



# **CITY PLAN COMMISSION AGENDA**

**July 11, 2023 at 4:00 PM**

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

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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 June 27, 2023.

## **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Application for Conditional Use with exceptions by Sign Me Up of Wisconsin to install new signage at St. John's United Church of Christ located at 1248 Lincoln Avenue.
6. Application for Conditional Use with exceptions by Gannett/Sheboygan Press to operate a distribution center located at 1504 N 17th Street.
7. R.O. No. 23-23-24 by City Clerk submitting an application from MVP Storage LLC for a change in zoning classification of property located at 1923 Erie Avenue – Parcel #59281215510 from Class Urban Industrial (UI) to Class Suburban Office (SO).

## **NEXT MEETING**

8. July 25, 2023

## **ADJOURN**

9. 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, June 27, 2023**

**MEMBERS PRESENT:** Mayor Ryan Sorenson, Ryan Sazama, Marilyn Montemayor, Kimberly Meller, Jerry Jones, Alderperson Trey Mitchell and Braden Schmidt

**STAFF/OFFICIALS PRESENT:** Program Assistant Ellise Rose

**OPENING OF MEETING**

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge is recited.

3. Identify potential conflict of interest

No committee member had a conflict.

4. Election of Vice Chairperson

Motion by Marilyn Montemayor, second by Alderperson Mitchell to nominate Jerry Jones as the Vice-Chair of the Plan Commission. Motion carried.

**MINUTES**

5. Approval of the minutes from the May 23, 2023 meeting

Motion by Jerry Jones, second b Kimberly Meller to approve. Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. Application for Conditional Use Permit with exceptions by Valley City Sign for new signage at the new Tommy's Express Car Wash located at 3705 Washington Avenue.

Motion by Marilyn Montemayor, second by Ryan Sazama to approve with the following conditions:

1. Applicant shall obtain the necessary sign permits prior to installation.
2. The monument sign shall meet the required 12-foot setback measured from the Tommy's Express Car Wash curb of the frontage road and the 15-foot vision triangle at the intersection. It is the responsibility of the applicant to insure the sign meets the required sign setbacks.
3. The free-standing signs shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
4. The maximum height of the monument sign shall be eight (8) feet tall (top of sign to grade).
5. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
6. All temporary signage/banners shall be removed prior to sign permit issuance.
7. Any additional signage for this facility shall be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).

8. 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.

Item 4.

Exceptions granted:

- To install seven (7) wall signs

Motion carried.

#### **NEXT MEETING**

7. July 11, 2023

#### **ADJOURN**

8. Motion to Adjourn

Motion by Jerry Jones, second by Kimberly Meller to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:06 p.m.

## CITY OF SHEBOYGAN

## REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

**ITEM DESCRIPTION:** Application for Conditional Use Permit with exceptions by Sign Me Up of Wisconsin to install signage at St. John's United Church of Christ located at 1248 Lincoln Avenue. NR-6 Zone.

**REPORT PREPARED BY:** Ellise Rose, Program Assistant

**REPORT DATE:** July 6, 2023

**MEETING DATE:** July 11, 2023

**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:**

Sign Me Up of Wisconsin is proposing to install new Signage at St. John's United Church of Christ located at 1248 Lincoln Avenue. The applicant states the following:

- Sign Me Up of Wisconsin is requesting the Conditional Use for a 7-foot-tall monument sign with an electronic message center.
- The monument sign will replace the existing monument sign on the corner of Lincoln Avenue and North 13<sup>th</sup> Street.
- The current sign is very outdated and requires a labor intense effort to change the letters. Changing the messages on the new sign would be much easier with only a keyboard.
- They would like to incorporate a 4' x 4' (16sf) electronic message center into the proposed monument. This would allow them to put on several messages at one time.

**STAFF COMMENTS:**

The applicant is requesting an exception to modify this legally nonconforming monument sign – the setback for a monument sign is 12 feet from the property line.


**ACTION REQUESTED:**

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. The monument sign shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
3. The maximum height of the monument sign shall be eight (8) feet tall (top of sign to grade).
4. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
5. Applicant shall meet Sections 15.804(a) and (c) 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.
6. The applicant may only make changes to the reader board and cabinet portion of the monument sign (no changes to the support structure).
7. Any additional signage for this facility shall be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).
8. 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.

