



# **ZONING BOARD OF APPEALS AGENDA**

**January 21, 2026 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 December 17, 2025.

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

5. Variance application by Terry and Rekha Jones to remove an existing to covered porch and construct a new two-story balcony and porch within their required street-yard setback of 25 feet located 624 Alabama Avenue.

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

6. Next scheduled meeting date: February 18, 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, December 17, 2025**

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**Members Present:** Kevin Sampson, Keeli Johnson, Tad Tjapkes, Ed Surek and Drew Phillips**Members Excused:** Markus Savaglio and Richard Linde**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 Appeal minutes from October 15, 2025.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON OCTOBER 15, 2025.

Motion made Tad Tjapkes, seconded by Keeli Johnson

Voting yea: Kevin Sampson, Keeli Johnson, Tad Tjapkes, Ed Surek and Drew Phillips

Motion carried.

**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 5<sup>th</sup> Street

MOTION TO APPROVE AS PRESENTED

Motion made Keeli Johnson, seconded by Drew Phillips

Voting yea: Kevin Sampson, Keeli Johnson, Ed Surek and Drew Phillips

Voting nay: Tad Tjapkes

Motion carried.

**TENTATIVE DATE OF NEXT REGULAR MEETING**

6. Next scheduled meeting date: January 21, 2026

The next scheduled meeting is scheduled for January 21, 2026.

**ADJOURN**

7. Motion to Adjourn

MOTION TO ADJOURN THE MEETING

Motion made by Tad Tjapkes, seconded by Keeli Johnson

Voting yea: Kevin Sampson, Keeli Johnson, Tad Tjapkes, Ed Surek and Drew Phillips

Motion carried.

Meeting is adjourned at 4:15 pm.

## CITY OF SHEBOYGAN

## REQUEST FOR BOARD OF APPEALS CONSIDERATION

**ITEM DESCRIPTION:** Variance application by Terry and Rekha Jones requesting a variance to Section 15.402 Residential Bulk Standards Table: Front yard setback at 624 Alabama Avenue.

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

**REPORT DATE:** January 7, 2026

**MEETING DATE:** January 21, 2026

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

**BACKGROUND / ANALYSIS:**

Terry and Rekha Jones are proposing to remove the entire one story covered porch and replace it with a two-story balcony and porch using the same footprint.

- The subject property is a legally nonconforming residential lot developed with a single-family dwelling.
- The applicant proposes to remove the existing roof and second story of the dwelling and reconstruct a new porch and balcony within the existing footprint.
- The contractor states that the porch reconstruction is necessary due to structural concerns related to the cantilevered second floor over the porch area.
- The current nonconforming front setback is 7 feet.

**STAFF COMMENTS:**

624 Alabama Avenue is zoned Neighborhood Residential (NR-6). Section 15.402 Residential Bulk Standards Table states the front yard setback in NR-6 shall be 25 feet.


**ACTION REQUESTED:**

If the variance is approved, it is recommended to having 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, hazardous materials, health, water, sewer, storm drainage, etc. (Applicant shall be in contact with building inspection, fire, police, etc.).
2. If there are any amendments to the approved use/site plan, the applicant will be required to submit a new application reflecting those amendments.

**ATTACHMENTS:**

Board of Appeals Application and required attachments.

	<p align="center"><b>CITY OF SHEBOYGAN</b></p> <p align="center"><b>VARIANCE APPLICATION</b></p>	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) <b>Bartow Builders</b>			
Mailing Address	<b>32 Albert Drive</b>	City <b>Manitowoc</b>	State <b>WI</b> ZIP Code <b>54220</b>
Email Address	<b>ethan@bartowbuilders.com</b>		
Phone Number (incl. area code)		<b>(920) 682-7100</b>	
Applicants interest in property: <b>General Contractor</b>			

**SECTION 2: Property Information**

Property Address	<b>624 Alabama Ave</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		

**SECTION 3: If the Request is for a Nonconforming Use**

Your intended use:	<b>Non-Primary Residence</b>
Date last occupied as a nonconforming use:	<b>2021</b>
By Whom: <b>Thompson, Jody E</b>	Previous Use: <b>Residence</b>

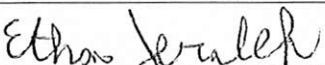
**SECTION 4: Requested Variance**

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.

