

**CITY OF ELKHORN**  
**ARCHITECTURAL REVIEW BOARD/CITY PLAN COMMISSION MEETING**  
**Council Chambers, 311 Seymour Ct., Elkhorn, WI**  
**May 2, 2024**

The Architectural Review Board/City Plan Commission Meeting was called to order at 6:00 p.m. by Chairman Shiroda followed by the Pledge of Allegiance and Roll Call.

**ROLL CALL**

Present: Wuttke, Hunter, Stotko, Meinel, Shiroda  
Absent: Boardman, Geaslen  
Also Present: Schwark, Swann, Lindstrom, Pruitt  
Visitors: Jeff Schultz, Ronda Schultz

**APPROVAL OF MINUTES**

Motion (Hunter/Stotko) to approve the minutes of the Architectural Review Board and Plan Commission meetings of April 18, 2024. Motion carried unanimously.

**PUBLIC HEARING -CUP/702 NATHAN LANE/BULK MATERIAL TRUCKING/SCHULTZ**

Public hearing convened at 6:05 p.m. for the purpose of hearing all interested parties, their attorneys or agents with respect to the proposed Conditional Use Permit to allow a transportation facility with truck repair located at 702 South Nathan Lane (Tax Key No. YUSW00047D) submitted by Jeff Schultz, JRS Holdings representing Bulk Material Trucking Company. Chairman Shiroda asked if anyone wished to be heard regarding this matter. No one wished to be heard. Chairman Shiroda asked three times if anyone wished to be heard. No one else wished to be heard. Public hearing closed at 6:06 pm.

**CUP/702 NATHAN LANE/BULK MATERIAL TRUCKING/SCHULTZ**

Jeff Schultz, JRS Holdings representing Bulk Material Trucking Company, presented the Conditional Use Permit request to allow a transportation facility with truck repair located at 702 South Nathan Lane (Tax Key No. YUSW00047D). He explained that the property will be owned by JRS Holdings and occupied by Bulk Material Trucking, the primary tenant, with both businesses owned by himself. The building will be used for daily operations of a Class 8 semi-truck and trailer trucking company. They will employ one full-time mechanic, one full-time and one part-time office staff, and he would be employed full-time as Company President. He will also employ three full-time truck drivers who leave for the week each Monday and do not return until Friday afternoon which means there would be minimal truck traffic. They will transport trailers with cement powder, fly ash for the concrete/construction industry. Any product hauled is classified as non-hazardous and non-flammable. They also contract four owner-operators that own their own semi but pull his trailers. These four owners park their semi-trucks and trailers at their own homes, off site. The owner operators will report to the terminal two to four times per year for truck inspections or the trailer swap.

The Zoning Administrator provided the Staff Report dated April 26, 2024. The applicant is requesting a conditional use permit for a transportation facility at 702 S Nathan Lane. The tenant, Bulk Material Trucking, is owned by Jeff and Ronda Schultz. The building will be used for daily operations for a Class 8 semi-truck and trailer trucking company. The building will house office space, and a shop for daily maintenance work on the trucks and trailers owned and operated by BMT. The parking lot will be used for staff parking, and semi-truck and trailer parking. Outdoor storage in the M-2 Zoning district is a permitted use. **Staff Recommendations:** Staff recommends that the Plan Commission **APPROVE** the conditional use for a transportation facility with the following conditions: 1) The project shall be developed in accordance with the plan of operations.

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Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval. 2) Tires shall never be stored outdoors in public view. 3) Dumpsters shall be fully enclosed, and property owner shall apply for applicable permits pertaining to fencing or screening. 4) The maximum number of semi-trucks and/or trailers combined shall never exceed 15. 5) Outdoor storage or parking of vehicles, semi-trucks, or trailers shall always be on a hard surface, and never on grass. 6) Mechanical work shall be exclusive to Bulk Material Trucking and shall not be available to the general public.

The Zoning Administrator reported that the City Attorney is also requesting some conditions which include loading requirements to provide adequate loading areas; operation requirements which includes not locating, storing, discharging or permitting discharge of toxic or gaseous materials; reimbursement costs to City for all costs incurred for the review of the CUP including legal, engineering or planning review costs; agreement to accept CUP approval and the zoning permit and follow all conditions; and property owner's responsibility to inform any subsequent owner or operator of these conditions. The applicant agreed.

Motion (Meinel/Hunter) to recommend to Council to approve the Conditional Use Permit request to allow a transportation facility with truck repair located at 702 South Nathan Lane (Tax Key No. YUSW00047D) subject to Staff Recommendations outlined in the April 26, 2024 Staff Report and to include the City Attorney's conditions. Motion carried unanimously.

**GENERAL DISCUSSION**

The Zoning Administrator provided a brief update regarding ZBOA and ETZ ordinance updates.

**MEETING DATES**

The next Plan Commission meeting may be scheduled for Thursday, June 6, 2024.

**ADJOURNMENT**

Motion (Hunter/Wuttke) to adjourn. Motion carried unanimously. Meeting adjourned at 6:15 p.m.

Shari McKinney  
Plan Commission Secretary