



# **ZONING BOARD OF APPEALS AGENDA**

**December 17, 2025 at 4:00 PM**

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

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Persons with disabilities who need accommodations to attend this meeting should contact the Building Inspection Department, (920) 459-4064. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the Building Inspection Department at 920-459-4064 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Identify potential conflicts of interest

## **MINUTES**

- [4.](#) Approval of the Board of Appeal minutes from October 15, 2025.

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

- [5.](#) Variance application by Jacob and Lisa Koepsell requesting to construct an addition within their required aggregate side-yard setback of 15 feet located at 1718 N [5th](#) Street

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

6. Next scheduled meeting date: January 21, 2026

## **ADJOURN**

7. 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**  
**ZONING BOARD OF APPEALS MINUTES**

**Wednesday, October 15, 2025**

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**Members Present:** Kevin Sampson, Markus Savaglio, Tad Tjapkes and Drew Phillips

**Members Excused:** Richard Linde, Ed Surek, and Keeli Johnson

**Staff/Officials Present:** Associate Planner Ellise Rose and Building Inspection Specialist Linnae Wierus

**OPENING OF MEETING**

1. Call to Order

Kevin Sampson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify potential conflicts of interest

No committee member had a conflict of interest.

**MINUTES**

4. Approval of the Board of Appeals minutes from August 20, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON AUGUST 20, 2025.

Motion made Markus Savaglio, seconded by Tad Tjapkes

Voting yea: Kevin Sampson, Markus Savaglio, Tad Tjapkes, and Drew Phillips

Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Variance application by Habitat for Humanity Lakeside, Inc requesting to construct a single-family home on a legal non-conforming lot located on parcel # 59281624950.

MOTION TO APPROVE AS PRESENTED.

Motion made by Tad Tjapkes, seconded by Drew Phillips

Voting yea: Kevin Sampson, Markus Savaglio, Tad Tjapkes, and Drew Phillips

Motion carried.

**NEXT MEETING**

6. Next scheduled meeting date: November 19, 2025

The next scheduled meeting is scheduled for November 19, 2025.

**ADJOURN**

7. Motion to Adjourn

MOTION TO APPROVE AS PRESENTED.

Motion made by Markus Savaglio, seconded by Tad Tjapkes

Voting yea: Kevin Sampson, Markus Savaglio, Tad Tjapkes, and Drew Phillips

Motion carried.

REQUEST FOR ZONING BOARD OF APPEALS CONSIDERATION

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**ITEM DESCRIPTION:**

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Address: 1718 N 5TH ST

Parcel #: 001040

Owner's Name: LISA J & JACOB P KOESPELL

Zoning: NR-6 (NEIGHBORHOOD RESIDENTIAL)

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**REPORT PREPARED BY:** Ellise Rose, Zoning Administrator

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**REPORT DATE:** 12/9/2025

**MEETING DATE:** 12/17/2025

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**BACKGROUND / ANALYSIS**

Owner would like to construct an addition within their required aggregate side-yard setback of 15 feet.

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Ordinance #: Sec 105-234(b)(3)d - Total of both sides, lot lines to house/attached garage:  
Single-family and single-family: 15 feet.


Requesting: 10.82 feet

Allowed: 15 feet

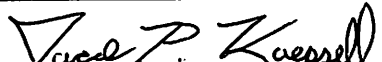
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**ATTACHMENTS:**

Application, pictures, and drawing

	<b>CITY OF SHEBOYGAN</b>  <b>VARIANCE APPLICATION</b>	Fee: <u>\$250~</u>
		Review Date: _____

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

<b>SECTION 1: Applicant/ Permittee Information</b>			
Name (Ind., Org. or Entity) <b>Jacob Koepsell &amp; Lisa Koepsell</b>			
Mailing Address <b>1718 N 5th St</b>	City <b>Sheboygan</b>	State <b>WI</b>	ZIP Code <b>53081</b>
Email Address <b>jacobkoepsell@gmail.com</b>		Phone Number (incl. area code) <b>920-254-2381</b>	
Applicants interest in property: <b>Owners</b>			
<b>SECTION 2: Property Information</b>			
Property Address <b>1718 N 5th St</b>	City <b>Sheboygan</b>	State <b>WI</b>	Zip <b>53081</b>
Type of Building: <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential			
Request for: <input type="checkbox"/> New Construction <input type="checkbox"/> Repairs <input type="checkbox"/> Alterations <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Nonconforming Use <input type="checkbox"/> Other			
<b>SECTION 3: If the Request is for a Nonconforming Use</b>			
Your intended use:			
Date last occupied as a nonconforming use:			
By Whom:		Previous Use:	
<b>SECTION 4: Requested Variance</b>			
On a separate letter to the Board, describe the requested variance and include what unnecessary hardship or difficulty is caused by following the regulations or requirements of the ordinance. See the attached "The Three Tests for a Variance" and be prepared to argue how you pass the THREE TESTS FOR A VARIANCE.			
<b>SECTION 5: Certification and Permission</b>			
<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 Variance 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) <b>Jacob P. Koepsell</b>		Title Phone Number <b>920-254-2381</b>	
Signature of Applicant 		Date Signed <b>10/29/2025</b>	

