

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**  
**Tuesday, July 29, 2025**

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

**EXCUSED:** Alderperson Michael Close

**STAFF/OFFICIALS PRESENT:** Associate Planner Ellise Rose and Building Inspection Specialist 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 of interest

No conflicts were identified.

**MINUTES**

4. Approval of the Plan Commission minutes from July 15, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON JULY 15, 2025.

Motion made by Joe Clarke seconded by Kimberly Meller

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

Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Application for Conditional Use Permit with exceptions by Joseph Voelkner to install a gravel parking lot and driveway on the Butzen Sports Complex located at parcels 59281430842 and 59281430840.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Kevin Jump, seconded by Jerry Jones

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

1. Dumpsters and/or grease receptacles 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 the dumpster.
2. Outdoor storage of materials, products or equipment shall be prohibited.
3. 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.

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. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
5. The proposed parking lot and driveway is permitted to be gravel until such time as the sports complex is built out. The applicant shall pave their parking lot and driveway not more than 6 months after complex is completed.
6. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments

Exceptions granted:

- To install a temporary gravel driveway and parking lot

Motion carried.

6. Architectural review of exterior renovations at an office building located at 2722 N 21st Street.

MOTION TO APPROVE AS PRESENTED.

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

#### **NEXT MEETING**

7. August 12, 2025

The next scheduled meeting is on August 12, 2025.

#### **ADJOURN**

8. Motion to Adjourn

MOTION TO ADJOURN AT 4:04 PM

Motion made by Braden Schmidt, seconded by Jerry Jones

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

Motion carried.