

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, May 12, 2026

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

EXCUSED: Kevin Jump

STAFF/OFFICIALS PRESENT: City Attorney Liz Majerus, Director of Planning and Development Taylor Zeinert, City Planner Jeff Witte, Zoning Administrator Ellise Rose, Assistant to the Mayor – Cati Pudner and Administrative Coordinator 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(s) of Interest

No conflicts of interest are identified.

MINUTES

4. Approval of the Plan Commission minutes from April 28, 2026

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON APRIL 28, 2026.

Motion made by Jerry Jones, seconded by Alderperson Michael Close

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

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use Permit with exceptions by Velstand Commercial Properties, LLC to construct an addition at the Edward Jones Office located at 3019 Superior Avenue.

Neighbor spoke.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Jerry Jones, seconded by Kimberly Meller

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

Motion carried.

Brandon Schmidt arrived at 4:10pm

6. Public hearing regarding application for Conditional Use Permit with exceptions by Permit Solutions to construct and operate a McDonald's restaurant located at 1221 Erie Avenue.

Mary Lynne Donohue, Gina Carriveau, Amy Switzer representing McDonald's all spoke.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Jerry Jones, seconded by Kimberly Meller

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Application for Conditional Use Permit by Velstand Commercial Properties, LLC to construct an addition to Edward Jones Investments located at 3019 Superior Ave.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Kimberly Meller

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

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, State of Wisconsin, etc. An occupancy permit shall be granted only at such time as the applicant has met all requirements.
2. If dumpsters are used, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Applicant will provide plans that show the location of any dumpsters and will provide plans that show how the dumpster is to be screened and enclosed (design, materials, colors, location, etc.).
3. Outdoor storage of materials or equipment shall be prohibited.
4. All lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
5. Applicant shall work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
6. 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.).
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. Applicant is responsible for working with all private and public utilities in order to adequately service this development.
11. If there are to be any remodel/renovations to the exterior of the facility, the applicant will be required to obtain Architectural Review approval prior to receiving a building permit for such remodel/renovation.
12. If there are any amendments to the approved conditional use, the applicant will be required to submit a new application reflecting those amendments.

Exceptions granted:

- 10' residential rear setback
- 10' residential side setback

Motion granted.

8. Architectural Review of an exterior remodel and addition at Edward Jones located at 3019 Superior Avenue.

MOTION TO TABLE.

Motion made by Joe Clarke, seconded by Alderperson Michael Close

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

Motion carried.

9. Application for Site Plan Review by Quorum Architects on behalf of Rogers Memorial Hospital to construct an addition located at 1108 S Wildwood Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Joe Clarke

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

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, State of Wisconsin, etc. An occupancy permit shall be granted only at such time as the applicant has met all requirements.
2. If dumpsters are used, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Applicant will provide plans that show the location of any dumpsters and will provide plans that show how the dumpster is to be screened and enclosed (design, materials, colors, location, etc.).
3. Outdoor storage of materials or equipment shall be prohibited.
4. All lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.

5. Applicant shall work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
6. If there are to be any remodel/renovations to the exterior of the facility, the applicant will be required to obtain Architectural Review approval prior to receiving a building permit for such remodel/renovation.
7. If there are any amendments to the approved site plan, the applicant will be required to submit a new application reflecting those amendments.

Motion carried.

10. Architectural Review of 1,260 square foot addition at Rogers Behavioral Health located at 1108 South Wildwood Avenue.

MOTION TO APPROVE AS PRESENTED.

Motion made by Joe Clarke, seconded by Kimberly Meller.

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

Motion carried.

11. Application for Conditional Use Permit with exceptions by Permit Solutions to construct and operate a McDonald's restaurant located at 1221 Erie Avenue.

MOTION TO TABLE.

Motion made by Mayor Ryan Sorenson, seconded by Braden Schmidt

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

Motion carried.

12. Architectural review of a proposed McDonalds located 1221 Erie Avenue.

MOTION TO TABLE.

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

13. Preliminary Plat Approval for Enterprise Estates in the Town of Sheboygan.

MOTION TO APPROVE AS PRESENTED.

Motion made by Joe Clarke, seconded by Alderperson Michael Close

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

Motion carried.

TENTATIVE DATE OF NEXT REGULAR MEETING

14. Next scheduled meeting: May 26, 2026 at 4pm

ADJOURN

15. Motion to Adjourn

MOTION TO ADJOURN THE MEETING

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

Meeting is adjourned at 4:50pm.