



CITY PLAN COMMISSION AGENDA

July 29, 2025 at 4:00 PM

**City Hall, 3rd Floor - Council Chambers, 828 Center Avenue,
Sheboygan, WI**

Persons with disabilities who need accommodations to attend this meeting should contact the Department of City Development, (920) 459-3377. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the City Development Department at 920-459-3377 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Roll Call
2. Pledge of Allegiance
3. Identify potential conflict of interest

MINUTES

4. Approval of the Plan Commission minutes from July 15, 2025.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Conditional Use Permit with exceptions by Joseph Voelkner to install a gravel parking lot and driveway on the Butzen Sports Complex located at parcels 59281430842 and 59281430840.
6. Architectural review of exterior renovations at an office building located at 2722 N 21st Street.

NEXT MEETING

7. August 12, 2025

ADJOURN

8. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, July 15, 2025

MEMBERS PRESENT: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, Joe Clarke and Alderperson Michael Close

EXCUSED: Jerry Jones

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

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No conflicts were identified.

MINUTES

4. Approval of the Plan Commission minutes from June 24, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON JUNE 24, 2025.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use Permit by Tobias Juarez to locate a commercial apartment at Jr's Tree Service located at 1429 N 26th St.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Marshall Sign to install a new electronic message center readerboard located at 831 S Taylor Drive.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

7. Public hearing regarding General Development Plan by Abacus Architects to construct site additions for outdoor learning experiences at Visit Sheboygan located at parcel 59281110034.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Application for Conditional Use Permit by Tobias Juarez to locate a commercial apartment at Jr's Tree Service located at 1429 N 26th St.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Joe Clarke

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, Joe Clarke 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, etc.
2. 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.
3. 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.
4. Absolutely no portion of the 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. unless an encroachment is obtained permitting use of public right-of-way.
5. 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, driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
6. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review Board approval prior to receiving a building permit for such renovation.
7. If operating as a short-term rental, the applicant will be required to file the proper room tax paper work with the City of Sheboygan.
8. If there are any amendments to the conditional use, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

9. Application for Conditional Use Permit with exceptions by Marshall Sign to install a new electronic message center readerboard located at 831 S Taylor Drive.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, Joe Clarke 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. 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.

10. General Development Plan by Abacus Architects to construct site additions for outdoor learning experiences at Visit Sheboygan located at parcel 59281110034.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, Joe Clarke 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, water, sewer, storm drainage, health, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
5. All areas used for parking/maneuvering of vehicles shall be paved.
6. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
7. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
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. 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.).
10. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
11. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.

12. Applicant is responsible for working with all private and public utilities in order to adequately serve this development.
13. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
14. Owner/Developer is responsible for installation of the entire approved landscape plan. If the owner/developer elects to amend the landscape plan in any fashion, the owner/developer shall resubmit an amended plan to Department of City Planning & Development for approval.
15. Plantings located around the Fire Department Connection must be maintained to make sure that it is accessible at all times.

Motion carried.

11. Specific Implementation Plan by Abacus Architects to construct site additions for outdoor learning experiences at Visit Sheboygan located at parcel 59281110034.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, Joe Clarke 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, water, sewer, storm drainage, health, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
5. All areas used for parking/maneuvering of vehicles shall be paved.
6. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
7. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
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. 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.).
10. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
11. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
12. Applicant is responsible for working with all private and public utilities in order to adequately service this development.
13. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
14. Owner/Developer is responsible for installation of the entire approved landscape plan. If the owner/developer elects to amend the landscape plan in any fashion, the owner/developer shall resubmit an amended plan to Department of City Planning & Development for approval.

15. Plantings located around the Fire Department Connection must be maintained to make sure that is accessible at all times.

Motion carried.

12. Determination if the amendments to the Luedke Apartments SIP is a minor or substantial change.

Discussion was held.

13. Specific Implementation Plan amendment by Jake Buswell to construct the new Luedke Apartments located at parcels 59281718350 and 59281712930.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kevin Jump

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, Joe Clarke 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, water, sewer, storm drainage, health, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Dumpster enclosure shall be completed prior to issuance of an occupancy permit for the buildings to be occupied.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
6. All areas used for parking/maneuvering of vehicles shall be paved.
7. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
8. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
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. 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.).
11. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
12. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
13. 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, art, etc.
14. Applicant is responsible for working with all private and public utilities in order to adequately service this development (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
15. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.

16. Owner/Developer is responsible for installation of the entire approved landscape plan. If the owner/developer elects to amend the landscape plan in any fashion, the owner/developer shall resubmit an amended plan to Department of City Planning & Development for approval.
17. Plantings located around all ingress/egress of the site shall be maintained to not interfere with vehicular/pedestrian traffic.
18. Plantings located by light poles should be maintained to keep areas well lite.
19. The Department of Planning & Development must inspect the landscaping. Failure to comply with any of the above conditions may require the removal and replanting of plants.
20. All plantings will need to be maintained per Section 105-894(b) Maintenance.

Exceptions granted:

- Density: 12 dwelling units per acre allowed. Developer is requesting 32 dwelling units per acre.
- Setbacks: Front or street side required setback is 20 ft. Developer is requesting a 12.2 ft setback on Luedke Ct and 10 ft setback on N 15th St.
- Maximum Height: Maximum allowed height of dwelling unit is 35ft. Developer is requesting a height of 36.5 ft.
- Landscaping: Required number of points for this development is 1,153. Developer is requesting 736 points. The locational landscape requirements will not be met.
- Parking: 56 parking spaces required. Developer is requesting 50 parking spaces.

Motion carried.

14. Res. No. 66-25-26 by Alderperson Close approving the final plat of the Northern Lights Subdivision located on North Avenue between North 6th Street and North 7th Street.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Braden Schmidt

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

Motion carried.

NEXT MEETING

15. July 29, 2025

The next scheduled meeting is on July 29, 2025.

ADJOURN

16. Motion to Adjourn

MOTION TO ADJOURN AT 4:26 PM

Motion made by Braden Schmidt, seconded by Joe Clarke

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

Motion carried.

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit with exceptions by Joseph Voelkner to install a gravel parking lot and driveway on the Butzen Sports Complex located at parcels 59281430842 and 59281430840. RA-35 Zone.

REPORT PREPARED BY: Ellise Rose, Associate Planner

REPORT DATE: July 23, 2025

MEETING DATE: July 29, 2025

FISCAL SUMMARY:

Budget Line Item:	N/A
Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin	N/A
Statutes:	
Municipal Code:	N/A

BACKGROUND / ANALYSIS:

Joseph Voelkner is proposing to install a gravel parking lot and driveway on the Butzen Sports Complex located at parcels 59281430842 and 59281430840. The applicant states the following:

- The facility is currently being developed by Lakeshore United FC, to be utilized for soccer and athletic programming on a community level. It currently is not actively utilized for soccer programming, matches, or special events.
- The facility currently has grass fields with newly acquired goals and it is anticipated that the facility will be ready for practices, matches, special events, and camps in Spring 2025.
- The site is currently under development. It is anticipated the grass fields and any upgraded facility improvements such as turf fields, indoor facilities, and lighting will allow for Lakeshore United FC soccer programming, general athletic programming for the entire community, and special events.
- The site was chosen based on its suitability for development subject to a restrictive covenant requiring the site be utilized for recreational purposes and its location. The site has close access to the freeway, main roadways leading to it (S. Business Drive) and has the necessary acreage for a large scale development and multiple uses.
- Until additional infrastructure and playing space is developed, the foreseeable future will include multiple grass soccer fields of differing sizes to be utilized by Lakeshore United FC's community, select, and academy programs, and for camps, practices, and tournament site play. Also, the facility will be available to all Sheboygan area athletic clubs and programs as may be available based on scheduling. It is also contemplated that the facility can be used for special events as well.

