



# **CITY PLAN COMMISSION AGENDA**

**January 13, 2026 at 4:00 PM**

**City Hall, 3rd Floor - Council Chambers, 828 Center Avenue,  
Sheboygan, WI**

Persons with disabilities who need accommodations to attend this meeting should contact the Department of City Development, (920) 459-3377. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the City Development Department at 920-459-3377 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Roll Call
2. Pledge of Allegiance
3. Identify potential conflict of interest

## **MINUTES**

4. Approval of the Plan Commission minutes from December 23, 2025.

## **PUBLIC HEARINGS**

5. Public hearing regarding application for Conditional Use Permit by Dollar Loan Center to install a window sign located at 2315 S Business Drive.
6. Public hearing regarding application for Conditional Use Permit with exceptions by Marshall Sign to install a new electronic message center reader board located at 814 Superior Avenue.
7. Public hearing regarding application for Conditional Use Permit with exceptions by St Clements Congregation to split parcel # 59281111390 to facilitate the sale of the northern 1- acre parcel to Sheboygan County.

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

8. Architectural Review of exterior remodel of 1121 North 7th Street.
9. Application for Conditional Use Permit by Dollar Loan Center to install a window sign located at 2315 S Business Drive.
10. Application for Conditional Use Permit with exceptions by Marshall Sign to install a new electronic message center reader board located at 814 Superior Avenue.
11. Application for Conditional Use with exceptions by St Clements Congregation to split Parcel # 59281111390 to facilitate the sale of the northern 1-acre parcel to Sheboygan County.

## **TENTATIVE DATE OF NEXT REGULAR MEETING**

12. January 27, 2026

**ADJOURN**

13. Motion to Adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*

**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 8<sup>th</sup> 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.

## CITY OF SHEBOYGAN

## REQUEST FOR ARCHITECTURAL REVIEW BOARD CONSIDERATION

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**ITEM DESCRIPTION:** Architectural Review of exterior remodel of 1121 N 7<sup>th</sup> Street
 

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**REPORT PREPARED BY:** Jeffrey Witte, Planner
 

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**REPORT DATE:** December 29, 2025

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**MEETING DATE:** January 13, 2026
**FISCAL SUMMARY:**

Budget Line Item:	N/A
Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

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**STATUTORY REFERENCE:**

Wisconsin	N/A
Statutes:	
Municipal Code:	N/A

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**BACKGROUND / ANALYSIS:**

Compassion Caregivers is proposing exterior renovations to 1121 N 7th Street. The applicant states the following:

- We are replacing the current cedar shake wood sign with vinyl. We are unsure of the color at this point, but we are moving toward either beige or cream color.

**STAFF COMMENTS:**


No Comments

**ACTION REQUESTED:**

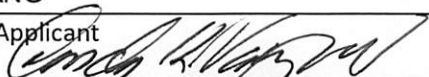
Motion to approve with possible amendments as determined by the Board.

**ATTACHMENTS:**

Architectural Review Board Application and required attachments.

	<b>CITY OF SHEBOYGAN</b>  <b>ARCHITECTURAL REVIEW APPLICATION</b>	Fee: _____	
		Review Date: _____	

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Name (Ind., Org. or Entity) COMPASSION CAREGIVERS, LLC		Authorized Representative CINDA K. VANG, RN	
Title ADMINISTRATIVE			
Mailing Address 1121 N. 7TH STREET	City SHEBOYGAN	State WI	ZIP Code 53081
Email Address cindavang@compassioncaregiversllc.com		Phone Number (incl. area code) 608-467-9507	
SECTION 2: Landowner Information (Complete These Fields When Project Site Owner is Different than Applicant)			
Name (Ind., Org. or Entity) CINDA K. VANG, RN		Contact Person SAME	
Title			
Mailing Address 2104 NORTH 18TH STREET	City MADISON	State WI	ZIP Code 53081
Email Address CINDA_VANG@YAHOO.COM		Phone Number (incl. area code) 920-316-0911	
SECTION 3: Architect Information			
Name			
Mailing Address	City	State	Zip
Email Address		Phone Number (incl. area code)	
SECTION 4: Contractor Information			
Name			
Mailing Address	City	State	Zip
Email Address		Phone Number (incl. area code)	
SECTION 5: Certification and Permission			
<b>Certification:</b> I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Architectural Review Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.			
<b>Permission:</b> I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.			
Name of Owner/Authorized Representative (please print) CINDA K. VANG		Title OWNER	Phone Number 920-316-0911
Signature of Applicant 		Date Signed 9/25/2028	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the Architectural Review Board, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$100 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

**SECTION 6: Description of the Subject Site/Proposed Project**

Project Address/Description 1121 N. 7TH STREET, SHEBOYGAN, WI 53081		Parcel No.
Name of Proposed/Existing Business:	COMPASSION CAREGIVERS, LLC	
Address of Property Affected:		
Zoning Classification:		
New Building: <input checked="" type="checkbox"/>	Addition: <input checked="" type="checkbox"/>	Remodeling: <input checked="" type="checkbox"/>

**SECTION 7: Description of Proposed Project**

We are requesting to have the current Cedar woods siding be placing with Vinyl siding. We are unsure of the color at this point but we are moving toward either Beige or Cream color.

**SECTION 8: Description of EXISTING Exterior Design and Materials**

Currently, the siding is a Hunter Green Cedar Wood with Orange window trims.

**SECTION 9: Description of the PROPOSED Exterior Design and Materials**

**APPLICATION SUBMITTAL REQUIREMENTS**

- A. Three 11x17 scale color drawing of all exterior elevations showing the design and appearance of the proposed building or structure.
- B. Three 11 X 17 colored renderings of the proposed building elevations and material samples.
- C. Submit digital plans and drawings of the project by email, flash drive, etc.**
- D. A scale drawing of the site plan showing the relationship of the building to the site and adjacent properties.
- E. A written description of the proposed general design, arrangement, texture, material and color of the building or structure. Describe the relationship of such factors to similar features of buildings located within the same block or located along the frontage or any block across the street from the proposed building or structure for which architectural approval is sought.

OFFICE USE ONLY

**ACTION BY ARCHITECTURAL REVIEW BOARD**

DATE OF MEETING: \_\_\_\_\_

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

**CONDITIONS**

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SIGNATURE: \_\_\_\_\_  
Chairperson, Architectural Review Board OR  
Manager of Planning & Zoning

