

CITY OF SHEBOYGAN

CITY PLAN COMMISSION MINUTES

Tuesday, April 14, 2026

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

EXCUSED: STAFF/OFFICIALS PRESENT: City Attorney Liz Majerus, Director of Planning and Development Taylor Zeinert, City Planner Jeff Witte, Zoning Administrator Ellise Rose and CDBG Program Compliance MaLeena Xiong

OPENING OF MEETING

1. Roll Call

Vice Chair Jerry Jones 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 March 24, 2026.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON MARCH 24, 2026.

Motion made by Braden Schmidt, seconded by Joe Clarke

Voting yea: Jerry Jones, Alderperson Michael Close, Braden Schmidt, Kevin Jump, Kimberly Meller (remote) and Joe Clarke

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use Permit with exceptions by Carol Theodoroff to operate Theo's Pizza & Catering located at 2329 S Business Drive.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Braden Schmidt, seconded by Joe Clarke

Voting yea: Jerry Jones, Alderperson Michael Close, Braden Schmidt, Kevin Jump, Kimberly Meller (remote) and Joe Clarke

Motion carried.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Gerald Poss Jr. to operate Trail Magic Coffee Roasters located at 1133 Indiana Avenue.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Alderperson Michael, seconded by Joe Clarke

Voting yea: Jerry Jones, Alderperson Michael Close, Braden Schmidt, Kevin Jump, Kimberly Meller (remote) and Joe Clarke

Motion carried.

7. Public hearing regarding application for Conditional Use Permit with exceptions by Harvest Street LLC to operate a food truck and commercial kitchen located at 1821 Cooper Avenue.

Neighbor, Dan Schneider spoke about the parking concerns.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Alderperson Michael Close, seconded by Joe Clarke

Voting yea: Jerry Jones, Alderperson Michael Close, Braden Schmidt, Kevin Jump, Kimberly Meller (remote) and Joe Clarke

Motion carried.

8. Public hearing regarding the 2026 Community Development Block Grant Public Service allocation.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried.

Mayor Ryan Sorenson joined the meeting at 4:05 pm.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. Architectural Review of exterior remodel at 1202 Michigan Avenue.

MOTION TO APPROVE AS PRESENTED.

Motion made by Mayor Ryan Sorenson, seconded by Joe Clarke

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

Motion carried.

10. Application for Special Use Permit by Judy Moncree to operate a nonprofit fundraising facility located at 1429 North Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Mayor Ryan Sorenson, seconded by Joe Clarke

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

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 special use permit and/or site plan, the applicant will be required to submit a new application reflecting those amendments.

Motion carried.

11. Application for Conditional Use Permit with exceptions by Carol Theodoroff to operate Theo's Pizza & Catering, Inc. located 2329 S Business Dr.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Joe Clarke, seconded by Braden Schmidt

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

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 Slating (PDS) material in order to effectively screen and enclose the dumpster.
4. All outdoor storage of materials, products or equipment shall be prohibited.
5. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
6. 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.
7. 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.
8. Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal.
9. 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.).

10. 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.
11. 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.

12. Application for Conditional Use Permit with exceptions by Gerald M. Poss Jr. to operate a Coffee Roaster located 1133 Indiana Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Joe Clarke, seconded by Braden Schmidt

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

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 Slating (PDS) material in order to effectively screen and enclose the dumpster.
4. All outdoor storage of materials, products or equipment shall be prohibited.
5. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
6. 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.
7. 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.
8. 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).
9. 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.).
10. 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.

13. Application for Conditional Use Permit with exceptions by Harvest Street LLC to operate Harvest Street food trailer and commercial kitchen located 1821 Cooper Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Mayor Ryan Sorenson, seconded by Braden Schmidt

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

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. Food truck shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances (vision triangle requirements of Section 105-928 of the City of Sheboygan Zoning Ordinance).
4. 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 Slating (PDS) material in order to effectively screen and enclose the dumpster.
5. All outdoor storage of materials, products or equipment shall be prohibited.
6. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
7. 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.
8. 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.
9. Applicant is responsible for working with all private and public utilities in order to adequately service this development proposal.
10. 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.).
11. 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.
12. Applicant shall adequately monitor/regulate and maintain this property.
13. In no instance shall the food trailer create a nuisance for neighboring properties (noise, hours of operation, garbage, etc.). If any issues arise, the Plan Commission may again review the conditional use permit.
14. 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.

14. Gen. Ord. No. 41-25-26 by Alderperson Close amending the City of Sheboygan Official Zoning Map of the Sheboygan Zoning Ordinance to change the Use District Classification of Parcel Nos. 59281636511 and 59281636512, Rolling Meadows Drive and N. 29th Street, Sheboygan, WI from Class Suburban Residential 3 to Class Estate Residential 1 Classification. REFER TO CITY PLAN COMMISSION

MOTION TO TABLE.

Motion made by Mayor Ryan Sorenson, seconded by Kevin Jump

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

Motion carried.

15. Consideration and possible action on the 2026 Community Development Block Grant Public Service Allocation.

MOTION TO APPROVE.

Motion made by Mayor Ryan Sorenson, seconded by Alderperson Michael Close

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

Motion carried.

TENTATIVE DATE OF NEXT REGULAR MEETING

16. Tentative next meeting: April 28, 2026 at 4:00 PM

ADJOURN

17. Motion to Adjourn

MOTION TO ADJOURN THE MEETING

Motion made by Mayor Ryan Sorenson, seconded by Braden Schmidt

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

Motion carried.

Meeting is adjourned at 4:43 pm.