- The facility will be home to Lakeshore United FC's community, select, academy and members. Lakeshore FC currently has more than 2,700 members, with daily usage (once suitable) for community, academy, and select soccer teams and their practice and game schedules which will likely include traffic density of 400-500 visitors per day. For special events, camps, tournament site use, those numbers will be based on playability of the surface and wear and tear. It is expected that 2025 and 2026 use will be under strict limitations to avoid unnecessary harm to the grass surface (which is relatively new).
- Current site improvements include installation of the parking lot as set forth in Exhibit B, ongoing development and maintenance of the grass surfaces/fields in the current layout, and use and maintenance of current outbuildings for the storage of equipment, maintenance materials, and incidental materials.
- While the site does not currently have restrooms facilities, concessions, or outbuildings for public use, the futures development of the site does envision the adding of such infrastructure. All drainage, dumpsters, restrooms, lighting (which will be portable for the near term), and other improvements will be added to the facility.
- There will not be "off-street parking" available at the site. As indicated in Exhibit B, the addition of the parking area will address any and all parking and ingress/egress issues. Access to the facility will be from South Business Drive and will include appropriate signage and traffic controls (as may be required per zoning or ordinance).
- It is contemplated the facility will have signage at the entrance of the facility and road signage on South Business Drive or surrounding/adjacent roads will provide directions to approaching traffic for parking purposes and traffic controls.
- The facility is ready for limited play, practice, and use in Spring of 2025. The facility will be managed by Lakeshore United FC, specifically with respect to the configuration of the fiel surfaces based on wear and tear, and the facility will be upgraded and developed as Lakeshore United FC undertakes it capital campaign for additional development which includes, but is not limited to, a full capacity multi use indoor facility, artificial turf fields, permanent lighting, concessions, restrooms, outbuildings/locker rooms facility, fencing, scoreboards, etc. In terms of current development costs, the initial development has been in excess of \$500,000, but ongoing development considers valuation of each capital improvement as they are undertaken.
- The facility is a community based asset for Sheboygan. It is envisioned to host special events, athletic events, and soccer programming as a generational development for the future of Sheboygan. It provides to the residents of greater Sheboygan and the surrounding communities, an asset improving the quality of life of the entire region.
- The facility will be strictly operating with specific hours of operation. Also, traffic concerns will be addressed during special events in coordination with local authorities and law enforcement when required. Additionally, the facility will be professionally maintained from both a field and infrastructure standpoint, but also managed by a professional staff of event planners and coordinators as usage and availability increases. Fencing, boundaries, and safety precautions will be managed by Lakeshore United FC and all federal, state, and local requirements for such a facility will be strictly complied with.
- This facility is the product of nearly 10 years of planning, coordination, and careful management. The City of Sheboygan, along with Lakeshore United FC, are prepared to enter into a 99 year leasing agreement for the facility, and the parking lot installation is slated to begin in earnest as soon as weather allows in Spring 2025.

- The conditional use permit being requested is for the construction of parking and drive areas. All setback and local requirements will be followed with respect to any and all construction. The sole reason for this application is that the parking lots will be gravel for the short term (1-2 years) until the configuration of the sports complex is finalized.

STAFF COMMENTS:

The applicant is requesting the following variance:

- To install a temporary gravel driveway and parking lot - All surfaces for parking and maneuvering shall be paved and if not paved, landscaped.

ACTION REQUESTED:

Staff recommends approval of the conditional use permit and exceptions subject to the following conditions:

1. Dumpsters and/or grease receptacles 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.
2. Outdoor storage of materials, products or equipment shall be prohibited.
3. 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.
4. 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.
5. The proposed parking lot and driveway is permitted to be gravel until such time as the sports complex is built out. The applicant shall pave their parking lot and driveway not more than 6 months after complex is completed.
6. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments

ATTACHMENTS:

Conditional Use Permit Application and Attachments

**CITY OF SHEBOYGAN****APPLICATION FOR
CONDITIONAL USE**

Fee: \$250.00

Review Date: _____

Zoning: _____

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information

Applicant Name (Ind., Org. or Entity) Lakeshore United FC	Authorized Representative Joseph J. Voelkner	Title LUFC General Counsel	
Mailing Address 602 N. Sixth Street	City Sheboygan	State WI	ZIP Code 53081
Email Address josephvoelkner@olsenkloetlaw.com	Phone Number (incl. area code) 920-458-3701		

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Applicant Name (Ind., Org. or Entity) City of Sheboygan	Contact Person Travis Peterson	Title Director of Public Works	
Mailing Address 2026 New Jersey Avenue	City Sheboygan	State WI	ZIP Code 53081
Email Address travis.peterson@sheboyganwi.gov	Phone Number (incl. area code) 920-459-3440		

SECTION 3: Project or Site Location

Project Address/Description South Business Drive, Sheboygan, WI 53081	Parcel No. 59281-430842 and 59281-430840
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SECTION 4: Proposed Conditional Use

Name of Proposed/Existing Business:	Lakeshore United FC
Existing Zoning:	RURAL AGRICULTURE
Present Use of Parcel:	Recreational
Proposed Use of Parcel:	Recreational
Present Use of Adjacent Properties:	Residential

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print)	Title Joseph J. Voelkner	Phone Number 920-458-3701
Signature of Applicant	Date Signed June 27, 2025	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

SPECIAL USE PERMIT INFORMATION:

- A. Name of project/development: Butzen Sports Complex
- B. Summary of general operation and proposed use:
- a. **Description of existing use:** The facility is currently being developed by Lakeshore United FC, to be utilized for soccer and athletic programming on a community level. It currently is not actively utilized for soccer programming, matches, or special events. The facility currently has grass fields with newly acquired goals and it is anticipated that the facility will be ready for practices, matches, special events, and camps in Spring 2025.
 - b. **Description of proposed use (indoor, outdoor, etc.), why was this site selected?:** The site is currently under development. It is anticipated the grass fields and any upgraded facility improvements such as turf fields, indoor facilities, and lighting will allow for Lakeshore United FC soccer programming, general athletic programming for the entire community, and special events. This site was chosen based on its suitability for development subject to a restrictive covenant requiring the site be utilized for recreational purposes and its location. The site has close access to the freeway, main roadways leading to it (S. Business Drive) and has the necessary acreage for a large scale development and multiple uses.
 - c. **All services to be provided:** Until additional infrastructure and playing space is developed, the foreseeable future will include multiple grass soccer fields of differing sizes to be utilized by Lakeshore United FC's community, select, and academy programs, and for camps, practices, and tournament site play. Also, the facility will be available to all Sheboygan area athletic clubs and programs as may be available based on scheduling. It is also contemplated that the facility can be used for special events as well.
 - d. **Projected number of employees and daily customers:** The facility will be home to Lakeshore United FC's community, select, academy and club members. Lakeshore FC currently has more than 2,700 members, with daily usage (once suitable) for community, academy, and select soccer teams and their practice and game schedules which will likely include traffic density of 400-500 visitors per day. For special events, camps, tournament site use, those numbers will be based on playability of the surface and wear and tear. It is expected that 2025 and 2026 use will be under strict limitations to avoid unnecessarily harm to the grass surface (which is relatively new).
 - e. **Description of proposed parking areas and landscape area:** Attached hereto as Exhibit A is a schematic of proposed use which may currently differ from the actual use based on conditions of the grass and surface. The total amount of usable acreage at present is 35 acres, with parking lots (Exhibit B) to accommodate approximately 300 spaces.
 - f. **Site improvements:** Current site improvements include installation of the parking lot as set forth in Exhibit B, ongoing development and maintenance of the grass surfaces/fields in the current layout, and use and maintenance of current outbuildings for the storage of equipment, maintenance materials, and incidental materials. While the site does not

currently have restrooms facilities, concessions, or outbuildings for public use, the future development of the site does envision the adding of such infrastructure. All drainage, dumpsters, restrooms, lighting (which will be portable for the near term), and other improvements will be added to the facility.

