



CITY PLAN COMMISSION AGENDA

August 26, 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 August 12, 2025.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use with exceptions by Geoff Lefebber to operate Hit Machine Baseball located at 2737 N 21st Street.
6. Public hearing regarding application for Conditional Use with exceptions by John Johnston to construct a building addition at Johnston's Bakery Frozen Dough Plant located at 3320 Weeden Creek Road.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [7.](#) Application for Conditional Use with exceptions by Geoff Lefebber to operate Hit Machine Baseball located at 2737 N 21st Street.
- [8.](#) Application for Conditional Use with exceptions by John Johnston to construct a building addition at Johnston's Bakery Frozen Dough Plant located at 3320 Weeden Creek Road.
- [9.](#) Architectural review of a building addition at Johnston's Bakery Frozen Dough facility located at 3320 Weeden Creek Road.
- [10.](#) Specific Implementation Plan by Sheboygan Visual Artists to operate an artists gallery located at 534 S Pier Drive.

NEXT MEETING

11. September 9, 2025

ADJOURN

12. 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, August 12, 2025

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

EXCUSED: Braden Schmidt

STAFF/OFFICIALS PRESENT: Associate Planner Ellise Rose

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 July 29, 2025.

MOTION TO APPROVED THE MINUTES OF THE PREVIOUS MEETING HELD ON JULY 29, 2025.

Motion made by Jerry Jones, seconded by Kevin Jump

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

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding Conditional Use with exceptions by Scott Meyers to create shared office space and self-storage at Storage 43 located at 1234 Kentucky Avenue.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

6. Public hearing regarding application for Conditional Use with exceptions by Genesis Fernandez to operate Punto Grill located at 1503 N 8th Street.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kevin Jump, Kimberly Meller, Alderperson Michael Close, Joe Clark and Jerry Jones

Item 4.

Motion carried.

7. Public hearing regarding application for Conditional Use with exceptions by Chappa Construction to install a fourth access point at Old Wisconsin Sausage located at 3402 Crocker Avenue.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Alderperson Michael Close, seconded by Jerry Jones

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Application for Conditional Use with exceptions by Scott Meyers to create shared office space and self-storage at Storage 43 located at 1234 Kentucky Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Kevin Jump, seconded by Alderperson Michael Close

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

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, hazardous materials, State of Wisconsin, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements (applicant shall be in contact with building inspection, fire/police departments, etc.).
2. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
3. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. Applicant shall obtain the necessary sign permits prior to installation. If staff has any concerns with any proposed sign design, the matter may be brought back to the Plan Commission for their consideration
6. All areas used for parking or 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 (no gravel on the site).
8. Any new or modified ingress/egress driveway openings and any existing driveways to be closed shall be improved to standard City specifications.
9. Applicant will provide adequate public access along the street and alley and will take all appropriate actions to minimize the time period that these streets will be closed/affected.
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. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
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.

Motion carried.

9. Application for Conditional Use with exceptions by Genesis Fernandez to operate Punto Grill located at 1503 N 8th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Jerry Jones, seconded by Alderperson Michael Close

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

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.
2. 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 Slatting (PDS) material in order to effectively screen the dumpster.
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 approval prior to receiving a building permit for such renovation.
7. If there are any amendments to the approved use the applicant may be required to submit a new conditional use application reflecting those amendments

Motion carried.

10. Application for Conditional Use with exceptions by Chappa Construction to install a fourth access point at Old Wisconsin Sausage located at 3402 Crocker Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Jerry Jones, seconded by Joe Clarke

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

1. 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, drop off lane, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
2. All areas used for parking/maneuvering of vehicles shall be paved.
3. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping
4. Outdoor storage of materials, products or equipment shall be prohibited.
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 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. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets
9. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
10. 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

Exception granted:

- To have a 4th access point

Motion carried.

11. Discussion regarding the City of Sheboygan zoning chapter rewrite.

Discussion was held regarding the zoning chapter rewrite.

NEXT MEETING

12. August 26, 2025

The next scheduled meeting is on August 26, 2025.

ADJOURN

13. Motion to Adjourn

MOTION TO ADJOURN AT 5:05 PM

Motion made by Jerry Jones, seconded by Kimberly Meller

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

Motion carried.

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use with exceptions by Geoff Lefeber to operate Hit Machine Baseball located at 2737 N 21st Street. NO Zone.

REPORT PREPARED BY: Ellise Rose, Zoning Administrator

REPORT DATE: August 13, 2025

MEETING DATE: August 26, 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:

Geoff Lefeber is proposing to operate Hit Machine Baseball located at 2737 N 21st Street. The applicant states the following:

- The building was previously used by a landscaping company, which has vacated. We propose to repurpose the building as an indoor baseball and softball pitching and hitting facility, to be operated as Hit Machine Baseball & Softball.
- The facility will be dedicated to training boys and girls ages 7-18 in baseball and softball, with a focus on pitching and hitting.
- Maximum capacity up to 15 kids at a time, distributed throughout the week to balance usage. Individual member use is allowed for hitting or pitching at different times.
- Features:
 - 3 artificial turf batting cages
 - 1 restroom
 - Black felt draping for visibility and safety
- Parking available in front of the facility and on 21st Street. Estimated cars: No more than 10-12 at a time, with a maximum of 25 adults and children in the facility at once.
- No dumpster needed; trash will be managed internally.
- Hit Machine logos (see below) will be used on a flag and sign no greater than 5' x 5' on the front of the building.
- Business hours will be Monday-Sunday, 7:00 AM-10:00 PM.
- Noise will be minimal; all activities are indoors.
- Facility will not negatively impact the neighborhood or traffic.
- No landscaping or exterior changes planned at this time.
- Installation cost: \$5,000-\$10,000 for turf, cages, and equipment.
- Expected opening: September 2025.

- This facility will offer a much-needed environment for young baseball and softball play in northern Sheboygan to practice, develop skills, and receive one-on-one instruction. The project will be a positive addition to the community.

STAFF COMMENTS:

No formal sign package has been submitted. Applicant shall work with staff with regards to constructing a well-designed sign package for the site. Staff may bring the proposed signage design back to the Plan Commission if there are any concerns.

ACTION REQUESTED:

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

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.

ATTACHMENTS:

Conditional Use Permit Application and Attachments

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

Fee: \$250.00

Review Date: _____

Zoning: _____

Item 7.

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

SECTION 1: Applicant/ Permittee Information

Applicant Name (Ind., Org. or Entity) GEOFF LEFEBER	Authorized Representative GEOFF LEFEBER	Title TENANT	
Mailing Address W1830 WINDMOR DR	City SHEBOYGAN	State WI	ZIP Code 53083
Email Address GLEFEBER44@GMAIL.COM	Phone Number (incl. area code) 920-331-7756		

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

Applicant Name (Ind., Org. or Entity) MORSE IRREVOCABLE TRUST OF 2020 JANELE MORSE	Contact Person JANELE MORSE	Title TRUSTEE	
Mailing Address W3436 GANTON ROAD	City SHEBOYGAN FALLS	State WI	ZIP Code 53085
Email Address morse1995@gmail.com	Phone Number (incl. area code) 920-980-1666		

SECTION 3: Project or Site Location

Project Address/Description 2737 NORTH 21ST STREET SHEBOYGAN	Parcel No. 53083
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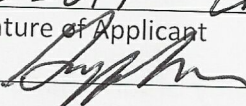
SECTION 4: Proposed Conditional Use

Name of Proposed/Existing Business: HIT MACHINE BASEBALL, LLC
Existing Zoning:
Present Use of Parcel:
Proposed Use of Parcel: BASEBALL PRACTICE HITTING FACILITY
Present Use of Adjacent Properties:

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) GEOFF LEFEBER	Title TENANT	Phone Number 920-331-7756
Signature of Applicant 		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 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.

Geoff Lefebber
Hit Machine LLC
2737 North 21st Street
Sheboygan, WI 53081
glefeber44@gmail.com
920-331-7756

July 22, 2025

Sheboygan Department of City Development
828 Center Avenue, Suite 104
Sheboygan, WI 53081

Subject: Plan of Operations and Occupancy - 2737 North 21st Street

Dear City Development Staff,

I am writing to submit the Plan of Operations and Occupancy for 2737 North 21st Street, Sheboygan, WI 53081. The building was previously used by a landscaping company, which has vacated. We propose to repurpose the building as an indoor baseball and softball pitching and hitting facility, to be operated as Hit Machine Baseball & Softball.

1. Proposed Use

The facility will be dedicated to training boys and girls ages 7-18 in baseball and softball, with a focus on pitching and hitting.

Maximum capacity: Up to 15 kids at a time, distributed throughout the week to balance usage.

Individual member use is allowed for hitting or pitching at different times.

2. Facility Description

Dimensions: 41 feet wide by 72 feet long.

Features:

- 3 artificial turf batting cages
- 1 restroom
- Black felt draping for visibility and safety

Please see the attached facility interior photos.

3. Parking and Traffic

Parking available in front of the facility and on 21st Street.

Estimated cars: No more than 10-12 at a time, with a maximum of 25 adults and children in the facility at once.

No dumpster needed; trash will be managed internally.

4. Signage and Branding

Signage: Hit Machine logos (see below) will be used on a flag and sign no greater than 5' x 5' on the front of the building.

5. Operations and Noise

Business hours: Monday-Sunday, 7:00 AM-10:00 PM.

Noise: Minimal; all activities are indoors.

Facility will not negatively impact the neighborhood or traffic.

No landscaping or exterior changes planned at this time.

6. Installation & Timeline

Installation cost: \$5,000-\$10,000 for turf, cages, and equipment.

Expected opening: September 2025.

7. Community Impact

This facility will offer a much-needed environment for young baseball and softball players in northern Sheboygan to practice, develop skills, and receive one-on-one instruction. The project will be a positive addition to the community.

Please find attached the facility interior photos and our branding logos for your reference. Should you have any questions, require further information, or wish to schedule a site visit, please let me know.

Thank you for your consideration.

Sincerely,

Geoff Lefebber
Hit Machine LLC
glefeber44@gmail.com
920-331-7756

Facility Interior Photos

General Facility Interior



Pitching Machine/Batting Cage



Pitching Mounds Area



Hit Machine Logos



CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use with exceptions by Bunman, LLC to construct a freezer addition located at 3320 Weeden Creek Road. SI Zone.

REPORT PREPARED BY: Ellise Rose, Zoning Administrator

REPORT DATE: August 14, 2025

MEETING DATE: August 26, 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:

Bunman, LLC is proposing to construct a freezer addition located at 3320 Weeden Creek Road. The applicant states the following:

- The parcel is currently occupied by Johnston's Bakery Frozen Dough Production Facility. It is bordered by Weeden Creek Road to the south and Gateway Drive to the west. Adjacent properties include:
 - North: Airgas
 - Northeast: Vacant lot owned by the City of Sheboygan
 - East: Vacant lot owned by Johnston's Bakery
- Johnston's Bakery owns the subject property and operates an existing facility at this location. No change in use is proposed.
- Due to continued growth in the frozen dough market, Johnston's Bakery is proposing to expand its cold storage capacity at the existing facility.
- The current production facility consists of several additions over time and totals approximately 29,652 square feet. The proposed freezer expansion will add 1,400 square feet, bringing the total building area to 31,052 square feet.
- Plant operations typically run from 4:00 AM to 8:00 PM, Monday through Friday, with occasional Saturday shifts. The facility currently employs approximately 12 staff members, with an average of 7 on-site at a given time. Truck traffic will remain unchanged at 2–3 trucks per day.
- No changes are proposed to existing parking stalls, loading docks, dumpster locations, signage, or vehicular maneuvering areas.
- The existing facility is a pre-engineered metal building clad in light tan vertical metal siding. A 30" concrete block wainscot is present on the west and south elevations. The production area has a dark brown standing seam metal roof. The current freezers are

enclosed with painted metal-clad panels in a neutral color and have low-slope membrane roofs.

- The proposed freezer addition will be designed to closely match the existing structure. It will utilize metal-clad freezer panels painted to match the existing neutral tone, and the roof will be a low-slope membrane consistent with the adjacent freezer.
- The building addition will match the style and materials of the existing facility and remain consistent with the surrounding business park. No changes to traffic volume are anticipated, and business operations will continue as usual. Any new site lighting will comply with City of Sheboygan lighting intensity standards.
- Construction may take place in Fall 2025 and be completed by the end of the year.
- The estimated cost of the proposed addition is approximately \$300,000.
- We are requesting a variance to the Landscape Requirements. The building footprint, street frontage, and paved area will not change. This project has a 1,400 square foot increase to the developed lot, which requires 14 points. The 2022 project had a surplus of 202 points among the 4 categories (including 12 points in the developed lot category). We propose utilizing those surplus points in lieu of providing new landscaping. Some bushes and shrubs may require relocation to accommodate the addition.

STAFF COMMENTS:

Requesting an exception from the locational landscaping requirements - Applicant shall meet the number of points required.


ACTION REQUESTED:

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

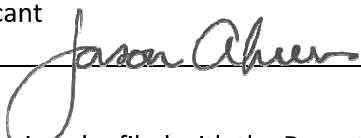
1. Prior to operation/occupancy, the applicant shall obtain all licenses and occupancy permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, food, alcohol, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
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. 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.

