

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit with exceptions by Gannet/Sheboygan Press to operate a paper distribution center located at 1504 N 17th Street. NR-6 Zone.

REPORT PREPARED BY: Ellise Rose, Program Assistant

REPORT DATE: July 3, 2023

MEETING DATE: July 11, 2023

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:

Gannet/Sheboygan Press is proposing to operate a paper distribution center located at 1504 N 17th Street. The applicant states the following:

- The Sheboygan Press would use this facility to hand out papers to carriers for delivery of their routes.
- The facility provides the space and parking needed for the Sheboygan Press to hand out the papers to our carriers in a quick and simple process.
- The Sheboygan Press would occupy the building Monday-Friday and Sunday from 12:00 a.m. – 4:00 a.m.
- We would have two (2) employees and 8-12 carriers picking up their papers for their routes to deliver to our customers.
- Our papers will be dropped off at the facility between 12:00 a.m. and 1:00 a.m. taking approximately 8-10 minutes.
- We have a process in place to clean up inside and outside nightly and do not allow music.
- The building will have a couple of desks and tables for the carriers and storage for carrier supplies.

- We have no intentions of changing any building structure, landscaping and no signage.

STAFF COMMENTS:

1504 N. 17th is zoned Neighborhood Residential (NR) which is a single and two-family zone. The previous HVAC contractor use was considered a legal nonconforming use because a contractor use is not a permitted or conditionally permitted use in the Neighborhood Residential (NR) zone. The only way to change a legal nonconforming use is to apply for an exception. Therefore, the applicant is requesting an exception to operate a paper distribution center from 1504 N. 17th Street.

The applicant is requesting the following exception:

- Applicant is proposing to operate a legal nonconforming paper distribution center from 1504 N. 17th Street – A distribution center is not a permitted use in the NR Zone.
- It is staff understanding that 1504 N. 17th Street was constructed as a warehouse (approximately 1995) and was last used as a heating and cooling company.
- There are residences directly to the north of this property (share a common property line). The proposed use shall not negatively impact the residences with regards, to noise, garbage, parking, hours of operation, etc.
- The Plan Commission may want to ask the applicant about where employees and carriers will park because there appears to be minimal off-street parking.
- The Plan Commission may also want to ask if the Dumpster located on the south side of the property will be removed.

ACTION REQUESTED:

Staff recommends approval of the conditional use permit 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 for all uses in the facility including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. If using dumpsters, the 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 Slating (PDS) material in order to effectively screen and enclose the dumpster.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, etc.).
5. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties and/or streets.
6. All vehicles shall be parked on the paved surface. (vehicles are not permitted on grass and/or landscape areas).
7. Applicant shall obtain the necessary sign permits prior to installation.

8. Applicant shall remove miscellaneous junk on north elevation prior to occupancy.
9. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
10. If the applicant is remodeling the exterior of the building, the applicant shall obtain City of Sheboygan Architectural Review Board approval prior to remodel construction.
11. If there are any amendments to the approved conditional use/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

ATTACHMENTS:

Conditional Use Permit Application and Attachments