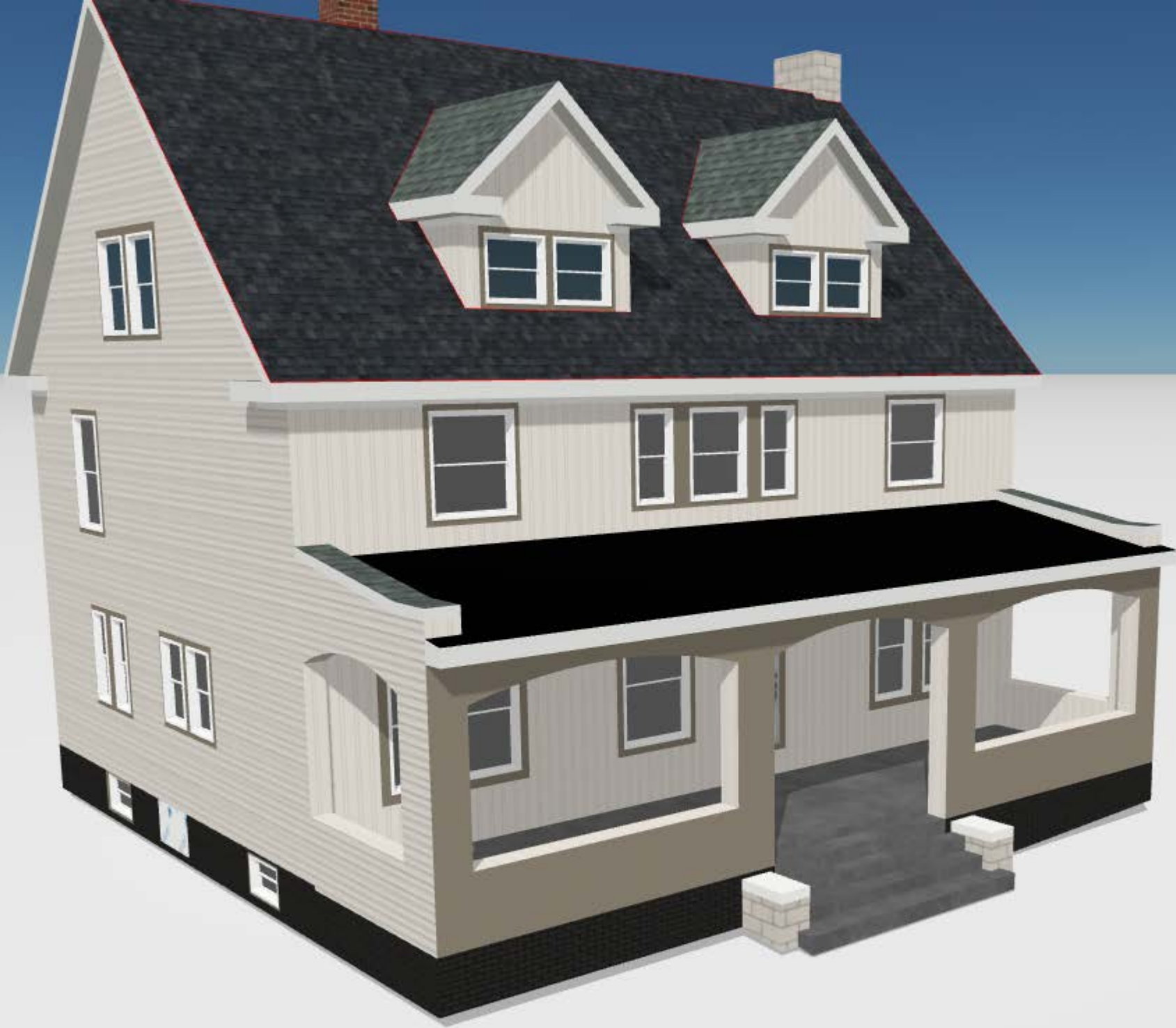
DATE: \_\_\_\_\_





*Item 8.*





## CITY OF SHEBOYGAN

## REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

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**ITEM DESCRIPTION:** Application for Conditional Use Permit by Dollar Loan Center to install a window sign located at 2315 S Business Drive.  
Urban Commercial Zone.

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**REPORT PREPARED BY:** Jeffrey Witte, Planner

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**REPORT DATE:** December 29, 2025

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**MEETING DATE:** January 13, 2026

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**APPLICANT PROPOSAL:**

Dollar Loan Center wants to install a 214 square foot wall sign located at 2315 S Business Drive. The applicant states the following:

- Dollar Loan Center wants to install a 214 square foot vinyl wall sign on the north facing window wall.

**STAFF ANALYSIS:**

The maximum permitted area per sign is 1 1/2 square feet of signage for every linear foot of exposed exterior wall length on that supporting wall. The north facing wall is 28 linear feet.  $28 \times 1.5 = 42$  square feet.

Applicant is requesting the following exceptions:

- To install a vinyl wall, sign greater than the maximum size allowed. The proposed sign is 214 square feet.

**ACTION REQUESTED:**

Staff does not recommend approval. If Plan Commission approves the sign, we recommend the following conditions.


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. 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.
6. 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.

#### **ATTACHMENTS:**

Conditional Use Permit application and attachments

	<p align="center"><b>CITY OF SHEBOYGAN</b></p> <p align="center"><b>APPLICATION FOR CONDITIONAL USE</b></p>	<div style="border: 1px solid black; padding: 2px; float: right;">Item 9.</div>	
		<b>Fee:</b> \$250.00	
		<b>Review Date:</b> _____ <b>Zoning:</b> _____	

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) Dollar Loan Center Wisconsin, LLC		Authorized Representative Nicole Holland	
Title Compliance Manager			
Mailing Address 8860 W Sunset Rd	City Las Vegas	State NV	ZIP Code 89148
Email Address compliance@dontbebroke.com		Phone Number (incl. area code) (725)293-5554	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity) Dollar Loan Center		Contact Person Jon Schreiner	
Title Marketing Manager			
Mailing Address 8860 W Sunset Rd	City Las Vegas	State NV	ZIP Code 89148
Email Address jon.schreiner@dontbebroke.com		Phone Number (incl. area code) (702) 600-4424	
SECTION 3: Project or Site Location			
Project Address/Description 2315 S Business Dr		Parcel No. 59281416895	
SECTION 4: Proposed Conditional Use			
Name of Proposed/Existing Business:		Dollar Loan Center	
Existing Zoning:		Urban Commercial	
Present Use of Parcel:		Loan Center Business	
Proposed Use of Parcel:		No change - n/a	
Present Use of Adjacent Properties:			
SECTION 5: Certification and Permission			
<p><b>Certification:</b> I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p>			
<p><b>Permission:</b> I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) Nicole Holland		Title Compliance Manager	Phone Number (725) 293-5554
Signature of Applicant <i>Nicole Holland</i>		Date Signed <b>12/15/2025</b>	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.



## CONDITIONAL USE WRITTEN EXPLANATION REQUIREMENTS

Item 9.

A. Name of project/development.

B. Summary of the Conditional Use and general operation of proposed use:

- Description of existing use
- Description of proposed use (indoor, outdoor, etc.), why was this site selected?
- All services, products, etc. to be provided
- Projected number of residents, employees, and/or daily customers
- Proposed number of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
- Description of proposed building and all new site improvements (square footage of new and existing structure(s), traffic, ingress/egress, parking, sidewalk, retaining walls, storm drainage, landscaping, lighting, dumpster enclosure, screening of mechanicals, etc.)
- A written description of the proposed general orientation, design, arrangement, texture, material and color of the building or structure and how it is compatible with the development and redevelopment in and around the area
- An explanation of any interior and/or exterior renovations
- Is access appropriate and is there sufficient customers/resident off-street parking?
- Proposed signage
- Project timeline and estimated value of project
- Compatibility of the proposed use and design with adjacent and other properties in the area.
- How will you insure that the business will not become a nuisance to adjacent properties (i.e. parking, noise, smells, hours of operations, etc.
- Other information that would be considered pertinent by the Plan Commission.

C. If applicable, please describe any exceptions/variances that are required for this project (i.e. setbacks, parking, landscaping, etc.)

D. Written justification for the proposed conditional use, indicating reasons why the applicant believes the proposed conditional use is appropriate:

- a) How is the proposed conditional use (independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Sheboygan Comprehensive Master Plan?
- b) Does the conditional use, in its proposed location, result in any substantial or undue adverse impact on nearby property the character of the neighborhood, environment, traffic, parking, public improvements, public property or rights-of-way?
- c) How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located?
- d) Is the proposed conditional use located in an area that will be adequately served by utilities, or services provided by public agencies? If not, please explain.

## CONDITIONAL USE APPLICATION SUBMITTAL REQUIREMENTS

Item 9.