ATTACHMENTS:

Conditional Use Permit Application and Attachments

	<p align="center">CITY OF SHEBOYGAN</p> <p align="center">APPLICATION FOR CONDITIONAL USE</p>	<div style="border: 1px solid black; padding: 2px; float: right;">Item 8.</div>	
		Fee: \$250.00	
		Review Date: 08/26/2025 Zoning: SI - Suburban Industrial	

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

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) Bunman, LLC.		Authorized Representative John Johnston	
Title Owner			
Mailing Address 1227 Superior Avenue	City Sheboygan	State WI	ZIP Code 53081
Email Address bunman@johnstionsbakery.com		Phone Number (incl. area code) (920) 458-3342	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity)		Contact Person	
Title			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number (incl. area code)	
SECTION 3: Project or Site Location			
Project Address/Description Johnston's Bakery Freezer Addition		Parcel No. 59281470691 and 59281470712	
SECTION 4: Proposed Conditional Use			
Name of Proposed/Existing Business:		Johnston's Bakery Frozen Dough Plant	
Existing Zoning:		SI - Suburban Industrial	
Present Use of Parcel:		Frozen Dough Production Facility and Cold Storage	
Proposed Use of Parcel:		Same	
Present Use of Adjacent Properties:		Various Industrial	
SECTION 5: Certification and Permission			
<p>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.</p>			
<p>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.</p>			
Name of Owner/Authorized Representative (please print) Jason Ahrens (Owner's Agent)		Title Project Architect	Phone Number
Signature of Applicant 		Date Signed 08/04/2025	

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.

CONDITIONAL USE WRITTEN EXPLANATION REQUIREMENTS

Item 8.

A. Name of project/development.

B. Summary of the Conditional Use and general operation of proposed use:

- Description of existing use
- Description of proposed use (indoor, outdoor, etc.), why was this site selected?
- All services, products, etc. to be provided
- Projected number of residents, employees, and/or daily customers
- Proposed number of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
- Description of proposed building and all new site improvements (square footage of new and existing structure(s), traffic, ingress/egress, parking, sidewalk, retaining walls, storm drainage, landscaping, lighting, dumpster enclosure, screening of mechanicals, etc.)
- A written description of the proposed general orientation, design, arrangement, texture, material and color of the building or structure and how it is compatible with the development and redevelopment in and around the area
- An explanation of any interior and/or exterior renovations
- Is access appropriate and is their sufficient customers/resident off-street parking?
- Proposed signage
- Project timeline and estimated value of project
- Compatibility of the proposed use and design with adjacent and other properties in the area.
- How will you insure that the business will not become a nuisance to adjacent properties (i.e. parking, noise, smells, hours of operations, etc.
- Other information that would be considered pertinent by the Plan Commission.

C. If applicable, please describe any exceptions/variances that are required for this project (i.e. setbacks, parking, landscaping, etc.)

D. Written justification for the proposed conditional use, indicating reasons why the applicant believes the proposed conditional use is appropriate:

- a) How is the proposed conditional use (independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Sheboygan Comprehensive Master Plan?
- b) Does the conditional use, in its proposed location, result in any substantial or undue adverse impact on nearby property the character of the neighborhood, environment, traffic, parking, public improvements, public property or rights-of-way?
- c) How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located?
- d) Is the proposed conditional use located in an area that will be adequately served by utilities, or services provided by public agencies? If not, please explain.

CONDITIONAL USE APPLICATION SUBMITTAL REQUIREMENTS

Item 8.

For a home occupation

1. A Site Plan including:
 - ❑ The overall property
 - ❑ The existing location of building(s) on the property
 - ❑ The parking spaces location on the property
2. A Floor Plan including:
 - ❑ The dwelling floor plan showing where the business will take place in the dwelling unit.
 - ❑ All information necessary to understand the proposal

For all other Conditional Use Permits

1. A certified survey map showing existing property boundaries and improvements.
2. A map providing the following information:
 - ❑ The map and all its parts shall be clearly reproducible with a photocopier at a size of 11" X 17" and map scale not less than 1' = 600' with lot dimensions of the subject property provided and a graphic scale and north arrow.
 - ❑ All lands for which the conditional use is proposed.
 - ❑ All other lands within 100 feet of the boundaries of the subject property.
 - ❑ The current zoning of the subject property and its environs (200 feet),
3. A site plan (conforming to the requirements of Section 15.908(3) of the subject property as proposed for development):
 - ❑ Submit TWO (2) hardcopies of the site plan and ONE (1) 11" X 17" reduction of the site plan.
 - ❑ Submit digital plans and drawings of the project by email, flash drive, etc.
 - ❑ Title block that provides all contact information for the petitioner and/or owner, if different
 - ❑ Full name and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the plan preparation
 - ❑ The date of the original plan and latest date of revision to the plan
 - ❑ A north arrow and graphic scale. Said scale is not to be smaller than one inch equals 100 feet
 - ❑ All property lines & existing/proposed right-of-way lines with bearings & dimensions clearly labeled
 - ❑ Existing/proposed easement lines and dimensions with an explanation of ownership and purpose.
 - ❑ All required building setback lines
 - ❑ Existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities and walls.
 - ❑ Location and dimension of all curb cuts and throat widths of all access points onto public streets or alleys.
 - ❑ The location and dimension of all on-site parking including a summary of the number of parking stalls provided versus the requirements of the ordinance
 - ❑ The location and dimension of all loading and service areas on subject property
 - ❑ The location of all outdoor storage areas and the design of all screening devices
 - ❑ Location of all outdoor storage and refuse disposal areas and the design and materials used for construction and operation
 - ❑ The location, type, height, size and lighting of all signage.
 - ❑ Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
 - ❑ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generator
 - ❑ Location of all existing and proposed landscape areas, storm water areas, etc.
4. Building elevations and perspectives.

NOTE: A Traffic Impact Study (TIA) may be required with large development proposals.

STEP 1: Initial Meeting with City Planning Office:

An initial meeting is to ensure that both the applicant and the city staff have a proper understanding of what is being requested and to explain the approvals necessary. An engineered drawing is not required for this meeting, but an accurate sketch and any applicable background information may be needed. Additional meetings can be arranged by calling the Department of City Development.

STEP 2: Official Submission:

A conditional use permit application may be filed at the City of Sheboygan Planning and Development office located on the 2nd floor of City Hall or may be submitted electronically via email:

Steve.Sokolowski@SheboyganWI.gov

If submitting electronically, please verify application has been accepted and will be placed on the next Plan Commission agenda.

Payment of the application fee must be received prior to the application filing deadline. Payment may be submitted via postal delivery, in person, or by phone using credit card.

Mailing Address: Department of City Development
828 Center Ave. Suite 208
Sheboygan, WI 53081

NOTE: Applications will not be accepted until complete. A complete application includes all items in the respective checklists above. Applications must be complete before they are scheduled for a meeting before the Plan Commission.

PLAN COMMISSION MEETING

Meeting Date: The Plan Commission meets on the 2nd and 4th Tuesdays of the month at 4:00 p.m. in the Council Chambers of City Hall, 828 Center Ave. The project applicant or a representative must attend the Plan Commission meeting to present the conditional use permit request and answer questions regarding the proposal. Public comment will be invited at the Plan Commission meeting.

Public Notification: Owners of property in the vicinity of the site affected by the conditional use permit proposal are notified via mail. The public hearing notice explains the proposal and provides information about the Plan Commission meeting.

Project Review: The purpose of a conditional use permit is to assure compatibility between land uses. City staff analyzes a proposal and prepares a recommendation for the Plan Commission. The project analysis considers the location of the affected property, surrounding uses, and the operational details of a proposed use.

Plan Commission: The Plan Commission is charged with the authority to approve or deny a conditional use permit request. In the event an applicant wishes to contest the decision of the Plan Commission, the applicant may appeal the decision to the Sheboygan County Circuit Court.

**Plan Commission meeting agendas and minutes may be viewed on the City's website:
www.SheboyganWI.gov**

FOR INFORMATION OR ASSISTANCE CONTACT THE ZONING MANAGER: (920) 459-3382

ACTION BY CITY PLAN COMMISSION

DATE OF MEETING: _____

APPROVED: _____

CONDITIONALLY APPROVED: _____

DENIED: _____

CONDITIONS

SIGNATURE: _____
Chairperson, City Plan Commission or
Representative Dept. of City Development

DATE: _____

NOTES

Permits are valid until such time as the business no longer operates from the side. No yearly renewal is required.

Permit may be revoked without notice if misrepresentation of any of the above information or attachments is found to exist.

Permit shall expire in one (1) year from date of approval unless substantial work has commenced or business has begun operating.

Permit is null and void if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

Changes in the plans or specifications submitted in the original application shall not be made without prior written approval of the City Plan Commission.

August 4, 2025

PROJECT NARRATIVE

PROJECT NAME AND ADDRESS:

Johnston's Bakery
3228 Weeden Creek Rd
Sheboygan WI 53081

PARCEL INFORMATION/ SITE DATA/ ZONING CLASSIFICATION:

Tax Parcel Numbers: 59281470691 (Existing production facility)
Lot area: 2.3 acres
Zoning: SI - Suburban Industrial

EXISTING SITE CONDITIONS/ LAND USE:

The parcel is currently occupied by Johnston's Bakery Frozen Dough Production Facility. It is bordered by Weeden Creek Road to the south and Gateway Drive to the west. Adjacent properties include:

- **North:** Airgas
- **Northeast:** Vacant lot owned by the City of Sheboygan
- **East:** Vacant lot owned by Johnston's Bakery

SITE SELECTION:

Johnston's Bakery owns the subject property and operates an existing facility at this location. No change in use is proposed.

DESCRIPTION OF PROPOSED PROJECT:

Due to continued growth in the frozen dough market, Johnston's Bakery is proposing to expand its cold storage capacity at the existing facility.

The current production facility consists of several additions over time and totals approximately 29,652 square feet. The proposed freezer expansion will add 1,400 square feet, bringing the total building area to 31,052 square feet.

DESCRIPTION OF BUSINESS ACTIVITIES:

Plant operations typically run from 4:00 AM to 8:00 PM, Monday through Friday, with occasional Saturday shifts. The facility currently employs approximately 12 staff members, with an average of 7 on-site at a given time. Truck traffic will remain unchanged at 2–3 trucks per day.

PARKING

No changes are proposed to existing parking stalls, loading docks, dumpster locations, signage, or vehicular maneuvering areas.

DESCRIPTION OF EXISTING EXTERIOR DESIGN AND MATERIALS:

The existing facility is a pre-engineered metal building clad in light tan vertical metal siding. A 30" concrete block wainscot is present on the west and south elevations. The production area has a dark brown standing seam metal roof. The current freezers are enclosed with painted metal-clad panels in a neutral color and have low-slope membrane roofs.

DESCRIPTION OF PROPOSED EXTERIOR DESIGN AND MATERIALS:

The proposed freezer addition will be designed to closely match the existing structure. It will utilize metal-clad freezer panels painted to match the existing neutral tone, and the roof will be a low-slope membrane consistent with the adjacent freezer.

POTENTIAL NUISANCES TO ADJOINING PROPERTY OWNERS:

The building addition will match the style and materials of the existing facility and remain consistent with the surrounding business park. No changes to traffic volume are anticipated, and business operations will continue as usual. Any new site lighting will comply with City of Sheboygan lighting intensity standards.

VARIANCES:

We are requesting a variance to the Landscape Requirements.

The building footprint, street frontage, and paved area will not change. This project has a 1,400 square foot increase to the developed lot, which requires 14 points.

The 2022 project had a surplus of 202 points among the 4 categories (including 12 points in the developed lot category). We propose utilizing those surplus points in lieu of providing new landscaping. Some bushes and shrubs may require relocation to accommodate the addition.



CONSTRUCTION TIMELINE:

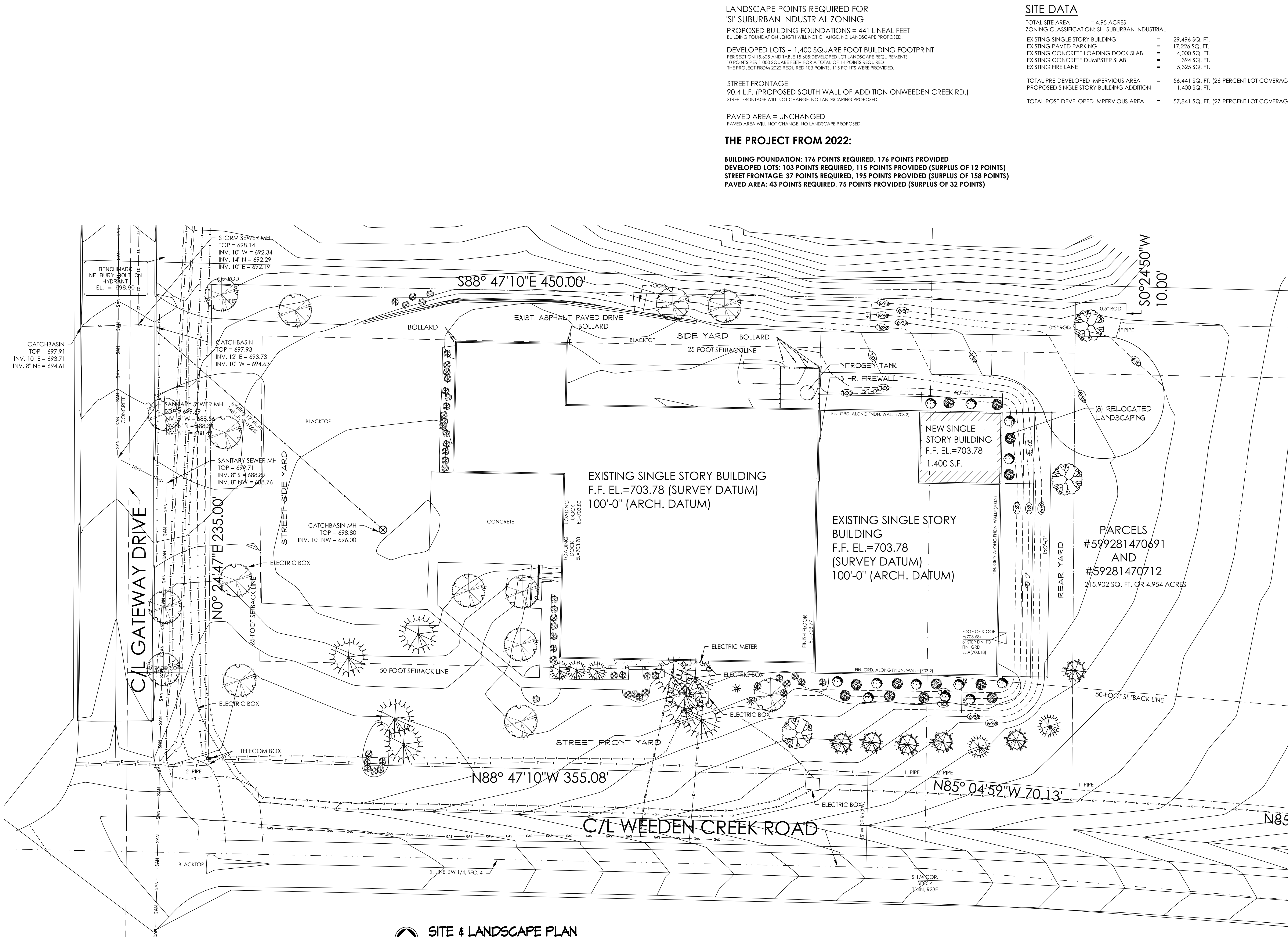
Construction may take place in Fall 2025 and be completed by the end of the year.

