

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**

**Tuesday, October 15, 2024**

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**MEMBERS PRESENT:** Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Kevin Jump, Braden Schmidt and Kimberly Meller

**EXCUSED:** Jerry Jones

**STAFF/OFFICIALS PRESENT:** City Administrator Casey Bradley, Finance Director Kaitlyn Krueger, Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

**OPENING OF MEETING**

1. Roll Call

Mayor Sorenson called the meeting to order at 4 PM.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Identify potential conflict of interest

No committee member had a conflict.

**MINUTES**

4. Approval of the Plan Commission minutes from September 24, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON SEPTEMBER 24, 2024.

Motion made by Alderperson John Belanger, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Kevin Jump, Braden Schmidt and Kimberly Meller

Motion carried.

**PUBLIC HEARINGS**

5. Public hearing regarding application for Conditional Use with exceptions by Sara Wolske to construct a new apartment at 1211 Superior Avenue. UC zone

Bryan Kelly spoke about the need for housing in the City of Sheboygan.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Alderperson John Belanger, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Kevin Jump, Braden Schmidt and Kimberly Meller

Motion carried.

6. Public Hearing regarding application for Conditional Use with exceptions by Jeff Rittenhouse to construct new 2nd floor apartments at 1226 N. 8th Street. CC zone

Bryan Kelly spoke about the need for housing in the City of Sheboygan.

**MOTION TO CLOSE THE PUBLIC HEARING.**

Motion made by Alderperson John Belanger, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Kevin Jump, Braden Schmidt and Kimberly Meller

Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

7. Application for Conditional Use with exceptions by Sara Wolske to construct a new apartment at 1211 Superior Avenue. UC zone

**MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.**

Motion made by Alderperson John Belanger, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Kevin Jump, Braden Schmidt and Kimberly Meller

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, 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. Outdoor storage of materials, products 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 will provide adequate public access along streets and the parking lot/alley and will take all appropriate actions to minimize the time period that the street will be closed/affected.
6. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
7. Absolutely no portion of the 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, etc. unless an encroachment is obtained permitting use of public right-of-way.
8. 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, driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
9. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review Board approval prior to receiving a building permit for such renovation.
10. If operating as a short-term rental, the applicant will be required to file the proper room tax paper work with the City of Sheboygan.
11. If there are any amendments to the conditional use, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

8. Application for Conditional Use with exceptions by Jeff Rittenhouse to construct new 2nd floor apartments at 1226 N. 8th Street. CC zone

**MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.**

Motion made by Alderperson John Belanger, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Kevin Jump, Braden Schmidt and Kimberly Meller

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, 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. Outdoor storage of materials, products 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 will provide adequate public access along streets and the parking lot/alley and will take all appropriate actions to minimize the time period that the street will be closed/affected.
6. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
7. 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, etc. unless an encroachment is obtained permitting use of public right-of-way.
8. 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, driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
9. Applicant shall obtain the necessary sign permits prior to installation. Proposed signage shall meet the 8<sup>th</sup> Street design guidelines.
10. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review Board approval prior to receiving a building permit for such renovation.
11. If operating as a short-term rental, the applicant will be required to file the proper room tax paper work with the City of Sheboygan.
12. If there are any amendments to the conditional use, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

9. R. O. No. 66-24-25 by City Administrator Casey Bradley submitting Capital Improvements Program (CIP) Requests for the years 2025-2029. REFER TO CITY PLAN COMMISSION

**MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.**

Motion made by Alderperson John Belanger, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Kevin Jump, Braden Schmidt and Kimberly Meller

Motion carried.

**NEXT MEETING**

10. October 29, 2024

The next meeting is scheduled to be held on October 29, 2024.

**ADJOURN**

11. Motion to Adjourn

MOTION TO ADJOURN AT 4:15 PM

Motion made by Alderperson John Belanger, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Alderperson John Belanger, Marilyn Montemayor, Kevin Jump, Braden Schmidt and Kimberly Meller