CITY OF SHEBOYGAN

CITY PLAN COMMISSION MINUTES

Tuesday, November 24, 2026

MEMBERS PRESENT: Mayor Ryan Sorenson, Jerry Jones, Kevin Jump, Kimberly Meller, Braden Schmidt and Alderperson Michael Close
EXCUSED: Joe Clarke
STAFF/OFFICIALS PRESENT: Director of Planning and Development Taylor Zeinert, City Planner Jeffrey Witte and Zoning Administrator Ellise Rose (remote)

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

   Braden Schmidt identified conflict with agenda item #6.

MINUTES

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

   MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON NOVEMBER 10, 2026 WITH THE CORRECTION FOR ITEM #9.
   Motion made by Jerry Jones, seconded by Braden Schmidt
   Voting yea: Mayor Ryan Sorenson, Jerry Jones, Kevin Jump, Kimberly Meller, Braden Schmidt and Alderperson Michael Close

   Motion carried.

PUBLIC HEARINGS

5. Public hearing regarding application for Specific Implementation Plan Amendment by Rachel Kohler to construct a 6’ fence within the designated street yard setback located at 2125 N 3rd St.

   Glenn Pilling spoke.

   MOTION TO CLOSE THE PUBLIC HEARING
   Motion made by Jerry Jones, seconded by Kimberly Meller
   Voting yea: Mayor Ryan Sorenson, Jerry Jones, Kevin Jump, Kimberly Meller, Braden Schmidt and Alderperson Michael Close

   Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Application for Specific Implementation Plan Amendment by Rachel Kohler to construct a 6' fence within the designated street yard setback located at 2125 N 3rd St.

   MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS AND RECOMMEND APPROVAL TO THE COMMON COUNCIL.
   Motion made by Jerry Jones, seconded by Kevin Jump
   Voting yea: Mayor Ryan Sorenson, Jerry Jones, Kevin Jump, Kimberly Meller and Alderperson Michael Close
   Abstained: Braden Schmidt

   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 used for parking/maneuvering of vehicles shall be paved.
   6. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
   7. 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.).
   8. 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.).
   9. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
   10. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
   11. 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.
   12. 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).
   13. City Development staff will issue a building permit only if the applicant has adequately satisfied all concerns related to the Sheboygan Fire Department.

   Motion carried.

7. Application for Special Use Permit by A TO Z Adult Family Home LLC to operate Community Based Residential (CBRF) Facility located at 2221 Mayflower Avenue.

   MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.
   Motion made by Braden Schmidt, seconded by Kevin Jump
   Voting yea: Mayor Ryan Sorenson, Jerry Jones, Kevin Jump, Kimberly Meller, Braden Schmidt 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.

TENTATIVE DATE OF NEXT REGULAR MEETING

8. Next scheduled meeting: December 15, 2026 at 4:00 PM

ADJOURN

9. Motion to Adjourn

MOTION TO ADJOURN THE MEETING.
Motion made by Kimberly Meller, seconded by Jerry Jones
Voting yea: Mayor Ryan Sorenson, Jerry Jones, Kevin Jump, Kimberly Meller, Braden Schmidt and Alderperson Michael Close

Motion carried.

Meeting is adjourned at 4:10pm