



CITY PLAN COMMISSION MINUTES

The City Plan Commission met on Tuesday, December 10, 2013 in the 3rd Floor Conference Room at City Hall, 828 Center Avenue. Mayor Mike Vandersteen presided.

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

Excused: Jerry Jones

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

Others: Erik Jensen, Richard Guske, Scott Timm, Jim TeBeest, Edward Procek, Will Steiner, David Kucensky, Rob Woitula, Brian Dunton, and Mark Schuchardt.

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

Approval of minutes of the November 26, 2013 meeting.

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

Conditional Use Permit and variance application by Superior Liquor to install a new electronic message center sign on existing legal nonconforming roof sign at 823 S. 8th Street.

Erik Jensen, Scott Timm, and Richard Guske were present.

Steve Sokolowski explained that this item was held over from the November 26, 2013 meeting so that the applicant would have a chance to have further conversation with staff about the design of the sign. As of Thursday last week the applicant had made no contact with the Planning & Development staff about other options, therefore, Mr. Sokolowski reached out to the applicant. Earlier today the applicant, Mr. Jensen, contacted Mr. Sokolowski about meeting at 1:15 to go over a new design that he would like to present to the Plan Commission.

Eric Jensen, architect, explained that the new proposed sign would include enclosing the existing metal frame with painted metal, with the exception of the area for the electronic message board by mounting the sign they are creating a building element with the elimination of the skeletal frame feature.

Scott Timm stated that he had his engineers' reviewed the site and the proposed sign and he believes that the new sign proposal adds aesthetic value to the building.

Steve Sokolowski stated roof signs are not permitted by the zoning ordinance so it is a non-conforming structure. Mr. Sokolowski stated that nonconforming signs may not be altered unless the sign is brought into compliance with the current zoning/sign ordinance. Mr. Sokolowski stated that this sign will be one of the first things people will see when entering our downtown area. Mr. Sokolowski stated that the applicant has not provided a well thought out alternative sign design and continues to recommend that the Plan Commission deny the sign

as presently designed or at least table this matter again and have the applicant submit a much better sign design.

Mayor Vandersteen asked Steve Sokolowski to give examples of what would be acceptable.

Steve Sokolowski stated that Eric Jensen is an architect and he should be able to incorporate some of the building materials and colors to create a better sign design such as such as brick, or stone columns.

Scott Timm agreed that Steve Sokolowski makes a valid point that it is the entrance to the downtown and that is why they are proposing to enclose the skeletal frame.

Eric Jensen stated that this proposed sign will be an improvement to the building.

Chad Pelishek stated that this area is in the Business Improvement District (BID) and that Eric Jensen, Mayor Vandersteen, and he are on the BID master plan committee. Eight Street is the gateway to Sheboygan's downtown and needs to have better design in order to create interest in this area and such a nonconforming roof sign like this will never be allowed in the future according to the proposed plan.

Eric Jensen stated he considers this the first enhancement to the 8th Street corridor.

Steve Sokolowski disagreed and again stated that roof signs are not allowed by zoning ordinance. Mr. Sokolowski stated that the proposed design doesn't even enclose the side of the cabinet which will be visible from the street. He further stated that he wouldn't recommend such a sign design anywhere in the city.

Ryan Sazama asked Eric Jensen about how the new design addresses the non-compliance issue that was brought forward at the last meeting. Eric Jensen replied it doesn't, it is still non-conforming.

Mayor Vandersteen asked why the message board wasn't lowered as suggested at the last meeting. Eric Jensen replied it would not be visible because of the trees at the hotel.

Jose Araujo asked Steve Sokolowski if they could widen the sides to cover the cabinet. Steve Sokolowski stated this design is very basic so yes they should present a design to address framing the sides to cover the width of the cabinets.

John Van Der Male stated that the new design is a big improvement and because it is an existing sign it should be approved. He also stated that he doesn't want to see a business close over them not being able to have a message board.

John Van Der Male moved, Jose Araujo 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. 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.

4. The sign shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
5. Applicant is required to submit a sign design that frames in the entire sign profile (no portions of the signs cabinets will be located outside of the sign frame – signs shall be completely enclosed).

Under discussion Ryan Sazama stated that Superior Liquor is an establish business and they will not go out of business if the present sign design is not approved. Because the present non-conforming sign issues have not been adequately addressed by submitting a much more attractive sign design, he will not support such a sign to be installed in the downtown.

Variances Granted:

- To add new/additional roof signage - No sign shall be mounted on a roof.
- To increase the nonconformity of an existing nonconforming sign by adding a new electronic readerboard sign - No nonconforming on premise sign shall be altered without being brought into compliance with the requirements of this Chapter.

