

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, November 25, 2025

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

EXCUSED: Braden Schmidt

STAFF/OFFICIALS PRESENT: Zoning Administrator Ellise Rose, 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 conflicts identified.

4. NOTICE OF POTENTIAL FRAUD

Advised applicants of phishing email being sent.

MINUTES

5. Approval of the Plan commission minutes from October 28, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON NOVEMBER 25, 2025.

Motion made by Jerry Jones, seconded by Kevin Jump

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

Motion carried.

PUBLIC HEARINGS

6. Public Hearing regarding Application for Conditional Use Permit by Caravel Autism Health to operate a treatment facility located at 3103 Weedon Creek Road.

Applicant spoke about their business.

MOTION TO CLOSE PUBLIC HEARING.

Motion made by Jerry Jones, seconded Joe Clarke

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Application for Conditional Use Permit by Caravel Autism Health to operate a treatment facility located at 3103 Weeden Creek Road.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS

Motion made by Jerry Jones, seconded Joe Clarke

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Kevin Jump, Kimberly Meller, 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, 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 approval from the Architectural Review approval prior to receiving a building permit for such remodel/renovation.
7. If there are any amendments to the approved special use permit and/or site plan, the applicant will be required to submit a new application reflecting those amendments.

Exception granted:

- To install a new monument sign in the same location of the existing sign

Motion carried.

8. Architectural Review of exterior remodel of 2021 N 18th Street.

MOTION TO APPROVE AS PRESENTED

Motion made by Joe Clarke, seconded Jerry Jones

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

Motion carried.

9. Extra-Territorial Preliminary Plat Approval for Riverside Villas in the Town of Sheboygan.

MOTION TO TABLE ITEM FOR FURTHER REVIEW.

Motion made by Jerry Jones, seconded Joe Clarke

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

Motion carried.

10. Gen. Ord. No. 31-25-26 by Alderperson Close amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of Parcel No. 59281111460, 819 N. 6th Street, from Class Suburban Office (SO) to Class Neighborhood Commercial (NC) Classification.
REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO COMMON COUNCIL

Motion made by Jerry Jones, seconded Joe Clarke

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

Motion carried.

TENTATIVE DATE OF NEXT REGULAR MEETING

11. December 09, 2025

The next scheduled meeting is on December 9, 2025.

ADJOURN

12. Motion to Adjourn

MOTION TO ADJOURN AT 4:11PM

Motion made by Jerry Jones, seconded Joe Clarke

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

Motion carried.