

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, August 12, 2025

MEMBERS PRESENT: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

EXCUSED: Braden Schmidt

STAFF/OFFICIALS PRESENT: Associate Planner Ellise Rose

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No conflicts were identified.

MINUTES

4. Approval of the Plan Commission minutes from July 29, 2025.

MOTION TO APPROVED THE MINUTES OF THE PREVIOUS MEETING HELD ON JULY 29, 2025.

Motion made by Jerry Jones, seconded by Kevin Jump

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding Conditional Use with exceptions by Scott Meyers to create shared office space and self-storage at Storage 43 located at 1234 Kentucky Avenue.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Joe Clarke

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

Motion carried.

6. Public hearing regarding application for Conditional Use with exceptions by Genesis Fernandez to operate Punto Grill located at 1503 N 8th Street.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

Motion carried.

7. Public hearing regarding application for Conditional Use with exceptions by Chappa Construction to install a fourth access point at Old Wisconsin Sausage located at 3402 Crocker Avenue.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Alderperson Michael Close, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Application for Conditional Use with exceptions by Scott Meyers to create shared office space and self-storage at Storage 43 located at 1234 Kentucky Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Kevin Jump, seconded by Alderperson Michael Close

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

1. Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements (applicant shall be in contact with building inspection, fire/police departments, etc.).
2. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
3. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. Applicant shall obtain the necessary sign permits prior to installation. If staff has any concerns with any proposed sign design, the matter may be brought back to the Plan Commission for their consideration
6. All areas used for parking or maneuvering of vehicles shall be paved.
7. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping (no gravel on the site).
8. Any new or modified ingress/egress driveway openings and any existing driveways to be closed shall be improved to standard City specifications.
9. Applicant will provide adequate public access along the street and alley and will take all appropriate actions to minimize the time period that these streets will be closed/affected.
10. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
11. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
12. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
13. 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.

Motion carried.

9. Application for Conditional Use with exceptions by Genesis Fernandez to operate Punto Grill located at 1503 N 8th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Jerry Jones, seconded by Alderperson Michael Close

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

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, food, alcohol, etc.
2. Dumpsters and/or grease receptacles 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 the dumpster.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. 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.
5. 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.
6. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain architectural approval prior to receiving a building permit for such renovation.
7. If there are any amendments to the approved use the applicant may be required to submit a new conditional use application reflecting those amendments

Motion carried.

10. Application for Conditional Use with exceptions by Chappa Construction to install a fourth access point at Old Wisconsin Sausage located at 3402 Crocker Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Jerry Jones, seconded by Joe Clarke

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

1. 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, drop off lane, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
2. All areas used for parking/maneuvering of vehicles shall be paved.
3. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping
4. Outdoor storage of materials, products or equipment shall be prohibited.
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 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.).
8. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets
9. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
10. 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

Exception granted:

- To have a 4th access point

Motion carried.

11. Discussion regarding the City of Sheboygan zoning chapter rewrite.

Discussion was held regarding the zoning chapter rewrite.

NEXT MEETING

12. August 26, 2025

The next scheduled meeting is on August 26, 2025.

ADJOURN

13. Motion to Adjourn

MOTION TO ADJOURN AT 5:05 PM

Motion made by Jerry Jones, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Jerry Jones

Motion carried.