ESTIMATED PROJECT COST:

The estimated cost of the proposed addition is approximately **\$300,000**.

COMBINING LOTS:

We also request discussion regarding issues combining the two lots. The lots are unable to be combined since the two lots are currently in separate school districts. We are requesting directions on how this can proceed, or how lots can be modified to allow for continued building expansion to the east. A map of districts has been included in the submittals for your reference.



LANDSCAPE POINTS REQUIRED FOR	
'SI' SUBURBAN INDUSTRIAL ZONING	
PROPOSED BUILDING FOUNDATIONS = 441 LINEAL FEET	
BUILDING FOUNDATION LENGTH WILL NOT CHANGE. NO LANDSCAPE PROPOSED.	
DEVELOPED LOTS = 1,400 SQUARE FOOT BUILDING FOOTPRINT	
PER SECTION 15.605 AND TABLE 15.605:DEVELOPED LOT LANDSCAPE REQUIREMENTS	
10 POINTS PER 1,000 SQUARE FEET- FOR A TOTAL OF 14 POINTS REQUIRED	
THE PROJECT FROM 2022 REQUIRED 103 POINTS. 115 POINTS WERE PROVIDED.	
STREET FRONTAGE	
90.4 L.F. (PROPOSED SOUTH WALL OF ADDITION ONWEEDEN CREEK RD.)	
STREET FRONTAGE WILL NOT CHANGE. NO LANDSCAPING PROPOSED.	
PAVED AREA = UNCHANGED	
PAVED AREA WILL NOT CHANGE. NO LANDSCAPE PROPOSED.	
THE PROJECT FROM 2022:	
BUILDING FOUNDATION: 176 POINTS REQUIRED, 176 POINTS PROVIDED	
DEVELOPED LOTS: 103 POINTS REQUIRED, 115 POINTS PROVIDED (SURPLUS OF 12 POINTS)	
STREET FRONTAGE: 37 POINTS REQUIRED, 195 POINTS PROVIDED (SURPLUS OF 158 POINTS)	
PAVED AREA: 43 POINTS REQUIRED, 75 POINTS PROVIDED (SURPLUS OF 32 POINTS)	

SITE DATA	
TOTAL SITE AREA	= 4.95 ACRES
ZONING CLASSIFICATION: SI - SUBURBAN INDUSTRIAL	
EXISTING SINGLE STORY BUILDING	= 29,496 SQ. FT.
EXISTING PAVED PARKING	= 17,226 SQ. FT.
EXISTING CONCRETE LOADING DOCK SLAB	= 4,000 SQ. FT.
EXISTING CONCRETE DUMPSTER SLAB	= 394 SQ. FT.
EXISTING FIRE LANE	= 5,325 SQ. FT.
TOTAL PRE-DEVELOPED IMPERVIOUS AREA	= 56,441 SQ. FT. (26-PERCENT LOT COVERAGE)
PROPOSED SINGLE STORY BUILDING ADDITION	= 1,400 SQ. FT.
TOTAL POST-DEVELOPED IMPERVIOUS AREA	= 57,841 SQ. FT. (27-PERCENT LOT COVERAGE)

SITE & LANDSCAPE PLAN
SCALE 1" = 20'-0"

Item 8.

DATE

NO. REVISIONS

215 PINE STREET
SHEBOYGAN FALLS, WI 53085
(920) 395-1090

STUDIO

DISTINCTIVE DESIGN

PRELIMINARY

NOT FOR CONSTRUCTION

BUILDING ADDITION FOR:
JOHNSTON'S BAKERY
3228 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

SHEET TITLE

DRAWN BY
JRA

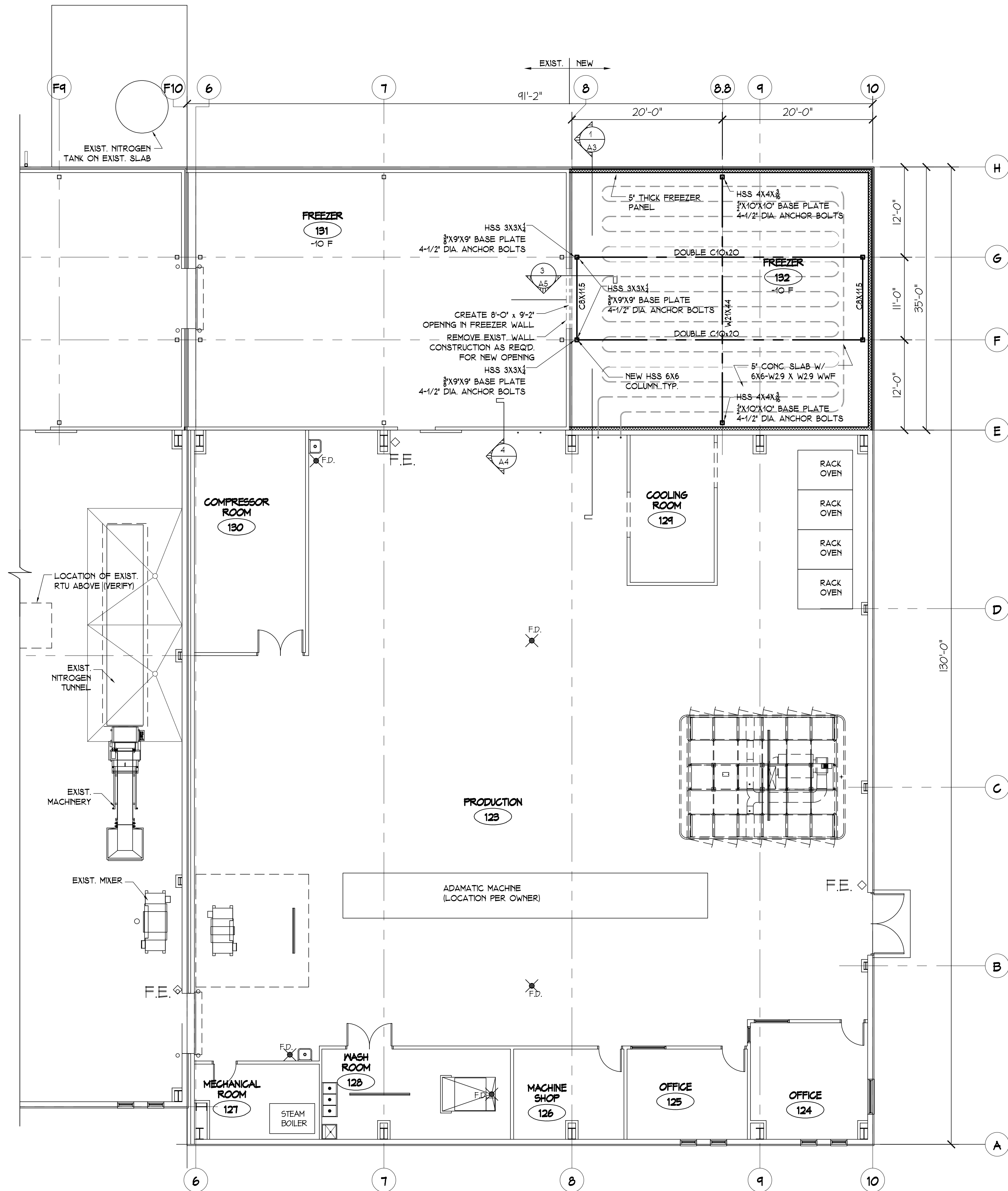
CHECKED BY
JRA

DATE
07/22/2025

PROJECT NO.
25-039

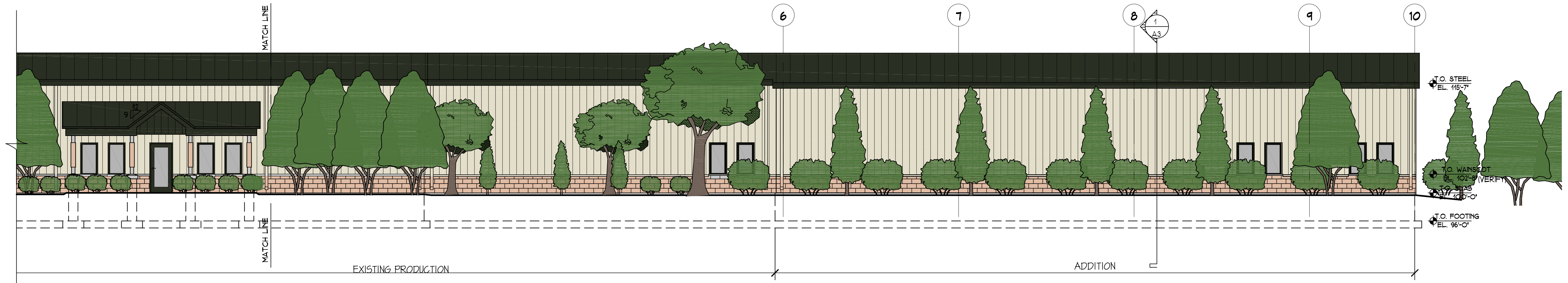
SHEET NO.
C2

25

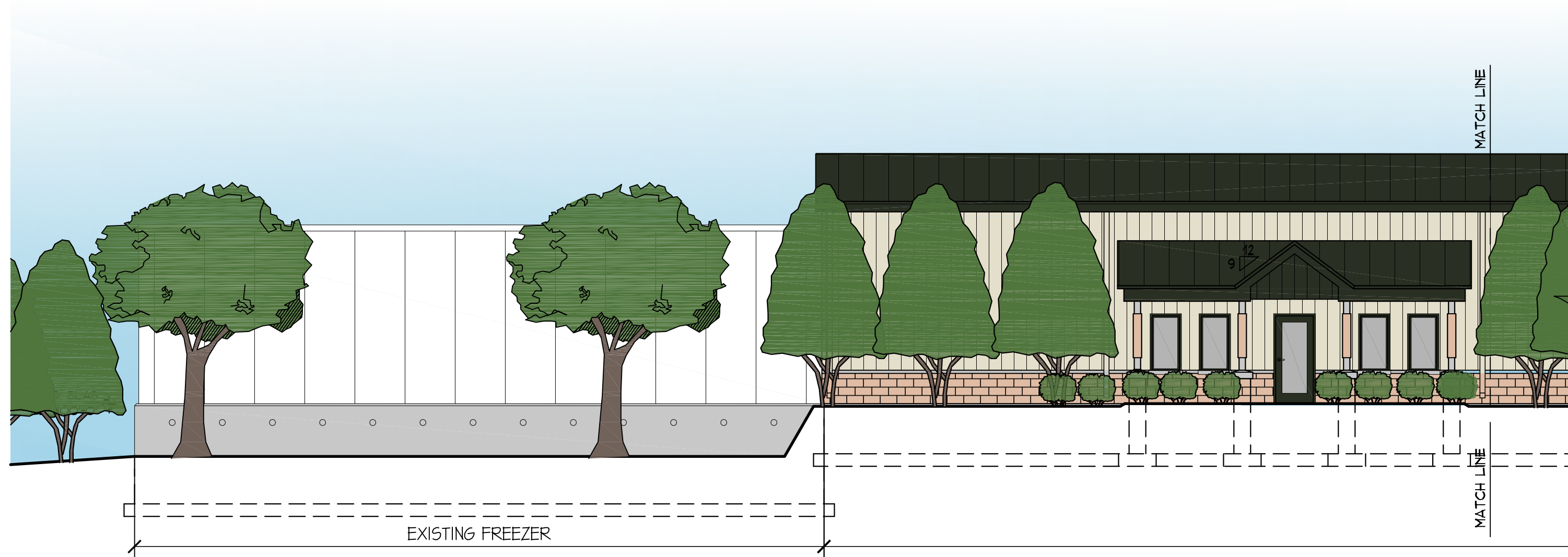


PARTIAL FLOOR PLAN
SCALE 1/8" = 1'-0"