**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 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.

**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
<b>Ethan Jerabek</b>	<b>Architectural Designer</b>	<b>(920) 682-7100</b>
Signature of Applicant 		Date Signed <b>12-3-25</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.

## **VARIANCE REQUEST**

December 16, 2025

Property Address: 624 Alabama Ave., Sheboygan, WI 53801

Zoning District: Neighborhood Residential – R-6

Applicant: Bartow Builders, on behalf of Terry and Rekha Jones

Requested Variance: Relief from applicable dimensional and nonconforming structure provisions of Chapter 105 of the Sheboygan Municipal Code to allow vertical reconstruction of an existing legally nonconforming structure

### **PROJECT DESCRIPTION**

The subject property is a legally nonconforming residential lot developed with a single-family dwelling. The applicant proposes to remove the existing roof and second story of the dwelling and reconstruct a new second floor and roof within the existing building footprint.

The proposed work includes installation of a new engineered second-floor system bearing on the existing first-floor walls, construction of new nine-foot-tall second-floor walls, and installation of an engineered roof truss system. No lateral expansion of the dwelling is proposed.

As part of the project, the existing front porch will be removed and reconstructed within the same footprint as the existing porch. The porch reconstruction is necessary due to structural concerns related to the cantilevered second floor over the porch area and is not intended to expand or intensify the existing nonconformity.

### **TEST #1 – UNNECESSARY HARDSHIP**

Strict application of the zoning ordinance results in unnecessary hardship by denying the owners reasonable use of the property. The subject property is a nonconforming lot with an existing nonconforming structure, which limits the ability to modify or reconstruct the dwelling in compliance with current zoning standards.

Due to these limitations, the structure cannot be reasonably repaired or reconstructed without vertical rebuilding. Lateral expansion is not feasible because of existing setback constraints, and maintaining a functional single-family residence requires reconstruction of the second floor and roof. There is no reasonable alternative design that would comply with the ordinance while allowing continued reasonable residential use of the property.

The hardship is not self-imposed and is not based on financial considerations or convenience. It arises from the physical constraints of the property and the existing legally nonconforming structure.

### **TEST #2 – UNIQUE PROPERTY LIMITATIONS**

The hardship is caused by unique physical characteristics of the property, including its nonconforming lot dimensions and the placement of the existing structure, which predates current zoning requirements. These characteristics are inherent to the parcel and are not shared by conforming properties in the neighborhood.

The proposed vertical reconstruction is the only practical method to maintain reasonable residential use while respecting the existing footprint and setback limitations. The property itself qualifies for variance, not the personal circumstances of the owners or contractor.

### **TEST #3 – NO HARM TO THE PUBLIC INTEREST**

Granting the requested variance will not be contrary to the public interest or the intent of the zoning ordinance. The project does not increase the building footprint on the lot, does not encroach further into required setbacks, and does not increase lot coverage.

The residential use of the property remains unchanged and consistent with the surrounding neighborhood. The reconstruction will improve structural safety, bring the dwelling into compliance with current building codes, and address existing structural concerns associated with the second-floor cantilever over the front porch.

The variance requested represents the minimum relief necessary to allow reasonable use of the property while maintaining neighborhood character and protecting public health, safety, and welfare.

