



CITY PLAN COMMISSION AGENDA

March 26, 2024 at 4:00 PM

**City Hall, 3rd Floor - Council Chambers, 828 Center Avenue,
Sheboygan, WI**

Persons with disabilities who need accommodations to attend this meeting should contact the Department of City Development, (920) 459-3377. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the City Development Department at 920-459-3377 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Roll Call
2. Pledge of Allegiance
3. Identify potential conflict of interest

MINUTES

- [4.](#) Approval of the Plan Commission minutes from March 12, 2024.

PUBLIC HEARING

- [5.](#) Public hearing regarding application for Conditional Use Permit with exceptions by Bret's 24-Hour Towing & Auto Repair to construct a new indoor vehicle repair building located at parcels 59281416430, 59281416420, and 59281416410.
- [6.](#) Public hearing regarding application for Conditional Use Permit with exceptions by Kathleen Racine to operate a taxi home occupation from 1604 S.10th Street.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [7.](#) Application for Conditional Use Permit with exceptions by Bret's 24-Hour Towing & Auto Repair to construct a new indoor vehicle repair building located at parcels 59281416430, 59281416420, and 59281416410.
- [8.](#) Application for Conditional Use Permit with exceptions by Kathleen Racine to operate a taxi home occupation from 1604 S.10th Street.

NEXT MEETING

9. April 09, 2024

ADJOURN

10. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, March 12, 2024

MEMBERS PRESENT: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

EXCUSED: Mayor Ryan Sorenson

STAFF/OFFICIALS PRESENT: Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

OPENING OF MEETING

1. Roll Call

VP Jerry Jones called the meeting to order at 4pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Identify potential conflict of interest

No committee member had a conflict.

MINUTES

4. Approval of the Plan Commission minutes from February 27, 2024.

MOTION TO APPROVE

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting yea: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. General Development Plan by A.C.E. Building Services, Inc. to construct a new addition to HTT, Inc. located at 1828 Oakland Avenue (Parcels 59281425440, 59281425550, and 59281425510). Urban Industrial with Planned Unit Development Overlay Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS:

Motion made by Marilyn Montemayor, seconded by Alderperson Trey Mitchell

Voting yea: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

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. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire/police departments, etc.).
3. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.

4. Submittal and approval of a landscape plan prior to building permit issuance. Landscaping shall be installed prior to occupancy.
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, etc.).
6. All new lighting shall be installed per Section 105-932 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.
7. All areas used for parking/maneuvering of vehicles shall be paved prior to issuance of an occupancy permit.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. 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.
10. Applicant will provide adequate public access along all streets and sidewalks and will take all appropriate actions to minimize the time period that adjacent properties and streets/sidewalks are impacted by the development (utilities, streets, etc.).
11. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
12. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
13. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
14. Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
15. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
16. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, etc. Nothing shall be located on the City Union Avenue public right-of-way. It is up to the applicant to ensure that all of the construction takes place on their private property and not in the City right-of-way.
17. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
18. If there are any amendments to the approved GDP (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new GDP application reflecting those amendments.

Exceptions granted:

- To Section 105-530(b)(3) of the City of Sheboygan Municipal Code requiring 25 feet of setback from the Building to nonresidential rear/front lot line
- To Section 105-721(a)(5) of the City of Sheboygan Municipal Code requiring one parking space for the employee on the largest shift is requested
- To the landscape points required and to the required location of said plantings. Landscape Plan still required and required points must be met.

6. Precise Implementation Plan by A.C.E Building Services, Inc. to construct a new addition to HTT, Inc. located at 1828 Oakland Avenue (Parcels 59281425440, 59281425550, and 59281425510). Urban Industrial with Planned Unit Development Overlay Zone.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS:

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting yea: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

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. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire/police departments, etc.).
3. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
4. Submittal and approval of a landscape plan prior to building permit issuance. Landscaping shall be installed prior to occupancy.
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, etc.).
6. All new lighting shall be installed per Section 105-932 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.
7. All areas used for parking/maneuvering of vehicles shall be paved prior to issuance of an occupancy permit.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. 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.
10. Applicant will provide adequate public access along all streets and sidewalks and will take all appropriate actions to minimize the time period that adjacent properties and streets/sidewalks are impacted by the development (utilities, streets, etc.).
11. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
12. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
13. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
14. Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
15. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
16. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, etc. Nothing shall be located on the City Union Avenue public right-of-way. It is up to the applicant to ensure that all of the construction

takes place on their private property and not in the City right-of-way.

17. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
18. If there are any amendments to the approved PIP (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new PIP application reflecting those amendments.

Exceptions granted:

- To Section 105-530(b)(3) of the City of Sheboygan Municipal Code requiring 25 feet of setback from the Building to nonresidential rear/front lot line
- To Section 105-721(a)(5) of the City of Sheboygan Municipal Code requiring one parking space for the employee on the largest shift is requested
- To the landscape points required and to the required location of said plantings. Landscape Plan still required and required points must be met.

NEXT MEETING

7. March 26, 2024

The next meeting is scheduled to be held on March 26, 2024.

ADJOURN

8. Motion to Adjourn

MOTION TO ADJOURN AT 4:08 PM.

Motion made by David Biebel, seconded by Kimberly Meller

Voting yea: Jerry Jones, David Biebel, Marilyn Montemayor, Kimberly Meller, Braden Schmidt and Alderperson Trey Mitchell

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit with exceptions by Bret's 24-Hour Towing & Auto Repair to construct a new indoor vehicle repair building located at parcels 59281416430, 59281416420, and 59281416410. UC Zone

REPORT PREPARED BY: Ellise Rose, Program Assistant

REPORT DATE: March 5, 2024

MEETING DATE: March 26, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Bret's 24-Hour Towing & Auto Repair is proposing to construct a new indoor vehicle repair building located at parcels 59281416430, 59281416420, and 59281416410. The applicant states:

- The parcel to be developed are defined as tax parcel 59281416410, 59281416420 and 59281416430 (to be combined by Certified Survey Map prior to construction).
- The proposed lot area (after Certified Survey Map consolidation) is 38,525 square feet (0.884 acres).
- The current site consists of three separate parcels with two separate and independent buildings. A single story 1,855 square foot restaurant building (Pho VN Vietnamese Restaurant) and a single story 3,352 square foot auto repair shop (Bret's Towing). The remainder of the lot consists entirely of asphalt pavement.
- There is NO EXISTING GREEN SPACE associated with the entire three parcels.
- The development allows the new owner of the previous Bret's towing site to expand their business capability/capacity.
- The proposed indoor vehicle repair coincides with the existing vehicle repair facility directly south.

The applicant states the following about site and building improvements:

- Both existing buildings to be completely demolished as part of the proposed development.
- The complete removal of all asphalt north of the Bret's Towing property defined as 2223 South Business Drive (tax parcel 59281416430).

- The complete demolition of the existing fueling canopy located on the Bret's Towing property.
- The proposed development consists of a single 75'-0" x 150'-0" long (11,250 square foot) indoor vehicle repair shop building with overhead doors on the south (entry) and north (exit) sides.
- The proposed building will be set back 15.6-feet back from the South Business Drive Right of Way. The rear of the proposed building will be 8-feet from the rear property line.
- The proposed building will be single story with a maximum wall height of 26'-0" above grade.
- The two southernmost driveway aprons within South Business Drive (within the Bret's Towing property) will be maintained. The remainder of driveway aprons to the north to Oakland Avenue to be removed and the curb/gutter to be restored. No new driveway access or apron construction required within South Business Drive Right of Way.
- The proposed extent of new asphalt pavement will be limited to the exiting of the north side of the proposed building to maximize proposed landscape areas. The accumulative (Post Developed) impervious surface area will be reduced by 9,472 square foot.
- Both public sanitary sewer and public water main are available within South Business Drive and Oakland Avenue and will be extended into the property.

