

CITY OF SHEBOYGAN

CITY PLAN COMMISSION MINUTES

Tuesday, March 24, 2026

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

EXCUSED: Mayor Ryan Sorenson and Braden Schmidt

STAFF/OFFICIALS PRESENT: City Attorney Liz Majerus, Director of Planning and Development Taylor Zeinert, City Planner Jeff Witte and Zoning Administrator Ellise Rose

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(s) of Interest

No conflicts of interest identified.

MINUTES

4. Approval of the Plan Commission minutes from March 10, 2026

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON MARCH 10, 2026.

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use Permit with exceptions by Nick Mantz to operate an Elite Tumbling Factory located 2821 N 15th Street.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Erik Neave to construct an office and storage buildings located at vacant parcel #59281506680.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.

7. Public hearing regarding application for Conditional Use Permit with exceptions by Brian Novak to construct a warehouse/distribution center located at vacant parcels 59281470998 and 59281470999.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried.

8. Public Hearing regarding the proposed creation of Tax Incremental District No. 26, the proposed boundaries of the District, and the proposed Project Plan for the District.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. Architectural Review of exterior remodel at 1202 Michigan Avenue.

MOTION TO TABLE.

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.

10. Application for Conditional Use Permit with exceptions by Nick Mantz to operate an Elite Tumbling Factory located 2821 N 15th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Kevin Jump, seconded by Kimberly Meller

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

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 Slatted (PDS) material in order to effectively screen and enclose the dumpster.

4. All outdoor storage of materials, products or equipment shall be prohibited.
5. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
6. 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.
7. 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.
8. 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).
9. 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.).
10. 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.
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.

Motion carried.

11. Application for Conditional Use Permit with exceptions by Erik Neave to construct an office and storage buildings located at vacant parcel #59281506680.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Joe Clarke, seconded by Kimberly Meller

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

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.

Exceptions granted:

- To have a setback on the North side of the lot from 25' to 5'.

Motion carried.

12. Application for Conditional Use Permit with exceptions by Brian Novak to construct a warehouse/distribution center located at vacant parcels 59281470998 and 59281470999.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Kevin Jump, seconded by Joe Clarke

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

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. Prior to building permit issuance, applicant must combine parcels 59281470998 and 59281470999.
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. With this conditional use permit, applicant is permitted to operate a Class A logistics facility at this location.
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.

Exception granted:

- To have 4 access points on Southpointe Drive.

Motion carried.

13. Architectural review of a proposed warehouse and distribution building located at parcels 59281470998 & 59281470999.

MOTION TO APPROVE AS PRESENTED

Motion made by Joe Clarke, seconded by Kevin Jump

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

Motion carried.

14. Consideration and possible action on a "Resolution Establishing the Boundaries of and Approving the Project Plan for Tax Incremental District No. 26."

MOTION TO APPROVE THE RESOLUTION ESTABLISHING THE BOUNDARIES OF AND APPROVING THE PROJECT PLAN FOR THE TAX INCREMENTAL DISTRICT NO. 26.

Motion made by Kevin Jump, seconded by Alderperson Michael Close

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

Motion carried.

TENTATIVE DATE OF NEXT REGULAR MEETING

15. Tentative next meeting date: April 14, 2026 at 4:00 PM

ADJOURN

16. Motion to Adjourn

MOTION TO ADJOURN THE MEETING.

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried.

Meeting is adjourned at 4:53 pm.