### For a home occupation

1. A Site Plan including:
  - ❑ The overall property
  - ❑ The existing location of building(s) on the property
  - ❑ The parking spaces location on the property
2. A Floor Plan including:
  - ❑ The dwelling floor plan showing where the business will take place in the dwelling unit.
  - ❑ All information necessary to understand the proposal

### For all other Conditional Use Permits

1. A certified survey map showing existing property boundaries and improvements.
2. A map providing the following information:
  - ❑ The map and all its parts shall be clearly reproducible with a photocopier at a size of 11" X 17" and map scale not less than 1' = 600' with lot dimensions of the subject property provided and a graphic scale and north arrow.
  - ❑ All lands for which the conditional use is proposed.
  - ❑ All other lands within 100 feet of the boundaries of the subject property.
  - ❑ The current zoning of the subject property and its environs (200 feet),
3. A site plan (conforming to the requirements of Section 15.908(3) of the subject property as proposed for development):
  - ❑ Submit TWO (2) hardcopies of the site plan and ONE (1) 11" X 17" reduction of the site plan.
  - ❑ Submit digital plans and drawings of the project by email, flash drive, etc.
  - ❑ Title block that provides all contact information for the petitioner and/or owner, if different
  - ❑ Full name and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the plan preparation
  - ❑ The date of the original plan and latest date of revision to the plan
  - ❑ A north arrow and graphic scale. Said scale is not to be smaller than one inch equals 100 feet
  - ❑ All property lines & existing/proposed right-of-way lines with bearings & dimensions clearly labeled
  - ❑ Existing/proposed easement lines and dimensions with an explanation of ownership and purpose.
  - ❑ All required building setback lines
  - ❑ Existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities and walls.
  - ❑ Location and dimension of all curb cuts and throat widths of all access points onto public streets or alleys.
  - ❑ The location and dimension of all on-site parking including a summary of the number of parking stalls provided versus the requirements of the ordinance
  - ❑ The location and dimension of all loading and service areas on subject property
  - ❑ The location of all outdoor storage areas and the design of all screening devices
  - ❑ Location of all outdoor storage and refuse disposal areas and the design and materials used for construction and operation
  - ❑ The location, type, height, size and lighting of all signage.
  - ❑ Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
  - ❑ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generator
  - ❑ Location of all existing and proposed landscape areas, storm water areas, etc.
4. Building elevations and perspectives.

NOTE: A Traffic Impact Study (TIA) may be required with large development proposals.



**STEP 1: Initial Meeting with City Planning Office:**

An initial meeting is to ensure that both the applicant and the city staff have a proper understanding of what is being requested and to explain the approvals necessary. An engineered drawing is not required for this meeting, but an accurate sketch and any applicable background information may be needed. Additional meetings can be arranged by calling the Department of City Development.

**STEP 2: Official Submission:**

A conditional use permit application may be filed at the City of Sheboygan Planning and Development office located on the 2nd floor of City Hall or may be submitted electronically via email:

Steve.Sokolowski@SheboyganWI.gov

If submitting electronically, please verify application has been accepted and will be placed on the next Plan Commission agenda.

Payment of the application fee must be received prior to the application filing deadline. Payment may be submitted via postal delivery, in person, or by phone using credit card.

**Mailing Address:** Department of City Development  
828 Center Ave. Suite 208  
Sheboygan, WI 53081

**NOTE:** Applications will not be accepted until complete. A complete application includes all items in the respective checklists above. Applications must be complete before they are scheduled for a meeting before the Plan Commission.

**PLAN COMMISSION MEETING**

**Meeting Date:** The Plan Commission meets on the 2nd and 4th Tuesdays of the month at 4:00 p.m. in the Council Chambers of City Hall, 828 Center Ave. The project applicant or a representative must attend the Plan Commission meeting to present the conditional use permit request and answer questions regarding the proposal. Public comment will be invited at the Plan Commission meeting.

**Public Notification:** Owners of property in the vicinity of the site affected by the conditional use permit proposal are notified via mail. The public hearing notice explains the proposal and provides information about the Plan Commission meeting.

**Project Review:** The purpose of a conditional use permit is to assure compatibility between land uses. City staff analyzes a proposal and prepares a recommendation for the Plan Commission. The project analysis considers the location of the affected property, surrounding uses, and the operational details of a proposed use.

**Plan Commission:** The Plan Commission is charged with the authority to approve or deny a conditional use permit request. In the event an applicant wishes to contest the decision of the Plan Commission, the applicant may appeal the decision to the Sheboygan County Circuit Court.

**Plan Commission meeting agendas and minutes may be viewed on the City's website:  
[www.SheboyganWI.gov](http://www.SheboyganWI.gov)**

**FOR INFORMATION OR ASSISTANCE CONTACT THE ZONING MANAGER: (920) 459-3382**

**ACTION BY CITY PLAN COMMISSION**

DATE OF MEETING: \_\_\_\_\_

APPROVED: \_\_\_\_\_

CONDITIONALLY APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

**CONDITIONS**

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SIGNATURE: \_\_\_\_\_  
Chairperson, City Plan Commission or  
Representative Dept. of City Development

DATE: \_\_\_\_\_

**NOTES**

**Permits are valid** until such time as the business no longer operates from the side. No yearly renewal is required.

**Permit may be revoked** without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** in one (1) year from date of approval unless substantial work has commenced or business has begun operating.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

**Changes in the plans or specifications** submitted in the original application shall not be made without prior written approval of the City Plan Commission.

# DOLLAR LOAN CENTER

Item 9.

**dontbroke.com**

December 2, 2025

City of Sheboygan  
Planning & Development Department  
828 Center Avenue  
Sheboygan, WI 53081

Re: Request for Variance – Window Sticker at 2315 S. Business Drive

Dear Ms. Wierus,

We are writing to respectfully request a variance from the signage requirements outlined in Sheboygan Municipal Code Article 105-IX – Signs, for the window sticker currently displayed at the above-referenced premises.

Section 105-968 details the definitions and requirements for signage including wall or awning signs. Our perforated window sticker meets none of these descriptions and cannot be considered a wall sign as it is only two-dimensional and affixed within a window, not a wall. Furthermore, per Section 105-968, “The term “sign” does not include... pictures or models of products or services incorporated in a window display...” which would be the closest applicable reference in the statute. Based on this language, the current window sticker does not fall under the scope of regulated signage.


Dollar Loan Center has invested substantial resources to enhance the overall appearance of the storefront and business complex, contributing to a more attractive streetscape and improving the quality of life for residents and visitors. These improvements align with the City’s interests in promoting vibrant, visually appealing, and safe commercial areas, and its mission as stated in Section 105-966(a) “to aid in the development and promotion of business and industry.”

Please see the enclosed pictures (Attachment One), which support our assertion that the sticker at this location does not cause a detriment to the general public. We have also included pictures of the premises before and after Dollar Loan Center’s improvements (Attachments Two and Three), which highlight the significant enhancements realized by the City at Dollar Loan Center’s expense.

In the interest of full compliance and partnership with the City, we are requesting a formal variance to confirm that this window display may remain as installed and does not conflict with any interpretation of the ordinance or related zoning provisions. We are hopeful the City will take into consideration the limited amount of space for traditional signs at this location and the significant investment Dollar Loan Center has made in the Sheboygan community.

We are grateful to the City of Sheboygan for this consideration and for our ongoing, mutually beneficial professional relationship.

Thank you,

DocuSigned by:  
  
631925F6A0624CE  
Charles C. Brennan  
Founder and Chief Executive Officer  
Dollar Loan Center Wisconsin, LLC

ATTACHMENT ONE  
Daytime and Night-Time Decal Photos





**ATTACHMENT TWO**  
**Before Renovation Photos**

Item 9.





**ATTACHMENT TWO**  
**Before Renovation Photos**  
*(Continued)*





**ATTACHMENT THREE**  
**During and After Renovation Photos**





ATTACHMENT THREE  
During and After Renovation Photos  
(Continued)





## CITY OF SHEBOYGAN

## REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

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**ITEM DESCRIPTION:** Application for Conditional Use Permit with exceptions by Marshall Sign to install a new electronic message center reader board located at 814 Superior Avenue.

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**REPORT PREPARED BY:** Jeffrey Witte, Planner

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**REPORT DATE:** December 29, 2025

**MEETING DATE:** January 13, 2026,

**FISCAL SUMMARY:**

Budget Line Item:	N/A
Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

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**STATUTORY REFERENCE:**

Wisconsin	N/A
Statutes:	
Municipal Code:	N/A

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**BACKGROUND / ANALYSIS:**

Marshall Sign is proposing to install a new electronic message center reader board located at 814 Superior. The applicant states:

- Scope: Replace existing sign with a new sign that includes and electronic message board.
- Location: Same as existing. Shown in attachment.
- Reason for Change: updating sign
- Existing sign has an existing message board. We propose to replace the existing message board with a new larger electronic message center. Overall sign size will be 6 x 6.5'.

**STAFF COMMENTS:**

An electronic message center is permitted via a conditional use permit.

**ACTION REQUESTED:**

Staff recommends approving the conditional use.

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.

**ATTACHMENTS:**

Conditional Use Permit Application and required attachments.