Complete application is to be filed with the Building Inspection Department, 828 Center Avenue, Suite 208. Variances to zoning ordinances are considered by the City of Sheboygan Zoning Board of Appeals monthly on the third Wednesday at 3 p.m. at a public hearing. To be placed on the agenda of Zoning Board of Appeals, application must be received no later than 4:30 p.m. on the third Wednesday of the month prior to the scheduled public hearing. 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.

October 28, 2025

To Whom It May Concern,

We are requesting a variance for the construction of an addition to our property at 1718 N 5th Street in Sheboygan. This addition would include a new entryway off the driveway, providing more convenient access from our parked cars to the house.

The lack of this access point has been a challenge for our family. We have three children, and our current entrances are far from where we park our cars in our driveway and do not have any storage space for shoes, coats, or winter gear. The proposed addition would feature an entryway from our driveway with a small mudroom, which would make a positive impact on our family's daily lives in our home. Our planned addition would be to add space to the back portion of our home, which would then make our back door even farther away from our driveway. Without this variance, it would continue to be problematic, as we would lack a driveway entryway to our home.

The piece of land owned by our neighbors that is causing us to apply for this variance has a backstory. Unfortunately, we have learned that it was sold to our neighbors at 1714 N 5th Street for minimal cost shortly before we purchased our property. While their purchase allowed them to nearly double the size of their small backyard, it came at the expense of our ability to ever build an adequate garage on our property.

Approval of this variance would greatly help us in creating an entryway with driveway access. As stated earlier, this would be hugely beneficial to our family and significantly improve our living conditions.

We have the full support of our neighbors at 1714 N 5th Street, and they have confirmed that this project will not negatively impact their property or quality of life in any way. The new addition would be situated more than five feet away from their acquired property line, which is currently marked by a fence.

Thank you for your time and consideration,

Handwritten signatures of Jacob Koepsell and Lisa Koepsell in black ink.

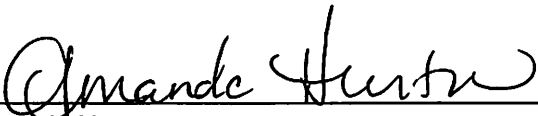
Jacob and Lisa Koepsell  
1718 N 5th Street  
Sheboygan, WI 53081

October 28, 2025

To Whom It May Concern,

Our neighbors, Jacob and Lisa Koepsell, are requesting a variance to add an entrance with driveway access to their new home addition. The addition will be located at least five feet away from our existing fenced lot line. This portion of our property was purchased from the previous owners of Jacob and Lisa's home and extends onto the remainder of their property line. Prior to purchase, this piece of land was used to house a garage for the property at 1718 N 5th Street.

We acknowledge and support this renovation and have zero issues with them proceeding with their new addition plans in full. It will not negatively affect us or our property, and we fully support them in this process.



