

CITY OF SHEBOYGAN

***** AMENDED*** CITY PLAN COMMISSION MINUTES**

Tuesday, September 23, 2025

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

EXCUSED: Mayor Ryan Sorenson

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

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

Joe Clark abstained agenda items # 7 and 8. Jerry Jones abstained from agenda item #11.

MINUTES

4. Approval of the Plan Commission minutes from September 9, 2025

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON SEPTEMBER 9, 2025

Motion made by Joe Clarke, seconded by Kimberly Meller

Voting yea: Jerry Jones, 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 Geoff Lefebber to operate Hit Machine Baseball located at 1137 Illinois Avenue.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Architectural review for the exterior remodel of Las Brisa's located at 1129 S 8th St.

MOTION TO APPROVE WITH THE FOLLOWING CONDITION.

Motion made by Joe Clarke, seconded by Alderperson Michael Close

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

1. Applicant shall submit rooftop screening of mechanicals. If staff has any concerns with submitted plans, the plans may be forwarded to the board for review.

Motion carried.

7. Application for Site Plan Review by Richard Tomlinson to construct a garage at Zion Covenant Church located at 1132 N 5th St.

MOTION TO APPROVE WITH THE FOLLOWING CONDITION.

Motion made by Alderperson Michael Close, seconded by Kimberly Meller

Voting yea: Jerry Jones, Kevin Jump, Kimberly Meller, Alderperson Michael Close 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, health, water, sewer, health, storm drainage, etc. (Applicant shall be in contact with building inspection, fire, police, etc.). An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
3. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.
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. 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.

Joe Clarke abstained.

Motion carried.

8. Architectural review for the construction of a garage at Zion Covenant Church located at 1132 N 5th St.

MOTION TO APPROVE AS PRESENTED.

Motion made by Alderperson Michael Close, seconded by Kevin Jump

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

Joe Clarke abstained.

Motion carried.

9. Application for Conditional Use with exceptions by Geoff Lefeber to operate Hit Machine Baseball located at 1137 Illinois Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Joe Clarke, seconded by Alderperson Michael Close

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. Gen. Ord. No. 16-25-26 by Alderpersons Menzer and Close annexing territory to the City of Sheboygan, Wisconsin (Parcel No. 59024341782). REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried.

11. Gen. Ord. No. 17-25-26 by Alderperson Close granting Quasius Construction Co., its successors and assigns, the privilege of encroaching upon described portions of Niagara Avenue and North 8th Street right of way in the City of Sheboygan for the purpose of expanding of the Weill Center for Performing Arts building.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Joe Clarke

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

Jerry Jones abstained.

Motion carried.

NEXT MEETING

12. October 14, 2025

The next scheduled meeting is October 14, 2025.

ADJOURN

13. Motion to Adjourn

MOTION TO ADJOURN AT 4:20 PM

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.