**CONCLUSION**

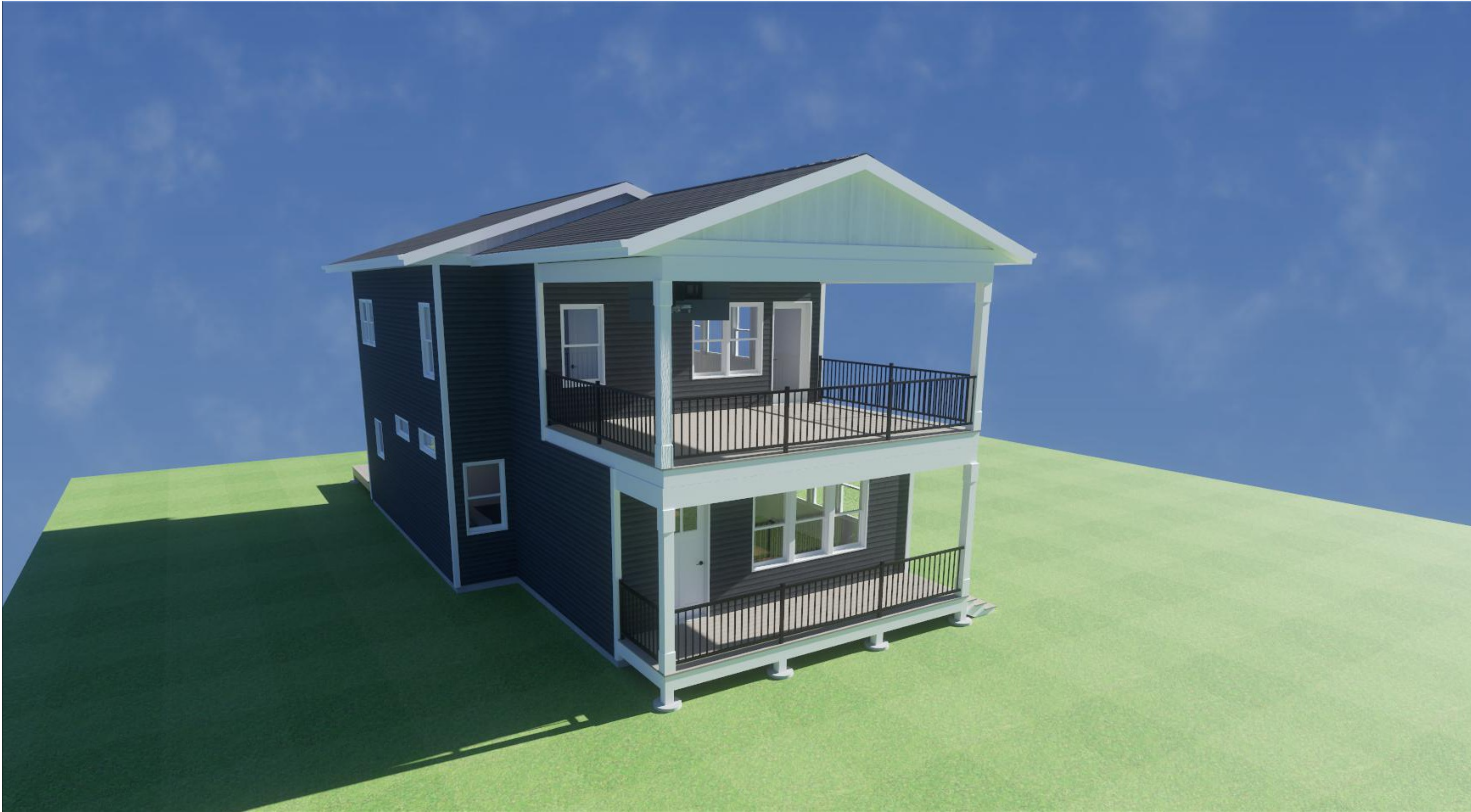
The proposed project satisfies all three variance tests required by the City of Sheboygan. Strict application of the zoning ordinance creates unnecessary hardship due to unique property limitations, and granting the variance will not harm the public interest. The applicant respectfully requests approval of the variance to allow vertical reconstruction of the existing legally nonconforming structure.

# JONES RESIDENCE

*Jerry & Rekha*

PROJECT INFORMATION

**PROJECT ADDRESS**  
624 Alabama Ave.  
Sheboygan, WI 53801



SHEET LIST

SHEETS	
SHEET #	SHEET NAME
A-1	TITLE PAGE
A-2	ELEVATIONS
A-3	FLOOR PLANS
A-4	SECTIONS

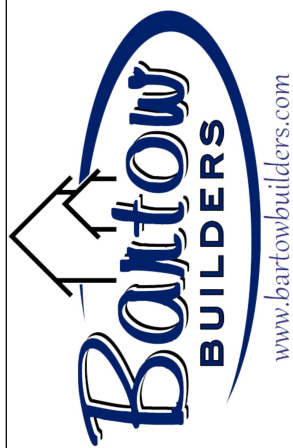
**BUSINESS DEVELOPMENT MANAGER**  
BDM: **DARIN ELLIOTT**  
(920) 374-0540

THIS DRAWING IS PROPERTY OF  
**BARTOW BUILDERS**. REPRODUCTION  
OR RE-USE OF THIS PLAN WITHOUT  
CONSENT IS PROHIBITED.