Amanda Huerta

Homeowner

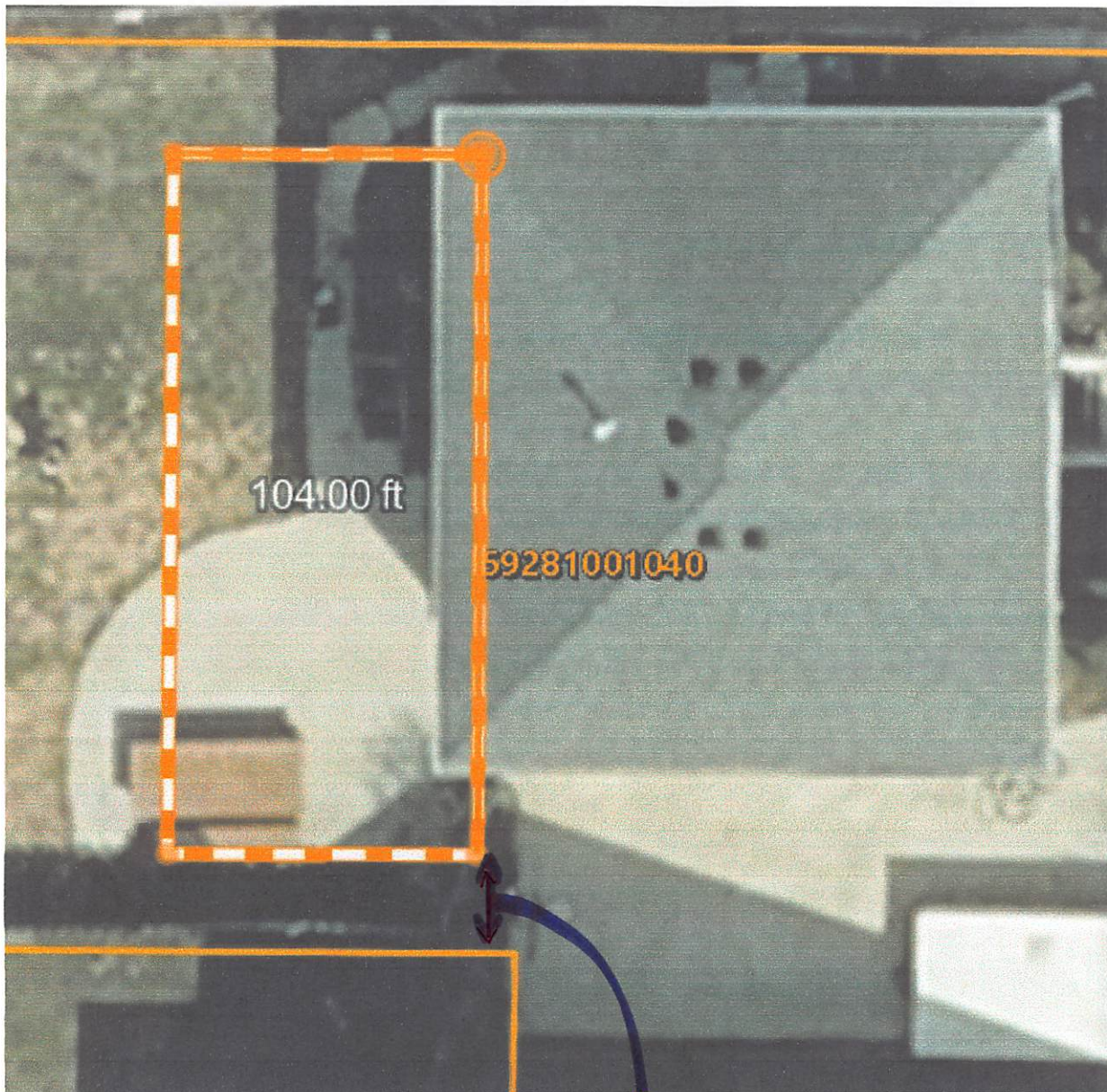
1714 N 5th Street, Sheboygan



Javier Huerta

Homeowner

1714 N 5th Street, Sheboygan



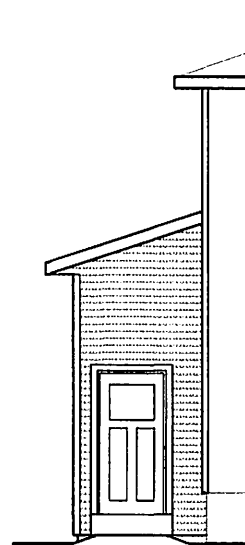
5'7"