The motion passed 3-1: Sazama objected and Versey abstained.

Don Cvetan joined the meeting.

Conditional Use Permit and variance application by Salon Centric to install off-premise tenant signage on the existing Pick N Save pylon sign located at 2625 S. Business Drive (Salon Centric is located at 2709 S. Business Drive).

Will Steiner and Brian Dunton were present to discuss item.

Salon Centric is proposing to install a new 15sf off-premise tenant sign on the existing Pick N Save pylon sign. The Pick N Save pylon sign was designed to potentially provide tenant sign opportunities for adjacent businesses that don't have S. Business Dr. frontage/ visibility.

Ald. Scott Versey, Jose Araujo 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.

Variance Granted:

- To install an off-premise sign on the existing Pick N Save pylon sign.

The motion passed unanimously.

Conditional Use Permit and variance application by Creative Sign Company, Inc. to install a monument sign at the new Subway located at 3707 S. Taylor Drive.

Rob Voitula was present to discuss this item.

Creative Sign Company, Inc. is proposing to install a new monument sign that will be located on the north side of the property adjacent to Taylor Drive and the frontage road. The monument sign will advertise for Subway and a future tenant of the facility. The advertising panels are 30sf each, a total of 60sf. The sign has an attractive design that is trying to blend in well with the building in terms of materials, color and overall design.

Ryan Sazama moved, John Van Der Male seconded to approve with the following conditions:

1. The necessary sign permits shall be obtained prior to installation.
2. Maximum height permitted for the monument sign is 10 feet (top of sign to grade).
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 monument sign shall meet the required 12 foot setback from all property lines (closest edge of sign to property line). It is the responsibility of the applicant to insure the sign meets the required 12 foot sign setback.
5. The free standing signs shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
6. Applicant shall verify that the proposed sign location is located outside of the vision triangle per Section 15.703 of the City of Sheboygan Zoning Ordinance, Visibility Standards.
7. If there are any amendments to the approved site/sign plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Variance Granted:

- To have a 10 foot high monument sign

The motion passed unanimously.

Conditional Use by Sheboygan County Health and Human Services to construct new building addition at their facility located at 1011 N. 8th Street.

Jim TeBeest, Edward Procek and Mark Schuchardt were present to represent the County along with David Kucensky, a neighbor.

Sheboygan County Health and Human Services is proposing to construct a new building addition and other various site improvements at their property at 1011 N. 8th Street. The new addition will be approximately 6,600sf and will be constructed on the rear/east side of the present facility. The building addition will provide space for a central reception with lobby/waiting area, staff offices, a large conference room and clinic services.

They are also proposing the following site improvements: adding new walkways, benches, landscaping, storm drainage and enclosures for mechanicals and dumpsters in the area.

Jim TeBeest explained that Sheboygan County would like to do an addition to the existing Health and Human Services building to provide a more attractive entrance to their clients as well as a bigger waiting area.

The Committee discussed the aspect of reducing the number of spaces in the parking lot and the potential for a new driveway along Ontario Avenue.

Mark Schuchardt stated that cost was an issue as to why the driveway entrance wasn't being addressed at this time. The applicant was encouraged to do this work.

John Van Der male moved, Don Cvetan seconded to approve with the following conditions:

1. Prior to operation/occupancy, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, fire, health, occupancy, 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. Applicant will be required to obtain a sign permit for each sign to be installed on the property prior to installation.
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. Dumpsters shall be screened/enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen the dumpster.
7. Outdoor storage of materials, products or equipment shall be prohibited.
8. 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.). If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen the dumpster.
9. All areas used for parking or maneuvering of vehicles shall be paved.
10. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
11. The applicant shall work with the Engineering Department regarding the proposed driveway on Ontario Avenue and that driveway shall meet all standard City specifications.
12. 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 and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
13. 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.
14. Applicant will provide adequate public access along Ontario Avenue, N. 7th and 8th Streets and the adjacent alley and will take all appropriate actions to minimize the time period that these sidewalks/streets will be closed/affected.
15. The applicant shall take all actions necessary to keep the property in a dustless condition and minimize tracking on City public right-of-ways.
16. 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.

GO 46-13-14 requesting an encroachment for the installation of new underground conduit structures for fiber optic cable at various locations.

Jose Araujo moved, Ald. Scott Versey seconded to adopt ordinance.

The motion passed unanimously.

Adjournment.

John Van Der Male moved to adjourn, Jose Araujo seconded.

The motion passed unanimously. Meeting adjourned at 4:32 pm.

Janet M Duellman
Recording Secretary