## CITY OF SHEBOYGAN

APPLICATION FOR  
CONDITIONAL USE

Fee: \$250.00

Review Date: \_\_\_\_\_

Zoning: \_\_\_\_\_

Read all instructions before completing. If additional space is needed, attach additional pages.

**SECTION 1: Applicant/ Permittee Information**

Applicant Name (Ind., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)		

**SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)**

Applicant Name (Ind., Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)		

**SECTION 3: Project or Site Location**

Project Address/Description	Parcel No.
-----------------------------	------------

**SECTION 4: Proposed Conditional Use**

Name of Proposed/Existing Business:	
Existing Zoning:	
Present Use of Parcel:	
Proposed Use of Parcel:	
Present Use of Adjacent Properties:	

**SECTION 5: Certification and Permission**

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print)	Title	Phone Number
Signature of Applicant <i>Holly Burkus</i>		Date Signed

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

## Job Information

Description: St. Elizabeth Ann Monument Sign

Single or Double Sided: Double

Illumination: Interior Lit

Sign Width: 72.000in Sign Height: 78.000in

Material: Cut Acrylic and Monument Cabinet

Qty: 1 Print or Die-Cut: Die-Cut

Install or Customer Pick-Up: Install

### Used Colors

- White
- PANTONE 6214 C
- Black
- PANTONE 288 C

### Used Fonts

Arial-Regular

## Customer Information

Customer Name: Lori Woelfel

Company: Saint Ann Elizabeth Seton

Street: 814 Superior Ave.

City: Sheboygan

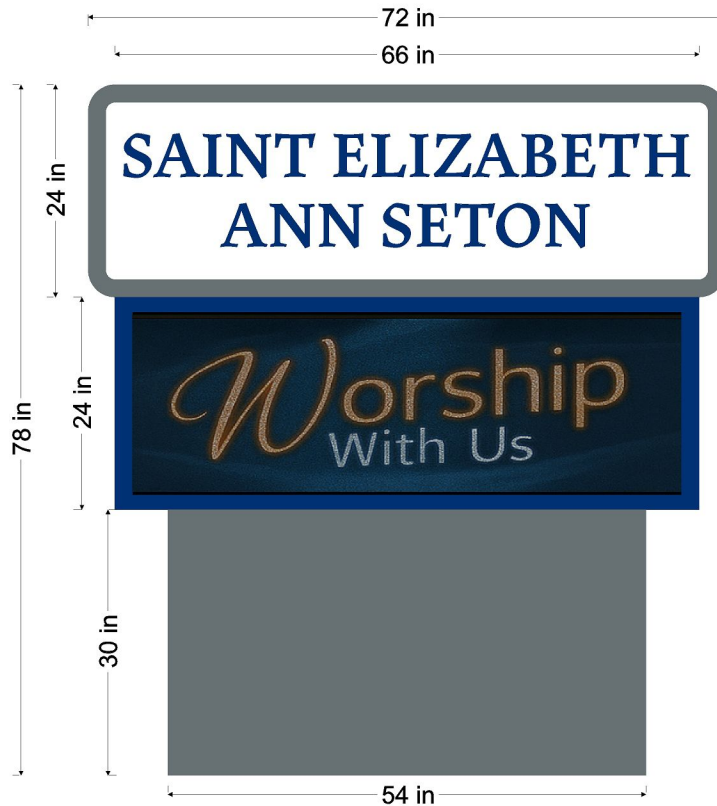
State: WI

ZIP: 53081

Phone: (920) 682-1119

Email: woelfell@sheboygannorthparishes.org

Item 10.



Front



Side

Scale: 0.046

## Document Information

Designer: Holly Backus

Folder Name: \\katiescomputer\Layouts\PC2Layouts\Saint Elizabeth Ann Seton School

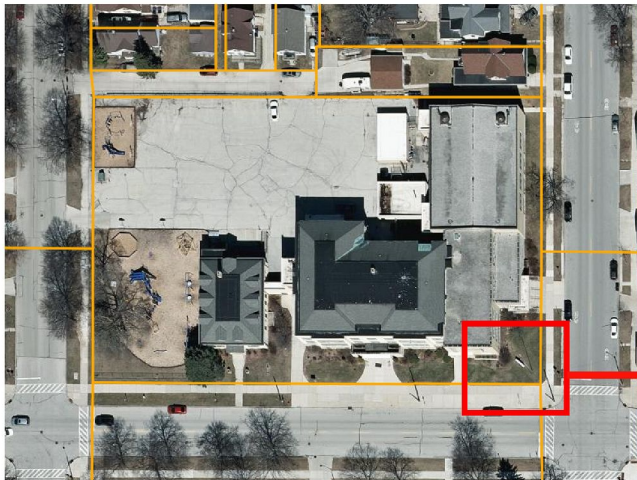
File Name: St Elizabeth Ann Seton - Monument Sign.fs

Current Date: 12/3/2025

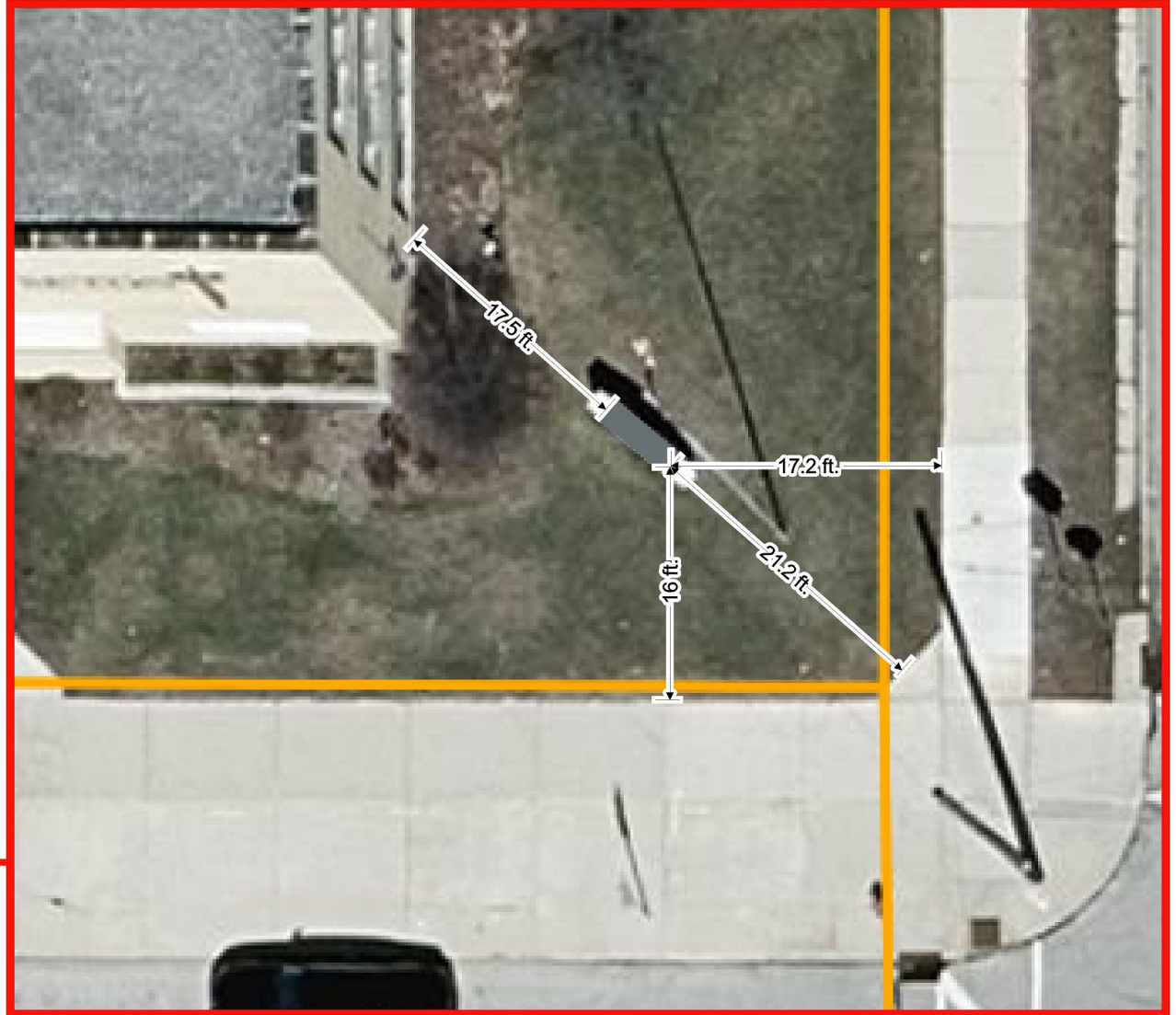
**Marshall**  
Sign

220 Young Street; Glenbeulah, WI  
Phone: 920-526-3100  
www.marshallsign.com

32



100 ft.



