

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, May 13, 2025

MEMBERS PRESENT: Jerry Jones, Kimberly Meller, Kevin Jump, Joe Clarke, Braden Schmidt and Alderperson Michael Close

EXCUSED: Mayor Ryan Sorenson, Associate Planner Ellise Rose and Linnae Wierus

STAFF/OFFICIALS PRESENT: Director of Planning and Development Taylor Zeinert

OPENING OF MEETING

1. Roll Call

Vice Chair Jerry Jones called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No committee member had a conflict of interest.

MINUTES

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

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING HELD ON APRIL 29, 2025 WITH CORRECTIONS.

Motion made by Kevin Jump, seconded by Branden Schmidt

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

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use Permit with exceptions by Apollo Imaging to install a new electronic message center readerboard located at 2206 N. 15th Street.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Application for Conditional Use Permit with exceptions by Apollo Imaging to install a new electronic message center readerboard located at 2206 N. 15th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS, WITH THE EXCEPTION OF INCLUDING THE SETBACK.

Motion made by Joe Clarke, seconded by Kimberly Meller

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. 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.
3. Applicant shall meet Sections 105-969(a) (1) and (3) of the City of Sheboygan Zoning Ordinance relating to signage and pedestrian/traffic safety and sign timing/cycles. No signs containing flashing, intermittent or moving sections or intermittent or flashing lights shall be permitted.
4. Sign messages and/or location shall not create any pedestrian/vehicular conflicts.
5. The applicant may only make changes to the reader board portion of the pylon sign.
6. If there are any amendments to the approved sign or location, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

7. Application for Site Plan Review by Gerald Peot to construct and operate a natural gas regulator station located at 2733 Calumet Dr.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

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, health, water, sewer, storm drainage, hazardous materials, etc.
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. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
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 streets and/or properties.
6. 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 street improvements, new and/or closed ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
7. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
8. Applicant will provide adequate public access along streets and will take all appropriate actions to minimize the time period that these streets will be closed/affected.
9. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
10. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
11. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).

12. Absolutely no portion of the new building and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.).
13. If there are any amendments to the approved site plan, the applicant will be required to submit a new application reflecting those amendments.

Motion carried.

8. Exterior renovation of a construction office located at 1717 Cambridge Avenue.

MOTION TO APPROVE AS PRESENTED.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.

NEXT MEETING

9. May 27, 2025

The next scheduled meeting is scheduled for May 27, 2025.

ADJOURN

10. Motion to Adjourn

MOTION TO ADJOURN AT 4:16 PM

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.