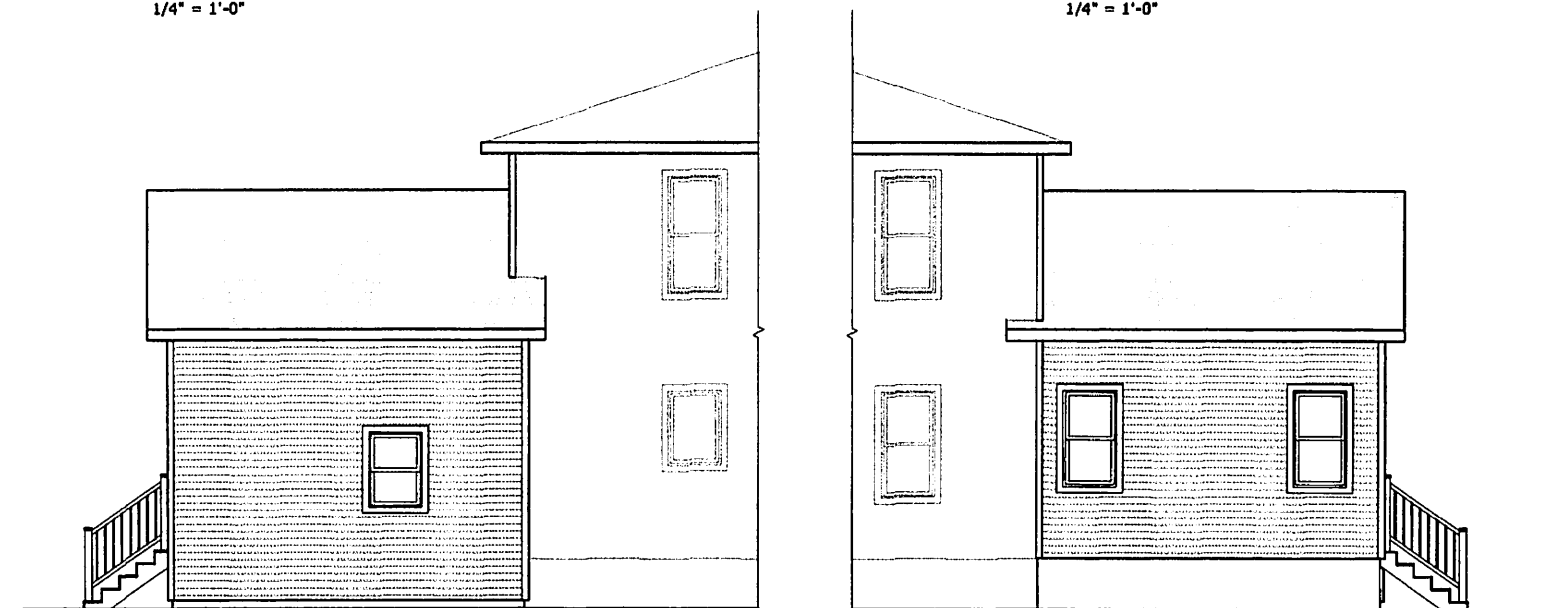
A line drawing of a house with a gabled roof. The roof is labeled "FILL-IN EXISTING DOOR & WINDOW". The house has a front door and two windows on the ground floor, and a window on the second floor. The roof is shown as a simple gable shape.

$$\frac{1}{4}'' = 1'-0''$$

**581 SE**



1/4" = 1'-0"


$$1/4" = 1'-0"$$
$$1/4" = 1'-0"$$

**JACOB & LISA KOEPSSELL  
RESIDENCE**

1716 N. 5TH STREET, SHEBOYGAN,  
WI, 53081

**BRUNETTE CONSTRUCTION**

**Drexel**  
DrexelTeam.com

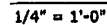
DESIGNER: MARCUS  
MANNING  
SCALE: 1/4" = 1'-0"

34-CT-100-  
**A1**

LECT NO: 1A25-181-K

1

[illegible]