Notes:

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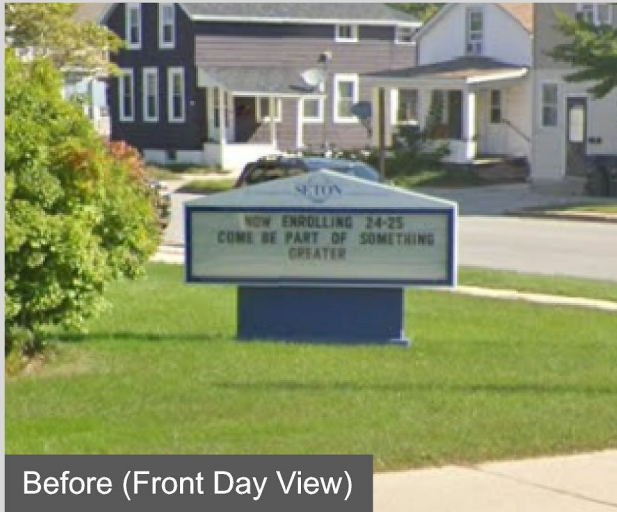
**Marshall  
Sign**

220 Young Street; Glenbeulah, WI

Phone: 920-526-3100

[www.marshallsign.com](http://www.marshallsign.com)

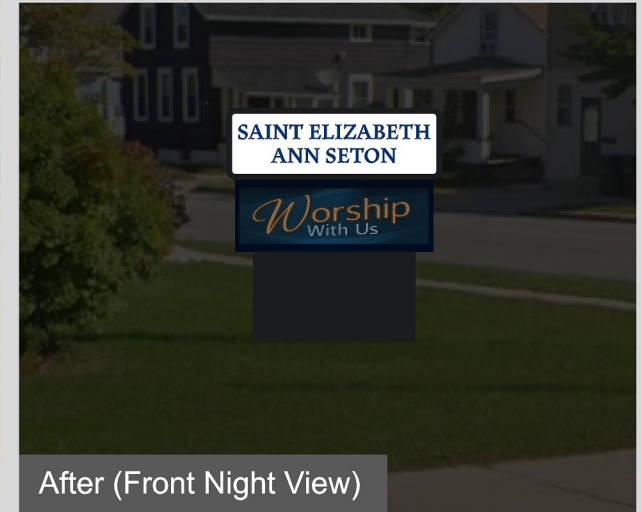




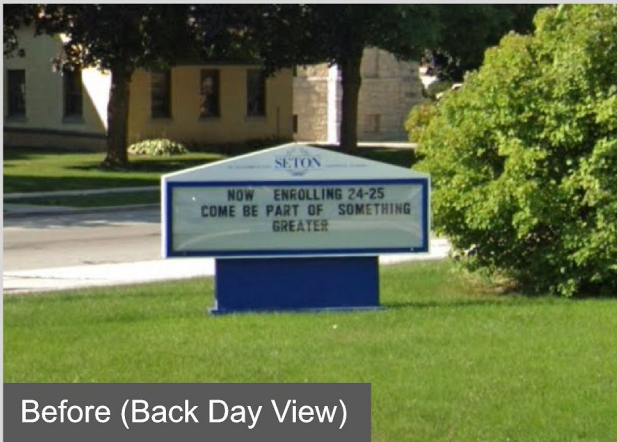
Before (Front Day View)



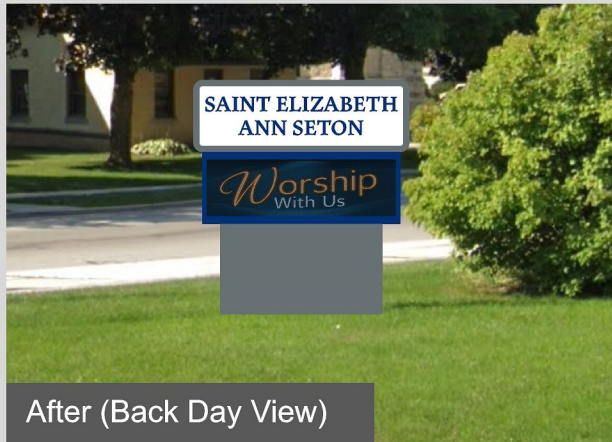
After (Front Day View)



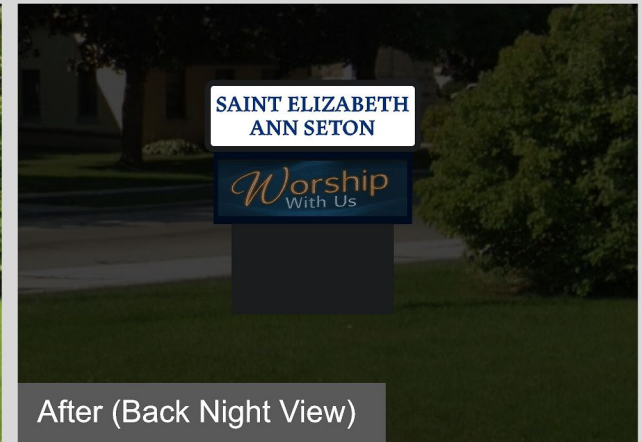
After (Front Night View)



Before (Back Day View)



After (Back Day View)



After (Back Night View)

Notes:

**Marshall**  
**Sign**

220 Young Street; Glenbeulah, WI

Phone: 920-526-3100

www.marshallsign.com

## CITY OF SHEBOYGAN

## REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

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**ITEM DESCRIPTION:** Application for Conditional Use with exceptions St Clements Congregation to split parcel 59281111390 to facilitate the sale of the northern 1- acre parcel to Sheboygan County.

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**REPORT PREPARED BY:** Jeffrey Witte, Planner

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**REPORT DATE:** December 18, 2025

**MEETING DATE:** January 13, 2026

**FISCAL SUMMARY:****STATUTORY REFERENCE:**

Budget Line Item:	N/A
Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

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Wisconsin	N/A
Statutes:	
Municipal Code:	N/A

---

**BACKGROUND / ANALYSIS:**

Splitting of Parcel 59281111390 to facilitate sale of northern 1-acre of said parcel (i.e. the congregation's old school building and parking lot) to Sheboygan County. The applicant states the following:

- There are no changes to the land use or use of the remaining church parcel at this time. The required conditional use facilitates the sale of the northern 1- acre portion of parcel 59281111390 to Sheboygan County to satisfy the requirements of the current Suburban Office zoning designation.
- No changes in land uses are anticipated at this time. The church will remain a church along with all its associated functions.
- Our purchase agreement with Sheboygan County allows us continued use of the existing parking areas the church currently uses. The majority of parishioners take advantage of on street parking during services as well.

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Staff recommends approval of the conditional use permit with the paving setback exception subject to the following conditions:

1. Prior to operation/occupancy, the applicant shall obtain all licenses, and occupancy permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, food, alcohol, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. If using dumpsters, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. 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.
5. 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, etc.
6. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review approval prior to receiving a building permit for such renovation. The colors and materials are to complement/match the existing building.
7. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy (future uses and/or phases may require conditional use permits, building/mechanical permits, occupancy permits, etc.).
8. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

#### **ATTACHMENTS:**

Conditional Use Permit Application and Attachments





## CITY OF SHEBOYGAN

APPLICATION FOR  
CONDITIONAL USE

Fee: \$250.00

Review Date: \_\_\_\_\_

Zoning: \_\_\_\_\_

Read all instructions before completing. If additional space is needed, attach additional pages.