- g. **Exterior Renovations:** The site will have some minor renovations to the outbuildings for storage purposes and for ongoing use.
- h. **Is access appropriate?:** There will not be “off-street parking” available at the site. As indicated in Exhibit B, the addition of the parking area will address any and all parking and ingress/egress issues. Access to the facility will be from South Business Drive and will include appropriate signage and traffic controls (as may be required per zoning or ordinance).
- i. **Proposed Signage:** It is contemplated the facility will have signage at the entrance of the facility and road signage on South Business Drive or surrounding/adjacent roads will provide directions to approaching traffic for parking purposes and traffic controls.
- j. **Project Timeline:** The facility is ready for limited play, practice, and use in Spring of 2025. The facility will be managed by Lakeshore United FC, specifically with respect to the configuration of the field surfaces based on wear and tear, and the facility will be upgraded and developed as Lakeshore United FC undertakes its capital campaign for additional development which includes, but is not limited to, a full capacity multi use indoor facility, artificial turf fields, permanent lighting, concessions, restrooms, outbuildings/locker room facility, fencing, scoreboards, etc. In terms of current development costs, the initial development has been in excess of \$500,000, but ongoing development considers valuation of each capital improvement as they are undertaken.
- k. **Compatibility:** The facility is a community based asset for Sheboygan. It is envisioned to host special events, athletic events, and soccer programming as a generational development for the future of Sheboygan. It provides to the residents of greater Sheboygan and the surrounding communities, an asset improving the quality of life of the entire community and is an economic driver for local business and a destination for the entire region.
- l. **Nuisance Concerns:** The facility will be strictly operating with specific hours of operation. Also, traffic concerns will be addressed during special events in coordination with local authorities and law enforcement when required. Additionally, the facility will be professionally maintained from both a field and infrastructural standpoint, but also managed by a professional staff of event planners and coordinators as usage and availability increases. Fencing, boundaries, and safety precautions will be managed by Lakeshore United FC and all federal, state, and local requirements for such a facility will be strictly complied with.
- m. **Other information:** This facility is the product of nearly 10 years of planning, coordination, and careful management. The City of Sheboygan, along with Lakeshore United FC, are prepared to enter into a 99 year leasing agreement for the facility, and the parking lot installation is slated to begin in earnest as soon as weather allows in Spring 2025.

ADDITIONAL MATERIALS FOR CONSIDERATION:

We attach the following materials for consideration of the Special Use Permit:

1. **Exhibit A:** Sports Complex for Lakeshore United FC prepared by Abacus Architects (schematic design). This will be provided via email or flash drive upon request.
2. **Exhibit B:** Butzen Sports Complex Parking Lot drawing prepared by City of Sheboygan Public Works Department.
3. **Exhibit C:** Current Land Lease Agreement by and between the City of Sheboygan and Lakeshore United FC dated May 9, 2023.
4. **Exhibit D:** City Resolution Number 130-22-23 dated February 6, 2023 by and between the City of Sheboygan and Lakeshore United FC.

C. VARIANCES

The conditional use permit being requested is for the construction of parking and driveway areas. All setback and local requirements will be followed with respect to any and all construction. The sole reason for this application is that the parking lots will be gravel for the short term (1-2 years) until the configuration of the sports complex is finalized.

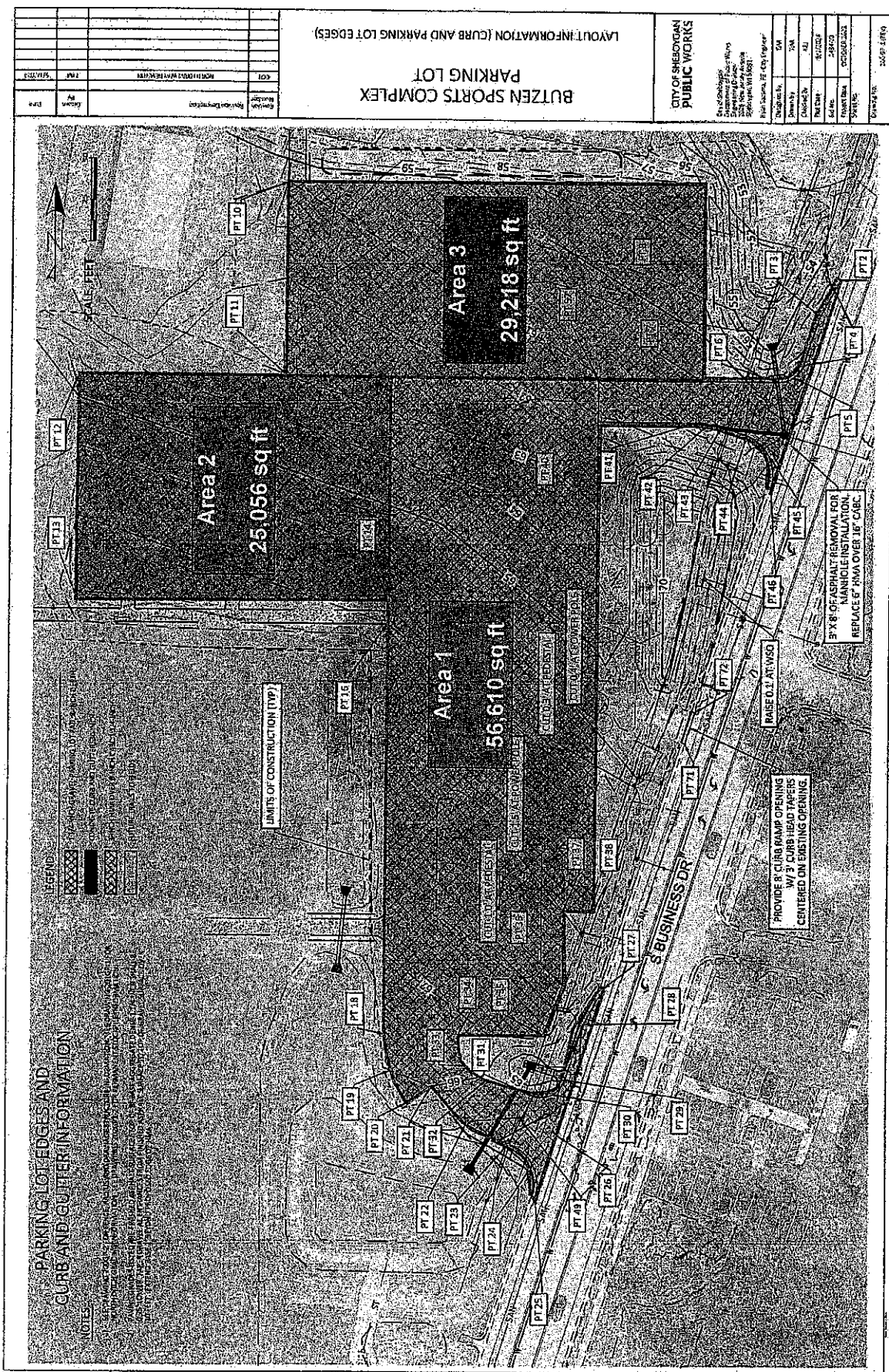
D. JUSTIFICATION

a. With respect to the Comprehensive Master Plan, as well as multiple discussions with the City of Sheboygan over many years, the parking lot construction will begin the process of further development of the site for recreational purposes consistent with the restrictive covenant on the Warranty Deed and the current lease with the City of Sheboygan for use.

b. No substantial or undue adverse impact on nearby property, environment, traffic, or public property/right of way is expected or intended.

c. See response to (a) above. The parking lot construction is consistent with further development of the site.

d. Yes.



