

**CITY OF SHEBOYGAN**

**CITY PLAN COMMISSION MINUTES**

**Tuesday, February 24, 2026**

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

**STAFF/OFFICIALS PRESENT:** City Attorney Liz Majerus, Director of Planning and Development Taylor Zeinert, City Planner Jeff Witte, Zoning Administrator Ellise Rose, and Administrative Coordinator Linnae Wierus

**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(s) of Interest

No conflict is identified.

**MINUTES**

4. Approval of the Plan Commission minutes from February 10, 2026.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON FEBRUARY 10, 2026.

Motion made by Joe Clarke, seconded by Jerry Jones

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

Motion carried.

**PUBLIC HEARINGS**

5. Public hearing regarding application for Conditional Use Permit with exceptions by Kapur & Associates, Inc. to construct a building addition at Urban Middle School located 1226 North Avenue.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

6. Public hearing regarding application for Conditional Use Permit with exceptions by Kapur & Associates, Inc. to construct a building addition at Farnsworth Middle School located at 1017 Union Avenue.

No public comment.

**MOTION TO CLOSE THE PUBLIC HEARING.**

Motion made by Braden Schmidt, seconded by Jerry Jones

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

Motion carried.

7. Public hearing regarding application for Conditional Use Permit with exceptions by Quasius Construction Co. to operate a Faye's Pizza located at 1803 Calumet Dr.

No public comment.

**MOTION TO CLOSE THE PUBLIC HEARING.**

Motion made by Jerry Jones, seconded by Kimberly Meller

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

Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

8. Application for Conditional Use Permit with exceptions by Kapur & Associates, Inc. to construct a building addition at Urban Middle School located 1226 North Avenue.

**MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.**

Motion made by Kevin Jump, seconded by Jerry Jones

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

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 Slatting (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. 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.
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.

Exceptions granted:

- To have a 5-foot paved setback along the east and west property lines for parking.
- To match the distance from the street as the existing building.
- To have a building height of 48 feet.
- To have an 8-foot fence within the street yard setback for the basketball court on the north side of the school.

Motion carried.

9. Architectural review of the proposed building addition at Urban Middle School located at 1226 North Avenue.

MOTION TO APPROVE AS PRESENTED.

Motion made by Joe Clarke, seconded by Jerry Jones

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

Motion carried.

10. Application for Conditional Use with exceptions by Kapur & Associates, Inc. to construct a building addition at Farnsworth Middle School located at 1017 Union Avenue.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Kevin Jump

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

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 Slatting (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. 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.
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.

Exceptions granted:

- To have a 5-foot paved setback
- To have a building height of 46 feet.
- To have applicant an 8-foot and a 10-foot fence

Motion carried.

11. Architectural review of a proposed building addition to Farnsworth Middle School located at 1017 Union Avenue.

MOTION TO APPROVE AS PRESENTED.

Motion made by Joe Clarke, seconded by Kevin Jump

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

Motion carried.

12. Application for Conditional Use Permit with exceptions by Quasius Construction Co. to renovate and operate Faye's Pizza located at 1803 Calumet Dr.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Joe Clarke

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

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 other 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. 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.
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.

13. Architectural review of the exterior remodel of a new Faye's Pizza located at 1803 Calumet Drive.

**MOTION TO APPROVE WITH THE FOLLOWING CONDITION.**

Motion made by Joe Clarke, seconded by Jerry Jones

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

1. Provide an updated window layout for staff approval.

Motion carried.

14. Application for Site Plan Review by Abacus Architects, Inc. to construct an 824 square-foot manufacturing addition to Vollrath Co. LLC located at 1236 N 18th Street.

**MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS**

Motion made by Jerry Jones, seconded by Braden Schmidt

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

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 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

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

MOTION TO APPROVE TO TABLE.

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

16. Gen. Ord. No. 38-25-26 by Alderpersons Menzer and Close annexing territory to the City of Sheboygan, Wisconsin (Tax Parcel ID Number: 59024346880). REFER TO CITY PLAN COMMISSION

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL

Motion made by Jerry Jones, seconded by Braden Schmidt

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

Motion carried.

#### **TENTATIVE DATE OF NEXT REGULAR MEETING**

17. Tentative next meeting date: March 10, 2026 at 4:00 PM

#### **ADJOURN**

18. Motion to Adjourn

MOTION TO ADJOURN AT 4:45 PM

Motion made by Jerry Jones, seconded by Kimberly Meller

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

Motion carried.