

**CITY OF SHEBOYGAN**

**REQUEST FOR CITY PLAN COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** Application for Conditional Use Permit with exceptions by Erik Neave to construct an office and storage buildings located at vacant parcel #59281506680. UC Zone.

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**REPORT PREPARED BY:** Ellise Rose, Zoning Administrator

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**REPORT DATE:** March 18, 2026

**MEETING DATE:** March 24, 2026

**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

Wisconsin Statutes:  
Municipal Code: N/A

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**BACKGROUND / ANALYSIS:**

Basis Building, LLC is proposing to construct an office and storage buildings located at vacant parcel #59281506680. The applicant states the following:

- Basis Building LLC recently acquired the lot on S. 17th Street between Indiana and Illinois Avenues in the City of Sheboygan. This lot is currently empty but was previously used by Immanuel Lutheran church as a parking lot and play area-there is green space and a playground on the East end of the lot.
- Basis Building offers a variety of building services, specializing in concrete foundations/flatwork and residential remodeling. We purchased this lot for additional storage and to centralize operations closer to our jobsites and residences. Previously, our business address and equipment storage has been in Random Lake, WI. On S.17th Street, we plan to build an office and heated shop (approximately 50'x80') and store equipment and machinery on the lot and in unheated storage buildings.
- This area is primarily zoned UC (Urban Commercial) along the Indiana Corridor with MR (mixed residential) on the North side of the alley. Our plans for use are compatible with development in the area and will not significantly disrupt the neighborhood. In fact, it will beautify it. The most visible building will be facing 17th Street, landscaped appropriately, and finished professionally to showcase Basis Building's strengths and align with City Planning's goals for the area. This will not only elevate the aesthetics of 17th street; it will also shield the view of our storage area in the back. Most of our daily operations are covered by 3 owner/operators with an additional 2-3 seasonal employees during peak season. This building's primary purpose is for use by the workers of Basis Building; it is not intended to be customer facing besides the occasional client meeting. Consequently, our use will only minimally disrupt the traffic patterns or atmosphere of the neighborhood. There is an existing chain link fence

which we plan to install screening on for the sake of our closest neighbors. Signage will be minimal and on the face of the main building facing S. 17th. Basis Building vehicles will park behind the shop or in the proposed driveway along the South side of the building. There is adequate street parking for occasional customer use. Our business operates during normal business hours and will not become a nuisance to the neighborhood because our mother raised us right.

- Basis Building plans to store vehicles, trailers and equipment on the lot immediately and into the summer while we are busy with other projects. We will get utilities set up and final plans drawn over the summer of 2026. Ideally, we will excavate and pour slabs in October and frame the structures in November so that our indoor space is usable by the beginning of 2027. Over the winter, we will continue with the interior work. We will finish the project with exterior and landscaping in the spring of 2027. We expect the total cost of the project to be around \$121,000.

### **STAFF COMMENTS:**

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.

Applicant is requesting following exceptions:

- Decreasing the setback on the North side of the lot from 25' to 5'.

### **ACTION REQUESTED:**

Staff recommends approval of the conditional use permit and exceptions 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. 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.
3. 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 Slating (PDS) material in order to effectively screen and enclose the dumpster.
4. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
5. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
6. 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.

7. 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).
8. 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.).
9. 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.
10. Outside storage of vehicles and equipment will require a 6' high minimum screened fence.
11. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

**ATTACHMENTS:**

Conditional Use Permit Application and Attachments