(18K ft² cur)
2000 yd³

SPORT COMPLEX FOR:
LAKESHORE UNITED FC
 SHEBOYGAN WI



REVISIONS:

A - 01/11/2022

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ABACUS ARCHITECTS
 1111 WISCONSIN AVENUE, SUITE 100, SHEBOYGAN, WI 53081
 TEL: 920.455.1111 FAX: 920.455.1112
 WWW.ABACUSARCHITECTS.COM

LAKESHORE UNITED FC
 SPORT COMPLEX FOR:
 SHEBOYGAN WI

DATE: 01/11/2022

DESIGNER: ABACUS

CHECKED BY: CHASE

RENDERINGS

A
 002

PROJ. NO. 2022-111

Item 5.

SPORT COMPLEX FOR:

LAKESHORE UNITED FC

SHEBOYGAN WI



REVISIONS:

A 100 100

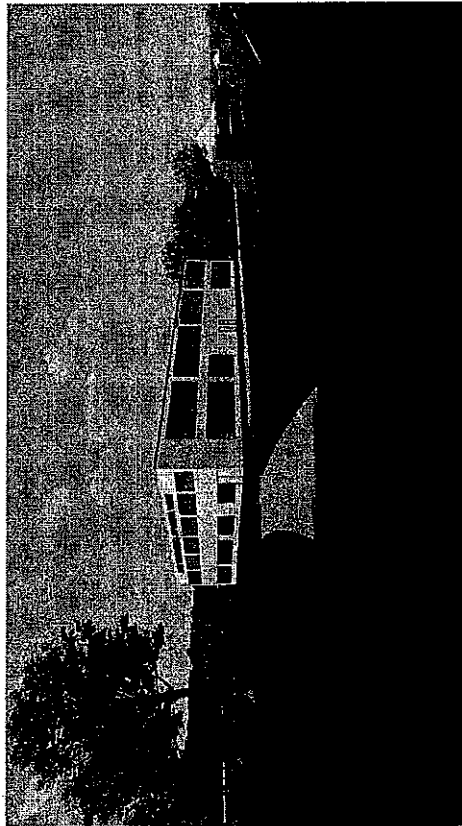
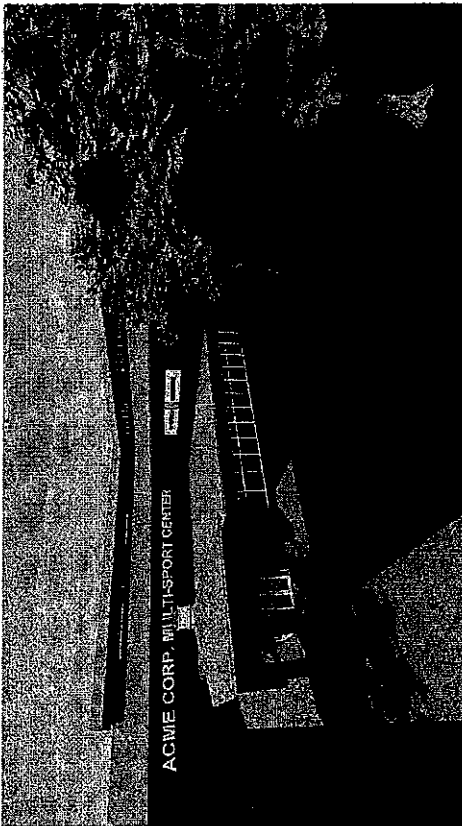
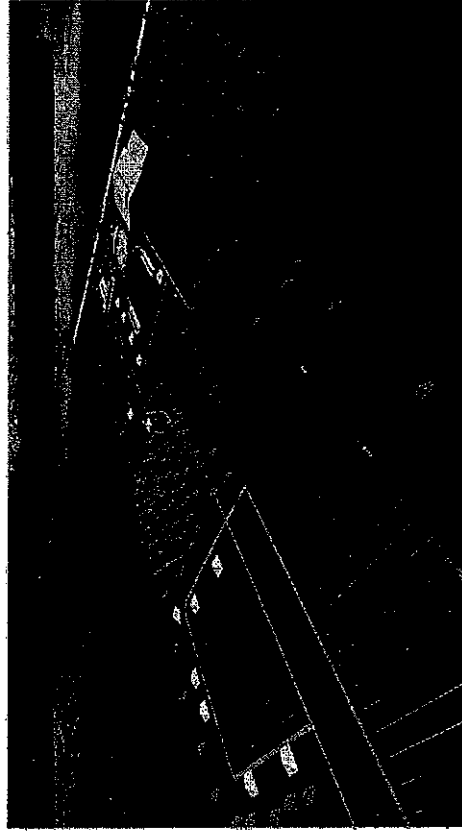
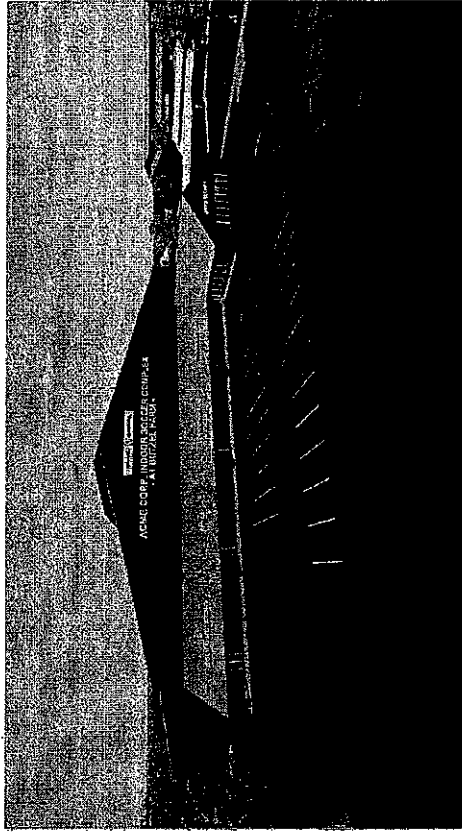
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SPORT COMPLEX FOR
LAKESHORE UNITED FC
SHEBOYGAN WI
SCHEMATIC DESIGN - NOT FOR CONSTRUCTION

DATE: 10/15/2023
DESIGNED BY: [Name]
CHECKED BY: [Name]
REVISIONS:

A
003

PROJ. NO. 2023-111



CITY OF SHEBOYGAN

REQUEST FOR ARCHITECTURAL REVIEW CONSIDERATION

ITEM DESCRIPTION: Architectural review of exterior renovations at an office building located at 2722 N 21st Street.

REPORT PREPARED BY: Ellise Rose, Associate Planner

REPORT DATE: July 24, 2025

MEETING DATE: July 29, 2025

FISCAL SUMMARY:**STATUTORY REFERENCE:**

Budget Line Item:	N/A
Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

Wisconsin	N/A
Statutes:	
Municipal Code:	N/A

BACKGROUND / ANALYSIS:

Alex Pantich is proposing exterior renovations at an office building located at 2722 N 21st Street. The applicant states the following:

- The project includes replacement of the siding, soffit, fascia, and gutters.
- The existing T1-11 siding will be replaced with LP SmartSide sheets and 1x2 trim.

STAFF COMMENTS:

The Commission may want to have the applicant address if the doors on the east or south side of the building will be replaced.

ACTION REQUESTED:

Motion to approve with possible amendments as determined by the Board.

ATTACHMENTS:

Architectural Review Application and required attachments.



CITY OF SHEBOYGAN
ARCHITECTURAL REVIEW
APPLICATION

Fee: _____

Review Date: _____

Item 6.