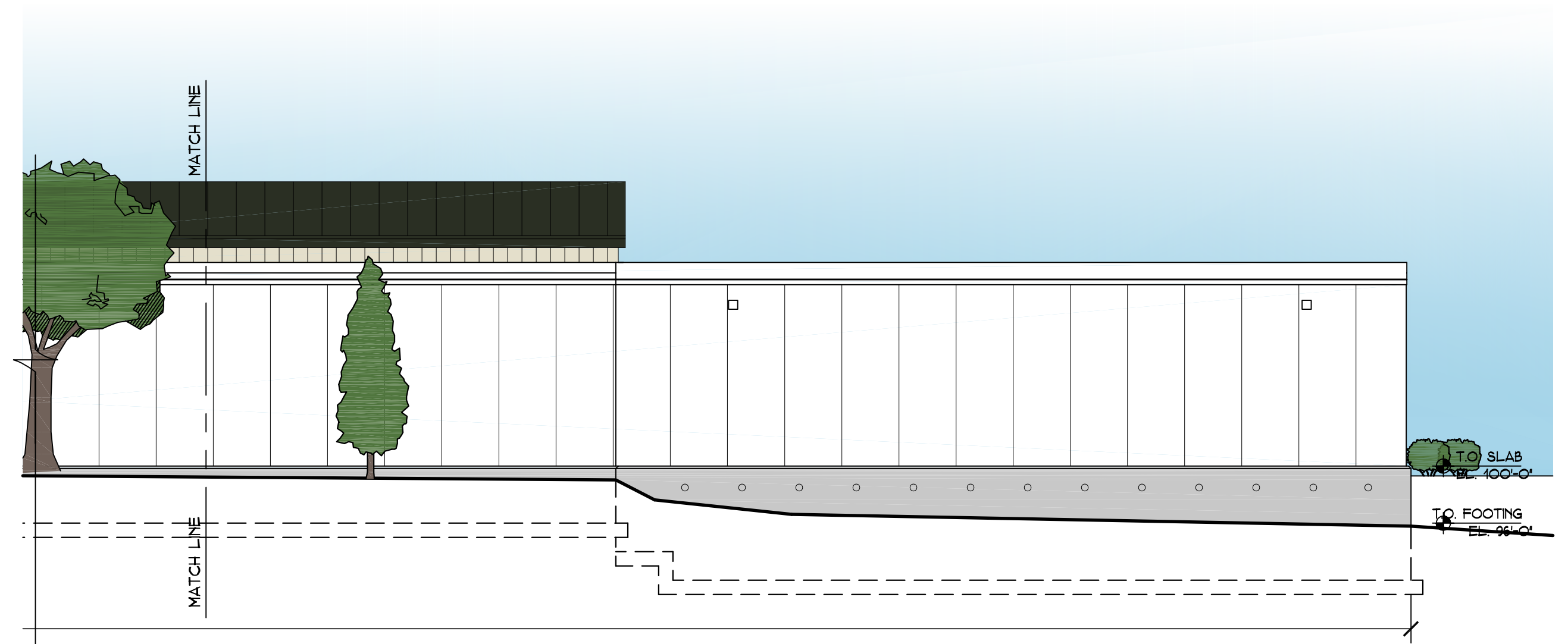
Item 8.	
NO. REVISIONS	DATE
DISTINCTIVE DESIGN STUDIO 215 PINE STREET SHEBOYGAN FALLS, WI 53085 (920) 395-1090	
PRELIMINARY NOT FOR CONSTRUCTION	
BUILDING ADDITION FOR: JOHNSTON'S BAKERY 3228 WEEDEN CREEK ROAD SHEBOYGAN, WI 53081	
SHEET TITLE FLOOR PLAN SCHEDULES AND NOTES	
DRAWN BY JRA	
CHECKED BY JRA	
DATE 07/22/2025	
PROJECT NO. 25-039	
SHEET NO. A1	



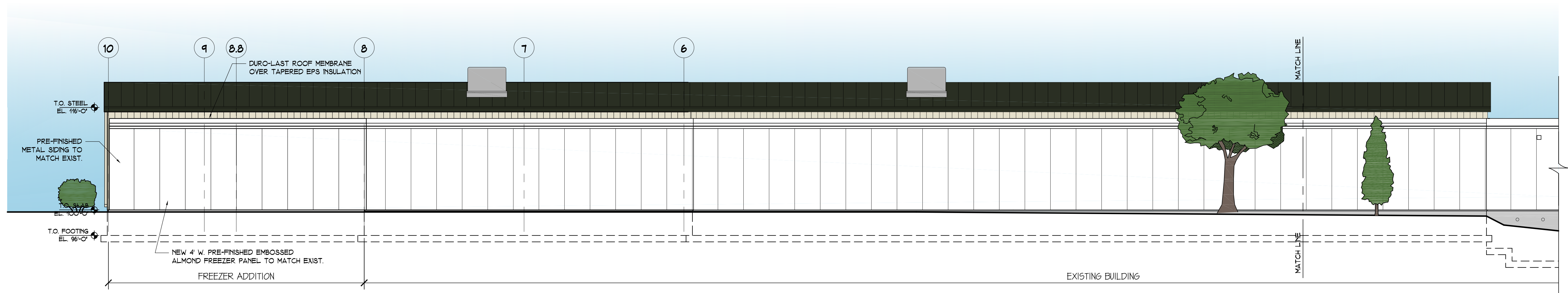
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A2
PARTIAL SOUTH ELEVATION
SCALE 1/8" = 1'-0"



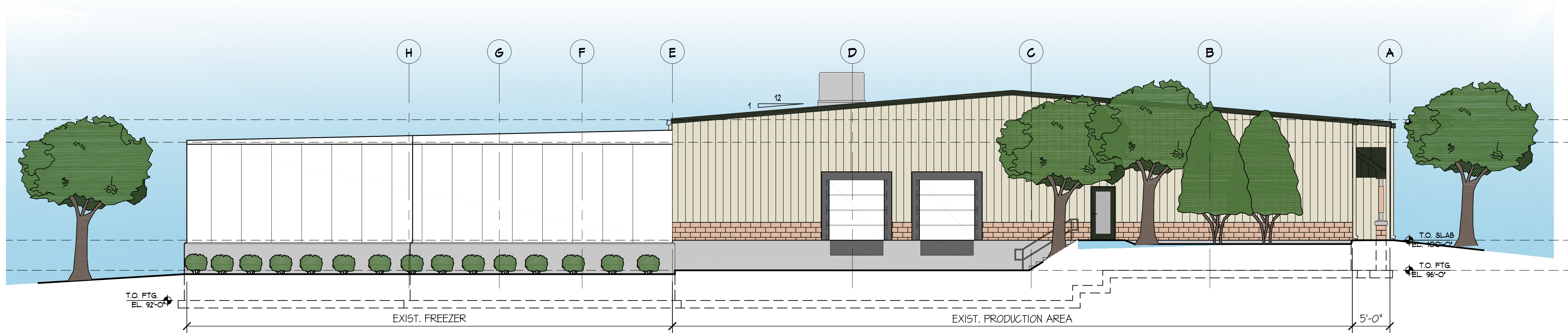
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A2
PARTIAL SOUTH ELEVATION
SCALE 1/8" = 1'-0"



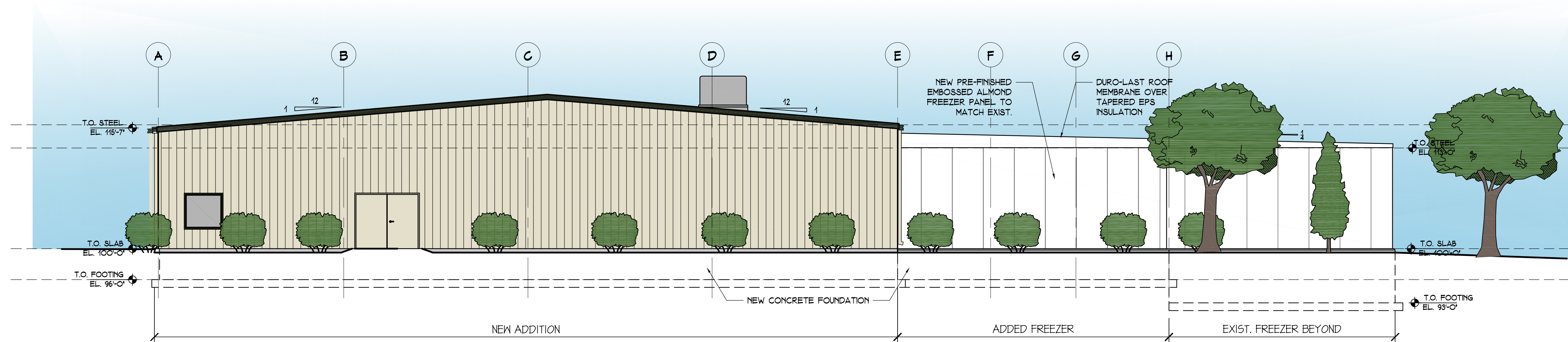
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A2
PARTIAL NORTH ELEVATION
SCALE 1/8" = 1'-0"



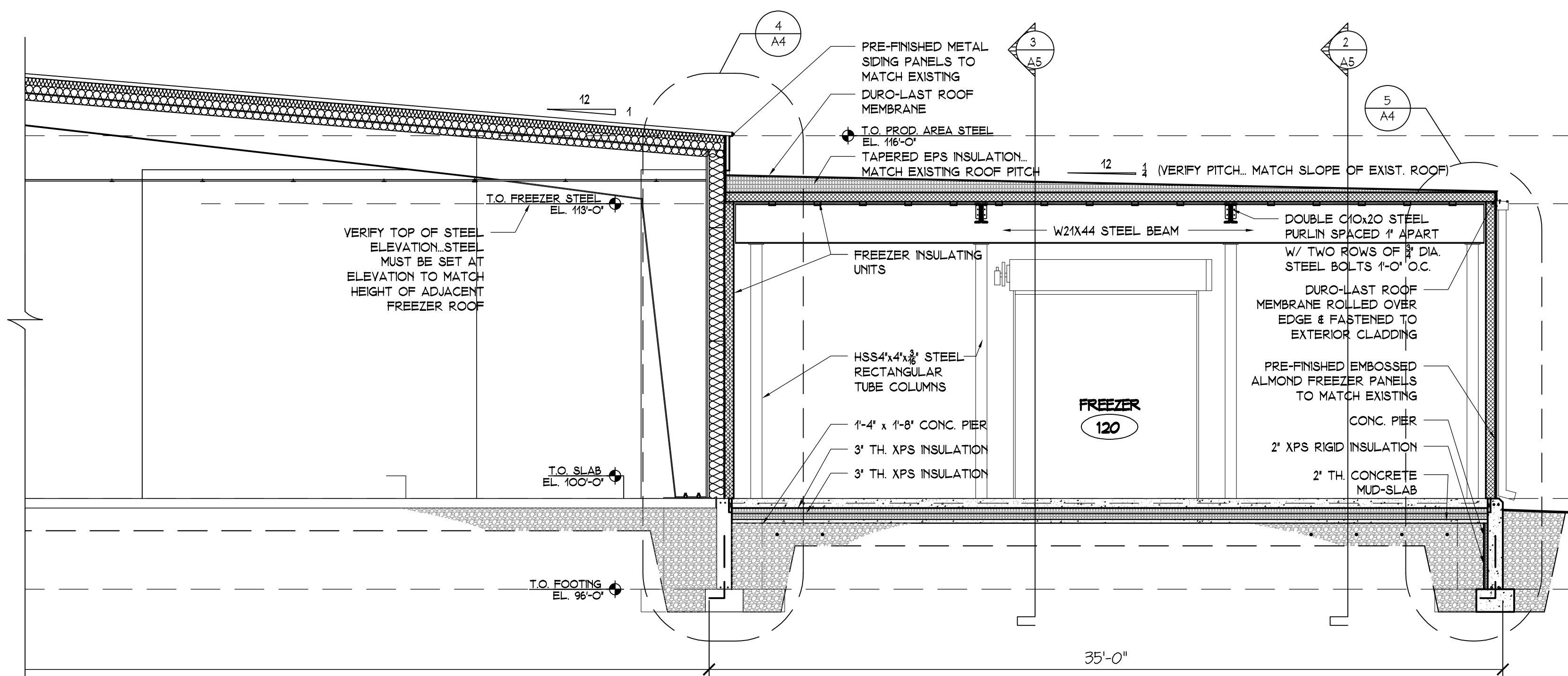
1
A2
PARTIAL NORTH ELEVATION
SCALE 1/8" = 1'-0"



WEST ELEVATION
SCALE 1/8" = 1'-0"



EAST ELEVATION
SCALE 1/8" = 1'-0"




PARTIAL BUILDING CROSS-SECTION LOOKING WEST
SCALE 1/4" = 1'-0"

Item 8.

