

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, September 09, 2025

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

EXCUSED: Jerry Jones

STAFF/OFFICIALS PRESENT: Associate Planner Ellise Rose and Administrative Coordinator Linnae Wierus

OPENING OF MEETING

1. Roll Call

Mayor 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 August 26, 2025

MOTION TO APPROVED THE MINUTES OF THE PREVIOUS MEETING HELD ON AUGUST 26, 2025.

Motion made by Braden Schmidt, seconded by Kevin Jump

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

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use with exceptions by Olufemi Tomori to operate an indoor family entertainment center located at 2927 N 15th St.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Alderperson Michael Close

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

Motion carried.

6. Public hearing regarding application for Conditional Use with exceptions by Legacy Architecture, Inc. to create commercial indoor lodging located at 632 N 8th Street, Unit 2.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Kimberly Meller, seconded by Alderperson Michael Close

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

Motion carried.

7. Public hearing regarding application for Conditional Use with exceptions by NORR, LLC to construct Crash Champions located at parcel # 59281431139.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

8. Public hearing regarding application for Conditional Use with exceptions by Adam Hertel to construct a Valvoline Instant Oil Change located at parcel # 59281431139.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Joe Clarke, seconded by Braden Schmidt

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. Application for Conditional Use with exceptions by Olufemi Tomori to operate PowerPlay Arena located at 2927 N 15th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Braden Schmidt, seconded by Joe Clarke

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

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. If using dumpsters, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
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 Review approval prior to receiving a building permit for such renovation.
7. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

Motion carried.

10. Application for Conditional Use with exceptions by Legacy Architecture, Inc. to create commercial indoor lodging located at 632 N 8th St, Unit 2.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Braden Schmidt, seconded by Joe Clarke

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

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. If using dumpsters, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
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. 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.
6. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review approval prior to receiving a building permit for such renovation. The colors and materials are to complement/match the existing building.
7. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy (future uses and/or phases may require conditional use permits, building/mechanical permits, occupancy permits, etc.).
8. If operating as a short-term rental, the applicant will be required to file the proper room tax paperwork with the City of Sheboygan
9. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

Motion carried.

11. Application for Conditional Use with exceptions by NORR, LLC to construct Crash Champions located at parcel # 59281431139.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Braden Schmidt, seconded by Kevin Jump

Voting yea: Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Braden Schmidt

Voting nay: Mayor Ryan Sorenson

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 Slatted (PDS) material in order to effectively screen and enclose the dumpster.
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. 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 105-945 of the City of Sheboygan Zoning Ordinance.
8. 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.
9. 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.
10. 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).
11. 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.).
12. 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.
13. 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).
14. 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.

Exceptions granted:

- To have a 0 ft setback for paved surface
- To meet the four (4) locational landscaping requirements

Motion carried.

12. Architectural review of the construction of Crash Champions located at parcel 59281431139.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Joe Clarke, seconded by Kimberly Meller

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

1. Provide updated drawings to staff

Motion carried.

13. Application for Conditional Use with exceptions by Adam Hertel to construct a Valvoline Instant Oil Change located at parcel # 59281431139.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Kevin Jump, seconded by Kimberly Meller

Voting yea: Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clarke and Braden Schmidt

Voting nay: Mayor Ryan Sorenson

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 Slatted (PDS) material in order to effectively screen and enclose the dumpster.
5. All 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. 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.
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 site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Exceptions granted:

- To have a 0 ft setback for paved surface
- To meet the four (4) locational landscaping requirements
- To have 8 parking spaces

14. Architectural review of the construction of a Valvoline Instant Oil Change located at parcel 59281431139.

MOTION TO APPROVE AS PRESENTED

Motion made by Joe Clarke, seconded by Braden Schmidt

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

Motion carried.

15. Application for Special Use Permit by Paul Mertens to operate God Connection located at 818 Erie Ave.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Joe Clarke, seconded by Braden Schmidt

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

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, State of Wisconsin, etc. An occupancy permit shall be granted only at such time as the applicant has met all requirements.
2. If dumpsters are used, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Applicant will provide plans that show the location of any dumpsters and will provide plans that show how the dumpster is to be screened and enclosed (design, materials, colors, location, etc.).
3. Outdoor storage of materials or equipment shall be prohibited.
4. All 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 work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
6. If there are to be any remodel/renovations to the exterior of the facility, the applicant will be required to obtain Architectural Review approval prior to receiving a building permit for such remodel/renovation.
7. If there are any amendments to the approved special use permit and/or site plan, the applicant will be required to submit a new application reflecting those amendments.

Motion carried.

NEXT MEETING

16. September 23, 2025

The next scheduled meeting is on September 23, 2025.

ADJOURN

17. Motion to Adjourn

MOTION TO ADJOURN AT 4:32 PM

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.