**ATTACHMENTS:**

Conditional Use Permit Application and Attachments

	<b>CITY OF SHEBOYGAN</b>	Fee: <u>\$250.00</u>
	<b>APPLICATION FOR CONDITIONAL USE</b>	Review Date: _____
		Zoning: _____

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

<b>SECTION 1: Applicant/ Permittee Information</b>			
Applicant Name (Ind., Org. or Entity) Sign Me Up of Wisconsin		Authorized Representative Brian Dunton	
Title President / Chief Member			
Mailing Address 311 Forest Ave		City Sheboygan Falls	State WI
ZIP Code 53085			
Email Address bdunton@signmeupofwi.com		Phone Number (incl. area code) 920-550-0009	
<b>SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)</b>			
Applicant Name (Ind., Org. or Entity) St. John's United Church of Christ		Contact Person Brian Jeanty / <i>WILLIAM KNAK</i>	
Title Church President			
Mailing Address 1248 Lincoln Ave		City Sheboygan	State WI
ZIP Code 53081			
Email Address		Phone Number (incl. area code) 920-452-5296	
<b>SECTION 3: Project or Site Location</b>			
Project Address/Description 1248 Lincoln Avenue			Parcel No.
<b>SECTION 4: Proposed Conditional Use</b>			
Name of Proposed/Existing Business:		St. John's United Church of Christ	
Existing Zoning:			
Present Use of Parcel:		Church	
Proposed Use of Parcel:			
Present Use of Adjacent Properties:			
<b>SECTION 5: Certification and Permission</b>			
<p><b>Certification:</b> 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><b>Permission:</b> 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) Brian Dunton - Sign Me Up representing St. John's UCC		Title President	Phone Number 920-550-0009
Signature of Applicant <i>[Signature]</i>		Date Signed <i>6-20-2023</i>	

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.

To Whom it may concern:

St. John's UCC church on the corner of 13<sup>th</sup> and Lincoln Ave. has a history of community involvement that dates back more than 120 years. The new building, replaced the old wood structure and was constructed around 1954 with many improvements made over the years.

This congregation, like many others in the city has a dwindling membership, especially the younger generation. The current sign is very outdated and requires a labor intense effort to change the letters. Changing the messages on the new sign would be much easier with only a keyboard. It would allow us to put on several messages at one time. To reach out to the neighborhood and beyond, encouraging everyone to attend worship and experience Sheboygan's best kept secret, that we are a progressive church where "God is still speaking."

I have seen several other churches in the city that have converted their signage to exactly as we are proposing. This started as a dream about 6 years ago, and now a benefactor has come forward to help make this dream come true. Please prayerfully consider this request and help us improve our churches presence in this community.

Respectfully Submitted,

A handwritten signature in black ink that reads "William Knaak". The signature is written in a cursive, flowing style.

William Knaak

Property committee Chairperson

St, John's UCC



**CITY OF SHEBOYGAN****SIGN PERMIT  
APPLICATION**

Fee: \_\_\_\_\_

Review Date: \_\_\_\_\_

Zoning: \_\_\_\_\_

Item 5.

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

**SECTION 1: Applicant/ Permittee Information**

Name (Ind., Org. or Entity) <b>Sign Me Up of Wisconsin, LLC</b>	Authorized Representative <b>Brian Dunton</b>	Title <b>President</b>	
Mailing Address <b>311 Forest Avenue</b>	City <b>Sheboygan Falls</b>	State <b>WI</b>	ZIP Code <b>53085</b>
Email Address <b>BDunton@SignMeUpofWI.com</b>	Phone Number (incl. area code) <b>920-550-0009</b>		

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

Name (Ind., Org. or Entity) <b>St. John's United Church of Christ</b>	Contact Person <b>William Knaak</b>	Title <b>President</b>	
Mailing Address <b>1248 Lincoln Ave</b>	City <b>Sheboygan</b>	State <b>WI</b>	ZIP Code <b>53081</b>
Email Address	Phone Number (incl. area code) <b>920-452-5296</b>		

**SECTION 3: Description of the Proposed Sign and Use of the Subject Site**

Name of Proposed/existing business: <b>St. John's United Church of Christ</b>	
Address of property affected: <b>1248 Lincoln Ave</b>	
Use of property: Appliance, <b>Church</b>	Type of Sign: <b>Monument sign on SW corner</b>
Description of sign: <b>Existing sign – old sign cabinet and Electronic Message Center to be removed and replace with new Sign cabinet and EMC</b>	

**SECTION 4: Configuration of Proposed Sign –**

Height: <b>84" tall sign cabinet</b>	Width: <b>56" sign cabinet</b>	Total Square Footage: <b>32.66</b>
Amount of public street frontage: <b>88 feet</b>		
Amount of exposed exterior wall length:	Setback: <b>n/a</b>	
Method of Attachment: <b>Two brackets mounted to inside of existing Brick pillars</b>		
Method of Illumination: <b>Internally-illuminated</b>		
Sign Materials: <b>Aluminum / Polycarbonate / Paint</b>		
Total square footage of signs on subject property – Before proposed sign: <b>32</b> After proposed sign: <b>32.66</b>		

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Sign Permit 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) <b>Brian Dunton</b>	Title <b>President</b>	Phone Number <b>920-550-0009</b>
Signature of Applicant <b>Brian Dunton</b>		Date Signed <b>6-5-2023</b>

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission or 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 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

## APPLICATION SUBMITTAL REQUIREMENTS

- a. For new development, the approved site plan for the subject property, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- b. For existing development, a site plan approved by the City Planner & Zoning Manager, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- c. A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.
- d. The subject property's zoning classification.
- e. The total area of all signs on the subject property both before and after the installation of the proposed sign.
- f. Provide three 8.5 x 11 color renderings of proposed sign. Attach any superimposed photos, photos or drawings that may help in reviewing sign application.