DATE

NO. REVISIONS



DISTINCTIVE DESIGN
STUDIO
215 PINE STREET
SHEBOYGAN FALLS, WI 53085
(920) 395-1090

PRELIMINARY
NOT FOR CONSTRUCTION

**BUILDING ADDITION FOR:
JOHNSTON'S BAKERY
3228 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081**

SHEET TITLE
EAST AND WEST
BUILDING ELEVATIONS
BUILDING SECTIONS

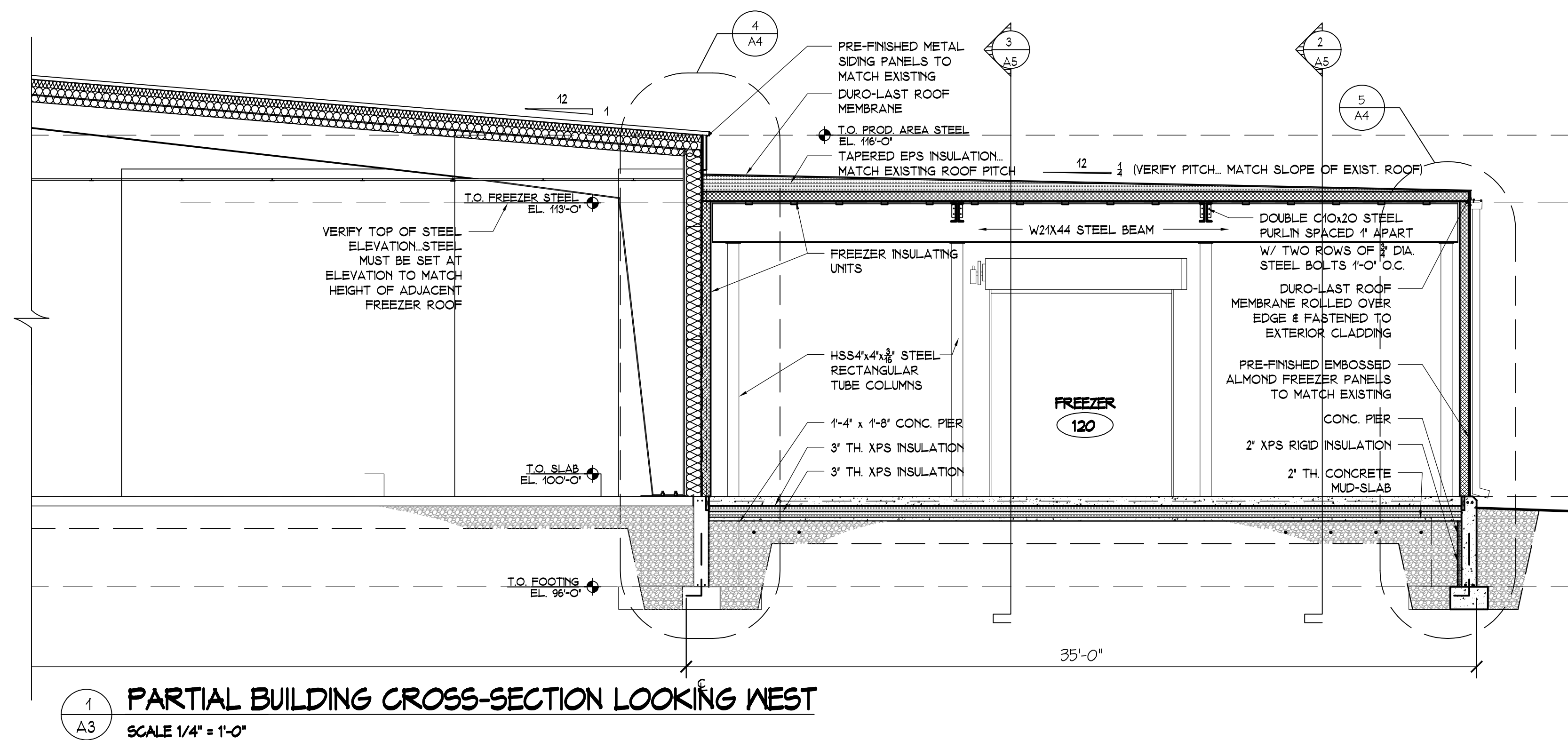
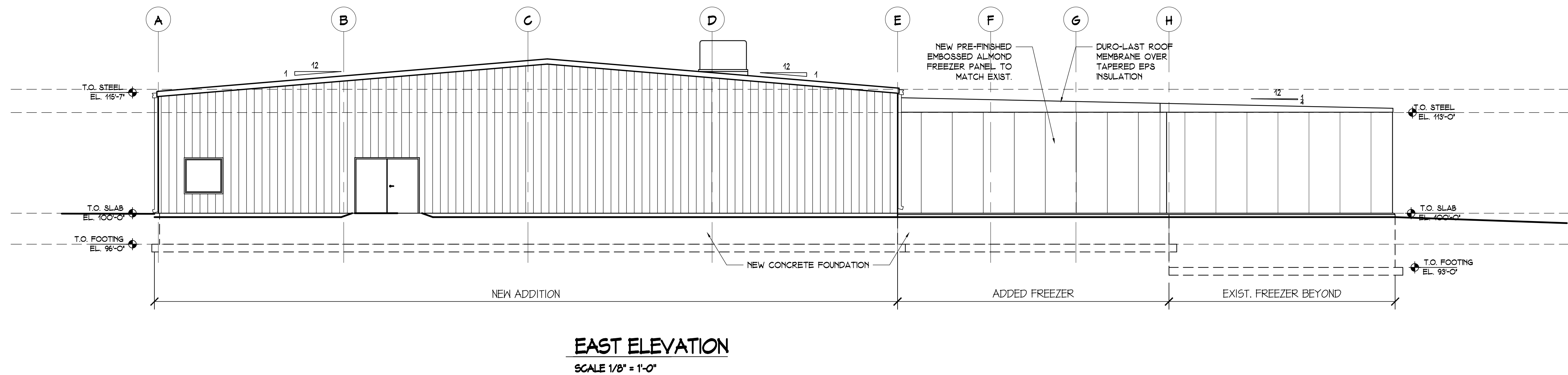
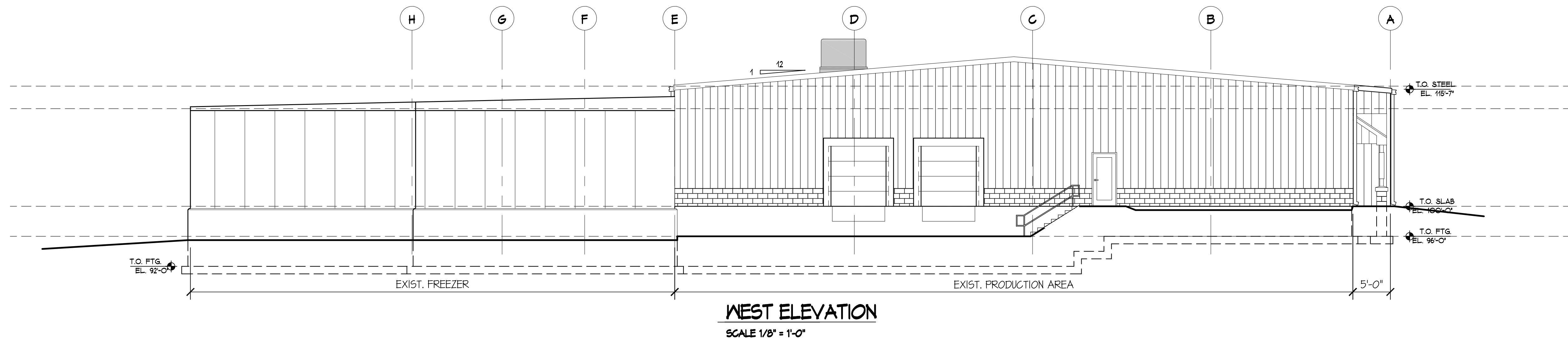
DRAWN BY
JRA


CHECKED BY
JRA

DATE
07/22/2025

PROJECT NO.
25-039

SHEET NO.
A3



Item 8.	
DATE	
NO. REVISIONS	
 DISTINCTIVE DESIGN STUDIO 215 PINE STREET SHEBOYGAN FALLS, WI 53085 (920) 395-1090	
PRELIMINARY NOT FOR CONSTRUCTION	
BUILDING ADDITION FOR: JOHNSTON'S BAKERY 3228 WEEDEN CREEK ROAD SHEBOYGAN, WI 53081	
SHEET TITLE EAST AND WEST BUILDING ELEVATIONS BUILDING SECTIONS	
DRAWN BY JRA	
CHECKED BY JRA	
DATE 07/22/2025	
PROJECT NO. 25-039	
SHEET NO. A3	

CITY OF SHEBOYGAN

REQUEST FOR ARCHITECTURAL REVIEW CONSIDERATION

ITEM DESCRIPTION: Architectural review of a building addition at Johnston's Bakery Frozen Dough facility located at 3320 Weeden Creek Road.

REPORT PREPARED BY: Ellise Rose, Zoning Administrator

REPORT DATE: August 19, 2025

MEETING DATE: August 26, 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:

Bunman, LLC is proposing a building addition at Johnston's Bakery Frozen Dough facility located at 3320 Weeden Creek Road. The applicant states the following:

- The project consists of an expansion to the freezer at Johnston's Bakery Frozen Dough facility.
- The existing facility is a pre-engineered metal building clad in light tan vertical metal siding. A 30" concrete block wainscot is present on the west and south elevations. The production area has a dark brown standing seam metal roof. The current freezers are enclosed with painted metal-clad panels in a neutral color and have low-slope membrane roofs.
- The proposed freezer addition will be designed to closely match the existing structure. It will utilize metal-clad freezer panels painted to match the existing neutral tone, and the roof will be a low-slope membrane consistent with the adjacent freezer.

STAFF COMMENTS:

None

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: **\$100**

Item 9.

Review Date: **08/26/2025**

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

SECTION 1: Applicant/ Permittee Information

Name (Ind., Org. or Entity) Bunman, LLC	Authorized Representative John Johnston	Title Owner	
Mailing Address 1227 Superior Avenue	City Sheboygan	State WI	ZIP Code 53081
Email Address bunman@johnstonsbakery.com	Phone Number (incl. area code) (920) 458-3342		

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

Name (Ind., Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)		

SECTION 3: Architect Information

Name Distinctive Design Studio - Jason Ahrens			
Mailing Address 215 Pine Street	City Sheboygan Falls	State WI	Zip 53085
Email Address jason@distinctivedesignstudio.com	Phone Number (incl. area code) (920) 458-5584		


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) Jason Ahrens (Agent of Owner)	Title Project Architect	Phone Number (920) 458-5584
Signature of Applicant 		Date Signed 08/04/2025

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 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

Project Address/Description Johnston's Bakery Addition		Parcel No. 59281470691
Name of Proposed/Existing Business:	Johnston's Bakery Frozen Dough Plant	
Address of Property Affected:	3220 Weeden Creek Road	
Zoning Classification:	SI - Suburban Industrial	
New Building: <input type="checkbox"/>	Addition: <input checked="" type="checkbox"/>	Remodeling: <input type="checkbox"/>

SECTION 7: Description of Proposed Project

The project consists of an expansion to the freezer at Johnston's Bakery Frozen Dough facility.

SECTION 8: Description of EXISTING Exterior Design and Materials

The existing facility is a pre-engineered metal building clad in light tan vertical metal siding. A 30" concrete block wainscot is present on the west and south elevations. The production area has a dark brown standing seam metal roof. The current freezers are enclosed with painted metal-clad panels in a neutral color and have low-slope membrane roofs.

SECTION 9: Description of the PROPOSED Exterior Design and Materials

The proposed freezer addition will be designed to closely match the existing structure. It will utilize metal-clad freezer panels painted to match the existing neutral tone, and the roof will be a low-slope membrane consistent with the adjacent freezer.

APPLICATION SUBMITTAL REQUIREMENTS

- A. Three 11x17 scale color drawing of all exterior elevations showing the design and appearance of the proposed building or structure.
- B. Three 11 X 17 colored renderings of the proposed building elevations and material samples.

C. Submit digital plans and drawings of the project by email, flash drive, etc.

- D. A scale drawing of the site plan showing the relationship of the building to the site and adjacent properties.
- E. A written description of the proposed general design, arrangement, texture, material and color of the building or structure. Describe the relationship of such factors to similar features of buildings located within the same block or located along the frontage or any block across the street from the proposed building or structure for which architectural approval is sought.

