

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, October 28, 2025

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

STAFF/OFFICIALS PRESENT: Zoning Administrator Ellise Rose and Administrative Coordinator Linnae Wierus

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 of interest

Jerry Jones recused from agenda item #8. Joe Clarke abstained from agenda item #8.

MINUTES

4. Approval of the Plan Commission minutes from October 14, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON OCTOBER 14, 2025.

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Conditional Use Permit with exceptions by Todd and Michelle Patterson to install signage at Thirsty Seagull located at 520 N 4th Street.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Joe Clarke, seconded by Braden Schmidt

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

Motion carried.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Jennerman Enterprise LLC to operate a martial arts studio located at 1450 S 8th Street

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Joe Clarke, seconded by Kimberly Meller

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

Motion carried.

7. Public hearing regarding General Development Plan amendment by Quasius Construction, INC, to construct an addition at 342 S Pier Drive.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

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

MOTION TO APPROVE AS PRESENTED.

Motion made by Kevin Jump, seconded by Braden Schmidt

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

Recused: Jerry Jones

Abstained: Joe Clarke

Motion carried.

9. Application for Conditional Use Permit with exceptions by Todd and Michelle Patterson to install signage at Thirsty Seagull located at 520 N 4th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Kevin Jump, seconded by Alderperson Michael Close

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Braden Schmidt, 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. All temporary signage/banners shall be removed prior to sign permit issuance.
4. 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.

Exceptions granted:

- To install two (2) wall signs
- To install two (2) wall signs exceeding the maximum square feet (32)

Motion carried.

10. Application for Conditional Use Permit with exceptions by Jennerman Enterprise LLC to operate a martial arts studio located at 1450 S 8th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson Michael Close, seconded by Kevin Jump

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Braden Schmidt, 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, hazardous materials, health, water, sewer, storm drainage, 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. If using dumpsters, the 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.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. 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.
5. If staff has any concerns pertaining to sign design, staff may bring the proposed sign design back to the Plan Commission for review/approval.
6. If the applicant is remodeling the exterior of the building, the applicant shall obtain City of Sheboygan Architectural Review approval prior to remodel construction.
7. If there are any amendments to the approved use/site plan, the applicant will be required to submit a new application reflecting those amendments.

Exceptions granted:

- Waive parking requirements

Motion carried.

11. General Development Plan amendment by Quasius Construction, INC, to construct an addition at 342 S Pier Drive.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Joe Clarke, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Braden Schmidt, 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, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. 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.).
5. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.

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. 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.).
8. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
9. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
10. 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, art, etc.
11. Applicant is responsible for working with all private and public utilities in order to adequately service this development (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
12. 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.

Exception granted:

- To have a max height of 25ft

Motion carried.

12. Specific Implementation Plan amendment by Quasius Construction, INC, to construct an addition at 342 S Pier Drive.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson Michael Close, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Braden Schmidt, 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, 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. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. 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.).
5. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
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. 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.).
8. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.

9. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
10. 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, art, etc.
11. Applicant is responsible for working with all private and public utilities in order to adequately service this development (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
12. 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.

Exception granted:

- To have a max height of 25ft

Motion carried.

13. Application for Special Use Permit by B&K Healing Hearts LLC to operate Community Based Residential (CBRF) Facility located at 2710 S 8th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson Michael Close, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Jerry Jones, Braden Schmidt, 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.

Motion carried.

14. Gen. Ord. No. 24-25-26 by Alderperson Close amending section 103-50 of the Sheboygan Municipal Code regarding certified survey map approval timing.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried.

NEXT MEETING

15. November 11, 2025

The next scheduled meeting is on November 11, 2025.

ADJOURN

16. Motion to Adjourn

MOTION TO ADJOURN AT 4:33 PM

Motion made by Braden Schmidt, seconded by Joe Clarke

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

Motion carried.