

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

**Tuesday, January 13, 2026**

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

**STAFF/OFFICIALS PRESENT:** Director of Planning and Development Taylor Zeinert, Planner Jeffrey Witte 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 of interest

No conflict identified.

**MINUTES**

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

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON DECEMBER 9, 2025.

Motion made by Braden Schmidt, seconded by Jerry Jones

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

Motion carried.

**PUBLIC HEARINGS**

5. Public hearing regarding application for Conditional Use Permit by Dollar Loan Center to install a window sign located at 2315 S Business Drive.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Braden Schmidt

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

Motion carried.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Marshall Sign to install a new electronic message center reader board located at 814 Superior Avenue.

No public comment.

**MOTION TO CLOSE THE PUBLIC HEARING.**

Motion made by Jerry Jones, seconded by Kimberly Meller

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

Motion carried.

7. Public hearing regarding application for Conditional Use Permit with exceptions by St Clements Congregation to split parcel # 59281111390 to facilitate the sale of the northern 1- acre parcel to Sheboygan County.

No public comment.

**MOTION TO CLOSE THE PUBLIC HEARING.**

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

8. Architectural Review of exterior remodel of 1121 North 7th Street.

**MOTION TO TABLE**

Motion made by Joe Clarke, seconded by Jerry Jones

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

Motion carried.

9. Application for Conditional Use Permit by Dollar Loan Center to install a window sign located at 2315 S Business Drive.

**MOTION TO DENY.**

Motion made by Joe Clarke, seconded by Kevin Jump

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

Motion carried.

**MOTION TO RESCIND PREVIOUS MOTION AND TO TABLE.**

Motion made by Joe Clarke, seconded by Kevin Jump

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

Motion carried.

10. Application for Conditional Use Permit with exceptions by Marshall Sign to install a new electronic message center reader board located at 814 Superior Avenue.

**MOTION TO APPROVE WITH CONDITIONS.**

Motion made by Joe Clarke, seconded by Jerry Jones

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

1. Applicant shall obtain the necessary sign permits prior to installation.
2. 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.
3. Applicant shall meet Sections 105-969(a) (1) and (3) of the City of Sheboygan Zoning Ordinance relating to signage and pedestrian/traffic safety and sign timing/cycles. No signs containing flashing, intermittent or moving sections or intermittent or flashing lights shall be permitted.
4. Sign messages and/or location shall not create any pedestrian/vehicular conflicts.
5. If there are any amendments to the approved sign or location, 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 St Clements Congregation to split Parcel # 59281111390 to facilitate the sale of the northern 1-acre parcel to Sheboygan County.

**MOTION TO APPROVE WITH CONDITIONS.**

Motion made by Jerry Jones, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Jerry Jones, 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, food, alcohol, 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. 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. 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.
6. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review approval prior to receiving a building permit for such renovation. The colors and materials are to complement/match the existing building.
7. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy (future uses and/or phases may require conditional use permits, building/mechanical permits, occupancy permits, etc.).
8. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

Motion carried.

**TENTATIVE DATE OF NEXT REGULAR MEETING**

12. January 27, 2026

**ADJOURN**

13. Motion to Adjourn

MOTION TO ADJOURN THE MEETING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

Meeting adjourned at 4:13 pm.