ACTION BY ARCHITECTURAL REVIEW BOARD

DATE OF MEETING: _____

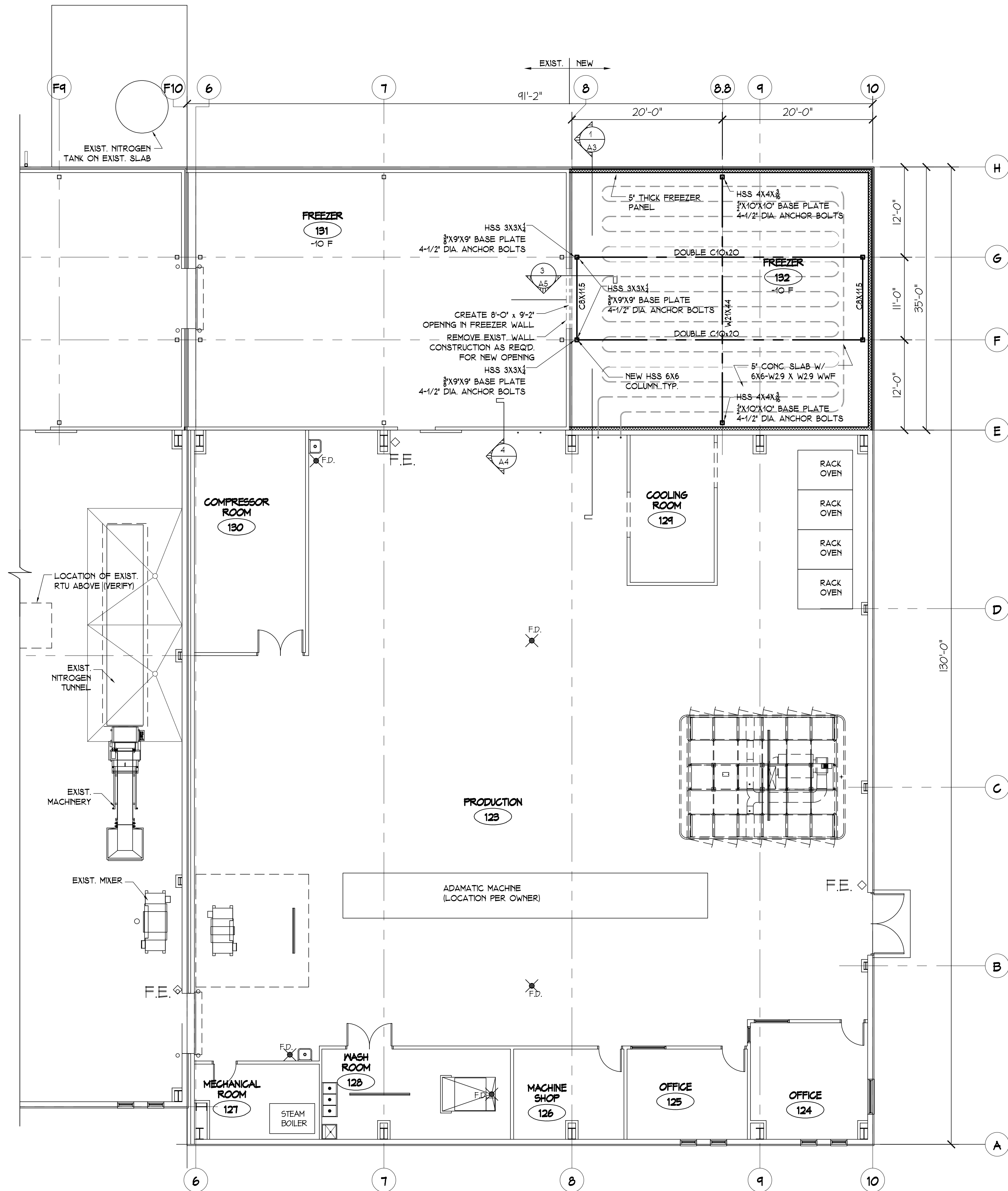
APPROVED: _____ CONDITIONALLY APPROVED: _____

DENIED: _____

CONDITIONS

SIGNATURE: _____
Chairperson, Architectural Review Board OR
Manager of Planning & Zoning

DATE: _____



PARTIAL FLOOR PLAN
SCALE 1/8" = 1'-0"

Item 9.

DATE

NO. REVISIONS

DATE

215 PINE STREET
SHEBOYGAN FALLS, WI 53085
(920) 395-1090

STUDIO

10

215 PINE STREET
SHEBOYGAN FALLS, WI 53085
(920) 395-1090

STUDIO

10

PRELIMINARY

NOT FOR CONSTRUCTION

BUILDING ADDITION FOR:
JOHNSTON'S BAKERY
3228 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081

SHEET TITLE

FLOOR PLAN
SCHEDULES AND
NOTES

DRAWN BY

JRA

CHECKED BY

JRA

DATE

07/22/2025

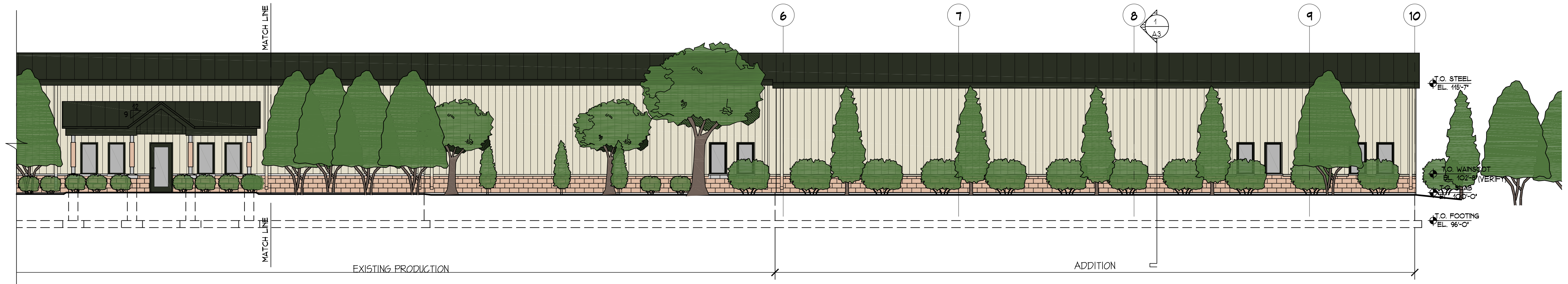
PROJECT NO.

25-039

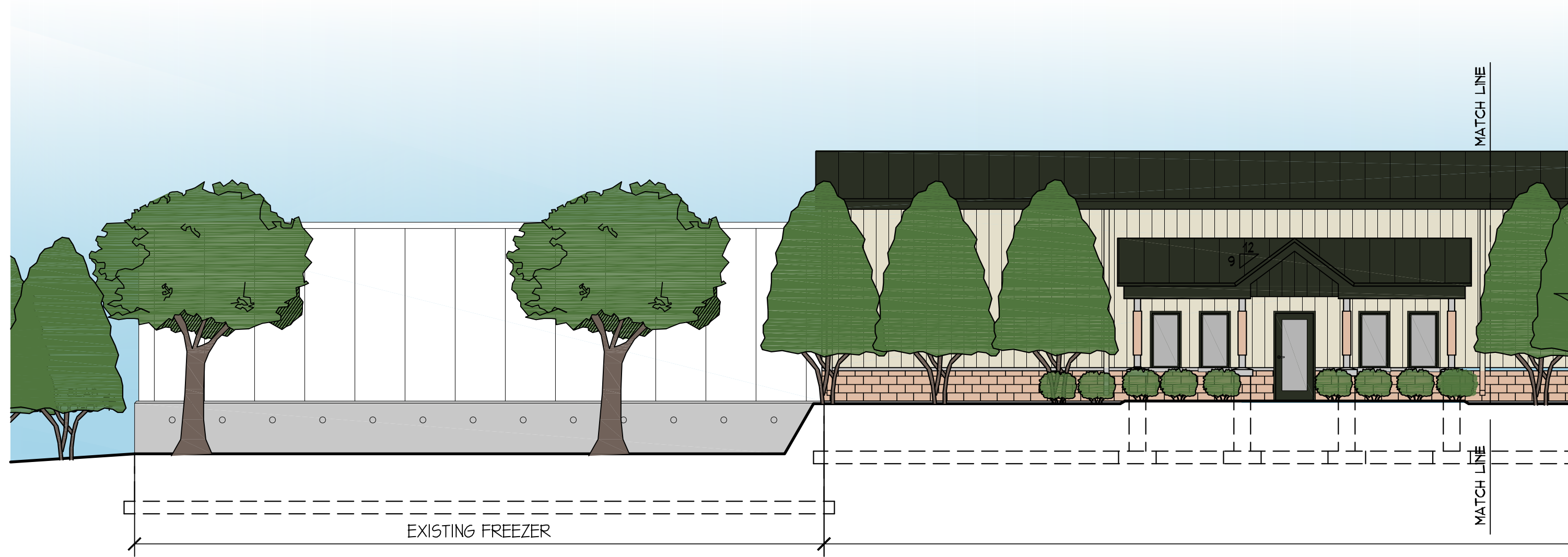
SHEET NO.

A1

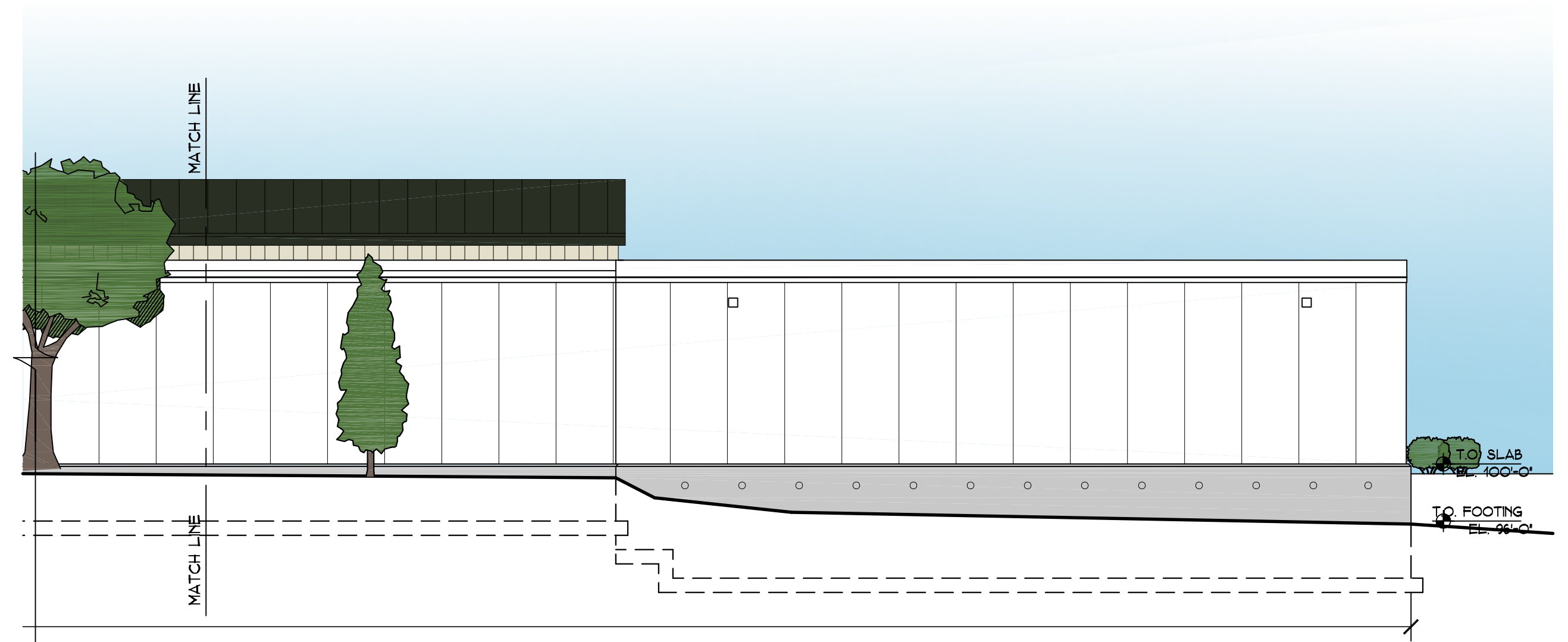
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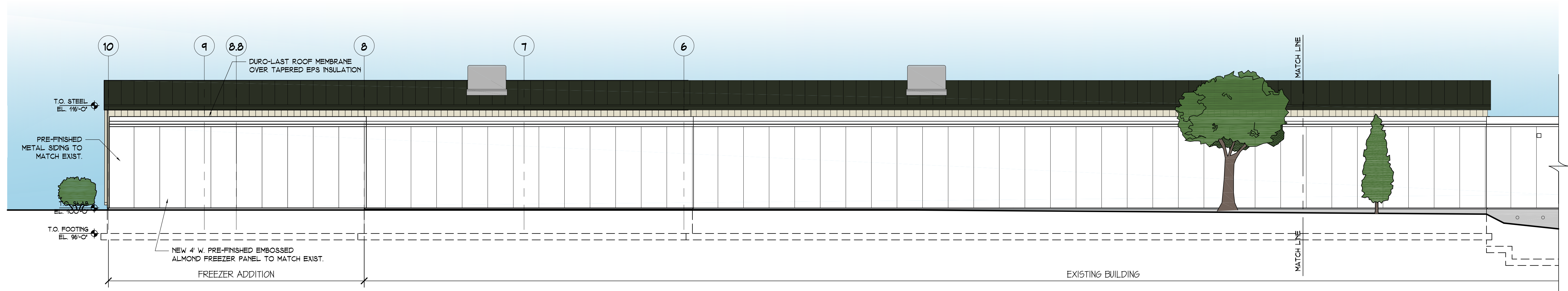
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SCALE 1/8" = 1'-0"