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information

Name (Ind., Org. or Entity) ALEX PAWTECH	Authorized Representative	Title CONTRACTOR	
Mailing Address 2432 BARNETT LN	City GRAFTON	State WI	ZIP Code 53024
Email Address APCRAFTSMAN@GMAIL.COM	Phone Number (incl. area code) 414 581 1889		

SECTION 2: Landowner Information (Complete These Fields When Project Site Owner is Different than Applicant)

Name (Ind., Org. or Entity) TOM SHOWERS	Contact Person	Title OWNER	
Mailing Address 1405 WOODLAWN AVE	City ELM GROVE	State WI	ZIP Code 53122
Email Address TOM.SHOWERS@HOMESTORES.COM	Phone Number (incl. area code) 1 262 227 4141		

SECTION 3: Architect Information

Name			
Mailing Address	City	State	Zip
Email Address	Phone Number (incl. area code)		

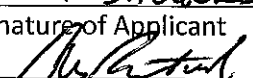
SECTION 4: Contractor Information

Name			
Mailing Address	City	State	Zip
Email Address	Phone Number (incl. area code)		

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Architectural Review Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) TOM SHOWERS	Title	Phone Number 414 581 1889
Signature of Applicant  ALEX PAWTECH		Date Signed 7-7-25

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the Architectural Review Board, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$100 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

SECTION 6: Description of the Subject Site/Proposed Project

Item 6.

Project Address/Description

Parcel No.

2722 N. 21st ST

Name of Proposed/Existing Business:

Address of Property Affected:

Zoning Classification:

New Building: ☐Addition: ☐Remodeling: ☒**SECTION 7: Description of Proposed Project**

SIDING

SECTION 8: Description of EXISTING Exterior Design and Materials

T11

SECTION 9: Description of the PROPOSED Exterior Design and Materials

LP SMARTSIDE SHEET GOODS AND 1x2 TRIM



Item 6.



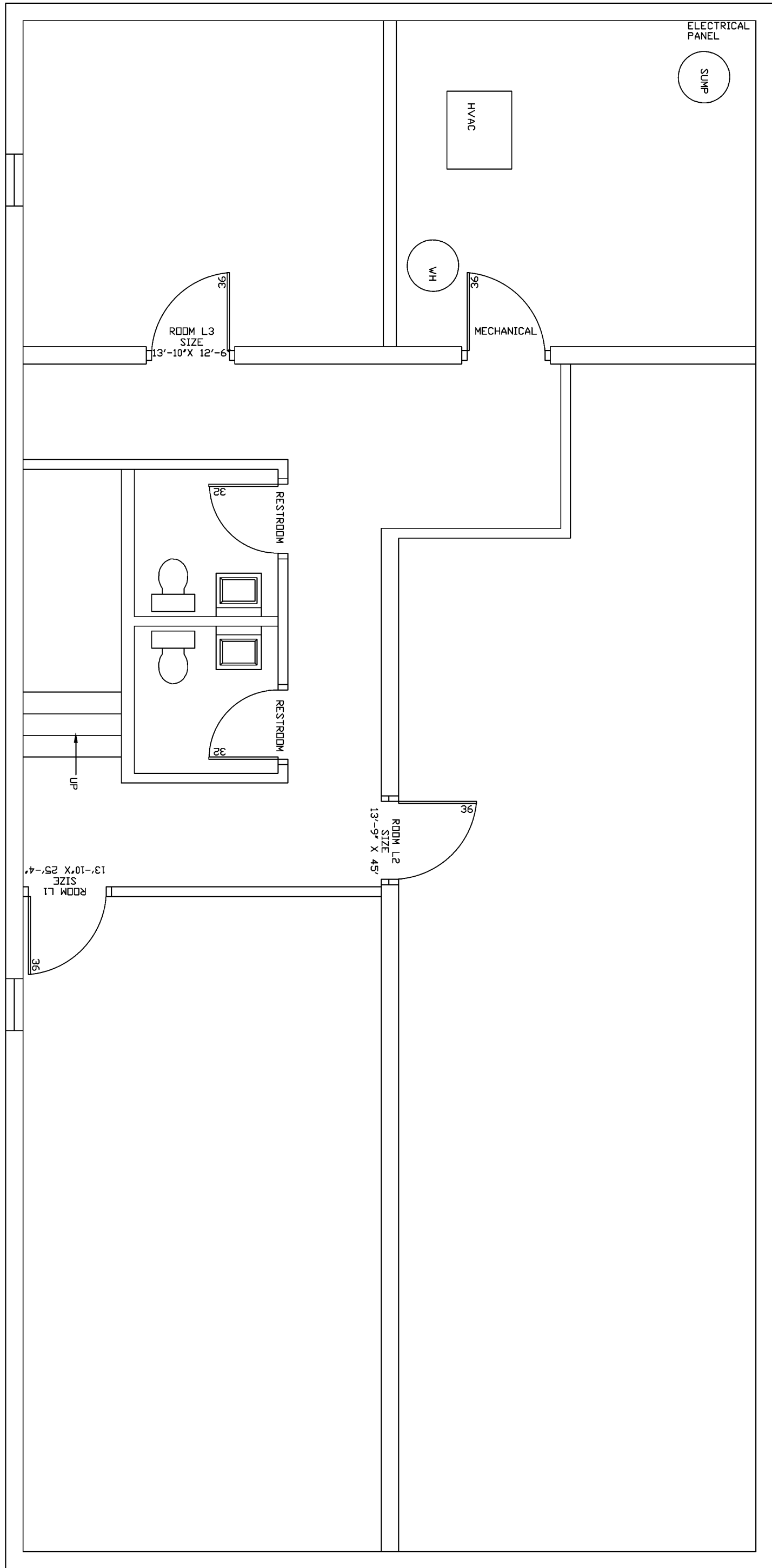
Item 6.

6/21
75 KVA
101003

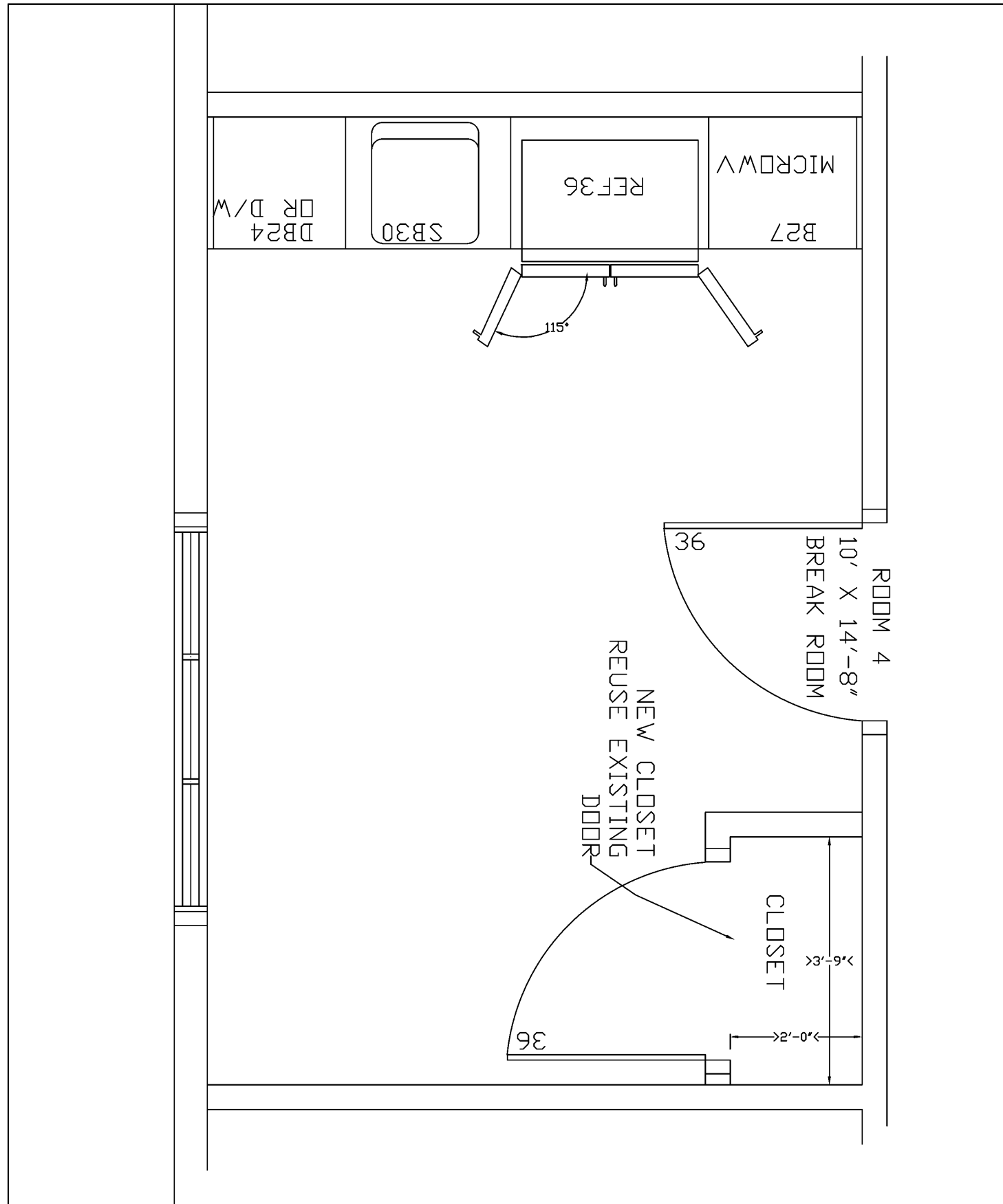
Item 6.