EXISTING ASPHALT PAVEMENT TO BE REMOVED = 21,878 SQUARE FEET
 EXISTING BUILDING FOOTPRINT TO BE REMOVED = 5,207 SQUARE FEET
 EXISTING FUELING CANOPY TO BE REMOVED = 972 SQUARE FEET
 EXISTING CONCRETE PAVEMENT TO REMAIN = 10,468 SQUARE FEET
 TOTAL PRE-DEVELOPED IMPERVIOUS AREA = 38,525 SQUARE FEET
 PROPOSED BUILDING FOOTPRINT = 11,250 SQUARE FEET
 PROPOSED PAVEMENT = 7,620 SQUARE FEET
 PROPOSED CONCRETE WALK = 310 SQUARE FEET
 EXISTING CONCRETE PAVEMENT TO REMAIN = 9,873 SQUARE FEET
 TOTAL POST DEVELOPED IMPERVIOUS AREA = 29,053 SQUARE FEET (9,472 SQ. FT. REDUCTION)

- Because the property is less than an acre and we have an overall reduction in impervious area, storm water management will consist of pre-treatment (water quality) standards with the City but should be exempt from City of Sheboygan peak discharge requirements. Final review/discussion of the storm water requirements will still need to take place and infrastructure incorporated into the final grading/storm water plan as developed.
- Landscape plan to comply with the requirements of Section 15.6 and the subsequent point values defined for all four landscape point criteria (Building Foundation, Developed Lot, Lot Frontage and Pavement). The post developed green space created as part of pavement setbacks and paved parking lot designs will be utilized to meet the landscape ordinance requirements.
- Site lighting will be limited to wall mounted fixtures over each door (internal to the development).
- No pole lighting will be provided.
- The proposed exterior building construction (exterior elevations included) will consist of 48" high colored brick around the entire perimeter of the building with colored vertical wall panels above. The roof will be flat with a 24" high parapet.
- The proposed building includes overhead door entry on the south end and exiting on the north end. Overhead doors to be solid with transom windows within the top panel(s). On

the southern and northern end of the site landscaping will be provided to screen overhead doors from traffic on South Business Drive.

STAFF COMMENTS:

The owner will be submitting a Certified Survey Map (CSM) to combine parcels 59281416430, 59281416420 and 59281416410.

The commission may want to ask:

- How many vehicles will be on site at a time?
- Where will clients and employees park?
- How many employees will you have and how will the site/grounds be managed?
- Do clients have scheduled appointments with minimal walk-in traffic?
- Explain number of vehicles, trailers, miscellaneous equipment used for your business and where those vehicles and equipment are stored.

The applicant is requesting the following exceptions:

- To have an 8' rear yard setback – Minimum rear yard setback is 25 feet. The proposed rear setback reduction will allow for the proposed building to be setback back 15+ feet off of South Business Drive (front yard).
- To have 24 parking spaces – Minimum parking spaces required is 38.

ACTION REQUESTED:

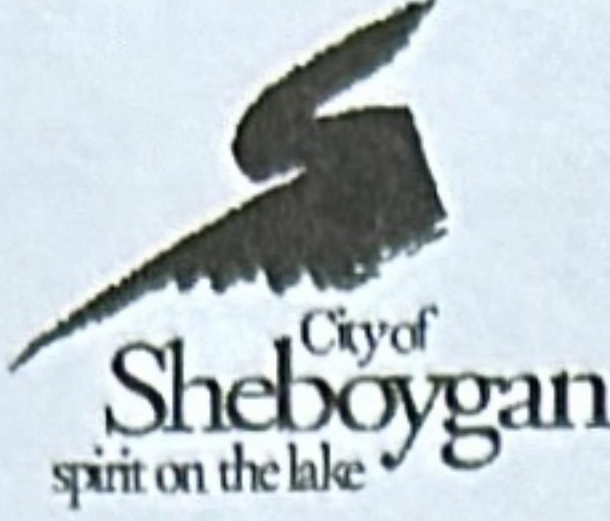
Staff recommends approval of the conditional use permit and exceptions subject to the following conditions:

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. Outdoor storage of materials, products or equipment shall be prohibited.
3. 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.).
4. All new lighting shall be installed per Section 105-932 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.
5. 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.
6. 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.
7. The applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit.

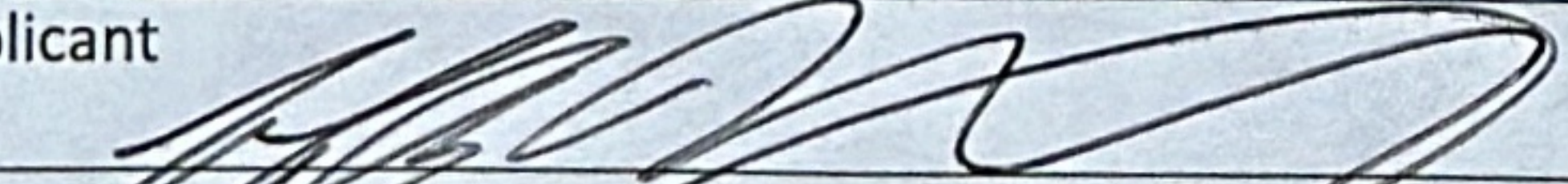
8. Applicant shall meet all zoning requirements including but not limited to noise, vibration, and hazardous materials, etc.
9. Dumpster(s) shall be screened and enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen and enclose the dumpsters. Dumpster enclosure will be completed prior to issuance of an occupancy permit.
10. The applicant may not store any inoperable vehicles on the property.
11. Vehicle location shall not cause any type of pedestrian/vehicle conflict or safety issues.
12. In no instance shall the auto repair 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.
13. Applicant shall submit a Certified Survey Map (CSM) that meets the City of Sheboygan Subdivision Ordinance.
14. The Conditional use permit is approved if and only if the City of Sheboygan Department of City Development and/or Planning Commission approve the Certified Survey Map (CSM) reconfiguring lot lines and/or creating the parcel as proposed.
15. Building permits will only be issued at such time as the applicant can provide documentation from Sheboygan County that the CSM has been officially recorded.
16. 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 and/or architectural review applications reflecting those amendments.

ATTACHMENTS:

Conditional Use and required attachments

	CITY OF SHEBOYGAN	Fee: \$250.00
	APPLICATION FOR	Review Date: _____
	CONDITIONAL USE	Zoning: UC

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) JB Site Design and Engineering, LLC		Authorized Representative Joseph Bronoski	
Mailing Address PO BOX 1067		City Woodruff	State WI
Email Address jbsitedesign1@gmail.com		Phone Number (incl. area code) (920) 207-8977	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity) Bret's 24-Hour Towing & Auto Repair		Contact Person Jeff Piller	
Mailing Address 2233 S. Business Drive		City Sheboygan	State WI
Email Address jeff.allcity@yahoo.com		Phone Number (incl. area code) (920) 347-4407	
SECTION 3: Project or Site Location			
Project Address/Description 2209/2223 South Business Drive		Parcel No. 59281416410, 59281416420, 59281416430	
SECTION 4: Proposed Conditional Use			
Name of Proposed/Existing Business:	Brets RE, LLC		
Existing Zoning:	UC-Urban Commercial		
Present Use of Parcel:	Pho VN Vietnamese restaurant (2209 S. Bus. Dr.)/Bret's Towing (2223 S. Bus. Drive)		
Proposed Use of Parcel:	Bret's Towing Indoor Vehicle Repair shop		
Present Use of Adjacent Properties:	No adjacent properties. Parcel bounded by S. Bus. Dr., Oakland Ave and Ashland Ave.		
SECTION 5: Certification and Permission			
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p>			
<p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) Jeff Piller		Title Owner	Phone Number (920) 347-4407
Signature of Applicant 		Date Signed 2-21-24	

Complete 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 three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

SITE NARRATIVE - CONDITIONAL USE APPLICATION

February 19, 2024

PROJECT NAME AND ADDRESS:

NEW INDOOR VEHICLE REPAIR BUILDING
2209/2223 South Business Drive
Sheboygan, Wisconsin 53081

PARCEL INFORMATION/SITE DATA/LEGAL DESCRIPTION:

- The parcel to be developed are defined as tax parcel 59281416410, 59281416420 and 59281416430 (to be combined by Certified Survey Map prior to construction)
- The parcels are legally defined as 'Kroeff Realty Subdivision, Lot 1, 2, 3, 4, and 5, City of Sheboygan (Section 34, Township 15 N, Range 23E).
- The proposed lot area (after Certified Survey Map consolidation) is 38,525 square feet (0.884 acres).

ZONING CLASSIFICATION/ZONING REQUIREMENTS:

UC-Urban Commercial

Building to Front or Street Side Lot Line: 0 feet

Building to Residential Side Lot Line: 25 feet

Building to Residential Rear Lot Line: 25 feet*

Building to Nonresidential Side Lot Line: 5 feet or 0 feet on zero lot line side

Building to Nonresidential Rear Lot Line: 10 feet*

Minimum Paved Surface Setback: 5 feet from side or rear; 5 feet from street

Minimum Building Separation: 10 feet or 0 feet on zero lot line side

Maximum Building Height: 50 feet (Can exceed 50 feet w/conditional use permit)

- * Bold text defines variance to be requested, see Variance Description.

EXISTING SITE CONDITIONS/LAND USE:

The current site consists of three separate parcels with two separate and independent buildings. A single story 1,855 square foot restaurant building (Pho VN Vietnamese Restaurant) and a single story 3,352 square foot auto repair shop (Bret's Towing). The remainder of the lot consists entirely of asphalt pavement. There is NO EXISTING GREEN SPACE associated with the entire three parcels.

