

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**

**Tuesday, March 25, 2025**

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**MEMBERS PRESENT:** Mayor Ryan Sorenson, Kimberly Meller, Braden Schmidt, Kevin Jump, Jerry Jones, Marilyn Montemayor and Alderperson John Belanger

**STAFF/OFFICIALS PRESENT:** Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

**OPENING OF MEETING**

1. Roll Call

Mayor Ryan Sorensen called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No committee member had a conflict of interest.

**MINUTES**

4. Approval of the Plan Commission minutes from March 11, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON MARCH 11, 2025.

Motion made by Jerry Jones, seconded by Braden Schmidt

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

Motion carried.

**PUBLIC HEARINGS**

5. Public hearing regarding application for Conditional Use Permit with exceptions by Vangmoua LLC to operate a clothing store and carryout kitchen located at 1322 N 13th Street.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Kimberly Meller

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

Motion carried.

Alderperson John Belanger joined the meeting.

6. Public hearing regarding application for Conditional Use Permit with exceptions by American Family Insurance to erect a monument sign located at 605 Center Avenue.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Braden Schmidt, Kevin Jump, Jerry Jones, Marilyn Montemayor and Alderperson John Belanger

Motion carried.

7. Public hearing regarding application for Conditional Use Permit with exceptions by Marshall Sign to install a mural on the Berkshire Apartments located at 1009 S 10th Street.

Denise Schnur spoke about Conditional Use Permits approvals.

**MOTION TO CLOSE THE PUBLIC HEARING.**

Motion made by Alderperson John Belanger, seconded by Kimberly Meller

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Braden Schmidt, Kevin Jump, Jerry Jones, Marilyn Montemayor and Alderperson John Belanger

Motion carried.

### **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

8. Application for Conditional Use Permit with exceptions by Vangmoua LLC to operate a clothing store and carryout kitchen located at 1322 N 13<sup>th</sup> Street.

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

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Braden Schmidt, Kevin Jump, Jerry Jones, Marilyn Montemayor and Alderperson John Belanger

1. Prior to construction, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, health, liquor, etc. An occupancy permit shall be granted only at such time as the applicant has met all requirements.
2. Applicant may sell beer/liquor if and only if all required licenses are obtained.
3. 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. 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.
7. It will be the applicant's responsibility to work with all private and public utilities.
8. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain architectural approval prior to receiving a building permit for such renovation
9. If there are any amendments to the approved site plan, 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 American Family Insurance to erect a monument sign located at 605 Center Avenue.

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

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Braden Schmidt, Kevin Jump, Jerry Jones, Marilyn Montemayor and Alderperson John Belanger

1. Applicant shall obtain the necessary sign permits prior to installation.
2. The monument sign shall meet the required 10 foot vision triangle.
3. The free-standing sign shall be designed so as to not impede or impair vehicular and pedestrian traffic movement or exacerbate the potential for pedestrian/vehicular conflicts.
4. The maximum height of the monument sign shall be eight (8) feet tall (top of sign to grade).
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. All temporary signage/banners shall be removed prior to sign permit issuance.
7. 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.

Exception granted

- a setback of 5 feet from the street lot lines

Motion carried.

10. Application for Conditional Use Permit with exceptions by Marshall Sign to install a mural on the Berkshire Apartments located at 1009 S 10<sup>th</sup> Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor

1. Applicant shall obtain all necessary permits prior to installation of mural.
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 and/or the streets.
3. The mural shall not contain any political, advertising (business name, logos, slogans, messages, etc.), etc.
4. Mural installation must be completed within six (6) months of the start date. A one-time extension for an additional 60 days may be granted if the request is submitted in writing prior to the end of the initial 6-month period. If these dates are not met, the Plan Commission, at its discretion, may revoke the mural permit.
5. Materials shall be long-lasting and graffiti-resistant to the greatest extent possible.
6. The applicant shall properly maintain the mural and any issues of disrepair shall be addressed immediately. If, for whatever reason, the mural falls into disrepair, the building owner will be notified in writing and required to make necessary repairs within 60 days. If the repairs are not made within the specified time, the city reserves the right to repair or remove the mural at the owner's expense.
7. If there are any amendments to the approved plans, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

11. Discussion regarding definition of doggy daycare and potential ordinance revisions.

Discussion held about defining doggy daycare and potential ordinance revisions.

## **NEXT MEETING**

12. April 7, 2025

The next schedule meeting is scheduled for April 7, 2025.

## **ADJOURN**

### 13. Motion to Adjourn

MOTION TO ADJOURN AT 4:34 PM.

Motion made by Alderperson John Belanger, seconded by Jerry Jones

Voting yea: Mayor Ryan Sorenson, Kimberly Meller, Braden Schmidt, Kevin Jump, Jerry Jones, Marilyn Montemayor and Alderperson John Belanger

Motion carried.