

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**

**Tuesday, October 29, 2024**

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**MEMBERS PRESENT:** Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Kimberly Meller, Alderperson John Belanger and Braden Schmidt

**EXCUSED:** Jerry Jones

**STAFF/OFFICIALS PRESENT:** Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

**OPENING OF MEETING**

1. Roll Call

Mayor Ryan Sorenson 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 October 15, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON OCTOBER 15, 2024.

Motion made by Alderperson John Belanger, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Kimberly Meller, Alderperson John Belanger and Braden Schmidt

Motion carried.

**PUBLIC HEARINGS**

5. Public hearing regarding conditional use application by Sheboygan County Warming Center to operate a warming center at St. Luke Methodius Church located at 623 Ontario Avenue.

No public comment.

6. Public hearing regarding conditional use application by The Towers, LLC to construct a new 135'-10" high communication tower at 2219 Sauk Trail Road.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARINGS.

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Kimberly Meller, Alderperson John Belanger and Braden Schmidt

Motion carried.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Gen. Ord. No. 20-24-25 by Alderpersons Belanger and La Fave amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at 2258 Calumet Drive from Class Neighborhood Residential (NR-6) to Class Urban Commercial (UC) Classification. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Kimberly Meller, Alderperson John Belanger and Braden Schmidt

Motion carried.

8. R. O. No. 73-24-25 by City Clerk submitting an application from Pao Yang for amendment to the official zoning map for the City of Sheboygan from Pao Yang for property located at 2258 Calumet Drive – Parcel No. 59281621470. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Kimberly Meller, Alderperson John Belanger and Braden Schmidt

Motion carried.

9. Conditional use application by Sheboygan County Warming Center to operate a warming center at St. Luke Methodius Church located at 623 Ontario Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Kimberly Meller, Alderperson John Belanger and Braden Schmidt

1. Prior to operation/occupancy of the warming center, the applicant shall obtain an occupancy permit as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, State of Wisconsin, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. City Development staff will issue a building permit only if the applicant has adequately satisfied all Sheboygan Fire Department issues and/or concerns.
3. The warming center is permitted to operate yearly at St. Luke Methodius Church.
4. This conditional use permit is for the warming center use only. No other temporary use may operate from this facility/site. This use permit is not transferable and any future proposal would require a new conditional use permit to operate from this property.
5. Applicant shall adequately monitor/regulate and maintain this property.
6. In no instance shall the use create a nuisance for neighboring properties (noise, hours of operation, garbage, loitering, etc.).
7. Applicant shall obtain the necessary sign permits prior to installation. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
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 streets and/or properties.

9. Dumpsters 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/enclose the dumpsters. Dumpster enclosure shall be completed prior to issuance of an occupancy permit.
10. Outdoor storage of materials, products or equipment shall be prohibited.
11. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit for such renovation.
12. 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. Conditional Use application by The Towers, LLC to construct a new 135'-10" high communication tower at 2219 Sauk Trail Road.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Kimberly Meller, Alderperson John Belanger and Braden Schmidt

1. The applicant shall obtain all necessary permits/licenses from all required agencies to construct the communications tower, associated mechanical equipment, fencing, paving, etc. as proposed.
2. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. The applicant shall pave the parking and/or access drives that lead to the tower.
4. Applicant shall design the tower based on the engineering documentation that was used concerning the towers design and buckling capabilities.
5. The wireless communication tower and equipment shall be properly maintained.
6. Towers shall have a non-reflective surface and a neutral color that is the same or similar color as the supporting structure to be as visually unobtrusive as possible, or, if required by the FAA, be painted pursuant to the FAA's requirements.
7. If the tower has been discontinued for a period of six consecutive months or longer it is hereby declared "abandoned." If there are two or more users of this wireless telecommunications tower, then this abandonment is not effective until all users cease using this wireless telecommunications tower.
8. Abandoned facilities, as defined in condition 7 above, shall be removed by the property owner within ninety (90) days from date of abandonment. If the wireless telecommunications tower is not removed within said ninety (90) days, the City may remove the wireless telecommunications tower at the property owner's expense.
9. Any future installations and/or providers wishing to collocate on this wireless telecommunications tower or modify existing equipment shall be required to obtain the appropriate collocation permit prior to installation and operation.

Motion carried.

11. Concept Plan by Rachel Kohler to construct three new single-family homes, a family hall building, and a pool and gym building located at 120 Vollrath Boulevard.

Discussion was held regarding the proposed development.

**NEXT MEETING**

12. November 12, 2024

The next meeting is scheduled to be held on November 12, 2024.

**ADJOURN**

13. Motion to Adjourn

MOTION TO ADJOURN AT 4:20 PM

Motion made by Alderperson John Belanger, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Marilyn Montemayor, Kevin Jump, Kimberly Meller, Alderperson John Belanger and Braden Schmidt