extended Day Program. The stairs to the second floor will be closed off and the

basement is already closed off. Access to either area will be for maintenance only. No exterior changes will be made to the building, there is a fenced in back yard, and the children also have use of the school playground and school gym for exercise and recreation. There should be no increase in traffic in the area as the children are currently being dropped off and picked up at the school. The day care has nine (9) staff members and enrollment is 20 children ranging from three to eleven. The operating hours will be 6:30am – 6:00pm. Monday – Friday.

Val Schultz explained that the daycare use of the rectory would be temporary until an addition is built on the south side but there is no time line for the addition.

Wanda Pelto, a neighbor, was concerned about the traffic flow on Humboldt Ave. She had requested if there was a way to direct traffic in the parking lot off of Humboldt Ave. Currently everyone is exiting from multiple areas which is making it hard to get out of her driveway.

Val Schultz explained that the child drop off area will be on the south side of the building and should not cause traffic issues on Humboldt Ave.

Steve Sokolowski informed the representatives from Christ Child Academy that all of the banners on the south side of the building and on the fences along Wilson Avenue need to be removed. Christ Child Academy may submit a request meeting the City's temporary sign ordinance.

The committee talked about parking.

John Van Der Male moved, Jose Araujo seconded to approve with the following conditions:

1. Prior to operation/occupancy of the daycare, the applicant shall obtain an occupancy permit as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, State of Wisconsin certification, etc.
2. If a dumpster is to be used, the dumpsters shall be screened and enclosed and constructed of like materials and colors of the facility.
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. Applicant shall obtain sign permits prior to the installation of any new signage at the site.
5. The temporary signs shall be removed immediately.
6. Applicant may submit a sign permit for temporary signage that meets the requirements of Section 15.807 of the City of Sheboygan Zoning Ordinance.
7. 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 Tina Nguyen to operate "Pho VN", a Vietnamese restaurant, at 2209 S. Business Drive (former US Cellular).

Bruk Thompson and Felix Herrera were present to speak on behalf of Pho VN.

Pho VN will be the first Vietnamese Restaurant in the City of Sheboygan and will serve authentic Vietnamese foods, such as a famous noodle soup called “Pho”, a variety of fried dishes and some special Vietnamese dishes. This business will be family-run and five full-time employees as well as a number of part-time employees will need to be hired.

Bruk Thompson explained that some exterior work will be done - new railing on north side of building and paint will be updated.

A neighbor inquired about hours of operation and if alcohol is to be served. She then welcomed them to the neighborhood.

Felix Herrera stated that Pho VN will be a sit down restaurant which will serve wine and beer. The hours of operation will be 9a -10p.

Jose Araujo moved, Ald. Scott Versey seconded to approve with 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, health, food, alcohol, occupancy, etc.
2. Dumpster(s) shall be located within the existing dumpster enclosure. Dumpster shall be enlarged if necessary to make sure all dumpsters are screened and enclosed (shall use same materials and colors).
3. Outdoor storage of materials, products or equipment shall be prohibited
4. 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.
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.). Any screening shall be constructed prior to occupancy.
6. Applicant will be required to obtain a sign permit for each sign to be installed on the property prior to installation.
7. Applicant may submit a sign permit for temporary signage that meets the requirements of Section 15.807 of the City of Sheboygan Zoning Ordinance.
8. Applicant shall adequately maintain landscaping in the landscape island located at the northwest corner of the site.
9. If the applicant does any type of exterior renovation and/or remodel, the proposal must be reviewed and approved by the Architectural Review Board prior to beginning such exterior remodel work.
10. 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 and variance application by Martin Corson to construct a new outdoor patio on the west side of the Geno Nottolini's Pizza Restaurant/Bar that will now be operating from at 933 Indiana Avenue (former Zieggy's Bar and Grill).

Scott Matula and Martin Corson were present to discuss this item.

Geno Nottolini's, operated by Ignacio Mendiola, will be relocating to the former Zieggy's Bar and Grill building at 933 Indiana Avenue. The hours of this restaurant will be 11:00 AM-bar close time. An outdoor patio will be constructed on the western side of the building, which will be approximately 620sf (seating for 24 -30 people) and have a landscaped edge. A new doorway will be constructed on the west elevation along with steps leading to the new patio that will be around the existing grade level. The patio will be weather dependent and will be open the same hours as the restaurant.

Committee discussed exterior renovation, patio hours, name of business, and number of seats.

Scott Matula and Martin Corson stated that there is approximately room for 96 patrons and the patio hours will be lunch, dinner, and until bar close. Geno Nottolini's Pizza will be the business operating at 933 Indiana Ave not Zieggy's.

Chad Pelishek explained that RDA was funding some of the renovations with the understanding that the owner would complete the patio with his own funds. The exterior renovations would include new siding, trim, lighting, and front windows.

Ald. Scott Versey moved, Jerry Jones seconded to approve with 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, health, food, alcohol, occupancy, etc.
2. Applicant shall obtain the necessary liquor license in order to serve alcohol in the new outdoor area (extension of premises). Applicant may serve alcohol in the outdoor patio if and only if all required liquor licenses are obtained/amended.
3. The dumpster(s) and grease trap shall be screened/enclosed and constructed of like materials and colors of the facility.
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. 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.).
7. Applicant will be required to obtain a sign permit for each sign to be installed on the property prior to installation.
8. Applicant shall insure that all decks/patio, landscaping, fencing, structures, overhangs, gutters, etc. will all be located on the 933 Indiana Avenue private property and shall not cross a property line (nothing will be located on the City of Sheboygan and/or neighboring properties).
9. Fence shall be installed per Section 15.720 of the City of Sheboygan Zoning Ordinance.
10. Owner is responsible for meeting all State of Wisconsin and City rules and regulations regarding a "Smoking Room."
11. Applicant shall adequately monitor/regulate and maintain the outdoor seating area. In no instance shall the outdoor seating area create a nuisance for neighboring properties (noise, hours of operation, garbage, etc.). If any issue(s) arises, the Plan Commission may again review the conditional use permit.

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.

Adjournment.

Ald. Scott Versey moved to adjourn, John Van Der Male seconded.

The motion passed unanimously. Meeting adjourned at 4:33 pm.

Janet M Duellman
Recording Secretary