BASEMENT FLOOR PLAN



BREAK ROOM DETAIL
SCALE: 1/2" = 1'-0"



PROJECT NOTES

FIRST FLOOR:
EXISTING WALLS, WINDOWS AND DOORS TO REMAIN
REMOVE EXISTING CEILING AND LIGHTING
INSTALL DRYWALL AND CAN LIGHTS
CLOSE OFF DOORS AS NOTED
ADD MILLWORK AND CLOSET IN BREAK ROOM
ADD OUTLETS AS REQUIRED
ADD SERVICE WINDOW AT FOYER
BATH TO REMAIN AS IS

BASEMENT:
EXISTING WALLS AND CEILING TO REMAIN
EXISTING LIGHTING TO REMAIN
BATH TO REMAIN AS IS

SITE PLAN:
ASPHALT DRIVEWAY TO BE RE-TOPPED
RAMPS TO BE REPOURED

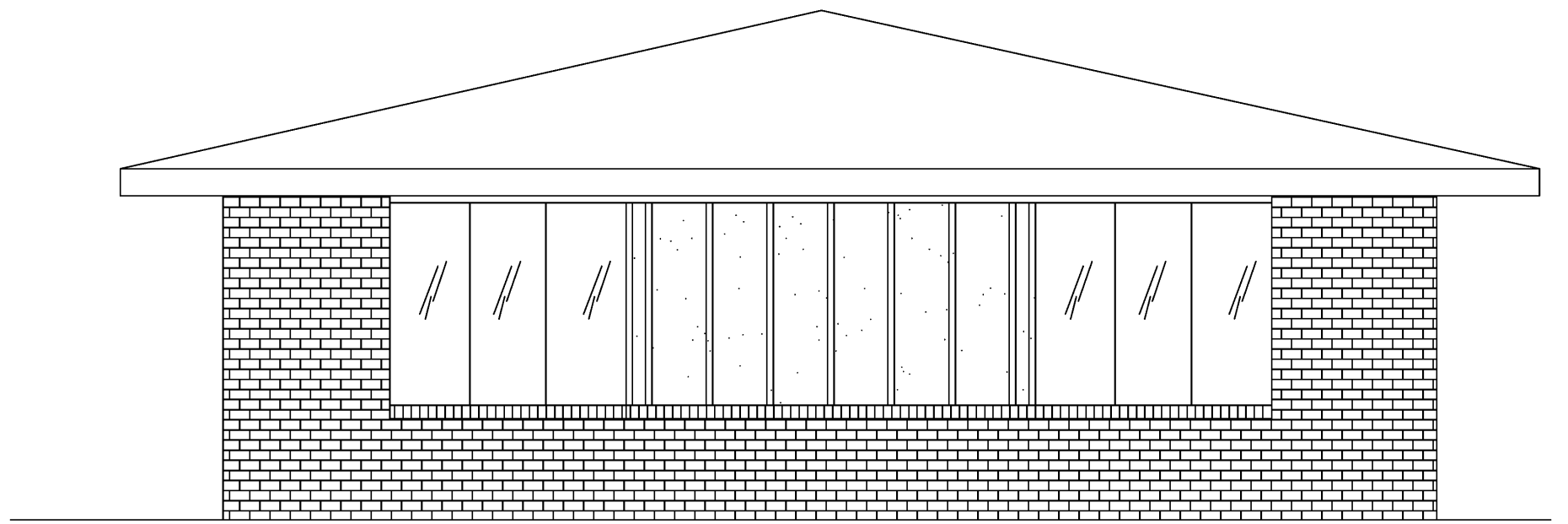
BASEMENT
FLOOR
PLAN &
