

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, April 29, 2025

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

EXCUSED: Braden Schmidt and Jerry Jones

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

OPENING OF MEETING

1. Roll Call

Mayor Ryan Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No committee member had a conflict of interest.

4. Election of Vice Chair

MOTION TO NOMINATE JERRY JONES AS THE VICE CHAIR FOR PLAN COMMISSION.

Motion made by Joe Clarke, seconded by Kevin Jones

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

Motion carried.

MINUTES

5. Approval of the Plan Commission minutes from April 15, 2025

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON APRIL 15, 2025.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.

PUBLIC HEARINGS

6. Public hearing regarding application for Conditional Use with exceptions by Melissa Gundlach to construct new apartment units located at 1202 N 31st St.

Bryan Kelly spoke about housing.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.

7. Public hearing regarding General Development Plan by Rachel Kohler to construct three new single-family homes, a family hall building, a pool and gym building, and a garage with a family apartment above located at 120 Vollrath Boulevard.

Bryan Kelly and Tryg Jacobson spoke.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Application for Conditional Use with exceptions by Melissa Gundlach to construct new apartment units located at 1202 N 31st St.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

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, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. If using dumpsters, 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 Slatted (PDS) material in order to effectively screen the dumpster.
3. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
4. Applicant shall obtain the necessary sign permits prior to installation. Applicant shall work with staff with regards to constructing well-designed signage for the site that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
5. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain Architectural approval from the Plan Commission prior to receiving a building permit for such renovation.
6. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

9. Gen. Ord. No. 42-24-25 by Alderpersons Rust and Perrella amending Sections 105-718 and 105-683 of the Sheboygan Municipal Code Zoning Code so as to add Pet Daycare Centers as a Commercial Land Use. REFER TO CITY PLAN COMMISSION

MOTION TO APPROVE.

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried

MOTION TO AMEND TO PROVIDE MORE CLARIFICATION BASED ON STAFF RECOMMENDATION.

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.

MOTION TO APPROVE AS AMENDED.

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried

10. Gen. Ord. No. 41-24-25 by Alderperson Belanger amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at 120 Vollrath Boulevard – Parcel No. 59281014410 from Class Suburban Residential (SR-5) to Suburban Residential (SR-5) with PUD Overlay Classification. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.

11. R. O. No. 128-24-25 by City Clerk submitting a rezone application from POI Properties, LLC to amend the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of property located at 120 Vollrath Boulevard - Parcel No. 59281014410 from Class Suburban Residential (SR-5) to Suburban Residential (SR-5) with PUD Overlay Classification. REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.

12. General Development Plan by Rachel Kohler to construct three new single-family homes, a family hall building, a pool and gym building, and a garage with a family apartment above located at 120 Vollrath Boulevard.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS:

Motion made by Kevin Jump, seconded by Kimberly Meller

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

1. Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, storm drainage, health, etc. (Applicant shall be in contact with building inspection, fire, police, etc.). An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
5. All areas used for parking/maneuvering of vehicles shall be paved.
6. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
7. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
8. 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.).
9. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
10. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
11. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, balconies, decks, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, art, etc.
12. Applicant is responsible for working with all private and public utilities in order to adequately service this development (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
13. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department.
14. The structures on the property shall not be used as short- or long-term rentals.

Exceptions granted:

- Accessory land uses: In no instance shall an accessory use, cellar, basement, tent or recreational trailer be used as a residence – applicant is requesting an apartment above the accessory garage.
- Number of buildings per lot: In the RA-35ac, ER-1, SR-3, SR-5 and NR-6 Districts, only one principal building shall be permitted on any one lot – applicant is requesting four single family homes.
- Maximum square footage of accessory structures: 200 square feet – applicant is requesting two accessory buildings exceeding 200 square feet.
- Maximum height of a detached accessory structure: 15 feet – applicant is requesting three accessory structures exceeding 15 feet
- Parking regulations: Three spaces for all single-family and two-family dwelling units – applicant is requesting 8 parking spaces for the five residential units.
- Maximum number of accessory structures per lot: 3 – applicant is requesting 4, the garage, the family hall, the pool/gym building, and the existing boat house.

Motion carried.

13. Specific Implementation Plan by Rachel Kohler to construct three new single-family homes, a family hall building, a pool and gym building, and a garage with a family apartment above located at 120 Vollrath Boulevard.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS:

Motion made by Kevin Jump, seconded by Kimberly Meller

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

1. Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, storm drainage, health, etc. (Applicant shall be in contact with building inspection, fire, police, etc.). An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
5. All areas used for parking/maneuvering of vehicles shall be paved.
6. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
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9. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
10. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
11. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, balconies, decks, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, art, etc.
12. Applicant is responsible for working with all private and public utilities in order to adequately service this development (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
13. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department.
14. The structures on the property shall not be used as short- or long-term rentals.

Exceptions granted:

- Accessory land uses: In no instance shall an accessory use, cellar, basement, tent or recreational trailer be used as a residence – applicant is requesting an apartment above the accessory garage.
- Number of buildings per lot: In the RA-35ac, ER-1, SR-3, SR-5 and NR-6 Districts, only one principal building shall be permitted on any one lot – applicant is requesting four single family homes.
- Maximum square footage of accessory structures: 200 square feet – applicant is requesting two accessory buildings exceeding 200 square feet.

- Maximum height of a detached accessory structure: 15 feet – applicant is requesting three accessory structures exceeding 15 feet
- Parking regulations: Three spaces for all single-family and two-family dwelling units – applicant is requesting 8 parking spaces for the five residential units.
- Maximum number of accessory structures per lot: 3 – applicant is requesting 4, the garage, the family hall, the pool/gym building, and the existing boat house.

Motion carried.

NEXT MEETING

14. May 13, 2025

The next schedule meeting is scheduled for May 13, 2025.

ADJOURN

15. Motion to Adjourn

MOTION TO ADJOURN AT 4:21 PM.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.