

## CITY OF SHEBOYGAN

### REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

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**ITEM DESCRIPTION:** Application for Conditional Use with exceptions by Caliber Collision to operate from at 645 S. Taylor Drive (former Napa Auto Parts). CC Zone

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**REPORT PREPARED BY:** Steve Sokolowski, Manager of Planning and Zoning

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**REPORT DATE:** June 24, 2022 **MEETING DATE:** June 28, 2022

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#### 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:

Caliber Collision is proposing to operate from at 645 S. Taylor Drive (former Napa Auto Parts). The applicant states the following about the project:

- Cross Architects is requesting a consideration to allow a Caliber Collision auto body repair and paint shop at this location. Caliber works with most of the major insurance companies and they indicated that this area has the demographics where they would like to be located. It is the intent of the owner to construct a quality project within the standards set by the City of Sheboygan.
- This is a commercial building/property that was previously used by Napa Auto Parts who had retail sales of in-store automobile parts, supplies accessories and battery supplies.
- Caliber Collision is the nation's leading collision repair provider known for exceptional customer service. Locations are carefully chosen to make sure that they can provide positive impact and convenience to the community. Every facility is well kept, clean and maintained. They consider themselves to be a neighborhood service and they like to be located near their customers.
- The proposed use is an auto body paint and repair shop with fenced outdoor vehicle storage.
- All services shall be performed within an enclosed building. All repair activities will be conducted indoors and completely screened from public view. All parts, materials and equipment shall be stored within an enclosed building. There will be no visible equipment, parts and materials outside the building. No vehicle awaiting repair shall be located on any

portion of the site so as to be visible from any public street, and shall be limited to locations designated on the approved site plan.

- All vehicles received for repair will remain behind a fenced parking area. Vehicles that are taken in for repairs are typically admitted by tow truck which limits our customers coming to this location.
- Public parking will be located at the existing parking lot at the entrance adjacent to the building.
- Caliber Collision generates less trips than the typical grocery, retail or restaurant user will. The traffic patterns and impact on the adjoining streets and neighborhood will be more or less identical to the previous automotive repair/auto parts user.
- Building is approximately 10,000sf (1,540sf office and 8,460sf shop area).
- Approximately 42 parking spaces. Reseal and restripe parking lot.
- Hours of Operation are typically 7:30 a.m. to 5:30 p.m. Monday through Friday.
- Total Full-Time Employees on-site is approximately 18

The applicant states the following about their standard operating procedure for how customer vehicles are processed through a Caliber Collision facility (typical scheduling sequence):

- Damaged vehicles are delivered to the shop via the customer or on a flatbed truck where they are accessed and a determination is made within 24 hours if they will be repaired or completely totaled out. If the insurance company determines that the vehicle is a total loss, it is removed from the premises and sent to a salvage yard at the direction of the insurance company within 48 hours.
- Vehicles that are accepted for repair will either be put immediately into production if there is space available in the shop at that time or temporarily stored in the area behind the building for no more than seven (7) days. If a car is put right into production it will never be parked outside until it has been completely repaired and is waiting for the customer to pick it up.
- Production is a 3 step process:
  - Repair - During the collision repair process, an electronic measuring system analyzes the car to restore it according to the factory specifications. This is an important step as it ensures the car frame remains structurally sound. If needed, wheel alignment and other suspension repairs will be done. All mechanical repairs should be completed along with the structural repair.
  - Paint Prep - Paint preparation is a crucial step in the refinishing process of all types of vehicles. The body shop will prepare all panels for painting before priming and sealing. This creates better adhesion when the top color and additional clear coating are applied to your car.

- Reassembly - In the reassembly area, all detail pieces and final moldings are returned to the vehicle. All the systems in the car are also inspected during this step. Once your car reaches this stage, it means the repair is almost finished and the car is almost ready to be delivered to the client.
  - Quality Control Inspection - The vehicle gets a wash and thorough interior cleaning once all parts have been reinstalled. Surfaces are cleaned and the body paint is polished. In addition to doing a physical inspection, the body shop personnel will also test drive your car. This is to make sure that there are no driving problems that may be related to the repaired part/s of the vehicle.
  - Delivery - This is the final step in the collision repair process. Once the client arrives at the shop to pick up their car, the final paperwork is released and the bill is explained. The customer then drives home in the car that has been returned to its pre-accident state.
- Some of the extra parking spaces would be used for staging cars that have already been repaired and for extra staff or customer parking as needed.

The applicant indicates the following about the proposed use:

- The type of facility proposed shall be limited to vehicle body “prep”, parts replacement and finishing work room. Typical repairs include hood replacement, fender repair, hail damage, light interior, molding and windshield replacement. Inherently, these types of repairs are not loud enough to project recognizable sound beyond the proposed property lines. Furthermore, this facility shall operate with all exterior doors closed. The shop contains a full HVAC System that shall provide climate control year-round. With all doors closed, there should be no nuisance to neighboring properties in the way of noise.
- Within the facility, light dust is to be expected. The amount of dust is akin to a classroom chalkboard. Regularly scheduled cleaning ensures control. All sanding is performed with a filtered vacuum assist sanding machine.
- As a multi-state/multi-operator, Caliber Collision is well versed in the procedures and requirements to divert any operational hazards. Any hazardous material shall be documented, handled and/or stored per local, state and federal requirements. The proposed facility (site and building) will be designed by licensed Architects/Engineers who are thoroughly versed in Body Shop Designs. Final interior designs shall be designed by same Architects/Engineers. Interior Lighting, HVAC Ventilation, and Storm Sewer oil/sand interceptors shall be properly placed to facility safe conditions within and outside the entire property. These designs shall receive City of Sheboygan a Plans Review/Permit Approval to ensure structural, life safety, ADA and Building Code compliance for the proposed operations. Furthermore, the operator implements specific operational and safety guidelines that secure on-going daily assurance of employee, customer, property and surrounding area safety.
- We will try to reuse the existing RTU's that are already located on the roof. If we do need to replace any or all of them due to age or condition, we will install the new one on the same curb. We can screen all the new and existing roof top mechanical equipment.