PROPOSED LAND USE/LOT COVERAGE SITE DATA

- Both existing buildings to be completely demolished as part of the proposed development.
- The complete removal of all asphalt north of the Bret's Towing property defined as 2223 South Business Drive (tax parcel 59281416430).
- The complete demolition of the existing fueling canopy located on the Bret's Towing property.
- The proposed development consists of a single 75'-0" x 150'-0" long (11,250 square foot) indoor vehicle repair shop building with overhead doors on the south (entry) and north (exit) sides. The proposed building will be set back 15.6-feet back from the South Business Drive Right of Way. **The rear of the proposed building will be 8-feet from the rear property line.**
- The proposed building will be single story with a maximum wall height of 26'-0" above grade.
- The two southernmost driveway aprons within South Business Drive (within the Bret's Towing property) will be maintained. The remainder of driveway aprons to the north to Oakland Avenue to be removed and the curb/gutter to be restored. **No** new driveway access or apron construction required within South Business Drive Right of Way.
- Pursuant to City of Sheboygan Zoning Ordinance section 15.206 (e.), (4.) Indoor Maintenance Service, Parking Regulations: One space for every 300 square feet of gross floor area.

2209/2223 South Business Drive

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February 19, 2024

- The proposed extent of new asphalt pavement will be limited to the exiting of the north side of the proposed building to maximize proposed landscape areas. The accumulative (Post Developed) impervious surface area will be reduced by 9,472 square foot.
- Both public sanitary sewer and public water main are available within South Business Drive and Oakland Avenue and will be extended into the property.

EXISTING ASPHALT PAVEMENT TO BE REMOVED	=	21,878 SQUARE FEET
EXISTING BUILDING FOOTPRINT TO BE REMOVED	=	5,207 SQUARE FEET
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TOTAL POST DEVELOPED IMPERVIOUS AREA	=	29,053 SQUARE FEET (9,472 SQ. FT. REDUCTION)

- Because the property is less than an acre and we have an overall reduction in impervious area, storm water management will consist of pre-treatment (water quality) standards with the City but should be exempt from City of Sheboygan peak discharge requirements. Final review/discussion of the storm water requirements will still need to take place and infrastructure incorporated into the final grading/storm water plan as developed.

SITE SELECTION

- The development allows the new owner of the previous Bret's towing site to expand their business capability/capacity.
- The proposed indoor vehicle repair coincides with the existing vehicle repair facility directly south.

LANDSCAPE REQUIREMENTS

- Landscape plan to comply with the requirements of Section 15.6 and the subsequent point values defined for all four landscape point criteria (Building Foundation, Developed Lot, Lot Frontage and Pavement). The post developed green space created as part of pavement setbacks and paved parking lot designs will be utilized to meet the landscape ordinance requirements.

PERFORMANCE STANDARDS/POTENTIAL NUISANCES:

- All performance standards to comply with City of Sheboygan Zoning Ordinance, Section 15-7 to ensure this development will not become a nuisance to neighboring residential property owners.

SITE LIGHTING:

- Site lighting will be limited to wall mounted fixtures over each door (internal to the development).
- No pole lighting will be provided.

ARCHITECTURE:

- The proposed exterior building construction (exterior elevations included) will consist of 48" high colored brick around the entire perimeter of the building with colored vertical wall panels above. The roof will be flat with a 24" high parapet.
- The proposed building includes overhead door entry on the south end and exiting on the north end. Overhead doors to be solid with transom windows within the top panel(s). On the southern and northern end of the site landscaping will be provided to screen the overhead doors from traffic on South Business Drive.

EXCEPTIONS/VARIANCE REQUEST - VARIANCE DESCRIPTION:

(2) Total exceptions/variances to be requested:

1. Building Rear yard setback (abutting an NR-6 Residential zoned property).

1. REAR YARD SETBACK ABUTTING NR-6 RESIDENTIAL ZONING

The requested variance is to allow a REDUCTION in the 25-foot building rear setback adjacent to the NR-6 Residential zoned properties. There is an alleyway between the NR-6 Residential properties to the east and the UC-Urban Commercial property we're proposing to develop. With the alleyway, the actual NR-6 Residential properties are an additional 20-feet separated from the subject property.

The requested variance is to reduce the 25-foot setback to 8.00' along the entire rear side of the building.

The current northeast corner of the building onsite (scheduled to be demolished) has a rear yard setback of 1.7-feet. The remainder of the existing building rear wall has a rear setback of 12-feet.

The proposed rear setback reduction will allow for the proposed building to be setback back 15+ feet off of South Business Drive (front yard). Pursuant to the current zoning the front yard setback is zero.

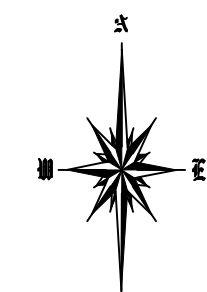


SHEET TITLE
SITE PLAN

CHECKED BY	
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PROJECT NO. 2023-34

C1.1



CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit with exceptions by Kathleen Racine to operate a taxi home occupation from 1604 S.10th Street. NR-6 Zone

REPORT PREPARED BY: Ellise Rose, Program Assistant

REPORT DATE: March 5, 2024

MEETING DATE: March 12, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Kathleen Racine is proposing to operate a taxi home occupation business from her residence located at 1604 S. 10th Street. The applicant states the following about the project:

- The property is currently used as a residence. The proposed use is as home occupation. We wish to park our business vehicles on the concrete slab located on the west side of the property off the alley.
- We will be providing transportation services to the community.
- The same two residents/employees will be living in the home that have been for over two decades.
- No additional employees located at this address.
- There will not be any customers at this address. All of our business is done from our vehicles.
- The concrete slab that will be used for parking our vehicles measures 33'x23'.
- We are only requesting to park our business vehicles on our property that is located off the alley.
- The access is appropriate, and no customers will be visiting this address. The parking that we wish to use is off street parking owned by us.

- Our hours of operation are around the clock, but only involves us starting our vehicles and driving away from the area.
- There will be no impact on our neighbors or neighborhood by doing this. We are not reducing the available street parking, we are not creating any additional noise or smells, and we are not erecting a new structure or signage.
- Our company aims to provide safe transportation to residents within the community at a fair price. We pride ourselves on our clean and well-maintained vehicles, as well as the personable drivers. We believe that Sheboygan is in need of a transportation company that can be utilized by locals and tourists alike, while also representing the City in a positive light.

STAFF COMMENTS:

The Plan Commission may want the applicant to address:


- What type of vehicles will Ms. Racine use for the taxi business? If similar to a typical residential vehicle that is fine but this should not be a bus or a larger commercial transport vehicle.
- How many vehicles will be used for the proposed home occupation?

ACTION REQUESTED:

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

1. Applicant will meet all home occupation criteria listed in Section 105-722(S).
2. Applicant shall obtain all necessary licenses to operate the taxi business.
3. Applicant shall obtain all necessary permits for any type of construction including but not limited to building, plumbing, electrical, HVAC, etc.
4. The home occupation may only utilize 25 percent of the living area of the dwelling.
5. The use of the dwelling unit for a home occupation shall in no way be incompatible with the character of nearby residential areas and in no instance shall a home occupation create a nuisance for neighboring properties.
6. Not more than one sign, not to exceed two square feet, non-illuminated and flush wall mounted only, will be used to advertise the home occupation. Applicant is required to obtain a sign permit. No temporary signage is permitted for home occupations.
7. If any issues arise from the taxi business, the City may again review the conditional use permit.
8. Kathleen Racine and one other resident of the home are the only employees permitted for this taxi business.
9. No commercial type vehicles permitted to park at this residential dwelling.
10. If the applicant moves from the present location the conditional use permit will discontinue immediately.
11. If there are any amendments to the approved conditional use permit and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

ATTACHMENTS:

	CITY OF SHEBOYGAN APPLICATION FOR CONDITIONAL USE	Fee: \$250.00 _____	
		Review Date: _____	
		Zoning: _____	

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) JEEPSEE Transport, LLC		Authorized Representative Kathleen Racine	
Title Owner			
Mailing Address 1604 S 10th Street		City Sheboygan	State WI
ZIP Code 53081			
Email Address Katie@jeepseetransport.com		Phone Number (incl. area code) (920) 254-4909	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity) <i>Kevin Racine</i>		Contact Person <i>Kevin Racine</i>	
Title <i>Owner</i>			
Mailing Address <i>Same as above</i>		City	State
ZIP Code			
Email Address <i>Kevin.racine@gmail.com</i>		Phone Number (incl. area code) <i>(920) 254-7677</i>	
SECTION 3: Project or Site Location			
Project Address/Description 1604 S 10th Street Sheboygan, WI 53081		Parcel No. 59281306350	
SECTION 4: Proposed Conditional Use			
Name of Proposed/Existing Business:		JEEPSEE Transport, LLC	
Existing Zoning:		G1 - Residential	
Present Use of Parcel:		G1 - Residential	
Proposed Use of Parcel:		Home Occupational	
Present Use of Adjacent Properties:		G1 - Residential	
SECTION 5: Certification and Permission			
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p>			
<p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) Kathleen A Racine		Title Owner	Phone Number (920) 254-4909
Signature of Applicant <i>Kathleen A Racine</i>		Date Signed 2/22/2024	

Complete 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 three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.