## Notes

Any information submitted on the application will become public record and is not subject to confidentiality.

**Applicant is required** to obtain a Sign Permit from the Building Inspection Department, Second Floor, City Hall, 828 Center Avenue.

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

**Permit shall expire** within one (1) year from date of approval unless substantial work has commenced.

**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 sign or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_  
Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_



St. John's UCC  
1248 Lincoln Ave., Sheboygan  
June 1, 2023

Version 11  
Font: Arial bold

Item 5.

Existing sign



Proposed sign



- Remove existing sign cabinet, keep brick structure
- New sign cabinet with printed vinyl graphic on upper portion, internally lit with LEDs
- Lower portion is a digital message center (4' wide x 4' tall)



Sign Me Up of Wisconsin, LLC  
311 Forest Avenue  
Sheboygan Falls, WI 53085  
920-550-0009 • [www.signmeupofwi.com](http://www.signmeupofwi.com)

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St. John's UCC  
1248 Lincoln Ave., Sheboygan  
June 1, 2023

Version 11  
Font: Arial bold

Item 5.

Existing sign



Proposed sign



- Remove existing sign cabinet, keep brick structure
- New sign cabinet with printed vinyl graphic on upper portion, internally lit with LEDs
- Lower portion is a digital message center (4' wide x 4' tall)



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Sheboygan Falls, WI 53085  
920-550-0009 • [www.signmeupofwi.com](http://www.signmeupofwi.com)

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1248 Lincoln Ave., Sheboygan  
June 1, 2023

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## CITY OF SHEBOYGAN

## REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

**ITEM DESCRIPTION:** Application for Conditional Use Permit with exceptions by Gannet/Sheboygan Press to operate a paper distribution center located at 1504 N 17<sup>th</sup> Street. NR-6 Zone.

**REPORT PREPARED BY:** Ellise Rose, Program Assistant

**REPORT DATE:** July 3, 2023

**MEETING DATE:** July 11, 2023

**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:**

Gannet/Sheboygan Press is proposing to operate a paper distribution center located at 1504 N 17<sup>th</sup> Street. The applicant states the following:

- The Sheboygan Press would use this facility to hand out papers to carriers for delivery of their routes.
- The facility provides the space and parking needed for the Sheboygan Press to hand out the papers to our carriers in a quick and simple process.
- The Sheboygan Press would occupy the building Monday-Friday and Sunday from 12:00 a.m. – 4:00 a.m.
- We would have two (2) employees and 8-12 carriers picking up their papers for their routes to deliver to our customers.
- Our papers will be dropped off at the facility between 12:00 a.m. and 1:00 a.m. taking approximately 8-10 minutes.
- We have a process in place to clean up inside and outside nightly and do not allow music.
- The building will have a couple of desks and tables for the carriers and storage for carrier supplies.

- We have no intentions of changing any building structure, landscaping and no signage.

### **STAFF COMMENTS:**

1504 N. 17th is zoned Neighborhood Residential (NR) which is a single and two-family zone. The previous HVAC contractor use was considered a legal nonconforming use because a contractor use is not a permitted or conditionally permitted use in the Neighborhood Residential (NR) zone. The only way to change a legal nonconforming use is to apply for an exception. Therefore, the applicant is requesting an exception to operate a paper distribution center from 1504 N. 17th Street.

The applicant is requesting the following exception:

- Applicant is proposing to operate a legal nonconforming paper distribution center from 1504 N. 17th Street – A distribution center is not a permitted use in the NR Zone.
- It is staff understanding that 1504 N. 17th Street was constructed as a warehouse (approximately 1995) and was last used as a heating and cooling company.
- There are residences directly to the north of this property (share a common property line). The proposed use shall not negatively impact the residences with regards, to noise, garbage, parking, hours of operation, etc.
- The Plan Commission may want to ask the applicant about where employees and carriers will park because there appears to be minimal off-street parking.
- The Plan Commission may also want to ask if the Dumpster located on the south side of the property will be removed.

### **ACTION REQUESTED:**

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


1. Prior to building permit issuance, the applicant shall obtain all licenses and permits as well as meet all required codes for all uses in the facility including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, 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. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen and enclose the dumpster.
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, satellite dishes, etc.).
5. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties and/or streets.
6. All vehicles shall be parked on the paved surface. (vehicles are not permitted on grass and/or landscape areas).
7. Applicant shall obtain the necessary sign permits prior to installation.