Item 5.

EJJ.

REVISION TABLE	NUMBER	DATE	REVISED BY	DESCRIPTION



www.bartowbuilders.com

Jones, Terry & Rekha  
(2nd Floor Addition)

Bartow Builders  
32 Albert Drive  
Manitowoc, WI 54220  
920-682-7100

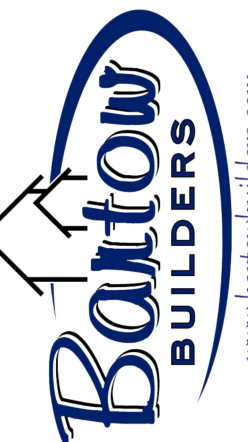
DATE:  
12/16/2025

SCALE:  
VARIES  
SEE PLAN

SHEET:  
A-1

EJJ.

REVISION TABLE		DESCRIPTION
NUMBER	DATE	REVISOR



Jones, Terry & Rekha  
(2nd Floor Addition)

Bartow Builders  
32 Albert Drive  
Manitowoc, WI 54220  
920-682-7100

DATE:

12/16/2025

SCALE:

VARIES  
SEE PLAN

SHEET:

A-2



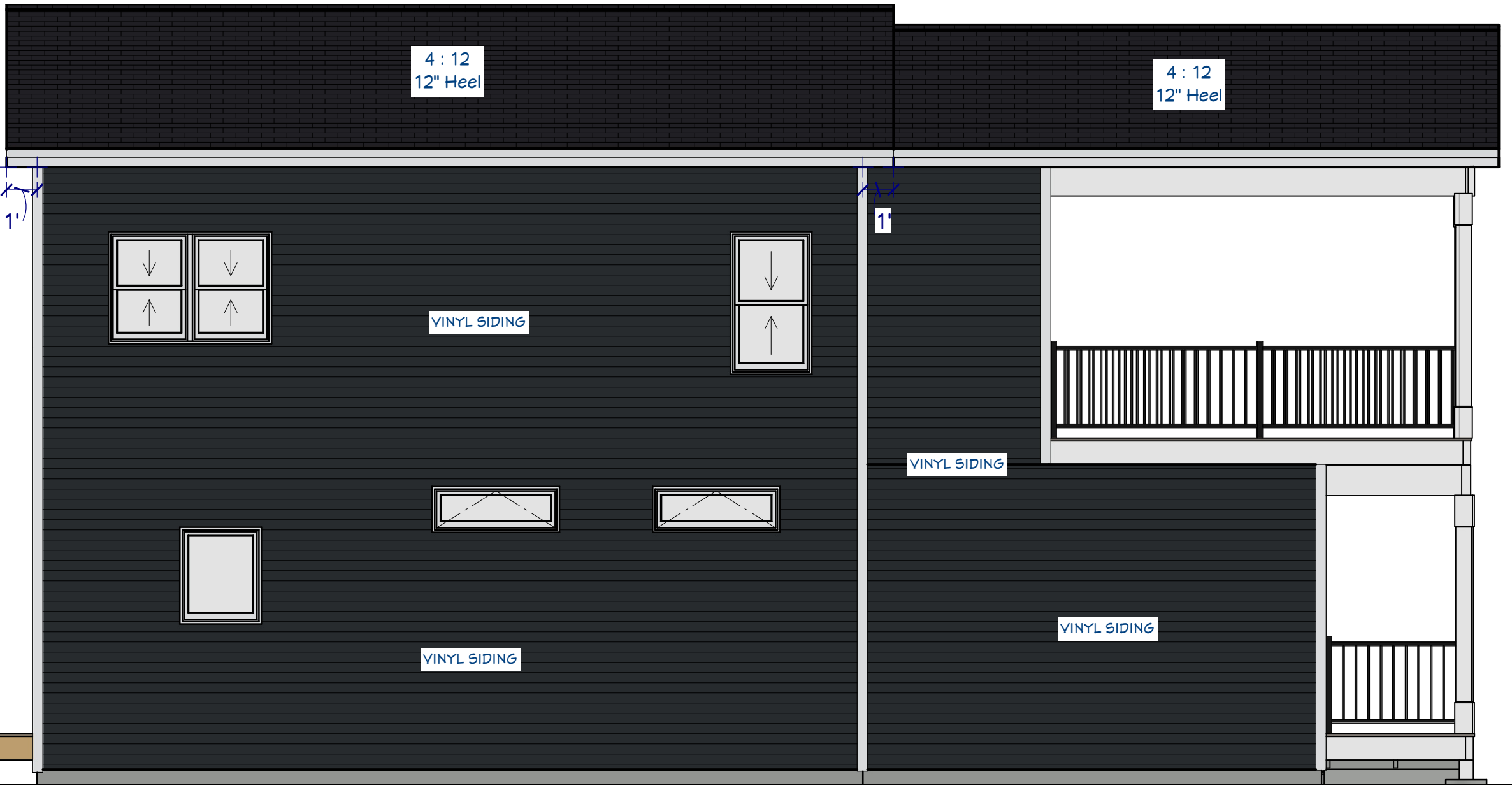
REAR ELEVATION

SCALE: 1/4" = 1'0"