CITY OF SHEBOYGAN
HOME OCCUPATION ZONING
COMPLIANCE APPLICATION

Fee: _____

Review Date: _____

Zoning: NR-6

Read all instructions before completing.

SECTION 1: Applicant/ Permittee Information

Name (Ind., Org. or Entity)

Kathleen Allison Racine (JEESSEE Transport, LLC)

Mailing Address

1604 S. 10th Street

City

Sheboygan

State

WI

ZIP Code

53081

Email Address

Kath@jeessee-transport.com

Phone Number (incl. area code)

(920) 254-4909**SECTION 2: Other Person Involved in the Home Occupation**

Name

Kevin Racine

Mailing Address

1604 S. 10th Street

City

Sheboygan

State

WI

ZIP Code

53081**SECTION 3: Written Description of Proposed Home Occupation**

Please attach written letter describing home occupation.

SECTION 4: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Home Occupation Zoning Compliance Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print)

Kathleen A. Racine

Title

BUSINESS OWNER

Phone Number

(920) 254-4909

Signature of Applicant

Kathleen A. Racine

Date Signed

2/15/24

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

See Home Occupation regulations on reverse.

JEEPSEE Transport, LLC

Conditional Use Written Explanation Requirements - Responses

A. Name of project/development

- JEEPSEE Transport, LLC

B. Summary of the Conditional Use and general operation of proposed use:

- Description of existing use
 - i. The property is currently used as a residence.
- Description of proposed use (indoor, outdoor, etc.), why was this site selected?
 - i. The proposed use is as home occupational, we wish to park our business vehicles on the concrete slab, located on the westside of the property, off the alley.
 - ii. This site was selected because my husband and I live in the residence.
- All services, products, etc. to be provided
 - i. We will be providing transportation services to the community.
- Projected number of residents, employees, and/or daily customers
 - i. The same two residents/employees will be living in the home that have been for over two decades.
 - ii. There will be no additional employees located at this address.
 - iii. There will not be any customers at this address. All of our business is done from our vehicles.
- Proposed number of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
 - i. The concrete slab that will be used for parking our vehicles, measures: 33' x 23'.
- Description of proposed building and all new site improvements (square footage of new and existing structure(s), traffic, ingress/egress, parking, sidewalk, retaining walls, storm drainage, landscaping, lighting, dumpster enclosure, screening of mechanicals, etc.)
 - i. None of these items are applicable for the usage we are requesting. We have only requested to park our business vehicles on our property that is located off the alley.
- A written description of the proposed general orientation, design arrangement, texture, material and color of the building or structure and how it is compatible with the development and redevelopment in and around the area
 - i. This is also not applicable. The existing concrete slab, is oriented along the westside of our property, off the alley.
- An explanation of any interior and/or exterior renovations
 - i. There will not be any interior or exterior renovations done.

- Is access appropriate and is there sufficient customers/resident off-street parking?
 - i. The access is appropriate, and no customers will be visiting this address. The parking that we wish to use, is off-street parking owned by us.
 - Proposed signage
 - i. There is no proposed signage. We do not wish to erect any signage now, or in the future.
 - Project timeline and estimated value of project
 - i. This is not a project. There is no estimated value tied to us using our own property to park our business vehicles.
 - Compatibility of the proposed use and design with adjacent and other properties in the area.
 - i. There will be no affect on the surrounding properties. There are no design elements that will need to be addressed.
 - How will you ensure that the business will not become a nuisance to adjacent properties (i.e. parking, noise, smells, hours of operations, etc.)
 - i. We will be parking our vehicles on the backside of our property. Besides arriving and leaving the parking location, there would be no change to the existing neighborhood.
 - 1. All parking would be on our property.
 - 2. There would be no additional noise or smells.
 - 3. Our hours of operation are around the clock, but only involves us starting our vehicles and driving away from the area.
 - Other information that would be considered pertinent by the Plan Commission.
 - i. This request was necessary, because I was asked if there would be any visible way of telling the business was located at this address. I admitted that we have signage for JEEPSEE Transport, LLC on our vehicles – which could be seen from the alleyway. We are requesting to park our business vehicles on our own property. There will be no impact on our neighbors or neighborhood, by doing this. We are not reducing the available street parking, we are not creating any additional noise or smells, and we are not erecting a new structure or signage.
- C. If applicable, please describe any exceptions/variances that are required for this project (i.e. setbacks, parking, landscape, etc.)
- There are no exceptions/variances required for this project.
- D. Written justification for the proposed conditional use, indicating reasons why the applicant believes the proposed conditional use is appropriate:
- a. 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?

- i. Our company aims to provide safe transportation to residents within the community at a fair price. We pride ourselves on our clean and well-maintained vehicles, as well as the personable drivers. We believe that Sheboygan is in need of a transportation company that can be utilized by locals and tourists alike, while also representing the City in a positive light.
- b. 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?
 - i. No, there will be no impact on any nearby properties, the neighborhood, environment, traffic, parking, public improvements, public property, or rights-of-way. There will be no noticeable change or impact to any of the surrounding areas.
- c. How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located?
 - i. In our neighborhood, it is not uncommon for residents to park their vehicles on their properties, off of the alley. The neighborhood's land uses with remain consistent to what it has been.
- d. 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.
 - i. Yes, the property is already adequately serviced by utilities and public agencies. The particular area that we will be parking our vehicles, does require either of these things.

JEEPSEE Transport, LLC
Home Occupation Application Submittal Requirements

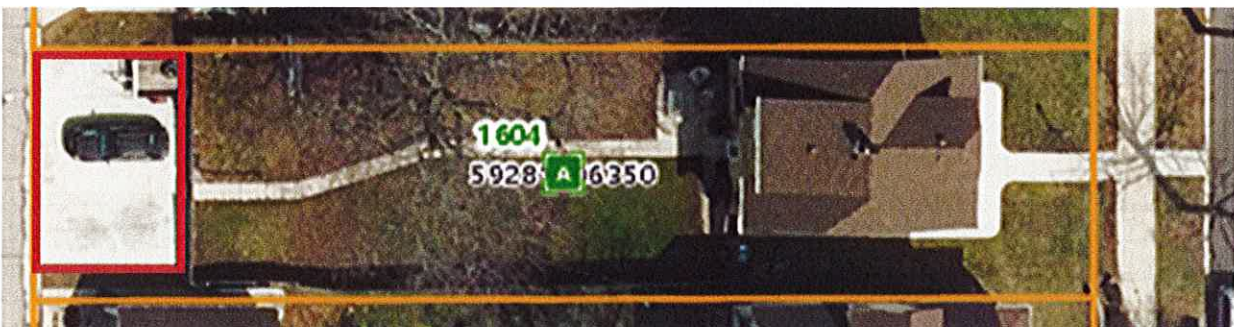
1. Site Plan including:
 - a. The overall property (Parcel 1604 / 59281306350)



- b. The existing location of building(s) on the property



- c. The parking space(s) location on the property



2. A Floor Plan including:
 - a. The dwelling floor plan showing where business will take place in the dwelling unit.
 - i. No business will be taking place within the dwelling unit.
 - b. All information to understand the proposal:
 - i. We wish to park our business vehicles on our concrete slab, located off the alley. We were told that because these vehicles would be visible from the alley this application was required. No business will be occurring in the dwelling. No customers/clients will be visiting the residence at any time.

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit with exceptions by Bret's 24-Hour Towing & Auto Repair to construct a new indoor vehicle repair building located at parcels 59281416430, 59281416420, and 59281416410. UC Zone

REPORT PREPARED BY: Ellise Rose, Program Assistant

REPORT DATE: March 5, 2024

MEETING DATE: March 26, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Bret's 24-Hour Towing & Auto Repair is proposing to construct a new indoor vehicle repair building located at parcels 59281416430, 59281416420, and 59281416410. The applicant states:

- The parcel to be developed are defined as tax parcel 59281416410, 59281416420 and 59281416430 (to be combined by Certified Survey Map prior to construction).
- The proposed lot area (after Certified Survey Map consolidation) is 38,525 square feet (0.884 acres).
- The current site consists of three separate parcels with two separate and independent buildings. A single story 1,855 square foot restaurant building (Pho VN Vietnamese Restaurant) and a single story 3,352 square foot auto repair shop (Bret's Towing). The remainder of the lot consists entirely of asphalt pavement.
- There is NO EXISTING GREEN SPACE associated with the entire three parcels.
- The development allows the new owner of the previous Bret's towing site to expand their business capability/capacity.
- The proposed indoor vehicle repair coincides with the existing vehicle repair facility directly south.