**SECTION 1: Applicant/ Permittee Information**

Applicant Name (Ind., Org. or Entity) St. Clements Congregation	Authorized Representative Fr. Nick Baumgardner	Title Pastor	
Mailing Address 807 Superior Ave.	City Sheboygan	State WI	ZIP Code 53081
Email Address fr.nick@sheboygannorthparishes.org	Phone Number (incl. area code) 920.457.4629		

**SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)**

Applicant Name (Ind., Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)		

**SECTION 3: Project or Site Location**

Project Address/Description 707 N 6th Street	Parcel No. 59281111390
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**SECTION 4: Proposed Conditional Use**

Name of Proposed/Existing Business:	N/A
Existing Zoning:	Suburban Office
Present Use of Parcel:	Church
Proposed Use of Parcel:	Church
Present Use of Adjacent Properties:	Office, Courthouse, Arts Center, Social Services

**SECTION 5: Certification and Permission**

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Fr. Nick Baumgardner	Title Pastor	Phone Number 920.457.4629
Signature of Applicant <i>Rev. Nicholas Baumgardner</i>		Date Signed 12/16/2025

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

## CONDITIONAL USE WRITTEN EXPLANATION REQUIREMENTS

Item 11.

A. Name of project/development.

B. Summary of the Conditional Use and general operation of proposed use:

- Description of existing use
- Description of proposed use (indoor, outdoor, etc.), why was this site selected?
- All services, products, etc. to be provided
- Projected number of residents, employees, and/or daily customers
- Proposed number of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
- Description of proposed building and all new site improvements (square footage of new and existing structure(s), traffic, ingress/egress, parking, sidewalk, retaining walls, storm drainage, landscaping, lighting, dumpster enclosure, screening of mechanicals, etc.)
- A written description of the proposed general orientation, design, arrangement, texture, material and color of the building or structure and how it is compatible with the development and redevelopment in and around the area
- An explanation of any interior and/or exterior renovations
- Is access appropriate and is there sufficient customer/resident off-street parking?
- Proposed signage
- Project timeline and estimated value of project
- Compatibility of the proposed use and design with adjacent and other properties in the area.
- How will you insure that the business will not become a nuisance to adjacent properties (i.e. parking, noise, smells, hours of operations, etc.)
- Other information that would be considered pertinent by the Plan Commission.

C. If applicable, please describe any exceptions/variances that are required for this project (i.e. setbacks, parking, landscaping, etc.)

D. Written justification for the proposed conditional use, indicating reasons why the applicant believes the proposed conditional use is appropriate:

- a) How is the proposed conditional use (independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Sheboygan Comprehensive Master Plan?
- b) Does the conditional use, in its proposed location, result in any substantial or undue adverse impact on nearby property the character of the neighborhood, environment, traffic, parking, public improvements, public property or rights-of-way?
- c) How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located?
- d) Is the proposed conditional use located in an area that will be adequately served by utilities, or services provided by public agencies? If not, please explain.

## CONDITIONAL USE APPLICATION SUBMITTAL REQUIREMENTS

Item 11.

### For a home occupation

1. A Site Plan including:
  - ❑ The overall property
  - ❑ The existing location of building(s) on the property
  - ❑ The parking spaces location on the property
2. A Floor Plan including:
  - ❑ The dwelling floor plan showing where the business will take place in the dwelling unit.
  - ❑ All information necessary to understand the proposal

### For all other Conditional Use Permits

1. A certified survey map showing existing property boundaries and improvements.
2. A map providing the following information:
  - ❑ The map and all its parts shall be clearly reproducible with a photocopier at a size of 11" X 17" and map scale not less than 1' = 600' with lot dimensions of the subject property provided and a graphic scale and north arrow.
  - ❑ All lands for which the conditional use is proposed.
  - ❑ All other lands within 100 feet of the boundaries of the subject property.
  - ❑ The current zoning of the subject property and its environs (200 feet),
3. A site plan (conforming to the requirements of Section 15.908(3) of the subject property as proposed for development):
  - ❑ Submit TWO (2) hardcopies of the site plan and ONE (1) 11" X 17" reduction of the site plan.
  - ❑ Submit digital plans and drawings of the project by email, flash drive, etc.
  - ❑ Title block that provides all contact information for the petitioner and/or owner, if different
  - ❑ Full name and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the plan preparation
  - ❑ The date of the original plan and latest date of revision to the plan
  - ❑ A north arrow and graphic scale. Said scale is not to be smaller than one inch equals 100 feet
  - ❑ All property lines & existing/proposed right-of-way lines with bearings & dimensions clearly labeled
  - ❑ Existing/proposed easement lines and dimensions with an explanation of ownership and purpose.
  - ❑ All required building setback lines
  - ❑ Existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities and walls.
  - ❑ Location and dimension of all curb cuts and throat widths of all access points onto public streets or alleys.
  - ❑ The location and dimension of all on-site parking including a summary of the number of parking stalls provided versus the requirements of the ordinance
  - ❑ The location and dimension of all loading and service areas on subject property
  - ❑ The location of all outdoor storage areas and the design of all screening devices
  - ❑ Location of all outdoor storage and refuse disposal areas and the design and materials used for construction and operation
  - ❑ The location, type, height, size and lighting of all signage.
  - ❑ Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
  - ❑ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generator
  - ❑ Location of all existing and proposed landscape areas, storm water areas, etc.
4. Building elevations and perspectives.

NOTE: A Traffic Impact Study (TIA) may be required with large development proposals.

**STEP 1: Initial Meeting with City Planning Office:**

An initial meeting is to ensure that both the applicant and the city staff have a proper understanding of what is being requested and to explain the approvals necessary. An engineered drawing is not required for this meeting, but an accurate sketch and any applicable background information may be needed. Additional meetings can be arranged by calling the Department of City Development.

**STEP 2: Official Submission:**

A conditional use permit application may be filed at the City of Sheboygan Planning and Development office located on the 2nd floor of City Hall or may be submitted electronically via email:

Steve.Sokolowski@SheboyganWI.gov

If submitting electronically, please verify application has been accepted and will be placed on the next Plan Commission agenda.

Payment of the application fee must be received prior to the application filing deadline. Payment may be submitted via postal delivery, in person, or by phone using credit card.

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Sheboygan, WI 53081

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**PLAN COMMISSION MEETING**

**Meeting Date:** The Plan Commission meets on the 2nd and 4th Tuesdays of the month at 4:00 p.m. in the Council Chambers of City Hall, 828 Center Ave. The project applicant or a representative must attend the Plan Commission meeting to present the conditional use permit request and answer questions regarding the proposal. Public comment will be invited at the Plan Commission meeting.

**Public Notification:** Owners of property in the vicinity of the site affected by the conditional use permit proposal are notified via mail. The public hearing notice explains the proposal and provides information about the Plan Commission meeting.

**Project Review:** The purpose of a conditional use permit is to assure compatibility between land uses. City staff analyzes a proposal and prepares a recommendation for the Plan Commission. The project analysis considers the location of the affected property, surrounding uses, and the operational details of a proposed use.

**Plan Commission:** The Plan Commission is charged with the authority to approve or deny a conditional use permit request. In the event an applicant wishes to contest the decision of the Plan Commission, the applicant may appeal the decision to the Sheboygan County Circuit Court.

**Plan Commission meeting agendas and minutes may be viewed on the City's website:  
[www.SheboyganWI.gov](http://www.SheboyganWI.gov)**

**FOR INFORMATION OR ASSISTANCE CONTACT THE ZONING MANAGER: (920) 459-3382**

**ACTION BY CITY PLAN COMMISSION**

DATE OF MEETING: \_\_\_\_\_

APPROVED: \_\_\_\_\_

CONDITIONALLY APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

**CONDITIONS**


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SIGNATURE: \_\_\_\_\_  
 Chairperson, City Plan Commission or  
 Representative Dept. of City Development

DATE: \_\_\_\_\_

**NOTES**

**Permits are valid** until such time as the business no longer operates from the side. No yearly renewal is required.

**Permit may be revoked** without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** in one (1) year from date of approval unless substantial work has commenced or business has begun operating.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

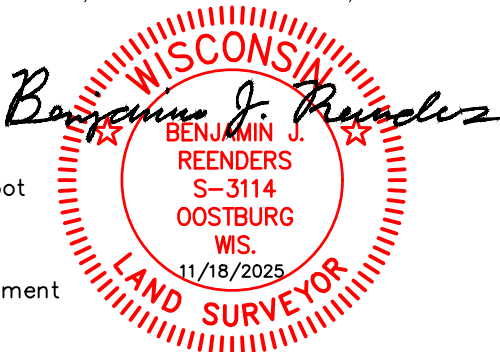
**Changes in the plans or specifications** submitted in the original application shall not be made without prior written approval of the City Plan Commission.