- Each paint booth has one intake duct and one exhaust duct so each booth has two (2) stacks. The mixing room has one small exhaust fan duct. This facility will have a maximum of two (2) paint booths and one (1) mixing room and they may end up only installing one (1) paint booth at this location due to the small shop area.
- The exhaust stack is typically taller than the intake stack because they have to be 10 feet to meet the separation requirement in the mechanical code. The booth manufacturer can provide a low profile duct package that keeps the exhaust stack at four (4) feet above the roof and the intake makes a 90 degree turn and runs parallel to the roof to get the 10 foot separation.

The applicant states the following about improvements to the existing site and building:

- The project will revitalize the existing building and site without deviating from the overall design features of the surrounding neighborhood. It will promote further success to existing businesses, re-occupancy of an existing vacant facility, provide expanded job growth and assurance of good custodial care. Every facility is well kept, clean and maintained.
- Exterior work is:
  - Repaint the building
  - Reseal concrete and asphalt paving, restripe parking lot
  - Add 6'-0" tall chain-link fence with black vinyl slats to screen the outdoor vehicle storage metal fence.
  - Add metal sliding gate with black mesh (opaque).
  - Cut in two (2) new overhead doors
  - Provide RTU screen with metal panel
  - Add exterior building signage – The sign vendor typically provides two internally illuminated wall mounted signs
- Interior work is:
  - Renovate the existing Office
  - Renovate the existing Shop
  - Add one detail bay and tie into the existing sand/oil interceptor
  - Add two new paint booths
- Work valuation estimate is \$800,000.
- Site is accessible from Taylor Frontage Road S. There are no proposed changes to existing driveways.

#### **STAFF COMMENTS:**

The biggest concerns staff has with the Caliber Collision proposed use include:

- Ventilation of the spray booths.
- Minimalizing rooftop mechanicals and screening rooftop mechanicals.

- The outdoor storage area where vehicles will be stored prior to service.
- The fencing being utilized to screen the outdoor storage area.
- Dumpster enclosure need and location.
- A little bit of garbage to clean and landscaping to maintain on the east side of the building.
- What is the plan for the large drainage pipe located on the south side of the building.

The Plan Commission may want to have the applicant address how the applicant intends on addressing these concerns.

The applicant shows conceptual signage but has not submitted a specific sign package for the site at this time. Applicant shall work with staff with regards to constructing a well-designed sign package for the site that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission if there any concerns.

The Plan Commission may want to have the applicant address:

- What are the applicant's intentions regarding garbage/dumpster?
- What is the applicant's intention for signage?
- What is the expected timeframe for the building and site improvements to be completed and occupied.

### **ACTION REQUESTED:**

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

1. Prior to operation/occupancy, the applicant shall obtain all licenses and occupancy permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, state, federal, 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 department, etc.).
3. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc. If any issues arise, this matter may be brought back to the Plan Commission for review
4. If using dumpsters, dumpster(s) 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 Slatting (PDS) material in order to effectively screen and enclose the dumpster. Dumpster fencing shall match fencing of outdoor vehicle storage area fence.
5. The applicant may store outdoors vehicles waiting to be serviced in the screened and enclosed outdoor storage area (vehicles only) and this vehicular outdoor storage area shall be properly maintained in an orderly fashion at all times (south side of building). This area may not be used to store inoperable or unlicensed vehicles. If any issues arise concerning outdoor storage, this matter may be brought back to the Plan Commission for review.

6. All other outdoor storage of materials, products or equipment shall be prohibited.
7. Any fencing/retaining wall shall be installed per Section 15.720(3)(c) of the City of Sheboygan Zoning Ordinance.
8. Applicant shall install chain link fence/gates with black slatting materials for the outdoor vehicle storage area (per the submitted plans). Applicant shall submit proposed fence to staff for review. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration. Applicant shall obtain the necessary permits prior to installation.
9. All ground level and rooftop mechanicals shall be screened/enclosed and constructed of like materials and colors of the facility (HVAC equipment, hoods, venting, etc.). Applicant shall work with staff with regards to constructing a well-designed rooftop and ground level mechanical screening for the site that utilizes colors and materials similar to the building. Staff may bring the proposed mechanical design back to the Plan Commission for review/approval.
10. Applicant shall install the low profile rooftop venting and not stacks (The low profile duct package that keeps the exhaust stack at four (4) feet above the roof and the intake makes a 90 degree turn and runs parallel to the roof to get the 10 foot separation). The applicant shall provide these HVAC plans to planning staff prior to building permit issuance.
11. 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.
12. Applicant shall obtain the necessary sign permits prior to installation. Applicant shall work with staff with regards to constructing a well-designed signage for the site that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
13. Proposed and future signage at this property/facility shall be individual letter signs (no flat panel or interior lit cabinet signs).
14. Applicant shall remove all unused signage and all signage referring to previous businesses.
15. 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).
16. 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.).
17. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, balconies, decks, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, etc.
18. All vehicles shall be located on the private property and shall not be located on any City streets, public rights-of-way, other private properties, etc. Vehicles may be parked/stored on paved surfaces (not gravel or landscaped areas).
19. If the applicant proposes any type of exterior remodel/renovation to the building, City of Sheboygan Architectural Review Board approval is required prior to construction.
20. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

#### **ATTACHMENTS:**

Conditional Use Permit Application and required attachments.