8. Applicant shall remove miscellaneous junk on north elevation prior to occupancy.
9. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
10. If the applicant is remodeling the exterior of the building, the applicant shall obtain City of Sheboygan Architectural Review Board approval prior to remodel construction.
11. If there are any amendments to the approved conditional use/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

**ATTACHMENTS:**

Conditional Use Permit Application and Attachments



	<b>CITY OF SHEBOYGAN</b>	Fee: \$250.00
	<b>APPLICATION FOR CONDITIONAL USE</b>	Review Date: _____
		Zoning: <u>NR</u>

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

<b>SECTION 1: Applicant/ Permittee Information</b>			
Applicant Name (Ind., Org. or Entity) <u>Gannett/Sheboygan Press</u>		Authorized Representative <u>Rob Schafman</u>	
Title <u>Senior Dist. Director</u>			
Mailing Address <u>3241 S. 20th Street</u>	City <u>West Milwaukee</u>	State <u>WI</u>	ZIP Code <u>53215</u>
Email Address <u>rschafman@gannett.com</u>		Phone Number (incl. area code) <u>414-736-8916</u>	
<b>SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)</b>			
Applicant Name (Ind., Org. or Entity) <u>Dick Guske</u>		Contact Person <u>Dick Guske</u>	
Title <u>Owner</u>			
Mailing Address	City <u>Sheboygan</u>	State <u>WI</u>	ZIP Code <u>53081</u>
Email Address		Phone Number (incl. area code) <u>920-918-2461</u>	
<b>SECTION 3: Project or Site Location</b>			
Project Address/Description <u>1504 N. 17th Street</u>		Parcel No. <u>59281600355</u>	
<b>SECTION 4: Proposed Conditional Use</b>			
Name of Proposed/Existing Business:		<u>Gannett/Sheboygan Press</u>	
Existing Zoning:		<u>Residential</u>	
Present Use of Parcel:		<u>Empty</u>	
Proposed Use of Parcel:		<u>Have Sheboygan Press carriers pick up papers.</u>	
Present Use of Adjacent Properties:		<u>Empty</u>	
<b>SECTION 5: Certification and Permission</b>			
<p><b>Certification:</b> 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><b>Permission:</b> 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) <u>Dick Guske</u>		Title <u>Owner</u>	Phone Number <u>920-918-2461</u>
Signature of Applicant <u>Rob Schafman</u>		Date Signed <u>6-14-23</u>	

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.

600355

Office Use Only

**ACTION BY CITY PLAN COMMISSION**

DATE OF MEETING: \_\_\_\_\_

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

**CONDITIONS**


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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 site. 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.

June 20<sup>th</sup>, 2023

Dear Planning Commission- City of Sheboygan,

The Sheboygan Press has contacted Peter/Dick Guske about leasing the building at 1504 North 17<sup>th</sup> Street. The Sheboygan Press would use this facility to hand out our papers to carrier for delivery of their routes. No other operations will be done at this facility. This facility provides the space and parking needed for the Sheboygan Press to hand out the papers to our carriers in a quick and simply process.

The Sheboygan Press would occupy the building Monday – Friday and Sunday from 12:00 am – 4:00 am. We would have 2 employees and 8-12 carriers picking up their papers for their routes to deliver to our customers. Again, no other operations will be done at this facility. The parking is more than sufficient for any given vehicles at any given time. Our papers will be dropped off at the facility between 12:00 am and 1:00 am taking approximately 8-10 minutes.

The entire process is very quick and simple as we have implemented a pickup and go process since the Covid became an issue. We have processes in place to clean up inside and outside nightly and do not allow music. The Sheboygan Press simply is looking for a small warehouse to hand out papers for our carriers to deliver to our customers. No other functions will be done at this facility. The building will have a couple of desks and tables for the carriers and storage for carrier supplies. We have supplied a picture of the building and parking and a drawing of our floor plan inside.

We have no intentions of changing any building structure, landscaping and no signage. The Sheboygan Press asks that you allow us to use this facility to better our ability to serve our customers going forward. A quick, efficient and safe process is our daily goal. Please consider this proposal for the Sheboygan Press.

Have a great day!

Kristopher Kloster  
Distribution Supervisor – [kkloster@gannett.com](mailto:kkloster@gannett.com)

