

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, July 15, 2025

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

EXCUSED: Jerry Jones

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 June 24, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON JUNE 24, 2025.

Motion made by Kevin Jump, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, 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 by Tobias Juarez to locate a commercial apartment at Jr's Tree Service located at 1429 N 26th St.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, 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 Marshall Sign to install a new electronic message center readerboard located at 831 S Taylor Drive.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

7. Public hearing regarding General Development Plan by Abacus Architects to construct site additions for outdoor learning experiences at Visit Sheboygan located at parcel 59281110034.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Braden Schmidt, seconded by Kimberly Meller

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Application for Conditional Use Permit by Tobias Juarez to locate a commercial apartment at Jr's Tree Service located at 1429 N 26th St.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Joe Clarke

Voting yea: Mayor Ryan Sorenson, 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, etc.
2. 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.
3. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
4. 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. unless an encroachment is obtained permitting use of public right-of-way.
5. 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, driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
6. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review Board approval prior to receiving a building permit for such renovation.
7. If operating as a short-term rental, the applicant will be required to file the proper room tax paper work with the City of Sheboygan.
8. If there are any amendments to the conditional use, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

9. Application for Conditional Use Permit with exceptions by Marshall Sign to install a new electronic message center readerboard located at 831 S Taylor Drive.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, 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. Applicant shall meet Sections 105-969(a) (1) and (3) of the City of Sheboygan Zoning Ordinance relating to signage and pedestrian/traffic safety and sign timing/cycles. No signs containing flashing, intermittent or moving sections or intermittent or flashing lights shall be permitted.
4. Sign messages and/or location shall not create any pedestrian/vehicular conflicts.
5. 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.

Motion carried.

10. General Development Plan by Abacus Architects to construct site additions for outdoor learning experiences at Visit Sheboygan located at parcel 59281110034.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, 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 used for parking/maneuvering of vehicles shall be paved.
6. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
7. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
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. 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.).
10. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
11. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.

12. Applicant is responsible for working with all private and public utilities in order to adequately service this development.
13. 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.
14. Owner/Developer is responsible for installation of the entire approved landscape plan. If the owner/developer elects to amend the landscape plan in any fashion, the owner/developer shall resubmit an amended plan to Department of City Planning & Development for approval.
15. Plantings located around the Fire Department Connection must be maintained to make sure that it is accessible at all times.

Motion carried.

11. Specific Implementation Plan by Abacus Architects to construct site additions for outdoor learning experiences at Visit Sheboygan located at parcel 59281110034.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, 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 used for parking/maneuvering of vehicles shall be paved.
6. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
7. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
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. 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.).
10. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
11. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
12. Applicant is responsible for working with all private and public utilities in order to adequately service this development.
13. 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.
14. Owner/Developer is responsible for installation of the entire approved landscape plan. If the owner/developer elects to amend the landscape plan in any fashion, the owner/developer shall resubmit an amended plan to Department of City Planning & Development for approval.

15. Plantings located around the Fire Department Connection must be maintained to make sure that it is accessible at all times.

Motion carried.

12. Determination if the amendments to the Luedke Apartments SIP is a minor or substantial change.

Discussion was held.

13. Specific Implementation Plan amendment by Jake Buswell to construct the new Luedke Apartments located at parcels 59281718350 and 59281712930.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Braden Schmidt, seconded by Kevin Jump

Voting yea: Mayor Ryan Sorenson, 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. Dumpster enclosure shall be completed prior to issuance of an occupancy permit for the buildings to be occupied.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. 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.).
6. All areas used for parking/maneuvering of vehicles shall be paved.
7. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
8. Any new ingress/egress driveway openings and any drives to be closed or modified shall be improved to standard City specifications.
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. 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.).
11. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
12. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
13. 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.
14. 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).
15. 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.

16. Owner/Developer is responsible for installation of the entire approved landscape plan. If the owner/developer elects to amend the landscape plan in any fashion, the owner/developer shall resubmit an amended plan to Department of City Planning & Development for approval.
17. Plantings located around all ingress/egress of the site shall be maintained to not interfere with vehicular/pedestrian traffic.
18. Plantings located by light poles should be maintained to keep areas well lite.
19. The Department of Planning & Development must inspect the landscaping. Failure to comply with any of the above conditions may require the removal and replanting of plants.
20. All plantings will need to be maintained per Section 105-894(b) Maintenance.

Exceptions granted:

- Density: 12 dwelling units per acre allowed. Developer is requesting 32 dwelling units per acre.
- Setbacks: Front or street side required setback is 20 ft. Developer is requesting a 12.2 ft setback on Luedke Ct and 10 ft setback on N 15th St.
- Maximum Height: Maximum allowed height of dwelling unit is 35ft. Developer is requesting a height of 36.5 ft.
- Landscaping: Required number of points for this development is 1,153. Developer is requesting 736 points. The locational landscape requirements will not be met.
- Parking: 56 parking spaces required. Developer is requesting 50 parking spaces.

Motion carried.

14. Res. No. 66-25-26 by Alderperson Close approving the final plat of the Northern Lights Subdivision located on North Avenue between North 6th Street and North 7th Street.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Braden Schmidt

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

Motion carried.

NEXT MEETING

15. July 29, 2025

The next scheduled meeting is on July 29, 2025.

ADJOURN

16. Motion to Adjourn

MOTION TO ADJOURN AT 4:26 PM

Motion made by Braden Schmidt, seconded by Joe Clarke

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

Motion carried.