BREAKROOM

Date
JULY 1, 2025
Scale
1/4"=1'-0"
Sheet
1/2

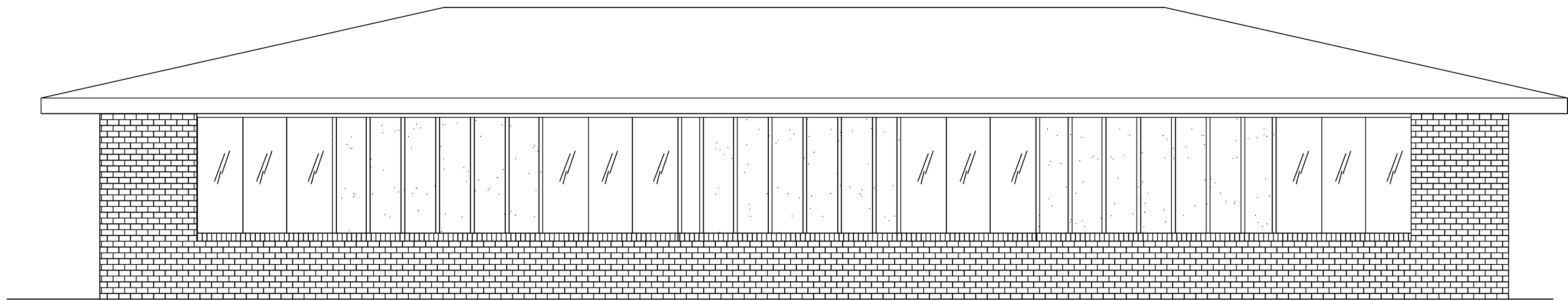
AP DESIGN
2722 NORTH 21ST STREET
SHEBOYGAN, WISCONSIN
OFFICE UPDATE



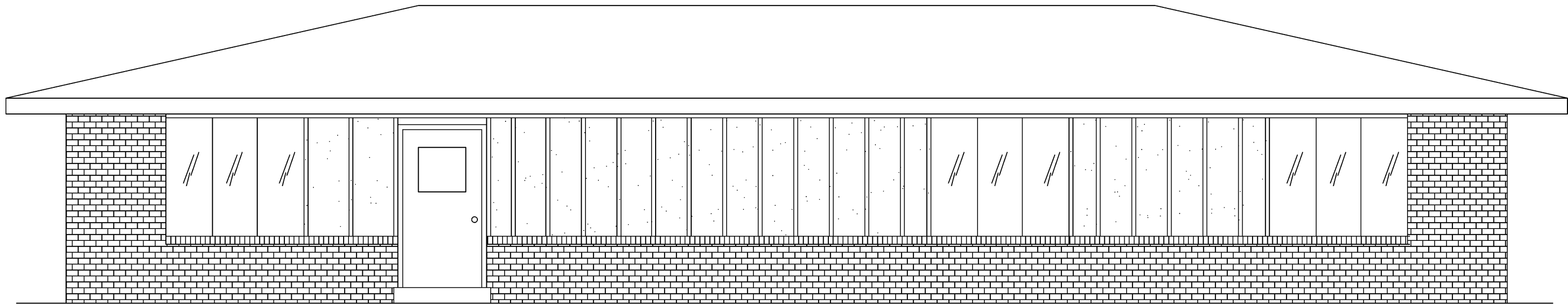
1
4 EAST ELEVATION



2
4 WEST ELEVATION




3
4 NORTH ELEVATION



4
4 SOUTH ELEVATION

MATERIAL KEY

 LP SMART SIDING
1X2 LP TRIM
COLOR:
SW7576 NATURAL TAN

 EXISTING BRICK

EXISTING TRIM
COLOR: SW7533 KHAKI SHADE

EXTERIOR
ELEVATIONS

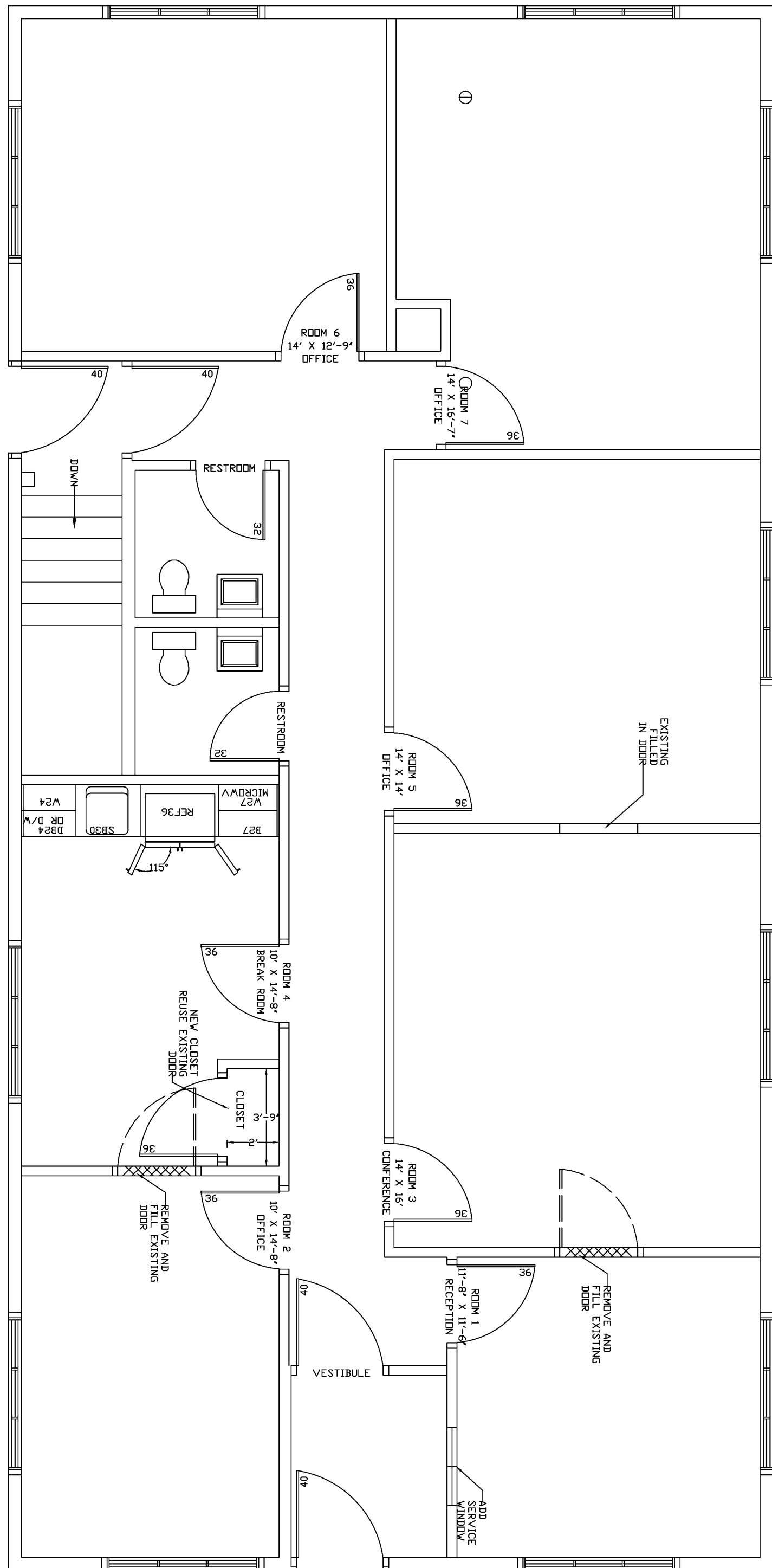
Date
JULY 1, 2025
Scale
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Sheet

