

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, April 15, 2025

MEMBERS PRESENT: Mayor Ryan Sorenson, Kimberly Meller, Kevin Jump and Jerry Jones

EXCUSED: Marilyn Montemayor and Braden Schmidt

UNEXCUSED: Alderperson John Belanger

STAFF/OFFICIALS PRESENT: Associate Planner Ellise Rose

OPENING OF MEETING

1. Roll Call

Mayor Ryan Sorenson called the meeting.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No conflicts identified.

MINUTES

4. Approval of the Plan Commission minutes from April 7, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON APRIL 7, 2025.

Motion made by Jerry Jones, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Kevin Jump and Jerry Jones

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use Permit with exceptions by Lakeland University to operate a coffeehouse located at 521 Ontario Ave.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Kevin Jump, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Kevin Jump and Jerry Jones

Motion carried.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Dave Herbeck to construct a new Gerber Collision located at parcel no. 59281431757.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Kevin Jump, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Kevin Jump and Jerry Jones

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Application for Conditional Use Permit with exceptions by Lakeland University to operate a coffeehouse located at 521 Ontario Ave.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Kevin Jump 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. An occupancy permit will be granted only at such time as the applicant has met all requirements.
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 Slating (PDS) material in order to effectively screen the dumpster. Dumpsters shall be screened and enclosed prior to issuance of an occupancy permit.
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 and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments

Motion carried.

8. Application for Conditional Use Permit with exceptions by Dave Herbeck to construct a new Gerber Collision located at parcel no. 59281431757.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Kevin Jump 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, 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. 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. 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.
5. All other outdoor storage of materials, products or equipment shall be prohibited.
6. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
7. 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.
8. Applicant shall obtain the necessary sign permits prior to installation.
9. 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).
10. 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.).
11. 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.
12. 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).
13. 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.

Motion carried.

NEXT MEETING

9. April 29, 2025

The next schedule meeting is scheduled for April 29, 2025.

ADJOURN

10. Motion to Adjourn

MOTION TO ADJOURN AT 4:05 PM

Motion made by Jerry Jones, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Kevin Jump and Jerry Jones

Motion carried.