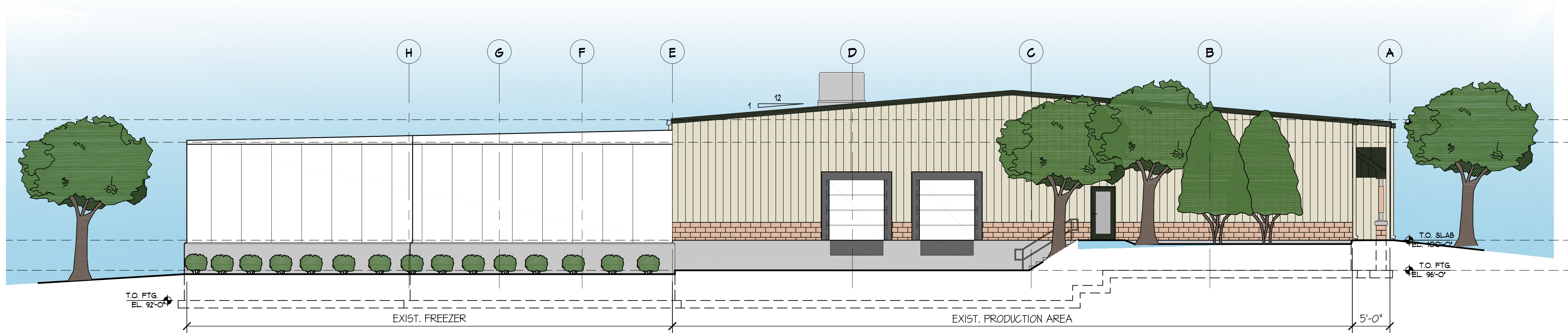
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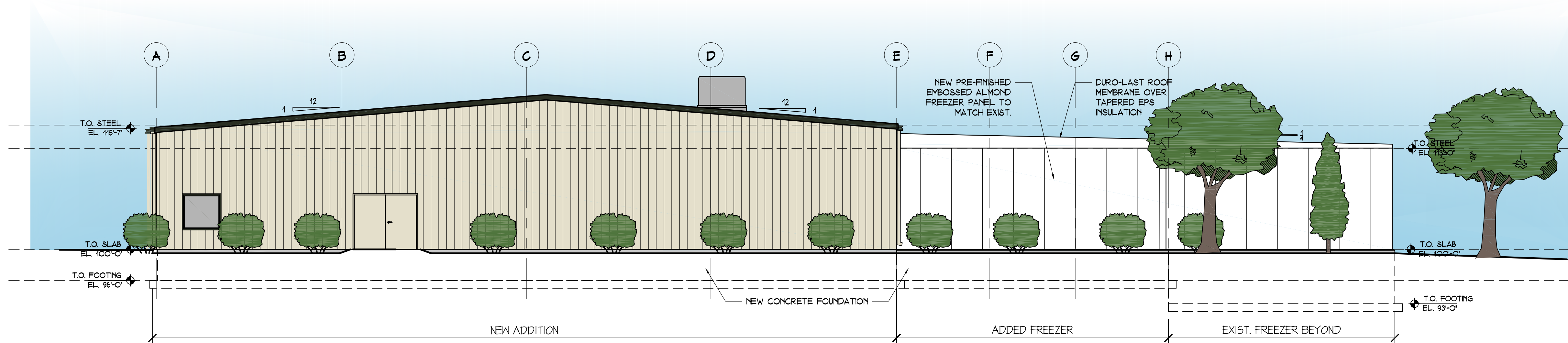
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PARTIAL NORTH ELEVATION
SCALE 1/8" = 1'-0"



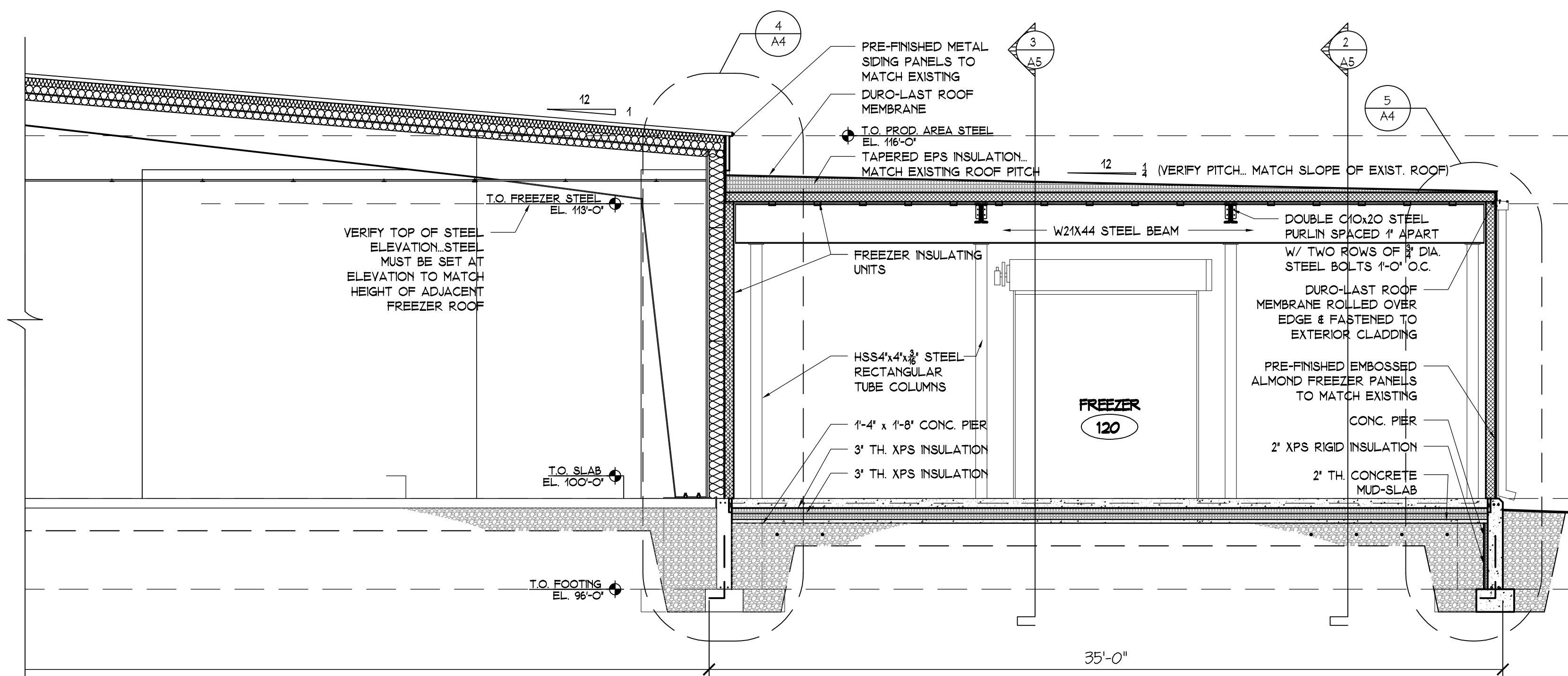
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SCALE 1/8" = 1'-0"




WEST ELEVATION
SCALE 1/8" = 1'-0"

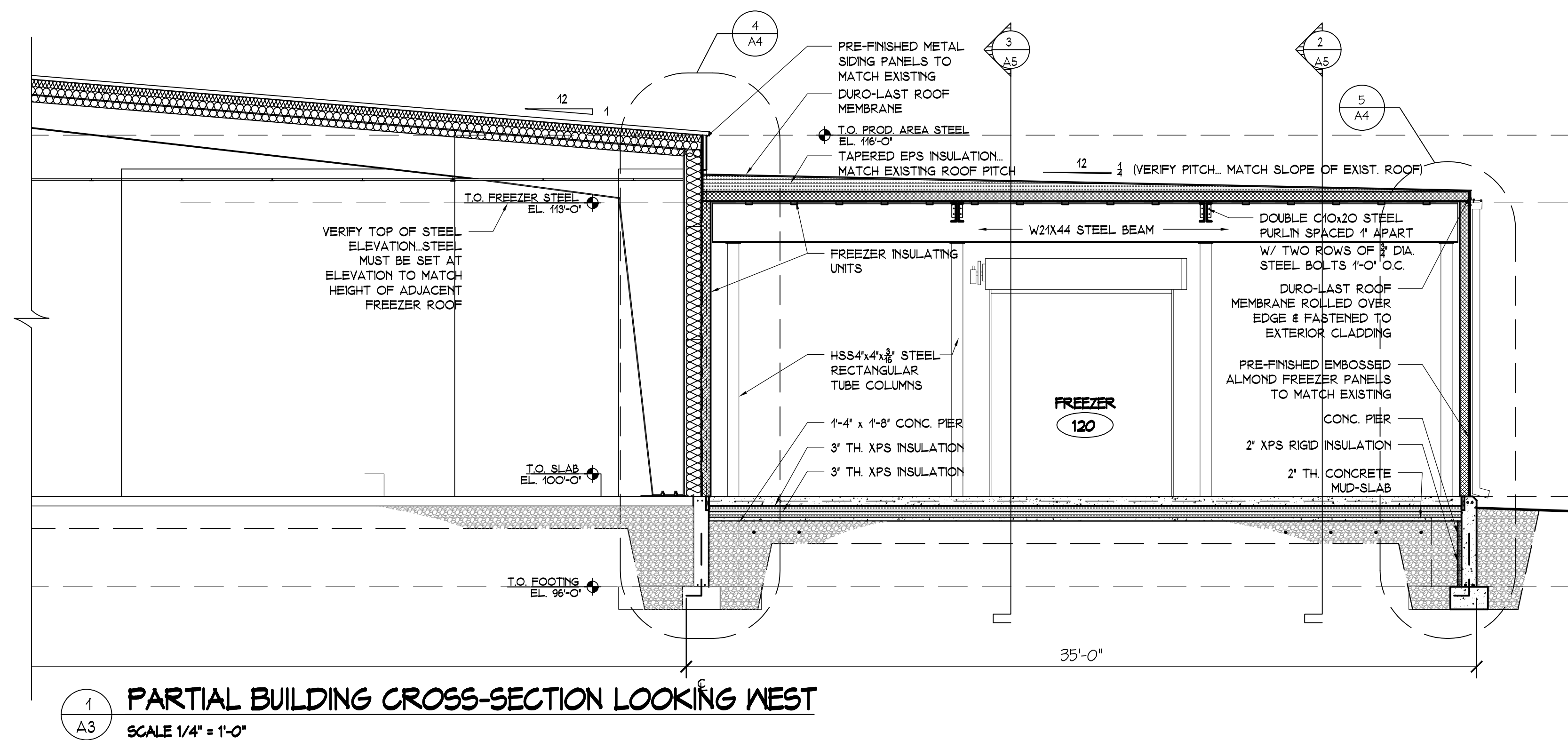
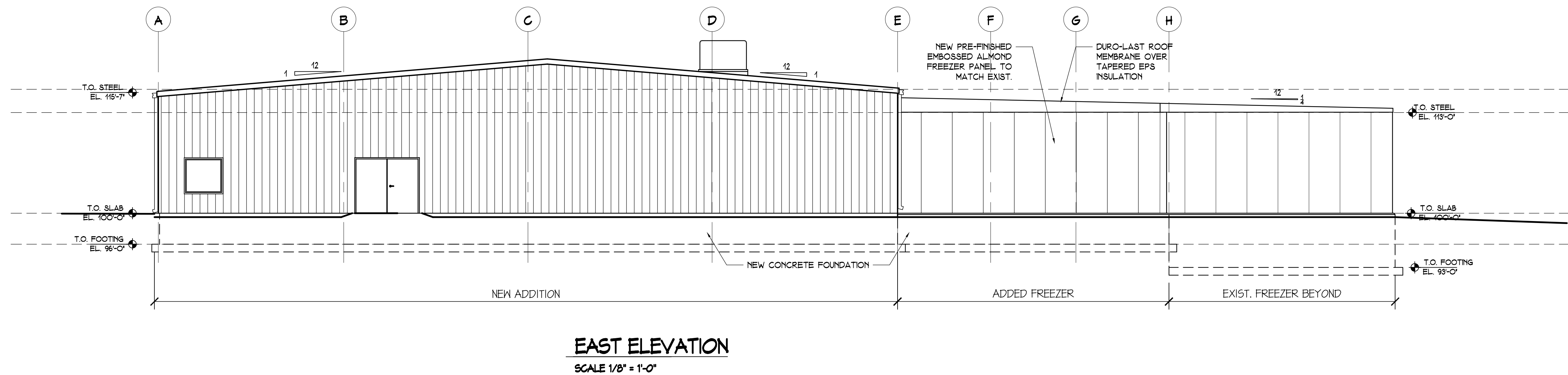
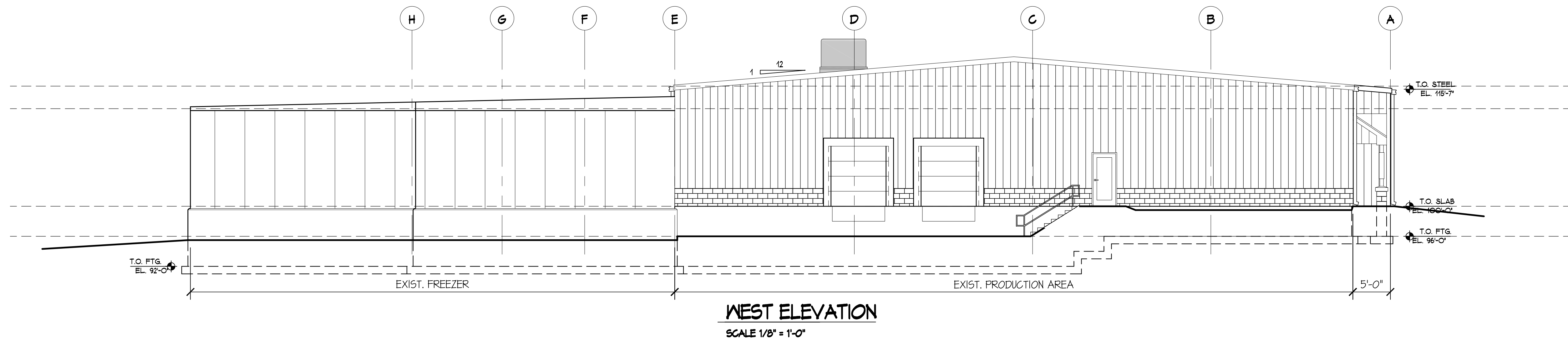



EAST ELEVATION
SCALE 1/8" = 1'-0"



PARTIAL BUILDING CROSS-SECTION LOOKING WEST
SCALE 1/4" = 1'-0"

Item 9.	
DATE	
NO. REVISIONS	
 DISTINCTIVE DESIGN STUDIO 215 PINE STREET SHEBOYGAN FALLS, WI 53085 (920) 395-1090	
PRELIMINARY NOT FOR CONSTRUCTION	
BUILDING ADDITION FOR: JOHNSTON'S BAKERY 3228 WEEDEN CREEK ROAD SHEBOYGAN, WI 53081	
SHEET TITLE EAST AND WEST BUILDING ELEVATIONS BUILDING SECTIONS	
DRAWN BY JRA	
CHECKED BY JRA	
DATE 07/22/2025	
PROJECT NO. 25-039	
SHEET NO. A3	



Item 9.	
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NO. REVISIONS	
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DRAWN BY JRA	
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DATE 07/22/2025	
PROJECT NO. 25-039	
SHEET NO. A3	

CITY OF SHEBOYGAN

REQUEST FOR PLANNING COMMISSION CONSIDERATION

ITEM DESCRIPTION: Specific Implementation Plan by Sheboygan Visual Artists to operate an artists gallery located at 534 S Pier Drive. PUD Zoning.

