

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, October 14, 2025

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

EXCUSED: Jerry Jones

STAFF/OFFICIALS PRESENT: Zoning Administrator Ellise Rose

OPENING OF MEETING

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No conflicts were identified.

MINUTES

4. Approval of the Plan Commission minutes from September 23, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON SEPTEMBER 23, 2025.

Motion made by Kevin Jump, seconded by Kimberly Meller

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

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use with exceptions by JIAM Ling SUN to create commercial apartments located at 1109A N 8th Street.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Alderperson Michael Close

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

Motion carried.

6. Public hearing regarding application for Conditional Use with exceptions by Arleigh Stuefen to create at 2-family dwelling located at 1502 Union Avenue.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Joe Clarke

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

Motion carried.

7. Public hearing regarding application for Conditional Use with exceptions by Rickman Architecture and Design to construct an addition to the Sheboygan Weill Center located at 826 N 8th Street.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kevin Jump

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

Motion carried.

8. Public hearing regarding application for Conditional Use with exceptions by Paul Weaver to construct a hotel located at parcel 59281505750.

Cathy Schnur and David Repinski spoke about parking concerns.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Joe Clarke

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. Application for Conditional Use with exceptions by JIAM Ling SUN to create commercial apartments located at 1109A N 8th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Joe Clarke, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, 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, state, federal, 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.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.

5. 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.
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. 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.
8. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

10. Application for Conditional Use with exceptions by Arleigh Stuefen to create a 2-family dwelling located at 1502 Union Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Joe Clarke, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, 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, state, federal, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Outdoor storage of materials, products or equipment shall be prohibited.
3. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
4. 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.
5. 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.).
6. 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.
7. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

11. Application for Conditional Use with exceptions by Rickman Architecture and Design to construct an addition to the Sheboygan Weill Center located at 826 N 8th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Branden Schmidt, seconded by Kevin Jump

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Kevin Jump, Kimberly Meller, 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, state, federal, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.

2. The facility will meet all zoning requirements including but not limited to noise, smells, vibration, hazardous materials, etc. If any issues arise, this matter may be brought back to the Plan Commission for review.
3. 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 and enclose the dumpster.
4. All outdoor storage of materials, products or equipment shall be prohibited.
5. 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.
6. Applicant shall obtain the necessary sign permits prior to installation. Applicant shall work with staff with regards to constructing a 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.
7. Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
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, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
9. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Exceptions granted

- To have building height of approximately 44ft
- To have 2 additional wall signs and 1 additional projection sign

Motion carried.

12. Architectural review of the construction of a building addition at the Weill Center located at 826 N 8th St.

MOTION TO HAVE PROJECT RESUBMITTED WITH ELEVATION DRAWINGS INCLUDED AND REFINEMENT OF THE EXTERIOR DETAILING TO WORK WITH THE INTERIOR CONDITIONS.

Motion made by Joe Clarke, seconded by Braden Schmidt

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

Motion carried.

AMEND MOTION TO APPROVE PROCEEDING WITH FOOTING AND FOUNDATIONS AND HAVE EXTERIOR ELEVATION WORK RESUBMITTED FOR REVIEW

Motion made by Joe Clarke, seconded by Braden Schmidt

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

Motion carried.

AMEND MOTION TO INCLUDE EXPEDITED PROCESS FOR THE NEXT PLAN COMMISSION MEETING

Motion made by Joe Clarke, seconded by Braden Schmidt

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

Motion carried.

13. Application for Conditional Use Permit with exceptions by Paul Weaver to construct a new Watershed Harbor Hotel on parcel #59281505750.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Braden Schmidt, seconded by Joe Clarke

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

1. Prior to building permit issuance, the applicant shall obtain all licenses and permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, health, storm drainage, DNR, 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. Applicant shall obtain the necessary liquor license in order to serve alcohol. Applicant may serve alcohol if and only if all required liquor licenses are obtained.
3. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Dumpster enclosure shall be completed prior to issuance of an occupancy permit.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. 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.).
6. All new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance (site lighting, building lighting, signage, etc.).
7. Applicant shall work with staff with regards to appropriate signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
8. All areas used for parking/maneuvering of vehicles shall be paved.
9. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
10. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
11. The parking lot and drives shall be designed so as to not impede or impair vehicular and pedestrian traffic movement or exacerbate the potential for pedestrian/vehicular conflicts.
12. 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.).
13. 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, drop off lane, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
14. 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.).
15. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
16. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.

17. Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
18. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Water Utility.
19. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department, including but not limited to fire lane access at the site, sprinkler systems, hydrants, water pressures, etc.
20. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new conditional use application reflecting those amendments.

Exceptions granted:

- To have a building height of 35ft

14. Architectural review of a Watershed Harbor Hotel located at parcel # 59281505750.

MOTION TO APPROVE AS PRESENTED.

Motion made by Braden Schmidt, seconded by Kimberly Meller

Voting yea: Braden Schmidt, Kevin Jump, Kimberly Meller, Joe Clarke and Alderperson Michael Close

Voting nay: Mayor Ryan Sorenson

Motion carried.

15. Discussion regarding the City of Sheboygan zoning chapter rewrite.

Discussion was held about the zoning chapter rewrite.

NEXT MEETING

16. October 28, 2025

The next scheduled meeting on October 28, 2025.

ADJOURN

17. Motion to Adjourn

MOTION TO ADJOURN AT 5:58 PM

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.