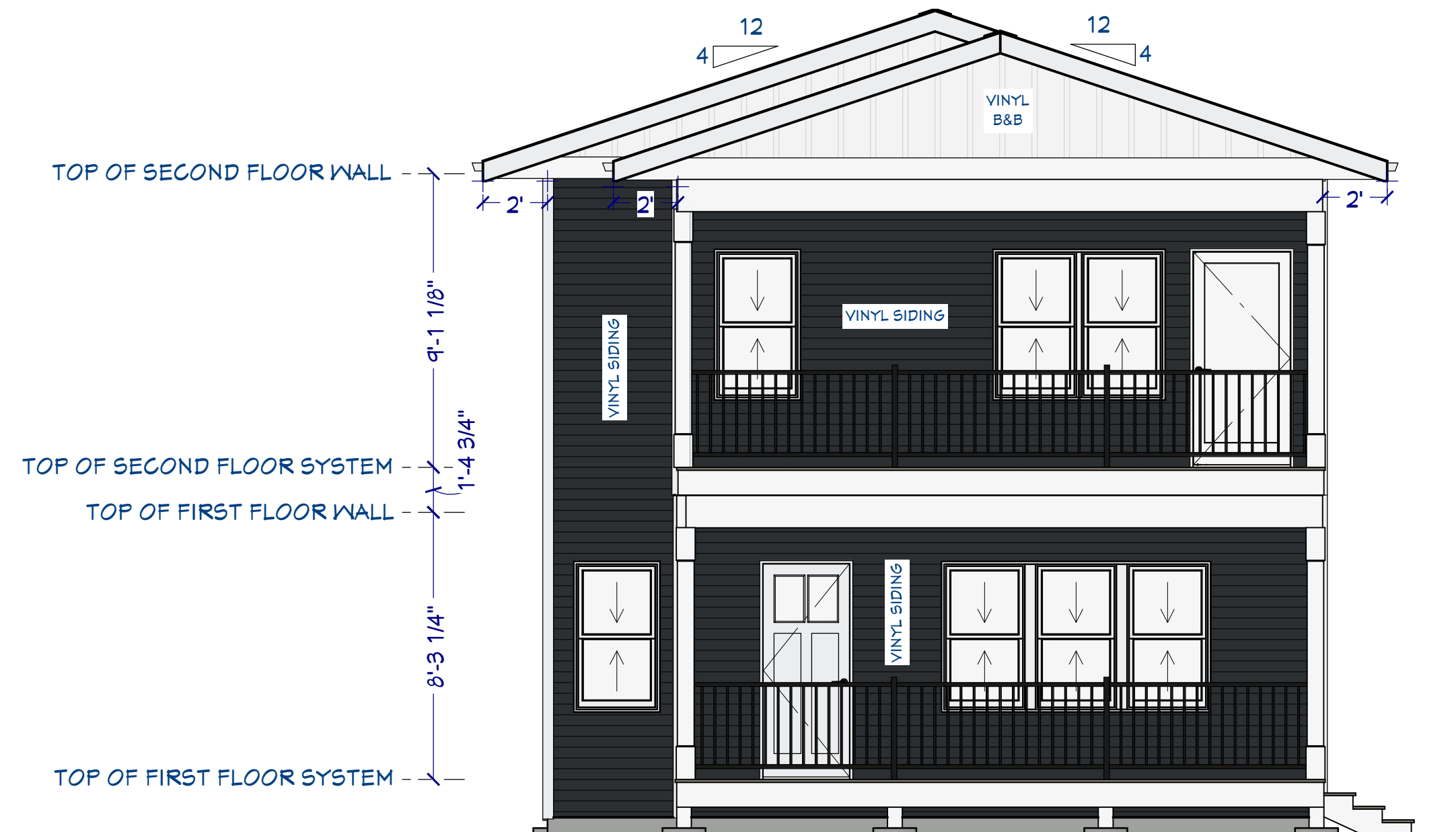
LEFT ELEVATION

SCALE: 1/4" = 1'0"



RIGHT ELEVATION

SCALE: 1/4" = 1'0"



FRONT ELEVATION

SCALE: 1/4" = 1'0"

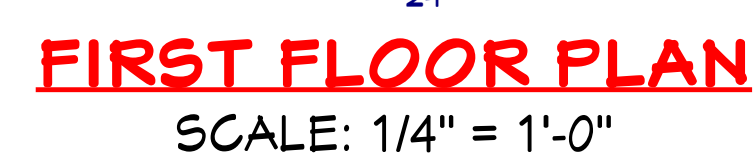
THIS DRAWING IS PROPERTY OF  
**BARTOW BUILDERS.** REPRODUCTION  
OR RE-USE OF THIS PLAN WITHOUT  
CONSENT IS PROHIBITED.

1. ALL FRAMED WALLS ARE EITHER 2x4 OR 2x6 WITH 1/2" SHEATHING.
2. ALL OPENINGS TO HAVE AT LEAST ONE SHOULDER STUD. ANY OPENING GREATER THAN 6'-0" MUST HAVE A MINIMUM OF TWO SHOULDER STUDS.
3. BOTTOM OF ALL HEADERS SHALL BE 6'-11 3/8" ABOVE THE SUBFLOOR UNLESS NOTED OTHERWISE.