**From:** Lutzke, Jeffrey <[Jeffrey.Lutzke@sheboyganwi.gov](mailto:Jeffrey.Lutzke@sheboyganwi.gov)>

**Sent:** Wednesday, June 7, 2023 2:47 PM

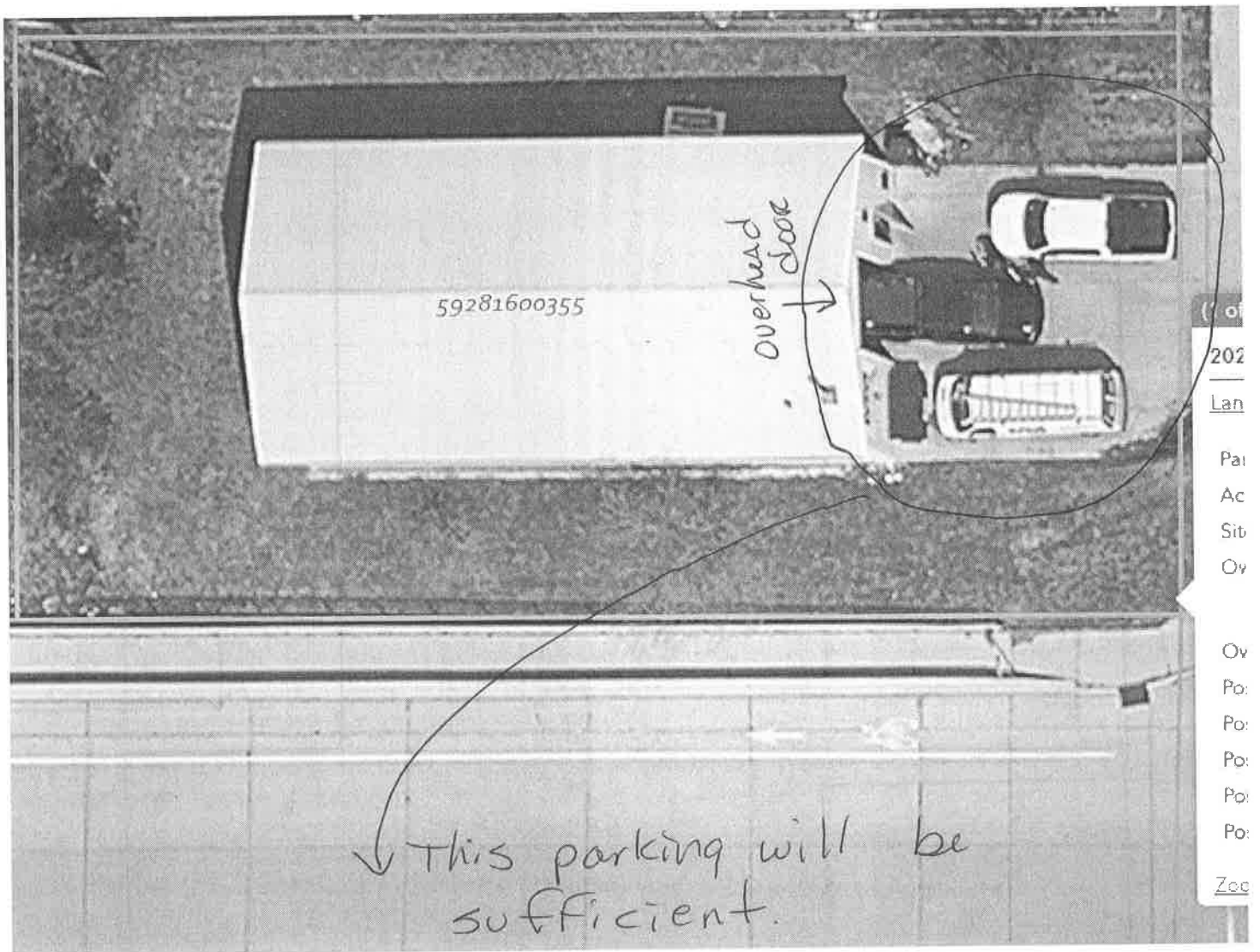
**To:** Kloster, Kris <[kkloster@sheboygan.gannett.com](mailto:kkloster@sheboygan.gannett.com)>

**Cc:** Rose, Ellise <[Ellise.Rose@sheboyganwi.gov](mailto:Ellise.Rose@sheboyganwi.gov)>; Duellman, Janet <[Janet.Duellman@sheboyganwi.gov](mailto:Janet.Duellman@sheboyganwi.gov)>

**Subject:** RE: Sheboygan Press

Hi Kris,

It appears you may be referring to 1504 N 17<sup>th</sup> ST. This property is zoned Neighborhood Residential which does not allow for a commercial storage/distribution center. Since this property was used as a commercial property in the past, you could submit a conditional use and exception application to the city Plan Commission to see if they would approve the new use. I have copied Ellise and Janet from the City Development Dept to assist you with that process. If the Plan Commission approves the new use of the property an Occupancy Permit would be required from the Building Inspection Dept prior to occupying the building.