The applicant states the following about site and building improvements:

- Both existing buildings to be completely demolished as part of the proposed development.
- The complete removal of all asphalt north of the Bret's Towing property defined as 2223 South Business Drive (tax parcel 59281416430).

- The complete demolition of the existing fueling canopy located on the Bret's Towing property.
- The proposed development consists of a single 75'-0" x 150'-0" long (11,250 square foot) indoor vehicle repair shop building with overhead doors on the south (entry) and north (exit) sides.
- The proposed building will be set back 15.6-feet back from the South Business Drive Right of Way. The rear of the proposed building will be 8-feet from the rear property line.
- The proposed building will be single story with a maximum wall height of 26'-0" above grade.
- The two southernmost driveway aprons within South Business Drive (within the Bret's Towing property) will be maintained. The remainder of driveway aprons to the north to Oakland Avenue to be removed and the curb/gutter to be restored. No new driveway access or apron construction required within South Business Drive Right of Way.
- The proposed extent of new asphalt pavement will be limited to the exiting of the north side of the proposed building to maximize proposed landscape areas. The accumulative (Post Developed) impervious surface area will be reduced by 9,472 square foot.
- Both public sanitary sewer and public water main are available within South Business Drive and Oakland Avenue and will be extended into the property.

EXISTING ASPHALT PAVEMENT TO BE REMOVED = 21,878 SQUARE FEET
 EXISTING BUILDING FOOTPRINT TO BE REMOVED= 5,207 SQUARE FEET
 EXISTING FUELING CANOPY TO BE REMOVED = 972 SQUARE FEET
 EXISTING CONCRETE PAVEMENT TO REMAIN = 10,468 SQUARE FEET
 TOTAL PRE-DEVELOPED IMPERVIOUS AREA = 38,525 SQUARE FEET
 PROPOSED BUILDING FOOTPRINT = 11,250 SQUARE FEET
 PROPOSED PAVEMENT = 7,620 SQUARE FEET
 PROPOSED CONCRETE WALK = 310 SQUARE FEET
 EXISTING CONCRETE PAVEMENT TO REMAIN = 9,873 SQUARE FEET
 TOTAL POST DEVELOPED IMPERVIOUS AREA = 29,053 SQUARE FEET (9,472 SQ. FT. REDUCTION)

- Because the property is less than an acre and we have an overall reduction in impervious area, storm water management will consist of pre-treatment (water quality) standards with the City but should be exempt from City of Sheboygan peak discharge requirements. Final review/discussion of the storm water requirements will still need to take place and infrastructure incorporated into the final grading/storm water plan as developed.
- Landscape plan to comply with the requirements of Section 15.6 and the subsequent point values defined for all four landscape point criteria (Building Foundation, Developed Lot, Lot Frontage and Pavement). The post developed green space created as part of pavement setbacks and paved parking lot designs will be utilized to meet the landscape ordinance requirements.
- Site lighting will be limited to wall mounted fixtures over each door (internal to the development).
- No pole lighting will be provided.
- The proposed exterior building construction (exterior elevations included) will consist of 48" high colored brick around the entire perimeter of the building with colored vertical wall panels above. The roof will be flat with a 24" high parapet.
- The proposed building includes overhead door entry on the south end and exiting on the north end. Overhead doors to be solid with transom windows within the top panel(s). On

the southern and northern end of the site landscaping will be provided to screen overhead doors from traffic on South Business Drive.

STAFF COMMENTS:

The owner will be submitting a Certified Survey Map (CSM) to combine parcels 59281416430, 59281416420 and 59281416410.

The commission may want to ask:

- How many vehicles will be on site at a time?
- Where will clients and employees park?
- How many employees will you have and how will the site/grounds be managed?
- Do clients have scheduled appointments with minimal walk-in traffic?
- Explain number of vehicles, trailers, miscellaneous equipment used for your business and where those vehicles and equipment are stored.

The applicant is requesting the following exceptions:

- To have an 8' rear yard setback – Minimum rear yard setback is 25 feet. The proposed rear setback reduction will allow for the proposed building to be setback back 15+ feet off of South Business Drive (front yard).
- To have 24 parking spaces – Minimum parking spaces required is 38.

ACTION REQUESTED:

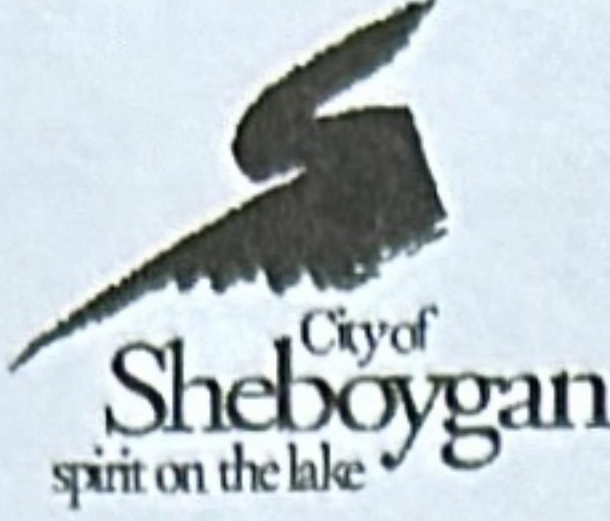
Staff recommends approval of the conditional use permit and exceptions subject to the following conditions:

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. Outdoor storage of materials, products or equipment shall be prohibited.
3. 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.).
4. All new lighting shall be installed per Section 105-932 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.
5. 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.
6. 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.
7. The applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit.

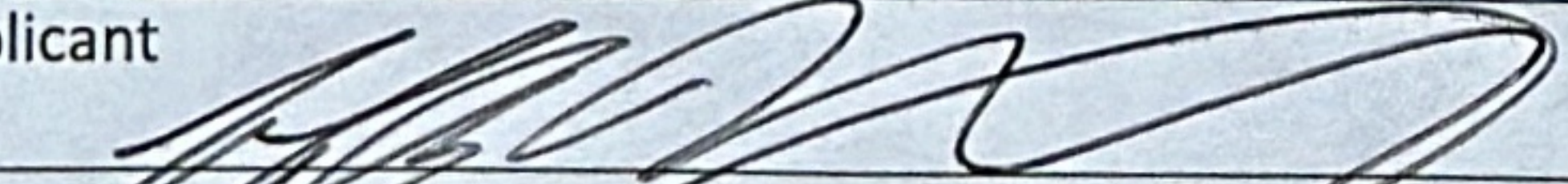
8. Applicant shall meet all zoning requirements including but not limited to noise, vibration, and hazardous materials, etc.
9. Dumpster(s) shall be screened and enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen and enclose the dumpsters. Dumpster enclosure will be completed prior to issuance of an occupancy permit.
10. The applicant may not store any inoperable vehicles on the property.
11. Vehicle location shall not cause any type of pedestrian/vehicle conflict or safety issues.
12. In no instance shall the auto repair 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.
13. Applicant shall submit a Certified Survey Map (CSM) that meets the City of Sheboygan Subdivision Ordinance.
14. The Conditional use permit is approved if and only if the City of Sheboygan Department of City Development and/or Planning Commission approve the Certified Survey Map (CSM) reconfiguring lot lines and/or creating the parcel as proposed.
15. Building permits will only be issued at such time as the applicant can provide documentation from Sheboygan County that the CSM has been officially recorded.
16. 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 and/or architectural review applications reflecting those amendments.

ATTACHMENTS:

Conditional Use and required attachments

	CITY OF SHEBOYGAN	Fee: \$250.00
	APPLICATION FOR	Review Date: _____
	CONDITIONAL USE	Zoning: UC

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) JB Site Design and Engineering, LLC		Authorized Representative Joseph Bronoski	
Mailing Address PO BOX 1067		City Woodruff	State WI
Email Address jbsitedesign1@gmail.com		Phone Number (incl. area code) (920) 207-8977	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity) Bret's 24-Hour Towing & Auto Repair		Contact Person Jeff Piller	
Mailing Address 2233 S. Business Drive		City Sheboygan	State WI
Email Address jeff.allcity@yahoo.com		Phone Number (incl. area code) (920) 347-4407	
SECTION 3: Project or Site Location			
Project Address/Description 2209/2223 South Business Drive		Parcel No. 59281416410, 59281416420, 59281416430	
SECTION 4: Proposed Conditional Use			
Name of Proposed/Existing Business:	Brets RE, LLC		
Existing Zoning:	UC-Urban Commercial		
Present Use of Parcel:	Pho VN Vietnamese restaurant (2209 S. Bus. Dr.)/Bret's Towing (2223 S. Bus. Drive)		
Proposed Use of Parcel:	Bret's Towing Indoor Vehicle Repair shop		
Present Use of Adjacent Properties:	No adjacent properties. Parcel bounded by S. Bus. Dr., Oakland Ave and Ashland Ave.		
SECTION 5: Certification and Permission			
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p>			
<p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) Jeff Piller		Title Owner	Phone Number (920) 347-4407
Signature of Applicant 		Date Signed 2-21-24	

Complete 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 three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

SITE NARRATIVE - CONDITIONAL USE APPLICATION

February 19, 2024

PROJECT NAME AND ADDRESS:

NEW INDOOR VEHICLE REPAIR BUILDING
2209/2223 South Business Drive
Sheboygan, Wisconsin 53081

PARCEL INFORMATION/SITE DATA/LEGAL DESCRIPTION:

- The parcel to be developed are defined as tax parcel 59281416410, 59281416420 and 59281416430 (to be combined by Certified Survey Map prior to construction)
- The parcels are legally defined as 'Kroeff Realty Subdivision, Lot 1, 2, 3, 4, and 5, City of Sheboygan (Section 34, Township 15 N, Range 23E).
- The proposed lot area (after Certified Survey Map consolidation) is 38,525 square feet (0.884 acres).