$$\frac{1}{4}'' = 1'-0''$$

10



REGISTERED LAND SURVEYORS  
& CONSULTING ENGINEERS

**Hinze Bruggink** LLC.

OUR FOCUS IS YOU

2602 North Fifteenth St.  
Sheboygan, Wisconsin 53083

www.hinzebrugginkllc.com  
920.458.5921

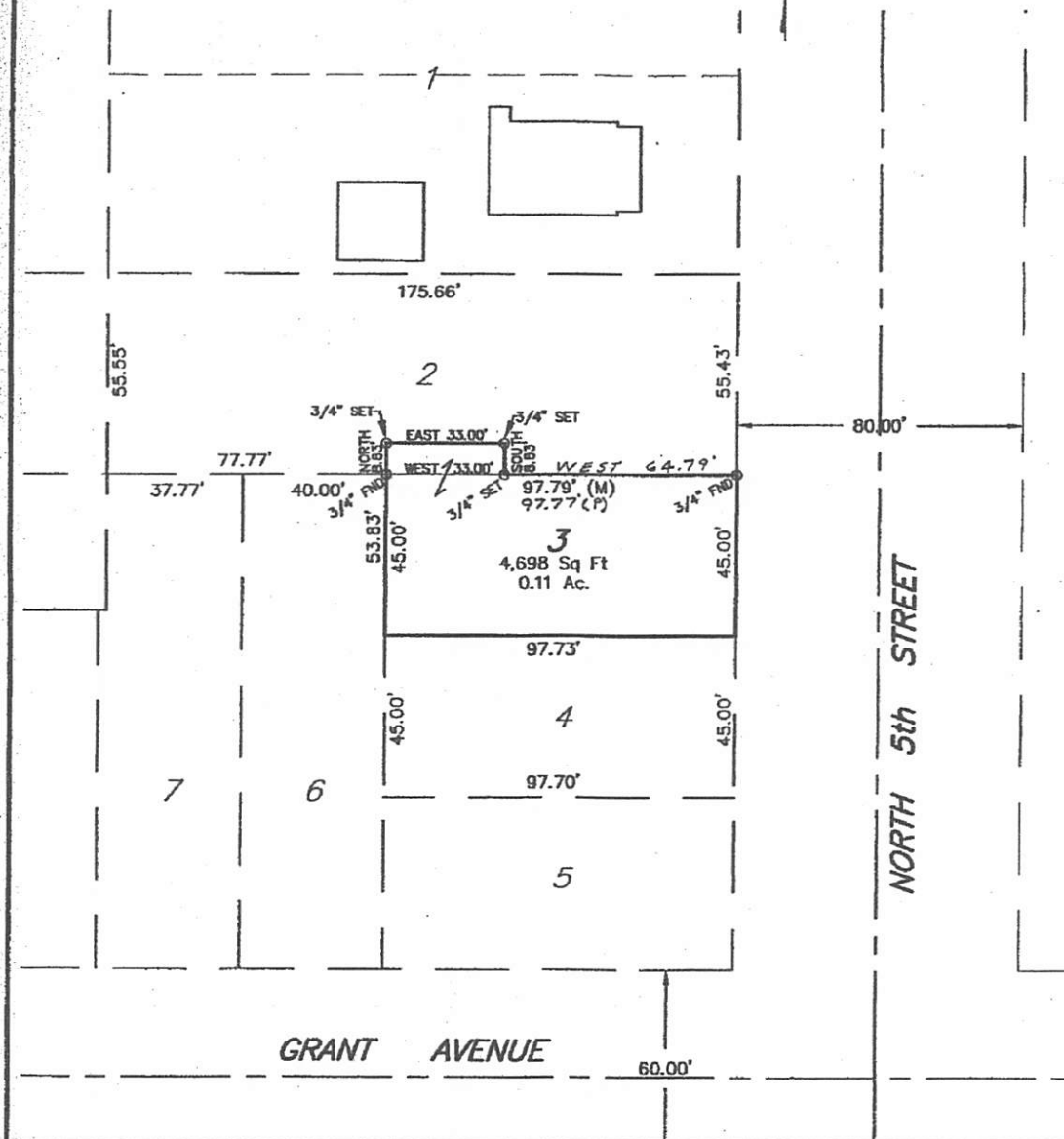
Survey Prepared for: Fred Huerta  
1714 North 5th Street  
Sheboygan, WI 53081

DESCRIPTION: PART OF LOT 2, BLOCK 3, ASSESSMENT SUBD. NO. 4.  
COMMENCING AT THE NORTHWEST CORNER OF LOT 3, BLOCK 3,  
ASSESSMENT SUBDIVISION NO. 4, CITY OF SHEBOYGAN, SHEBOYGAN  
COUNTY, WISCONSIN, THENCE NORTH 8.83', THENCE EAST 33.00',  
THENCE SOUTH 8.83', THENCE WEST 33.00' TO THE POINT OF  
BEGINNING. CONTAINING 291.39 SQ. FT. TO BE MERGED WITH  
ADJACENT OWNER.

Tax No. 001050

SEPTEMBER, 2007

Scale: 1"=40'



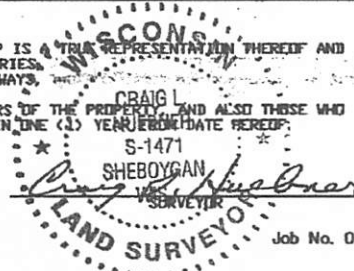
SURVEY CERTIFICATE

I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXTERIOR BOUNDARIES, FENCES, APPARENT EASEMENTS AND ROADWAYS.

THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE PRESENT OWNERS OF THE PROPERTY AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE THE TITLE THERETO WITHIN ONE (1) YEAR FROM DATE HEREOF.

BOOK NO. 167, PG. NO. 119

FILED  
DEC 13 2007  
SHEBOYGAN COUNTY  
REAL PROPERTY LISTING DEPT.



Job No. 0618

A-33082