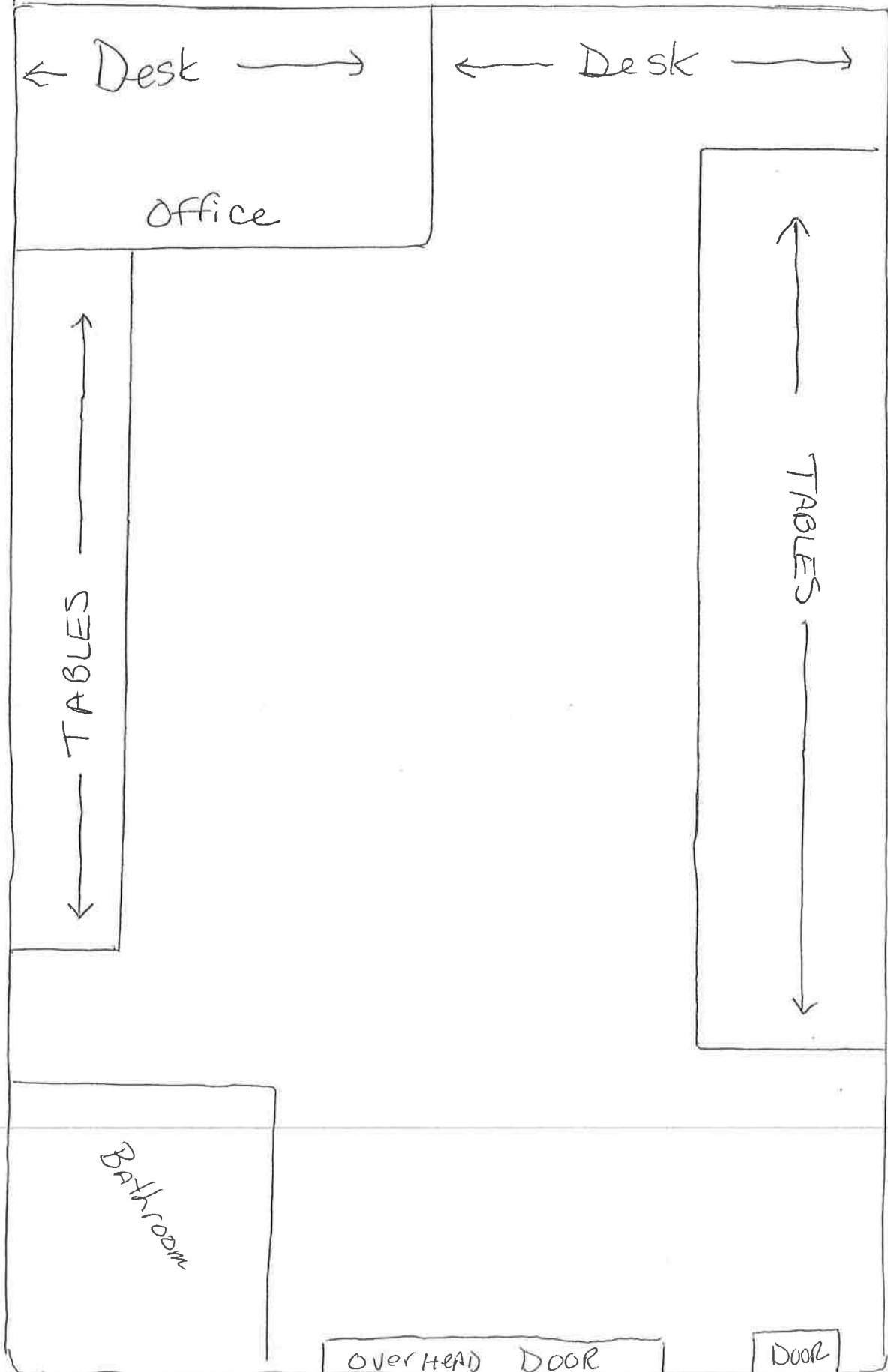
Thank you,

Jeff Lutzke  
Building Inspector

No signage or change  
in landscaping.

# STORAGE OF SUPPLIES IN MEZZANINE

Item 6.



I, Peter Guske (owner/seller), authorize

(buyer/leaser) to submit a conditional use permit application to operate \_\_\_\_\_

\_\_\_\_\_ use from my property located at  
**1504 North 17<sup>th</sup> Street, Sheboygan, WI 53083** (address of  
property buyer will operate from).

Name Tim Murr

Date 6/20/23







## CITY OF SHEBOYGAN

## REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

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**ITEM DESCRIPTION:** R.O. No. 23-23-24 by City Clerk submitting an application from MVP Storage LLC for a change in zoning classification of property located at 1923 Erie Avenue – Parcel #59281215510 from Class Urban Industrial (UI) to Class Suburban Office (SO).

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**REPORT PREPARED BY:** Ellise Rose, Program Assistant

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**REPORT DATE:** July 3, 2023

**MEETING DATE:** July 11, 2023

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**FISCAL SUMMARY:**

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

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**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

MVP Storage LLC is proposing to rezone Parcel #59281215510 from Urban Industrial (UI) to Suburban Office (SO). The applicant states the following:

- The current use of the property is the service of motorcycles and sales of used motorcycles.
- The current tenant would like to expand their sales department.

**STAFF COMMENTS:**

The surrounding neighborhood zoning is:

- The property to the north is zoned Suburban Industrial (SI).
- The properties to the east, west and south are zoned Urban Industrial (UI).