CERTIFIED SURVEY MAP

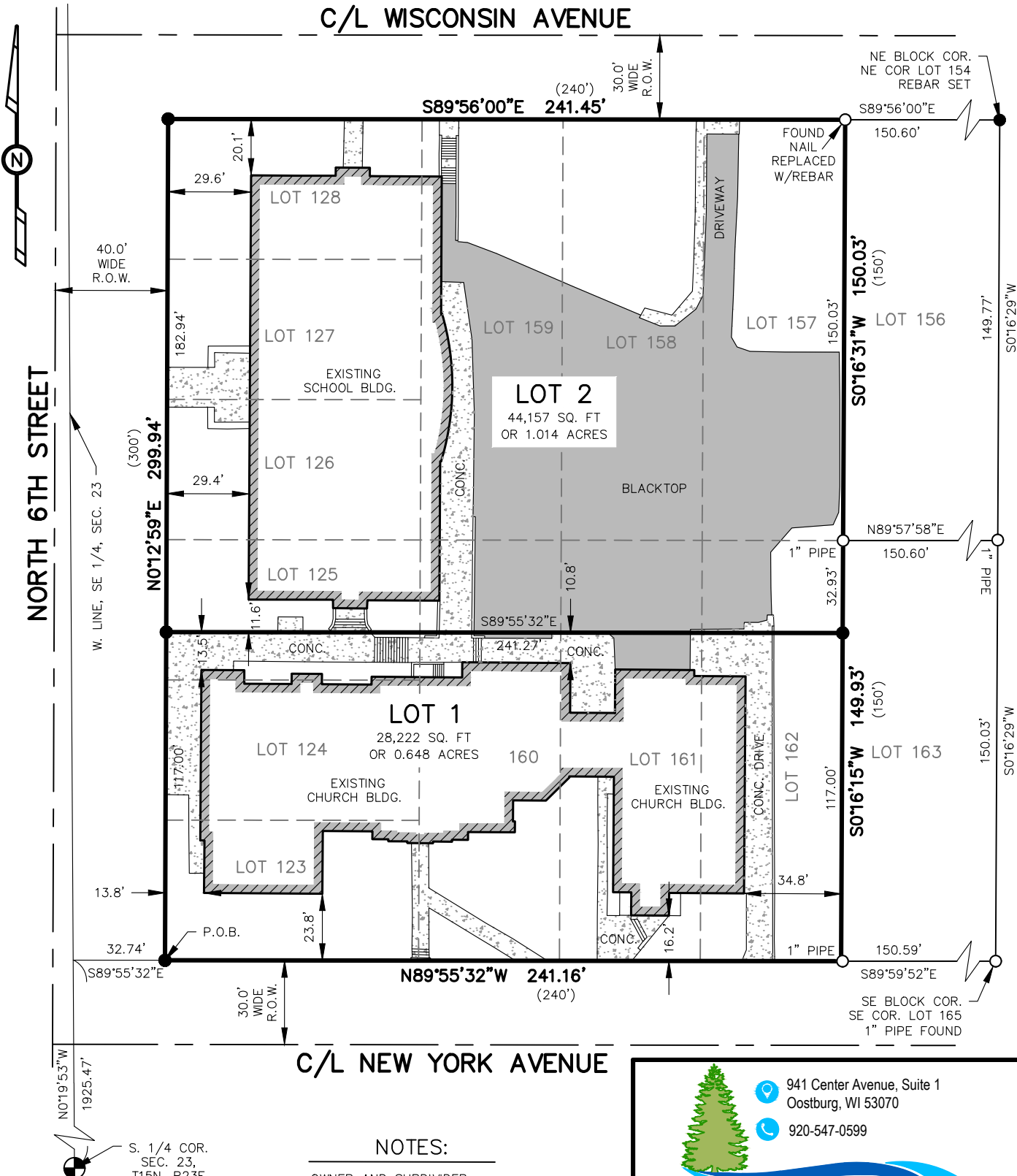
LOTS 123-128 AND 157-162 OF ELLIS ADDITION, PART OF GOVERNMENT LOT 4, LOCATED IN THE THE NW 1/4 OF THE SE 1/4 OF SECTION 23, T15N, R22E, CITY OF SHEBOYGAN, SHEBOYGAN COUNTY, WISCONSIN.

LEGEND

- = Set 3/4"x18" Rebar min. 1.13 lbs. per foot
- = Found Iron Pipe
- ⊙ = Section Corner Monument



This instrument was drafted by Benjamin J. Reenders.



NOTES:

OWNER AND SUBDIVIDER:  
ST CLEMENTS CONGREGATION

BEARINGS ARE BASED ON THE W. LINE OF THE SE 1/4 OF SECTION 23, T15N, R22E, AS BEING N0°19'53"W PER THE SHEBOYGAN COUNTY COORDINATE SYSTEM.



941 Center Avenue, Suite 1  
Oostburg, WI 53070  
920-547-0599

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CERTIFIED SURVEY MAP

LOTS 123–128 AND 157–162 OF ELLIS ADDITION, PART OF GOVERNMENT LOT 4, LOCATED IN THE THE NW 1/4 OF THE SE 1/4 OF SECTION 23, T15N, R22E, CITY OF SHEBOYGAN, SHEBOYGAN COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Benjamin J. Reenders, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped Lots 123, 124, 125, 126, 127, 128, 157, 158, 159, 160, 161, and 162 of Ellis Addition to Sheboygan, Located in Government Lot 4, Part of the Northwest 1/4 of the Southeast 1/4 of Section 23, T15N, R22E, City of Sheboygan, Sheboygan County, Wisconsin bounded and described as follows:

Commencing at the South 1/4 Corner of said Section 23; thence N00°19'53"W 1925.47 feet along the West line of the Southeast 1/4 of said Section 23; thence S89°55'32"E 32.74 feet to the POINT OF BEGINNING of this description; thence N00°12'59"E 299.94 feet along the East right-of-way line of North 6th Street; thence S89°56'00"E 241.45 feet along the South right-of-way line of Wisconsin Avenue; thence S00°16'31"W 150.03 feet along the East line of Lot 157 of Ellis Addition to Sheboygan; thence S00°16'15"W 149.93 feet along the East line of Lot 162 of said Ellis Addition; thence N89°55'32"W 241.16 feet along the North right-of-way line of New York Avenue to the point of beginning of this description.

This parcel contains 72,379 square feet or 1.662 acres.

That I have made such survey, Land-division and plat by the direction of St Clements Congregation.

That such map is a correct representation of the exterior boundaries of the land surveyed and the division thereof.

That I have fully complied with provisions of Section 236.34 of the Wisconsin Statutes and the subdivision regulation of the City of Sheboygan in surveying, dividing and mapping the same.

Benjamin J. Reenders Dated this 18th day of November, 2025.  
Benjamin J. Reenders PLS S-3114





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CERTIFIED SURVEY MAP  
LOTS 123–128 AND 157–162 OF ELLIS ADDITION, PART OF GOVERNMENT  
LOT 4, LOCATED IN THE THE NW 1/4 OF THE SE 1/4 OF SECTION 23,  
T15N, R22E, CITY OF SHEBOYGAN, SHEBOYGAN COUNTY, WISCONSIN.

CORPORATE OWNERS CERTIFICATES

St Clements Congregation does hereby certify that we have caused the lands described herein to be surveyed, divided, and mapped as represented on this map. We also certify that this map is required to be submitted to the City of Sheboygan for approval.