1/4

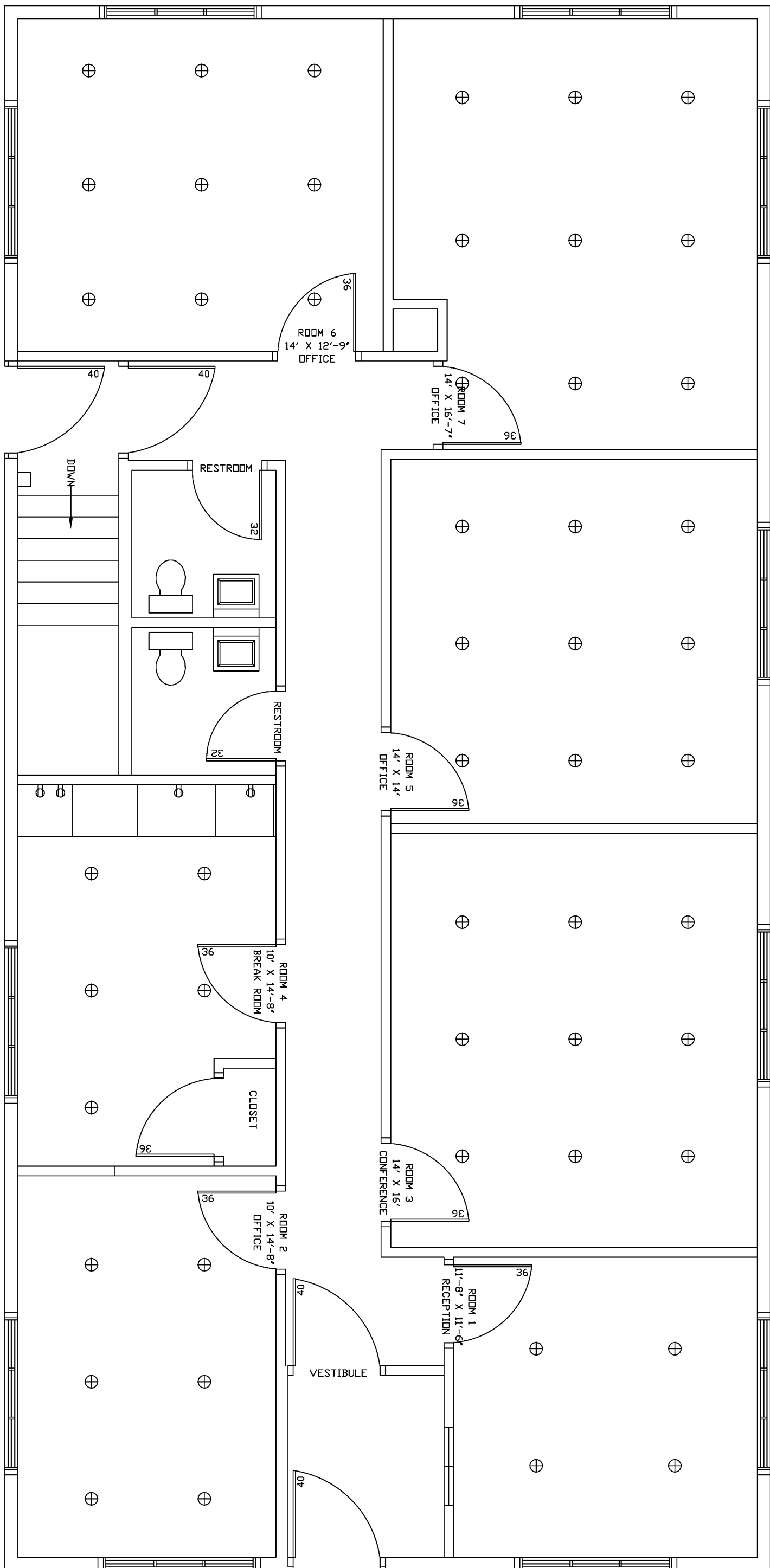
AP DESIGN
2722 NORTH 21ST STREET
SHEBOYGAN, WISCONSIN

OFFICE UPDATE

FIRST FLOOR PLAN



FIRST FLOOR ELECTRICAL PLAN

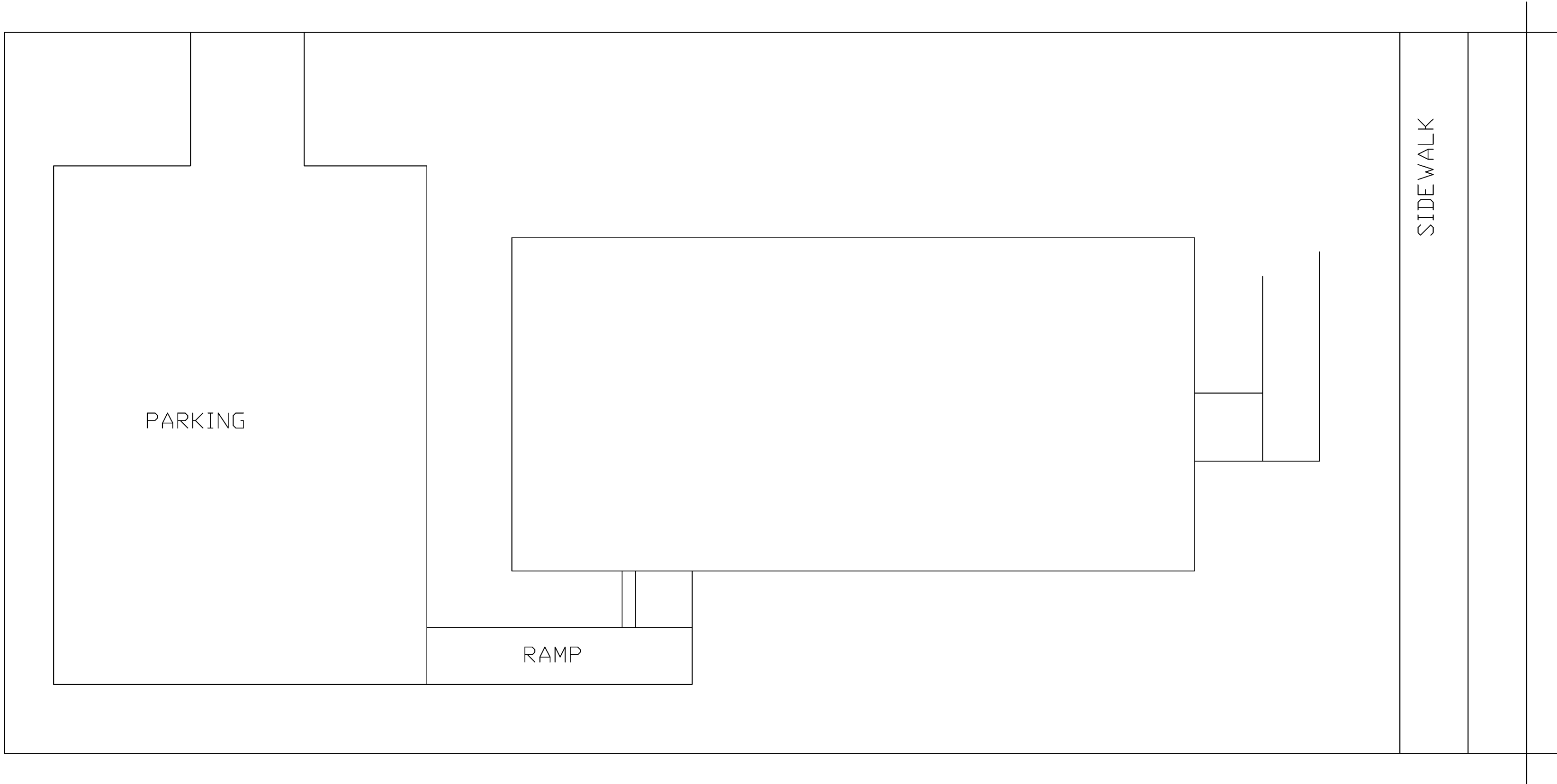


FIRST FLOOR
PLAN &
ELECTRICAL
PLAN

Date
JULY 1, 2025
Scale
1/4"=1'-0"
Sheet
1/1

AP DESIGN
2722 NORTH 21ST STREET
SHEBOYGAN, WISCONSIN
OFFICE UPDATE

SCHETTER AVE



SITE PLAN

Date
JULY 1, 2025

Scale
NOT TO SCALE

Sheet

1 / 3

AP DESIGN
2722 NORTH 21ST STREET
SHEBOYGAN, WISCONSIN

OFFICE UPDATE

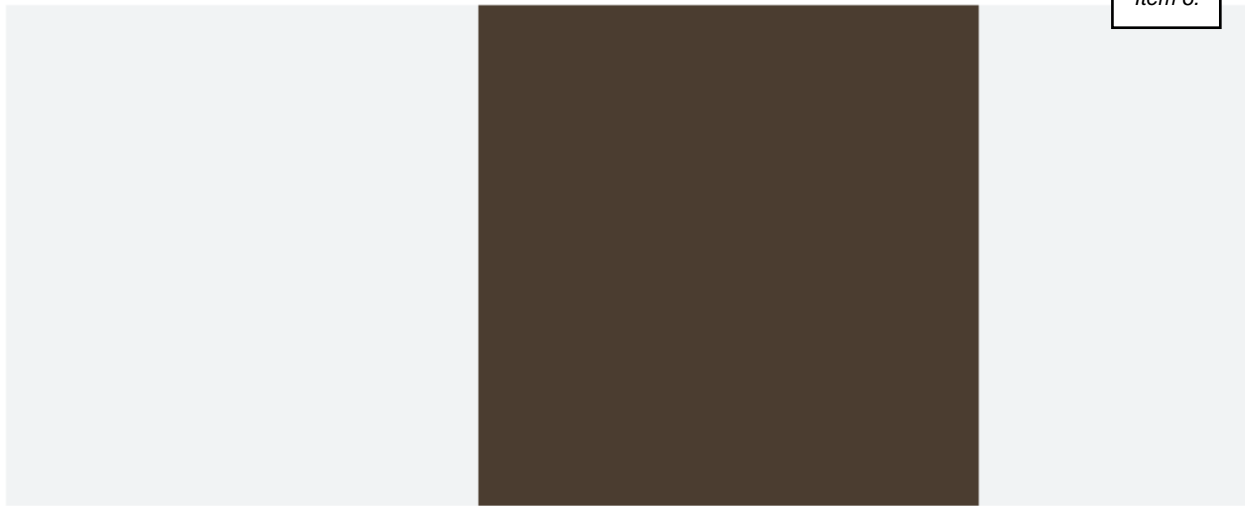


Sherwin-Williams

Current siding, soffit, fascia, and gutters



Item 6.



Dark Clove SW 9183 - Timeless Color Paint Color - Sherwin-Williams



myperfectcolor.com

Sherwin Williams SW2039 Estate Tan Precisely Matched For Paint and ...



Sherwin-Williams

New soffit, fascia, and gutters



Khaki Shade SW 7533 - Timeless Color Paint Color - Sherwin-Williams