ZONING CLASSIFICATION/ZONING REQUIREMENTS:

UC-Urban Commercial

Building to Front or Street Side Lot Line: 0 feet

Building to Residential Side Lot Line: 25 feet

Building to Residential Rear Lot Line: 25 feet*

Building to Nonresidential Side Lot Line: 5 feet or 0 feet on zero lot line side

Building to Nonresidential Rear Lot Line: 10 feet*

Minimum Paved Surface Setback: 5 feet from side or rear; 5 feet from street

Minimum Building Separation: 10 feet or 0 feet on zero lot line side

Maximum Building Height: 50 feet (Can exceed 50 feet w/conditional use permit)

- * Bold text defines variance to be requested, see Variance Description.

EXISTING SITE CONDITIONS/LAND USE:

The current site consists of three separate parcels with two separate and independent buildings. A single story 1,855 square foot restaurant building (Pho VN Vietnamese Restaurant) and a single story 3,352 square foot auto repair shop (Bret's Towing). The remainder of the lot consists entirely of asphalt pavement. There is NO EXISTING GREEN SPACE associated with the entire three parcels.

PROPOSED LAND USE/LOT COVERAGE SITE DATA

- Both existing buildings to be completely demolished as part of the proposed development.
- The complete removal of all asphalt north of the Bret's Towing property defined as 2223 South Business Drive (tax parcel 59281416430).
- The complete demolition of the existing fueling canopy located on the Bret's Towing property.
- The proposed development consists of a single 75'-0" x 150'-0" long (11,250 square foot) indoor vehicle repair shop building with overhead doors on the south (entry) and north (exit) sides. The proposed building will be set back 15.6-feet back from the South Business Drive Right of Way. **The rear of the proposed building will be 8-feet from the rear property line.**
- The proposed building will be single story with a maximum wall height of 26'-0" above grade.
- The two southernmost driveway aprons within South Business Drive (within the Bret's Towing property) will be maintained. The remainder of driveway aprons to the north to Oakland Avenue to be removed and the curb/gutter to be restored. **No** new driveway access or apron construction required within South Business Drive Right of Way.
- Pursuant to City of Sheboygan Zoning Ordinance section 15.206 (e.), (4.) Indoor Maintenance Service, Parking Regulations: One space for every 300 square feet of gross floor area.

2209/2223 South Business Drive

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February 19, 2024

- The proposed extent of new asphalt pavement will be limited to the exiting of the north side of the proposed building to maximize proposed landscape areas. The accumulative (Post Developed) impervious surface area will be reduced by 9,472 square foot.
- Both public sanitary sewer and public water main are available within South Business Drive and Oakland Avenue and will be extended into the property.

EXISTING ASPHALT PAVEMENT TO BE REMOVED	=	21,878 SQUARE FEET
EXISTING BUILDING FOOTPRINT TO BE REMOVED	=	5,207 SQUARE FEET
EXISTING FUELING CANOPY TO BE REMOVED	=	972 SQUARE FEET
EXISTING CONCRETE PAVEMENT TO REMAIN	=	<u>10,468 SQUARE FEET</u>
TOTAL PRE-DEVELOPED IMPERVIOUS AREA	=	38,525 SQUARE FEET

PROPOSED BUILDING FOOTPRINT	=	11,250 SQUARE FEET
PROPOSED PAVEMENT	=	7,620 SQUARE FEET
PROPOSED CONCRETE WALK	=	310 SQUARE FEET
EXISTING CONCRETE PAVEMENT TO REMAIN	=	<u>9,873 SQUARE FEET</u>
TOTAL POST DEVELOPED IMPERVIOUS AREA	=	29,053 SQUARE FEET (9,472 SQ. FT. REDUCTION)

- Because the property is less than an acre and we have an overall reduction in impervious area, storm water management will consist of pre-treatment (water quality) standards with the City but should be exempt from City of Sheboygan peak discharge requirements. Final review/discussion of the storm water requirements will still need to take place and infrastructure incorporated into the final grading/storm water plan as developed.

SITE SELECTION

- The development allows the new owner of the previous Bret's towing site to expand their business capability/capacity.
- The proposed indoor vehicle repair coincides with the existing vehicle repair facility directly south.

LANDSCAPE REQUIREMENTS

- Landscape plan to comply with the requirements of Section 15.6 and the subsequent point values defined for all four landscape point criteria (Building Foundation, Developed Lot, Lot Frontage and Pavement). The post developed green space created as part of pavement setbacks and paved parking lot designs will be utilized to meet the landscape ordinance requirements.

PERFORMANCE STANDARDS/POTENTIAL NUISANCES:

- All performance standards to comply with City of Sheboygan Zoning Ordinance, Section 15-7 to ensure this development will not become a nuisance to neighboring residential property owners.

SITE LIGHTING:

- Site lighting will be limited to wall mounted fixtures over each door (internal to the development).
- No pole lighting will be provided.

ARCHITECTURE:

- The proposed exterior building construction (exterior elevations included) will consist of 48" high colored brick around the entire perimeter of the building with colored vertical wall panels above. The roof will be flat with a 24" high parapet.
- The proposed building includes overhead door entry on the south end and exiting on the north end. Overhead doors to be solid with transom windows within the top panel(s). On the southern and northern end of the site landscaping will be provided to screen the overhead doors from traffic on South Business Drive.

EXCEPTIONS/VARIANCE REQUEST - VARIANCE DESCRIPTION:

(2) Total exceptions/variances to be requested:

1. Building Rear yard setback (abutting an NR-6 Residential zoned property).

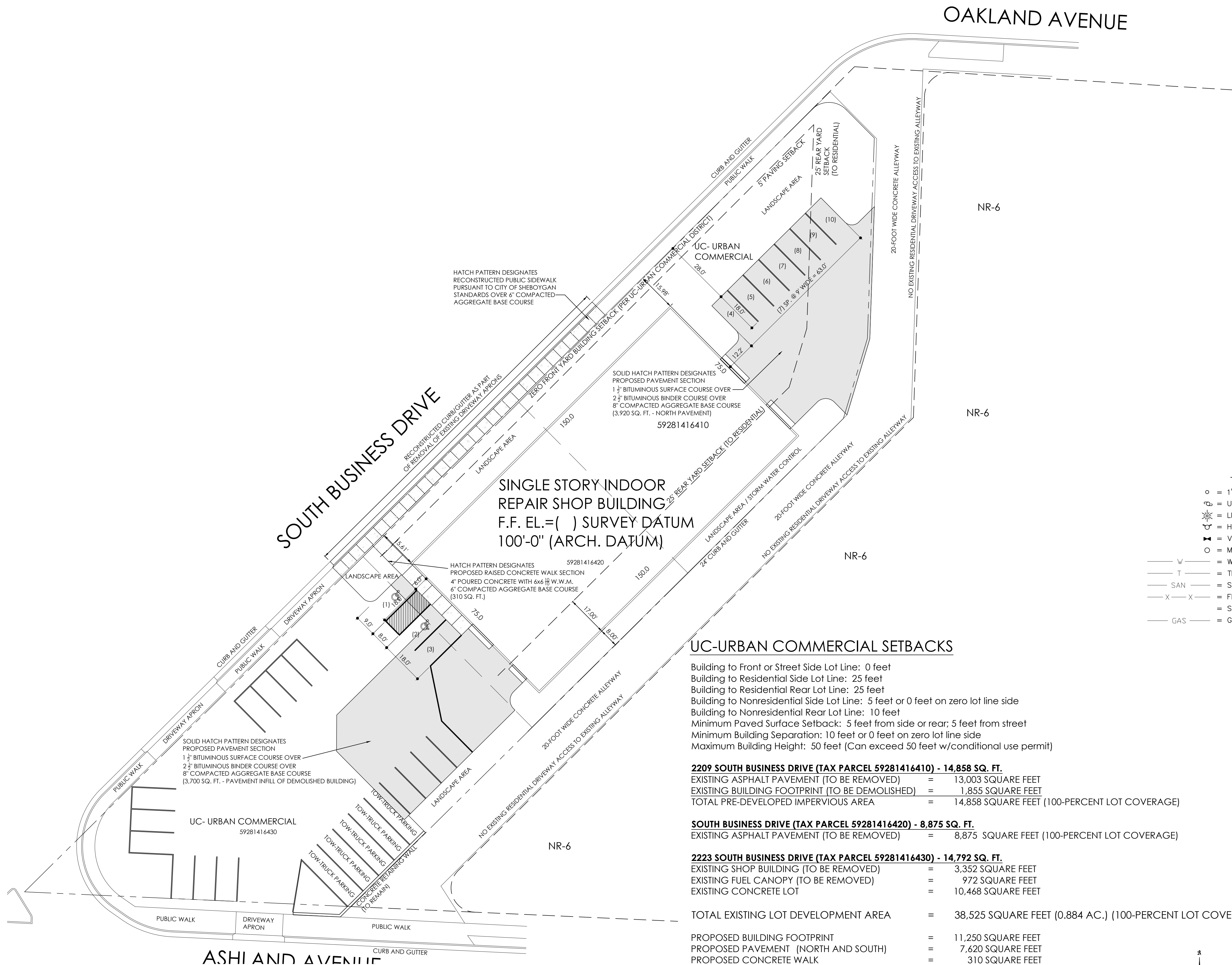
1. REAR YARD SETBACK ABUTTING NR-6 RESIDENTIAL ZONING

The requested variance is to allow a REDUCTION in the 25-foot building rear setback adjacent to the NR-6 Residential zoned properties. There is an alleyway between the NR-6 Residential properties to the east and the UC-Urban Commercial property we're proposing to develop. With the alleyway, the actual NR-6 Residential properties are an additional 20-feet separated from the subject property.

The requested variance is to reduce the 25-foot setback to 8.00' along the entire rear side of the building.

The current northeast corner of the building onsite (scheduled to be demolished) has a rear yard setback of 1.7-feet. The remainder of the existing building rear wall has a rear setback of 12-feet.

The proposed rear setback reduction will allow for the proposed building to be setback back 15+ feet off of South Business Drive (front yard). Pursuant to the current zoning the front yard setback is zero.



UC-URBAN COMMERCIAL SETBACKS

Building to Front or Street Side Lot Line: 0 feet
Building to Residential Side Lot Line: 25 feet
Building to Residential Rear Lot Line: 25 feet
Building to Nonresidential Side Lot Line: 5 feet or 0 feet on zero lot line side
Building to Nonresidential Rear Lot Line: 10 feet
Minimum Paved Surface Setback: 5 feet from side or rear; 5 feet from street
Minimum Building Separation: 10 feet or 0 feet on zero lot line side
Maximum Building Height: 50 feet (Can exceed 50 feet w/conditional use permit)

2209 SOUTH BUSINESS DRIVE (TAX PARCEL 59281416410) - 14,858 SQ. FT.
EXISTING ASPHALT PAVEMENT (TO BE REMOVED) = 13,003 SQUARE FEET
EXISTING BUILDING FOOTPRINT (TO BE DEMOLISHED) = 1,855 SQUARE FEET
TOTAL PRE-DEVELOPED IMPERVIOUS AREA = 14,858 SQUARE FEET (100-PERCENT LOT COVERAGE)

SOUTH BUSINESS DRIVE (TAX PARCEL 59281416420) - 8,875 SQ. FT.
EXISTING ASPHALT PAVEMENT (TO BE REMOVED) = 8,875 SQUARE FEET (100-PERCENT LOT COVERAGE)

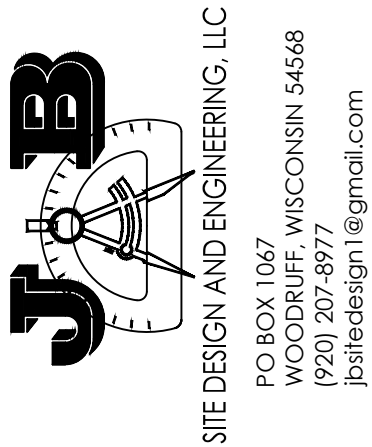
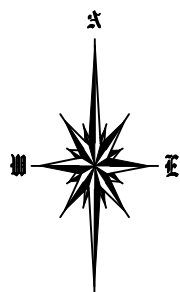
2223 SOUTH BUSINESS DRIVE (TAX PARCEL 59281416430) - 14,792 SQ. FT.
EXISTING SHOP BUILDING (TO BE REMOVED) = 3,352 SQUARE FEET
EXISTING FUEL CANOPY (TO BE REMOVED) = 972 SQUARE FEET
EXISTING CONCRETE LOT = 10,468 SQUARE FEET

TOTAL EXISTING LOT DEVELOPMENT AREA = 38,525 SQUARE FEET (0.884 AC.) (100-PERCENT LOT COVERAGE)

PROPOSED BUILDING FOOTPRINT = 11,250 SQUARE FEET
PROPOSED PAVEMENT (NORTH AND SOUTH) = 7,620 SQUARE FEET
PROPOSED CONCRETE WALK = 310 SQUARE FEET

SITE PLAN

1"=20'



Issue Dates	
Revision	Date

NEW INDOOR REPAIR SHOP BUILDING
BRET'S TOWING
2223 SOUTH BUSINESS DRIVE
SHEBOYGAN, WISCONSIN

SHEET TITLE
SITE PLAN

DRAWN BY

CHECKED BY

DATE
02/19/2024

PROJECT NO.
2023-34

SHEET NO.
C1.1

NO. REVISIONS	

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit with exceptions by Kathleen Racine to operate a taxi home occupation from 1604 S.10th Street. NR-6 Zone

REPORT PREPARED BY: Ellise Rose, Program Assistant

REPORT DATE: March 5, 2024

MEETING DATE: March 12, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Kathleen Racine is proposing to operate a taxi home occupation business from her residence located at 1604 S. 10th Street. The applicant states the following about the project:

- The property is currently used as a residence. The proposed use is as home occupation. We wish to park our business vehicles on the concrete slab located on the west side of the property off the alley.
- We will be providing transportation services to the community.
- The same two residents/employees will be living in the home that have been for over two decades.
- No additional employees located at this address.
- There will not be any customers at this address. All of our business is done from our vehicles.
- The concrete slab that will be used for parking our vehicles measures 33'x23'.
- We are only requesting to park our business vehicles on our property that is located off the alley.
- The access is appropriate, and no customers will be visiting this address. The parking that we wish to use is off street parking owned by us.

- Our hours of operation are around the clock, but only involves us starting our vehicles and driving away from the area.
- There will be no impact on our neighbors or neighborhood by doing this. We are not reducing the available street parking, we are not creating any additional noise or smells, and we are not erecting a new structure or signage.
- Our company aims to provide safe transportation to residents within the community at a fair price. We pride ourselves on our clean and well-maintained vehicles, as well as the personable drivers. We believe that Sheboygan is in need of a transportation company that can be utilized by locals and tourists alike, while also representing the City in a positive light.

STAFF COMMENTS:

The Plan Commission may want the applicant to address:


- What type of vehicles will Ms. Racine use for the taxi business? If similar to a typical residential vehicle that is fine but this should not be a bus or a larger commercial transport vehicle.
- How many vehicles will be used for the proposed home occupation?