4. ALL OPENINGS SHALL HAVE A 2-PLY 2x10 HEADER UNLESS NOTED OTHERWISE.

**First Floor:** 950 Sqft.

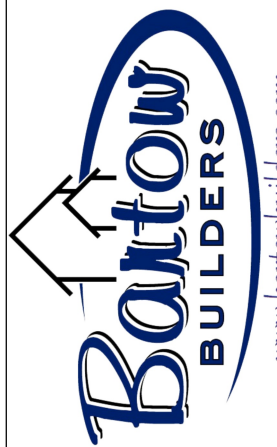
**Second Floor:** 715 Sqft.

**1,665 Sqft.**



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CONSENT IS PROHIBITED.

REVISION TABLE		
NUMBER	DATE	DESCRIPTION



Jones, Terry & Rekha  
(2nd Floor Addition)

**Bartow Builders**  
32 Albert Drive  
Manitowoc, WI 54220  
920-682-7100

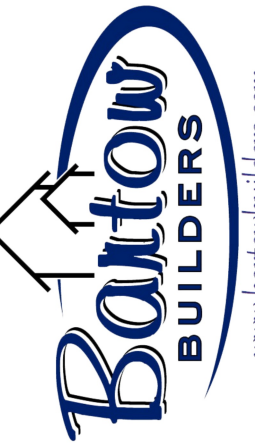
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12/16/2025

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VARIES  
SEE PLAN

SHEET:  
A-3

EJJ.