It is important for the Plan Commission to understand that if the property zoning designation is changed from UI to SO, and applicant could apply to use the property for any use that is permitted and/or conditionally permitted in the SO zone.

If the Common Council approves the rezone, the applicant needs to be aware that a conditional use will need to be submitted to and reviewed by the City of Sheboygan Plan Commission prior to expanding sales at this property.

The property is designated as an Employment Use in the Future Land Use map in the City of Sheboygan Comprehensive Plan which is consistent with the proposed Suburban Office zoning designation being requested.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve R.O. No. 23-23-24 the proposed rezone to the City of Sheboygan Zoning Map from Urban Industrial (UI) to Suburban Office (SO) for Parcel #59281215510.

**ATTACHMENTS:**

Rezone Application and required attachments

II

R. O. No. 23 - 23 - 24. By CITY CLERK. July 3, 2023.

Submitting an application from MVP Storage LLC for a change in zoning classification of property located at 1923 Erie Avenue (Parcel #59281215510) from Class Urban Industrial (UI) to Class Suburban Office (SO).

CityPlan

\_\_\_\_\_  
CITY CLERK

OFFICE USE ONLY		Item 7.
APPLICATION NO.: _____		
RECEIPT NO.: _____		
FILING FEE: \$200.00 (Payable to City of Sheboygan)		

**CITY OF SHEBOYGAN**  
**APPLICATION FOR**  
**AMENDMENT OF OFFICIAL ZONING MAP**  
 (Requirements Per Section 15.903)  
 Revised May, 2012

Completed application is to be filed with the Office of the City Clerk, City Hall, 828 Center Avenue. Application will not be processed if all required attachments and filing fee of \$200 (payable to the City of Sheboygan) is not submitted along with a complete and legible application. Application filing fee is non-refundable.

**1. APPLICANT INFORMATION**

APPLICANT: MVP Storage LLC PHONE NO.: (920) 946-4630  
 ADDRESS: 3434 Mill Rd #17 E-MAIL: diane@mvpstorage.com  
 OWNER OF SITE: MVP Storage LLC PHONE NO.: (920) 946-4630  
Jerry + Diane Fletcher

**2. DESCRIPTION OF THE SUBJECT SITE**

ADDRESS OF PROPERTY AFFECTED: 1923 Erie Ave

LEGAL DESCRIPTION: \_\_\_\_\_

PARCEL NO. 59281215510 MAP NO. \_\_\_\_\_

EXISTING ZONING DISTRICT CLASSIFICATION: Urban Industrial

PROPOSED ZONING DISTRICT CLASSIFICATION: Suburban Office

BRIEF DESCRIPTION OF THE EXISTING OPERATION OR USE: \_\_\_\_\_

Service of Motorcycles + Sales of used Motorcycles

BRIEF DESCRIPTION OF THE PROPOSED OPERATION OR USE: \_\_\_\_\_

same but they would like to expand their sales dept.

### 3. JUSTIFICATION OF THE PROPOSED ZONING MAP AMENDMENT

How does the proposed Official Zoning Map amendment further the purposes of the Zoning Ordinance as outlined in Section 15.005 and, for flood plains or wetlands, the applicable rules and regulations of the Wisconsin Department of Natural Resources and the Federal Emergency Management Agency? \_\_\_\_\_

no change

Which of the following factors has arisen that are not properly addressed on the current Official Zoning Map? (Provide explanation in space provided below.)

- ☐ The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Master Plan.
- ☐ A mistake was made in mapping on the Official Zoning Map. (An area is developing in a manner and purpose different from that for which it is mapped.) *NOTE: If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading.*
- ☐ Factors have changed, (such as the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
- ☐ Growth patterns or rates have changed, thereby creating the need for an amendment to the Official Zoning Map.
- ☐ Explain: \_\_\_\_\_

How does the proposed amendment to the Official Zoning Map maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property? \_\_\_\_\_

no change

Indicate reasons why the applicant believes the proposed map amendment is in harmony with the recommendations of the City of Sheboygan Comprehensive Plan.

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#### 4. CERTIFICATE

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Diane Fletcher  
APPLICANT'S SIGNATURE

6-15-23  
DATE

Diane Fletcher  
PRINT ABOVE NAME

#### APPLICATION SUBMITTAL REQUIREMENTS

A copy of the current zoning map of the subject property and vicinity showing:

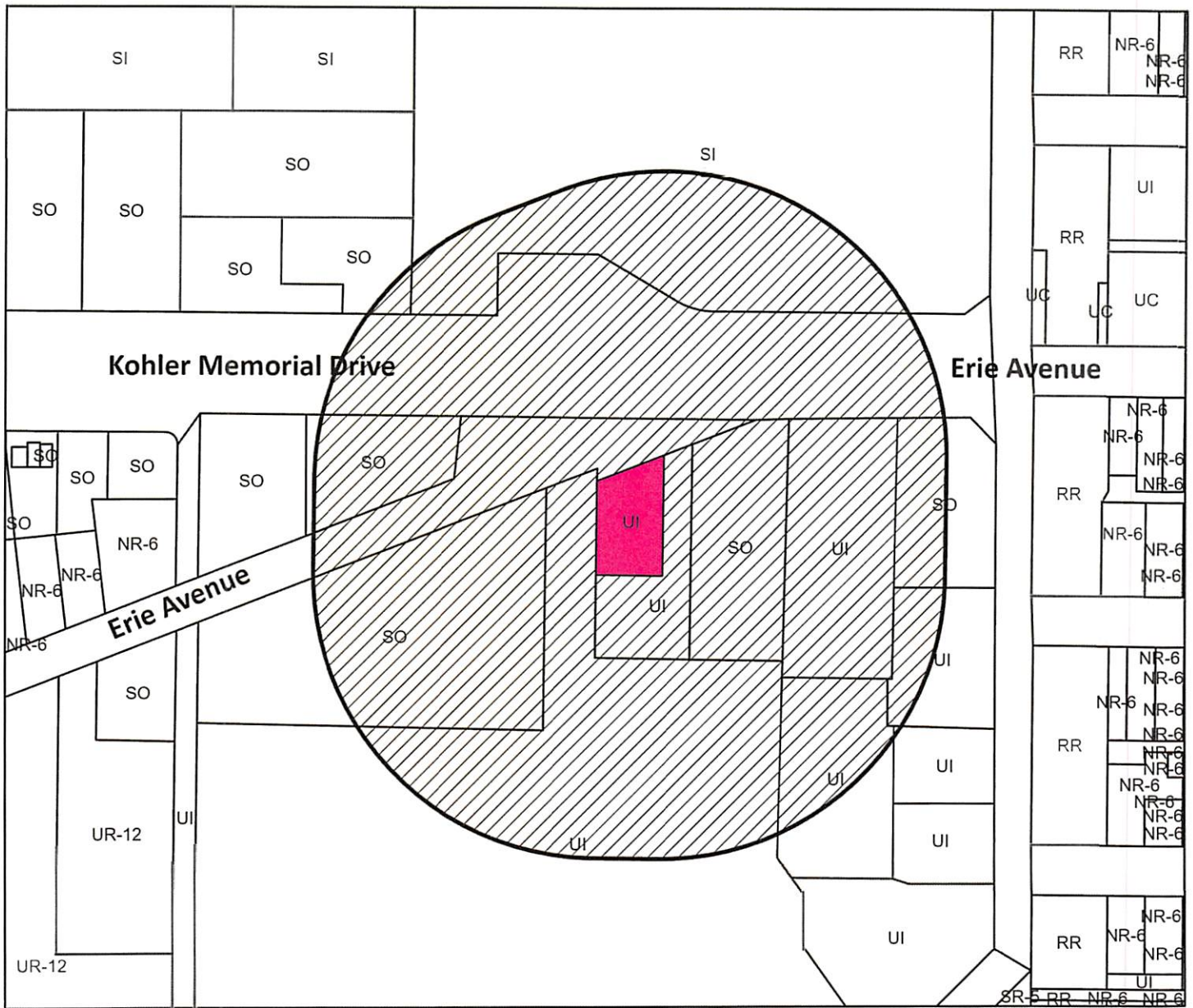
- ☒ The property proposed to be rezoned.
- ☐ All lot dimensions of the subject property.
- ☐ All other lands within 200 feet of the subject property.
- ☐ Map size not more than 11" X 17" and map scale not less than 1" = 600'.
- ☐ Graphic scale and north arrow.



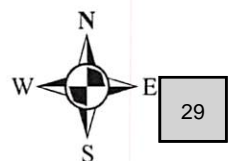
# **PROPOSED REZONE FROM URBAN INDUSTRIAL (UI) TO SUBURBAN OFFICE (SO)**

SECTION 22, TOWNSHIP 15 NORTH, RANGE 23 EAST

COM AT A PNT IN SLY LINE OF ERIE AVE, N 67 DEG 47' E 719' FROM W LINE E 1/2 OF NW 1/4, S 22, T.15 R 23, TH S 150', TH E 105', N 190.83' TO S LINE OF ERIE AVE, TH S 67 DEG 47' W 113.02' ALONG SLY LINE OF ERIE AVE TO BEG.



0 150 300 600 US Feet





# City of Sheboygan Zoning Map

Application of Rezoning 1923 Erie Ave from Urban Industrial to Suburban Office – this is marked in red on the map

## Property Description:

SEC 22 T15N R23E COM AT A PNT IN SLY LINE OF ERIE AVE, N 67 DEG 47' E 719' FROM W LINE E 1/2 OF NW 1/4, S.22 T.15 R.23, TH S 150', TH E 105', N