\_\_\_\_\_ Dated \_\_\_\_\_, 2025  
Title

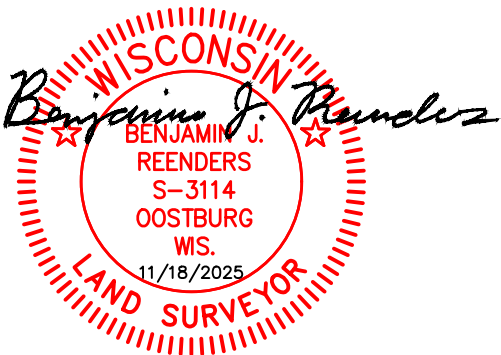
\_\_\_\_\_ Dated \_\_\_\_\_, 2025  
Title

CITY OF SHEBOYGAN APPROVAL CERTIFICATE

Resolved that the Certified Survey Map in the City of Sheboygan is hereby approved by the City board of the City of Sheboygan.

on this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Taylor Zeinert, Director of Planning & Zoning





941 Center Avenue, Suite 1  
Oostburg, WI 53070

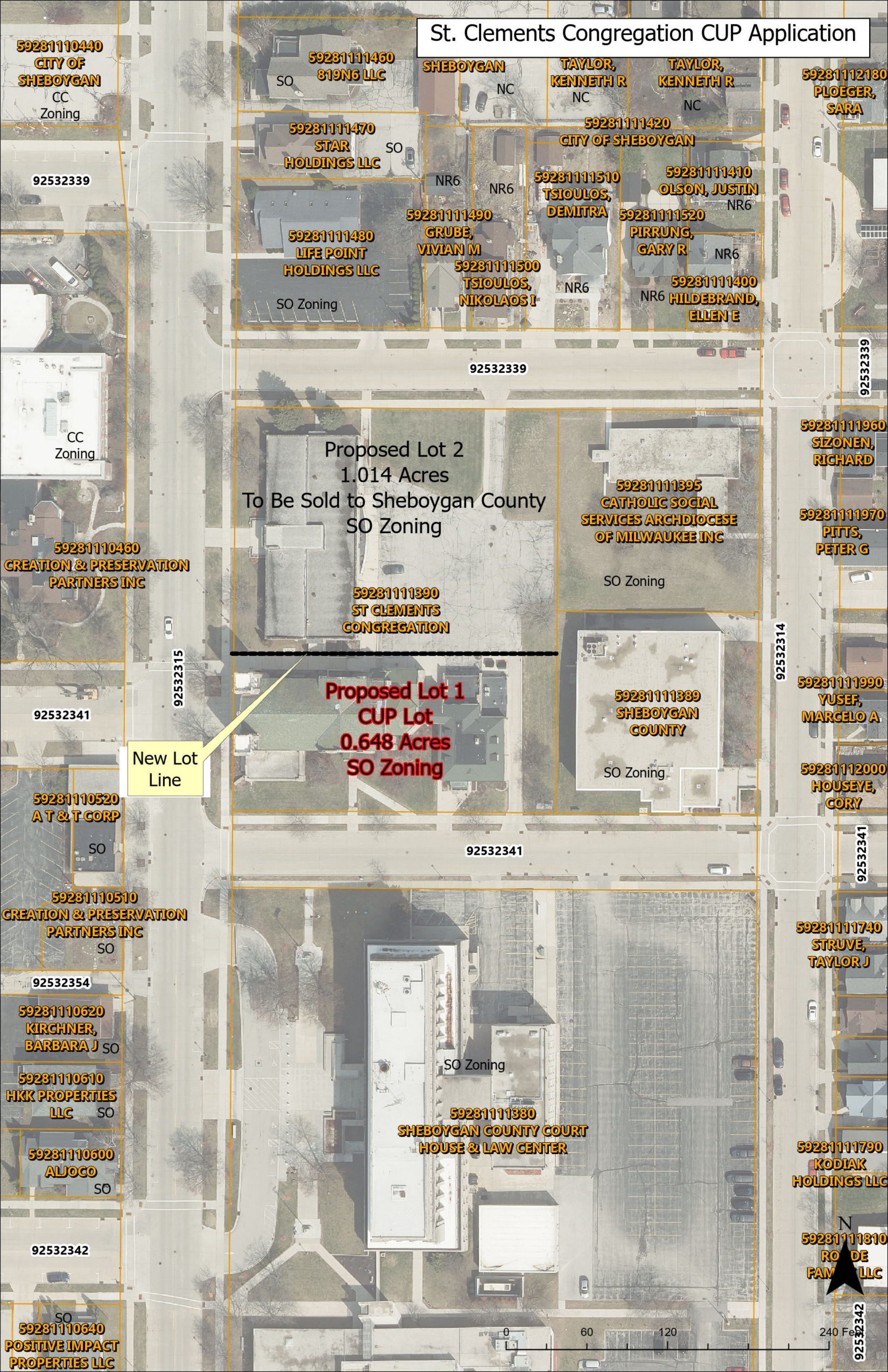
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St. Clements Congregation CUP Application





## **CONDITIONAL USE WRITTEN EXPLANATION REQUIREMENTS – St. Clements Congregation**

**A. Name of project/development** – Splitting of Parcel 59281111390 to facilitate sale of northern 1-acre of said parcel (i.e. the congregation's old school building and parking lot) to Sheboygan County

### **B. Summary of the Conditional Use and general operation of proposed use:**

- **Description of existing use** – Church
- **Description of proposed use (indoor, outdoor, etc.), why was this site selected?** – Continued use of the existing church building.
- **All services, products, etc. to be provided** – Continued service to the community.
- **Projected number of residents, employees, and/or daily customers** – Same as current.
- **Proposed number of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre** – N/A
- **Description of proposed building and all new site improvements (square footage of new and existing structure(s), traffic, ingress/egress, parking, sidewalk, retaining walls, storm drainage, landscaping, lighting, dumpster enclosure, screening of mechanicals, etc.)** – No changes are proposed versus what's already existing on the remaining church parcel once the split takes place.
- **A written description of the proposed general orientation, design, arrangement, texture, material and color of the building or structure and how it is compatible with the development and redevelopment in and around the area** – No changes are anticipated at this time.
- **An explanation of any interior and/or exterior renovations** – No changes are anticipated at this time.
- **Is access appropriate and is there sufficient customers/resident off-street parking?** – Yes, our purchase agreement with Sheboygan County allows us continued use of the existing parking areas the church currently uses. The majority of parishioners take advantage of on-street parking during services as well.
- **Proposed signage** – No changes are anticipated at this time.
- **Project timeline and estimated value of project** – No changes are anticipated at this time.

- **Compatibility of the proposed use and design with adjacent and other properties in the area** – No changes are anticipated at this time.

- **How will you insure that the business will not become a nuisance to adjacent properties (i.e.**

**parking, noise, smells, hours of operations, etc.** - No changes are anticipated at this time.

- **Other information that would be considered pertinent by the Plan Commission.** - N/A

**C. If applicable, please describe any exceptions/variances that are required for this project (i.e. setbacks, parking, landscaping, etc.)** – N/A

**D. Written justification for the proposed conditional use, indicating reasons why the applicant believes the proposed conditional use is appropriate:**

**a) How is the proposed conditional use (independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Sheboygan**

**Comprehensive Master Plan?** – There are no changes to the land use or use of the remaining church parcel at this time. The required conditional use facilitates the sale of the northern 1-acre portion of parcel 59281111390 to Sheboygan County to satisfy the requirements of the current Suburban Office zoning designation.

**b) Does the conditional use, in its proposed location, result in any substantial or undue adverse impact on nearby property the character of the neighborhood, environment, traffic, parking, public improvements, public property or rights-of-way?** - There will be no changes to what is already happening at the property.

**c) How does the proposed conditional use maintain the desired consistency of land uses in relation to the setting within which the property is located?** - No changes in land uses are anticipated at this time. The church will remain a church along with all its associated functions.

**d) Is the proposed conditional use located in an area that will be adequately served by utilities, or services provided by public agencies? If not, please explain** – Yes.