REPORT PREPARED BY: Ellise Rose, Zoning Administrator

REPORT DATE: August 19, 2025

MEETING DATE: August 26, 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:

Today the Plan Commission will be reviewing the Sheboygan Visual Artists Specific Implementation Plan (SIP) for property located at 534 S Pier Drive.

The applicant states the following about the project:

- SVA intends to use the unit as an art gallery and artist studio space. It will be open to the public for retail sales of art.
- SVA intends to place a tasteful wooden sign (in keeping with adjacent unit signage) over front window of unit 534B that indicates that unit is an art gallery and studio space.
- There will be 1 gallery sitter, 2-4 studio artists and approximately 10-15 customers per day.
- Interior renovations include painting and appropriate lighting.
- Exterior renovations include placing a sign above the front windows.
- There is sufficient parking with the diagonal parking on South Pier.
- We would like to do interior painting and lighting in August and open gallery September 1st
- The proposed use is as an art gallery and artist studios. The adjacent business is a bookstore and there is feeling that customer tastes are quite similar - books and art. Art Gallery is family friendly.
- Sheboygan Visual Artists is a long-standing Sheboygan based non-profit 501(c)3. Our gallery has been located at 1201 Erie Ave in the EBCO Building. EBCO was recently condemned and this caused SVAs eviction. SVA would like the property at 534B South Pier Dr to be our new home base. Our art exhibits will help draw tourist and local residents to the South Pier area. The SVA art gallery will complement other South Pier businesses.

Requested Modifications to Zoning District

- No modifications to the requirements of the underlying zoning district are requested for this project.

STAFF COMMENTS:

The surrounding neighborhood zoning is PUD.

This property was previously rezoned to PUD when South Pier was initially developed. The General Development Plan was approved with the initial development of the property. The Plan Commission is reviewing the SIP for the change in use of the property.

ACTION REQUESTED:

Motion to recommend the Common Council approve the proposed Specific Implementation Plan subject to the following conditions:

1. Outdoor storage of materials, products or equipment shall be prohibited.
2. All areas used for parking/maneuvering of vehicles shall be paved.
3. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance (site lighting, building lighting, signage, etc.). There shall be no spillover light onto adjacent properties or the streets
4. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
5. Applicant is responsible for working with all private and public utilities in order to adequately service this development.
6. If there are any amendments to the approved SIP the applicant will have to submit an amended SIP for review that accurately reflects any and all proposed changes.

ATTACHMENTS:

Specific Implementation Plan and required attachments.



CITY OF SHEBOYGAN

**APPLICATION FOR
PLANNED UNIT DEVELOPMENT**

Fee: \$250.00

Review Date: _____

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

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) SHEBOYGAN VISUAL ARTISTS	Authorized Representative THOMAS FERGUSON	Title PRESIDENT	
Mailing Address 565 SIR HOWARD CT	City KOHLER	State WI	ZIP Code 53044
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
SECTION 3: Project or Site Location			
Project Address/Description 534 SOUTH PIER DR SHEBOYGAN, WI		Parcel No.	
SECTION 4: Proposed Planned Unit Development			
Name of Proposed/Existing Business:	SHEBOYGAN VISUAL ARTISTS GALLERY		
Existing Zoning:			
Present Use of Parcel:	RETAIL SHOP (VACANT)		
Proposed Use of Parcel:	RETAIL ART GALLERY & STUDIOS		
Present Use of Adjacent Properties:	RETAIL BOOK STORE RETAIL ROCK + GEM STORE		
SECTION 5: Certification and Permission			
<p>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.</p>			
<p>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.</p>			
Name of Owner/Authorized Representative (please print)	Title	Phone Number	
Signature of Applicant <i>Thomas Ferguson, Sheboygan Visual Artists</i>		Date Signed 7/21/25	

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 City Plan Commission, application must be filed three weeks prior to date of meeting. 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.

PUD Process Application – Sheboygan Visual Artists Intent to Lease 534B South Pier Dr

1. Preapplication Conference – met with Ellise Rose on 7-14-25
2. Concept Plan – already in place – building is constructed. SVA intends to rent 534B South Pier Dr.
3. General Development Plan – already in place – building is constructed. SVA intends to rent 534B South Pier Dr.

4. SIP – Specific Implementation Plan for 534B South Pier Dr., Sheboygan as submitted by Sheboygan Visual Artists

1. Aerial Map of 534B Attached – Sheboygan Visual Artists intends to rent this unit
2. Not Applicable
3. Written Description: SVA intends to use the unit as an art gallery and artist studio space. It will be open to public for retail sales of art. Floor plan included in packet.
4. Not Applicable
5. Landscaping already in place.
- 6-7. Not Applicable
8. Signage – SVA intends to place a tasteful wooden sign (In keeping with adjacent unit signage) over front window of unit 534B that indicates that unit is an art gallery and studio space
- 9-15. Not Applicable

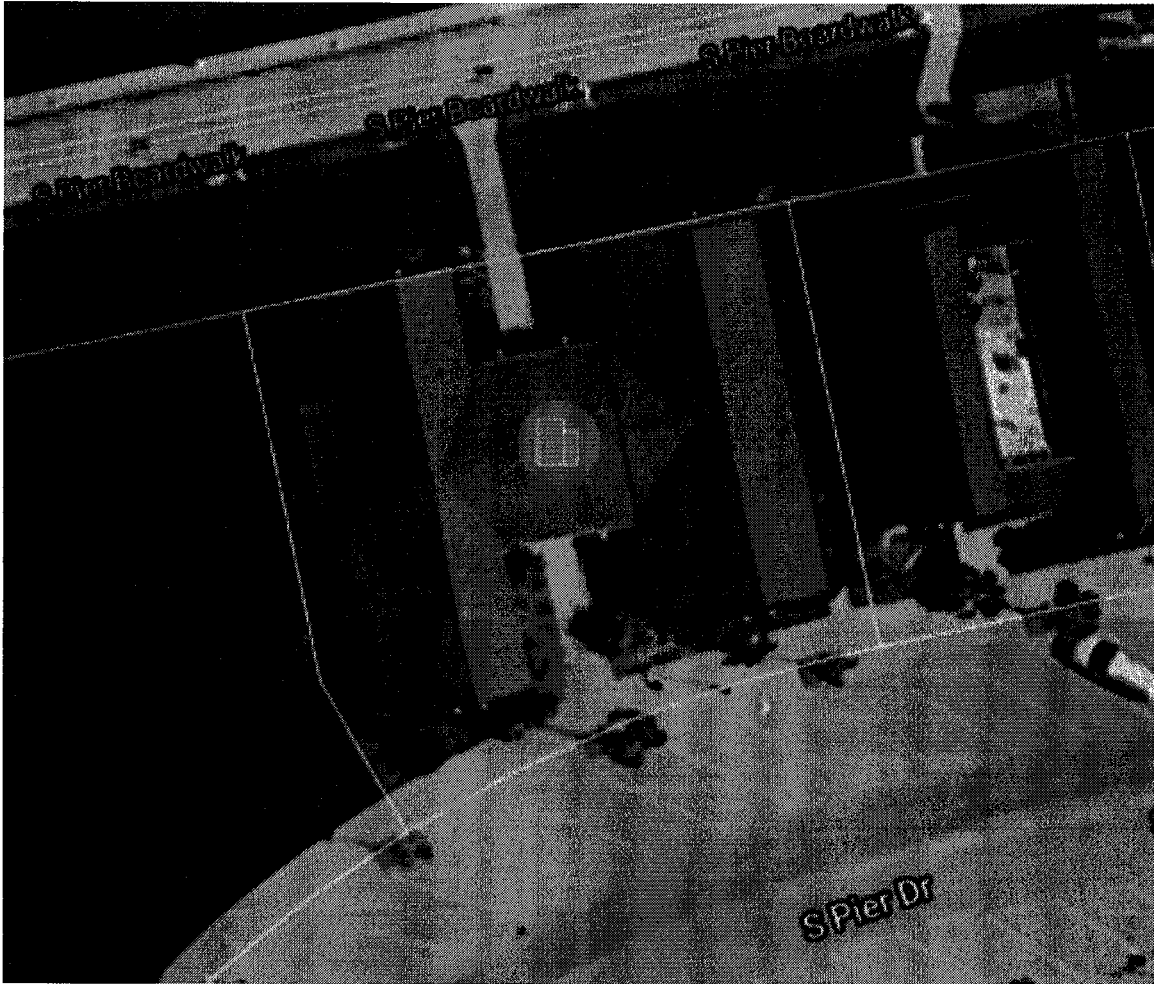
EXHIBIT A
LEGAL DESCRIPTION

SOUTH PIER PRT OF LOT 4 OF SOUTH PIER PARCEL 2 DESC AS FOLLOWS:
COMM AT NW COR OF LOT 4, TH N 78°42'04" E 73.53' TO THE POB, TH N
78°42'04" E 96.01', TH S 11°53'59" E 77.62' TO THE N LN OF SOUTH
PIER DR, TH S 78°06'01" W 4.77' TO THE PT OF A CURVE TO THE LEFT
HAVING A RADIUS OF 243' AND A CHORD BEARING N 68°13'56" E 83.29',
TH ALG THE ARC OF SAID CURVE 83.71', TH N 29°50'40" W 29.75', TH
N 11°53'59" W 64.60' TO THE POB.

EXHIBIT B

SITE PLAN

See attached.





Re: PUD Paperwork for Sheboygan Visual Artists

From Tom Ferguson <tekneektom@yahoo.com>

Date Fri 8/1/2025 10:29 AM

To Rose, Ellise <Ellise.Rose@sheboyganwi.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ellise,

Projected numbers - 1 gallery sitter, 2-4 studio artists and approximately 10-15 customers per day.

Interior Renovations - painting, appropriate lighting

Exterior Renovations - landscaping already in place, place a sign above front windows

Access - no steps involved (flat entry)

Parking - diagonal parking on South Pier Dr (absolutely sufficient)

Project Timeline - would like to do interior painting and lighting in August and open gallery September 1st

Compatibility - proposed use is as an art gallery and artist studios. Adjacent business is a book store and there

Is feeling that customer tastes are quite similar - books and art. Art Gallery is family friendly.

Sheboygan Visual Artists is a long standing Sheboygan based non-profit 501(c)3. Our gallery has been located at 1201 Erie Ave in the EBCO Building. EBCO was recently condemned and this caused SVAs eviction. SVA would like the property at 534B South Pier Dr to be our new home base. Our art exhibits will help draw tourist and local residents to the South Pier area. The SVA art gallery will complement other South Pier businesses.

Tom Ferguson
President, Sheboygan Visual Artists

Sent from Yahoo Mail for iPad

On Friday, August 1, 2025, 7:26 AM, Rose, Ellise <Ellise.Rose@sheboyganwi.gov> wrote:

Good Morning Tom,

I have received your SIP application. I can accept this application, but I do request a little more information in the written description section. Since many of the questions did not apply to this project, would you be able to give a little more information regarding:

- Projected number of employees and/or daily customers

- An explanation of any interior and/or exterior renovations
- Is access appropriate and is their sufficient customer off-street parking?
- Project timeline
- Compatibility of the proposed use and design with adjacent and other properties in the area
- Other information that would be considered pertinent by the Plan Commission

This will give the Plan Commission a little more information to go off of.

I will email you over a receipt today or Monday.

Thanks,

Ellise Rose

City of Sheboygan | City Hall

Associate Planner

828 Center Avenue | Sheboygan, WI 53081

Office: 920-459-3379 | E ellise.rose@sheboyganwi.gov



From: Tom Ferguson <tekneektom@yahoo.com>
Sent: Thursday, July 31, 2025 4:38 PM
To: Rose, Ellise <Ellise.Rose@sheboyganwi.gov>
Subject: PUD Paperwork for Sheboygan Visual Artists

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ellise,

I submitted the completed paperwork and check for the 534B South Pier Dr rental property. Can you give me a timeline as to when to expect acceptance or denial?

Also, can you provide a receipt for the \$250 application fee?

Thank you,

Tom Ferguson

Sent from Yahoo Mail for iPad

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