

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

**Tuesday, June 25, 2024**

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**MEMBERS PRESENT:** Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh

**EXCUSED:** Marilyn Montemayor

**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 at 4pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Identify potential conflict of interest

No committee member had a conflict.

**MINUTES**

4. Approval of the Plan Commission minutes from May 28, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON MAY 28, 2024.

Motion made by Braden Schmidt, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh

**SITE PLAN REVIEW**

5. Application for Special Use Permit by Ben Jossund to operate Cornerstone Baptist Church located at 2103 Indiana Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh

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 approval from the Architectural Review Board 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.
6. Application for Special Use Permit with exceptions by Michael Thomas to operate Midwest Boxing Champions located at 1503 S 12th Street.

**MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.**

Motion made by John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh

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, alcohol, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. 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 Slating (PDS) material in order to effectively screen the dumpster. Dumpsters shall be screened and enclosed prior to issuance of an occupancy permit.
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. 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 approval from the Architectural Review Board prior to receiving a building permit for such renovation.
7. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new application reflecting those amendments.

**PUBLIC HEARING AND ACTION ITEMS**

7. Application for Conditional Use Permit with exceptions by Partners for Community Development for a fence located at 1024 Weeden Creek Road. UR-12 Urban Residential 12 Zone.

**MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.**

Motion made by John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh

1. The applicant shall obtain the necessary building permit for the proposed fence.

2. 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, demolition, fire, water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, Federal, etc. (Applicant shall be in contact with building inspection, fire, police, etc.).
  3. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
  4. In no instance or manner shall any off-street parking or traffic circulation area be used as a storage area, except as provided for by section 105-931(c)
  5. Absolutely no portion of the new site improvements shall cross the property lines.
  6. Any work within City of Sheboygan Public rights-of-way, stormwater easements, etc. 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, driveways over storm water easements, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
  7. Applicant will provide adequate public access along all streets and sidewalks and will take all appropriate actions to minimize the time period that adjacent properties and streets/sidewalks are impacted by the development (utilities, streets, etc.).
  8. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new conditional use, architectural review, etc. reflecting those amendments.
8. Gen. Ord. No. 4-24-25 by Alderperson Belanger amending various articles and sections of Chapter 107 of the Municipal Code so as to make updates to the Floodplain Zoning Ordinance in order to comply with the requirements of the Department of Natural Resources. REFER TO CITY PLAN COMMISSION

**MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.**

Motion made by John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh

9. Direct Referral R. O. No. 22-24-25 by City Clerk submitting an encroachment request from The Commonwealth Companies, owner of VUE 14, LLC to portions of Illinois Avenue right of way for the purpose of creating front steps to the building.

**MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.**

Motion made by John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh

10. Direct Referral Gen. Ord. No. 5-24-25 by Alderpersons Belanger and Perrella granting VUE 14, LLC, its successors and assigns, the privilege of encroaching upon described portions of Illinois Avenue right of way in the City of Sheboygan for the purpose of creating front steps to the building.

**MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.**

Motion made by John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh

**NEXT MEETING**

11. July 9, 2024

The next scheduled meeting is scheduled to be held on July 9, 2024.

## **ADJOURN**

### 12. Motion to Adjourn

MOTION TO ADJOURN AT 4:07 PM.

Motion made by John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Jerry Jones, Braden Schmidt, Kimberly Meller (remote) and Public Works Consultant Aaron Groh