ACTION REQUESTED:

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

1. Applicant will meet all home occupation criteria listed in Section 105-722(S).
2. Applicant shall obtain all necessary licenses to operate the taxi business.
3. Applicant shall obtain all necessary permits for any type of construction including but not limited to building, plumbing, electrical, HVAC, etc.
4. The home occupation may only utilize 25 percent of the living area of the dwelling.
5. The use of the dwelling unit for a home occupation shall in no way be incompatible with the character of nearby residential areas and in no instance shall a home occupation create a nuisance for neighboring properties.
6. Not more than one sign, not to exceed two square feet, non-illuminated and flush wall mounted only, will be used to advertise the home occupation. Applicant is required to obtain a sign permit. No temporary signage is permitted for home occupations.
7. If any issues arise from the taxi business, the City may again review the conditional use permit.
8. Kathleen Racine and one other resident of the home are the only employees permitted for this taxi business.
9. No commercial type vehicles permitted to park at this residential dwelling.
10. If the applicant moves from the present location the conditional use permit will discontinue immediately.
11. If there are any amendments to the approved conditional use permit and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

ATTACHMENTS:

	CITY OF SHEBOYGAN APPLICATION FOR CONDITIONAL USE	Fee: \$250.00 _____	
		Review Date: _____	
		Zoning: _____	

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) JEEPSEE Transport, LLC		Authorized Representative Kathleen Racine	
Title Owner			
Mailing Address 1604 S 10th Street		City Sheboygan	State WI
ZIP Code 53081			
Email Address Katie@jeepseetransport.com		Phone Number (incl. area code) (920) 254-4909	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity) <i>Kevin Racine</i>		Contact Person <i>Kevin Racine</i>	
Title <i>Owner</i>			
Mailing Address <i>Same as above</i>		City	State
ZIP Code			
Email Address <i>Kevin.racine@gmail.com</i>		Phone Number (incl. area code) <i>(920) 254-7677</i>	
SECTION 3: Project or Site Location			
Project Address/Description 1604 S 10th Street Sheboygan, WI 53081		Parcel No. 59281306350	
SECTION 4: Proposed Conditional Use			
Name of Proposed/Existing Business:		JEEPSEE Transport, LLC	
Existing Zoning:		G1 - Residential	
Present Use of Parcel:		G1 - Residential	
Proposed Use of Parcel:		Home Occupational	
Present Use of Adjacent Properties:		G1 - Residential	
SECTION 5: Certification and Permission			
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p>			
<p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) Kathleen A Racine		Title Owner	Phone Number (920) 254-4909
Signature of Applicant <i>Kathleen A Racine</i>		Date Signed 2/22/2024	

Complete 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 three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.



CITY OF SHEBOYGAN
HOME OCCUPATION ZONING
COMPLIANCE APPLICATION

Fee: _____

Review Date: _____

Zoning: NR-6

Read all instructions before completing.

SECTION 1: Applicant/ Permittee Information

Name (Ind., Org. or Entity)

Kathleen Allison Racine (JEEPSEE Transport, LLC)

Mailing Address

1604 S. 10th Street

City

Sheboygan

State

WI

ZIP Code

53081

Email Address

Kath@jeepsee-transport.com

Phone Number (incl. area code)

(920) 254-4909**SECTION 2: Other Person Involved in the Home Occupation**

Name

Kevin Racine

Mailing Address

1604 S. 10th Street

City

Sheboygan

State

WI

ZIP Code

53081**SECTION 3: Written Description of Proposed Home Occupation**

Please attach written letter describing home occupation.

SECTION 4: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Home Occupation Zoning Compliance Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print)

Kathleen A. Racine

Title

Business Owner

Phone Number

(920) 254-4909

Signature of Applicant

Kathleen A. Racine

Date Signed

2/15/24

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

See Home Occupation regulations on reverse.

JEEPSEE Transport, LLC

Conditional Use Written Explanation Requirements - Responses

A. Name of project/development

- JEEPSEE Transport, LLC

B. Summary of the Conditional Use and general operation of proposed use:

- Description of existing use
 - i. The property is currently used as a residence.
- Description of proposed use (indoor, outdoor, etc.), why was this site selected?
 - i. The proposed use is as home occupational, we wish to park our business vehicles on the concrete slab, located on the westside of the property, off the alley.
 - ii. This site was selected because my husband and I live in the residence.
- All services, products, etc. to be provided
 - i. We will be providing transportation services to the community.
- Projected number of residents, employees, and/or daily customers
 - i. The same two residents/employees will be living in the home that have been for over two decades.
 - ii. There will be no additional employees located at this address.
 - iii. There will not be any customers at this address. All of our business is done from our vehicles.
- Proposed number of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
 - i. The concrete slab that will be used for parking our vehicles, measures: 33' x 23'.
- Description of proposed building and all new site improvements (square footage of new and existing structure(s), traffic, ingress/egress, parking, sidewalk, retaining walls, storm drainage, landscaping, lighting, dumpster enclosure, screening of mechanicals, etc.)
 - i. None of these items are applicable for the usage we are requesting. We have only requested to park our business vehicles on our property that is located off the alley.
- A written description of the proposed general orientation, design arrangement, texture, material and color of the building or structure and how it is compatible with the development and redevelopment in and around the area
 - i. This is also not applicable. The existing concrete slab, is oriented along the westside of our property, off the alley.
- An explanation of any interior and/or exterior renovations
 - i. There will not be any interior or exterior renovations done.

- Is access appropriate and is there sufficient customers/resident off-street parking?
 - i. The access is appropriate, and no customers will be visiting this address. The parking that we wish to use, is off-street parking owned by us.
 - Proposed signage
 - i. There is no proposed signage. We do not wish to erect any signage now, or in the future.
 - Project timeline and estimated value of project
 - i. This is not a project. There is no estimated value tied to us using our own property to park our business vehicles.
 - Compatibility of the proposed use and design with adjacent and other properties in the area.
 - i. There will be no affect on the surrounding properties. There are no design elements that will need to be addressed.
 - How will you ensure that the business will not become a nuisance to adjacent properties (i.e. parking, noise, smells, hours of operations, etc.)
 - i. We will be parking our vehicles on the backside of our property. Besides arriving and leaving the parking location, there would be no change to the existing neighborhood.
 - 1. All parking would be on our property.
 - 2. There would be no additional noise or smells.
 - 3. Our hours of operation are around the clock, but only involves us starting our vehicles and driving away from the area.
 - Other information that would be considered pertinent by the Plan Commission.
 - i. This request was necessary, because I was asked if there would be any visible way of telling the business was located at this address. I admitted that we have signage for JEEPSEE Transport, LLC on our vehicles – which could be seen from the alleyway. We are requesting to park our business vehicles on our own property. There will be no impact on our neighbors or neighborhood, by doing this. We are not reducing the available street parking, we are not creating any additional noise or smells, and we are not erecting a new structure or signage.
- C. If applicable, please describe any exceptions/variances that are required for this project (i.e. setbacks, parking, landscape, etc.)
- There are no exceptions/variances required for this project.
- D. Written justification for the proposed conditional use, indicating reasons why the applicant believes the proposed conditional use is appropriate:
- a. 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?

- i. Our company aims to provide safe transportation to residents within the community at a fair price. We pride ourselves on our clean and well-maintained vehicles, as well as the personable drivers. We believe that Sheboygan is in need of a transportation company that can be utilized by locals and tourists alike, while also representing the City in a positive light.
- b. 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?
 - i. No, there will be no impact on any nearby properties, the neighborhood, environment, traffic, parking, public improvements, public property, or rights-of-way. There will be no noticeable change or impact to any of the surrounding areas.
- c. How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located?
 - i. In our neighborhood, it is not uncommon for residents to park their vehicles on their properties, off of the alley. The neighborhood's land uses with remain consistent to what it has been.
- d. 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.
 - i. Yes, the property is already adequately serviced by utilities and public agencies. The particular area that we will be parking our vehicles, does require either of these things.

JEEPSEE Transport, LLC
Home Occupation Application Submittal Requirements

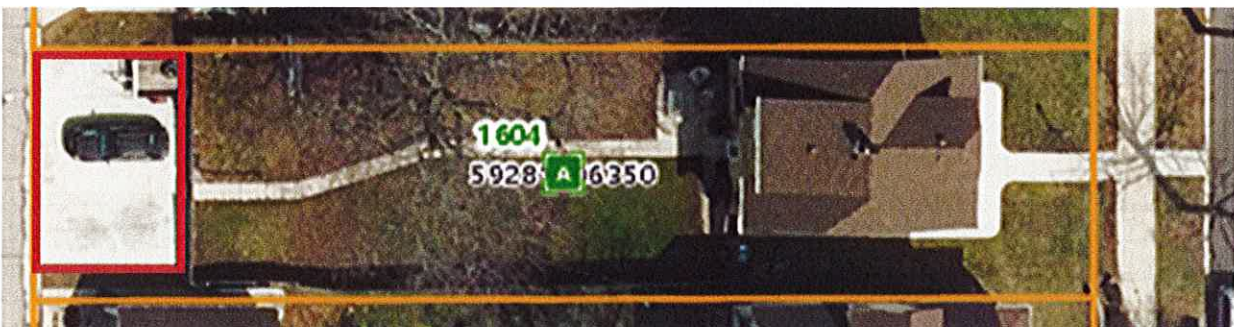
1. Site Plan including:
 - a. The overall property (Parcel 1604 / 59281306350)



- b. The existing location of building(s) on the property



- c. The parking space(s) location on the property



2. A Floor Plan including:
 - a. The dwelling floor plan showing where business will take place in the dwelling unit.
 - i. No business will be taking place within the dwelling unit.
 - b. All information to understand the proposal:
 - i. We wish to park our business vehicles on our concrete slab, located off the alley. We were told that because these vehicles would be visible from the alley this application was required. No business will be occurring in the dwelling. No customers/clients will be visiting the residence at any time.