

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES

Tuesday, December 23, 2025

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

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

OPENING OF MEETING

1. Roll Call

Mayor Ryan Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflict of interest

No conflict identified.

MINUTES

4. Approval of the Plan Commission Minutes from December 9th, 2025

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON DECEMBER 9, 2025.

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Hearing regarding Conditional Use by Dream Studio to operate a Creative Studio located at 2258 Calumet Drive Suite, 3.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Braden Schmidt

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

Motion carried.

6. Hearing regarding Conditional Use with exceptions by Taco Truck La Herradura LLC to operate a food truck business located at 1937 S Business Drive.

No public comment.

MOTION TO CLOSE THE PUBLIC HEARING.

Motion made by Jerry Jones, seconded by Joe Clarke

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

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Application for Conditional Use Permit by Dream Studio to operate a Creative Studio located at 2258 Calumet Drive Suite, 3.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Joe Clarke, seconded by Braden Schmidt

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Jerry Jones, 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, 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 conditional use permit and/or site plan, the applicant will be required to submit a new application reflecting those amendments.

Motion carried.

8. Application for Conditional Use Permit with exceptions by Taco Truck La Herradura LLC to operate a food truck business located at 1937 S Business Drive

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Jerry Jones, seconded by Joe Clarke

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

1. Applicant will be required to meet and/or obtain all codes, requirements, licenses, etc. to operate the food truck including but not limited to building, electrical, plumbing, HVAC, fire, health, food, vendors, etc.

2. Applicant shall obtain all necessary County Health Department licenses/permits to operate the food truck.
3. Food truck shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances (vision triangle requirements of Section 105-928 of the City of Sheboygan Zoning Ordinance).
4. No portion of the operation shall take place upon the City of Sheboygan public right-of-way or on adjacent properties – operation shall remain on the private property.
5. If the applicant wishes to operate from the City public right-of-way or from another private commercial property, they will need to obtain the necessary permits/approvals to do so.
6. Applicant shall adequately monitor/regulate and maintain this property.
7. In no instance shall the food stand create a nuisance for neighboring properties (noise, hours of operation, garbage, etc.). If any issues arise, the Plan Commission may again review the conditional use permit.
8. 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.

9. Application for Special Use Permit by A-TO-Z Adult Family Home LLC to operate a Community Based Residential (CBRF) Facility located at 2020 S 8th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Kevin Jump, seconded by Alderperson Michael Close

Voting yea: Mayor Ryan Sorenson, Braden Schmidt, Jerry Jones, 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, 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.

10. Architectural Review of exterior remodel of 813 S 8th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITION.

Motion made by Joe Clarke, seconded by Jerry Jones

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

1. Applicant shall not use spandrel glass on the front façade windows, If staff has any concerns with submitted plans, the plans may be forwards to the board for review.

Motion carried.

11. Gen. Ord. No. 36-25-26 by Alderperson Close granting SBEHAH 505 SHEBOYGAN PROPERTY LLC, its successors and assigns, the privilege of encroaching upon the described portions of South Water Street right of way in the City of Sheboygan for the purpose of creating wheelchair ramp access to the Golden Harbor Assisted Living Facility building.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Joe Clarke

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

Motion carried.

12. Gen. Ord. No. 37-25-26 by Alderperson Close repealing and replacing Chapter 105 of the Sheboygan Municipal Code entitled "General Zoning" and referred to as the City of Sheboygan Zoning Ordinance.

MOTION TO RECOMMEND APPROVAL TO THE COMMON COUNCIL.

Motion made by Kevin Jump, seconded by Alderperson Michael Close

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

Motion carried.

MOTION TO STRIKE 3.03(J)(III)(1) SECTION 7

Motion made by Alderperson Michael Close, seconded by Jerry Jones

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

Voting nay: Joe Clarke

Motion carried

MOTION TO STRIKE 3.03(j)(III)(1) 3, 10, 12, and verbiage "40% of" 13

Motion made by Braden Schmidt, seconded by Jerry Jones

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

Voting nay: Joe Clarke

Motion carried

MOTION TO STRIKE 3.03(b)(I)(1)

Motion made by Jerry Jones, seconded by Mayor Ryan Sorenson

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

Voting nay: Joe Clarke

Motion carried

MOTION TO STRIKE 3.03(f)(II)(6)

Motion made by Alderperson Michael Close, seconded by Braden Schmidt

Motion withdrawn by Alderperson Michael Close

MOTION TO STRIKE 3.03(d)(I)(1) verbiage "greater than 21,780 sf"

Motion made by Alderperson Michael Close, seconded by Braden Schmidt

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

Voting nay: Joe Clarke and Jerry Jones

Motion carried

MOTION TO STRIKE 4.06(h)(I) verbiage "3.0 per unit (1-2unit structure)" under R Uses on table IV-2

Motion made by Braden Schmidt, seconded by Jerry Jones

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

Motion carried.

TENTATIVE DATE OF NEXT REGULAR MEETING

13. January 13, 2026

The next scheduled meeting is on January 13, 2026.

ADJOURN

14. Motion to Adjourn

MOTION TO ADJOURN THE MEETING.

Motion made by Jerry Jones, seconded by Braden Schmidt

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

Motion carried.

Meeting adjourned at 5:33 pm.