REVISION TABLE		REVISION BY	DESCRIPTION
NUMBER	DATE		



Jones, Terry & Rekha  
(2nd Floor Addition)

Bartow Builders  
32 Albert Drive  
Manitowoc, WI 54220  
920-682-7100

DATE:

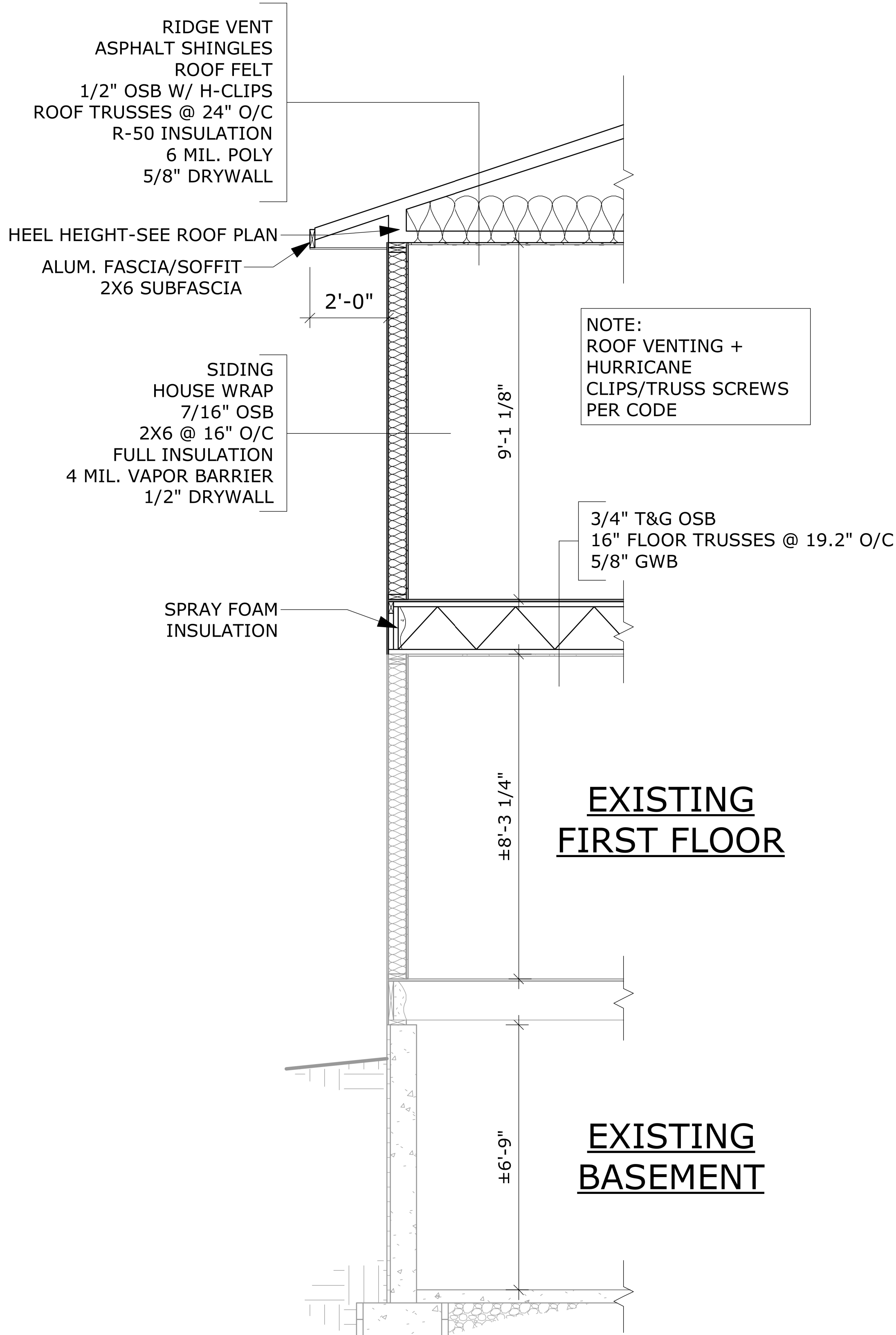
12/16/2025

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SEE PLAN

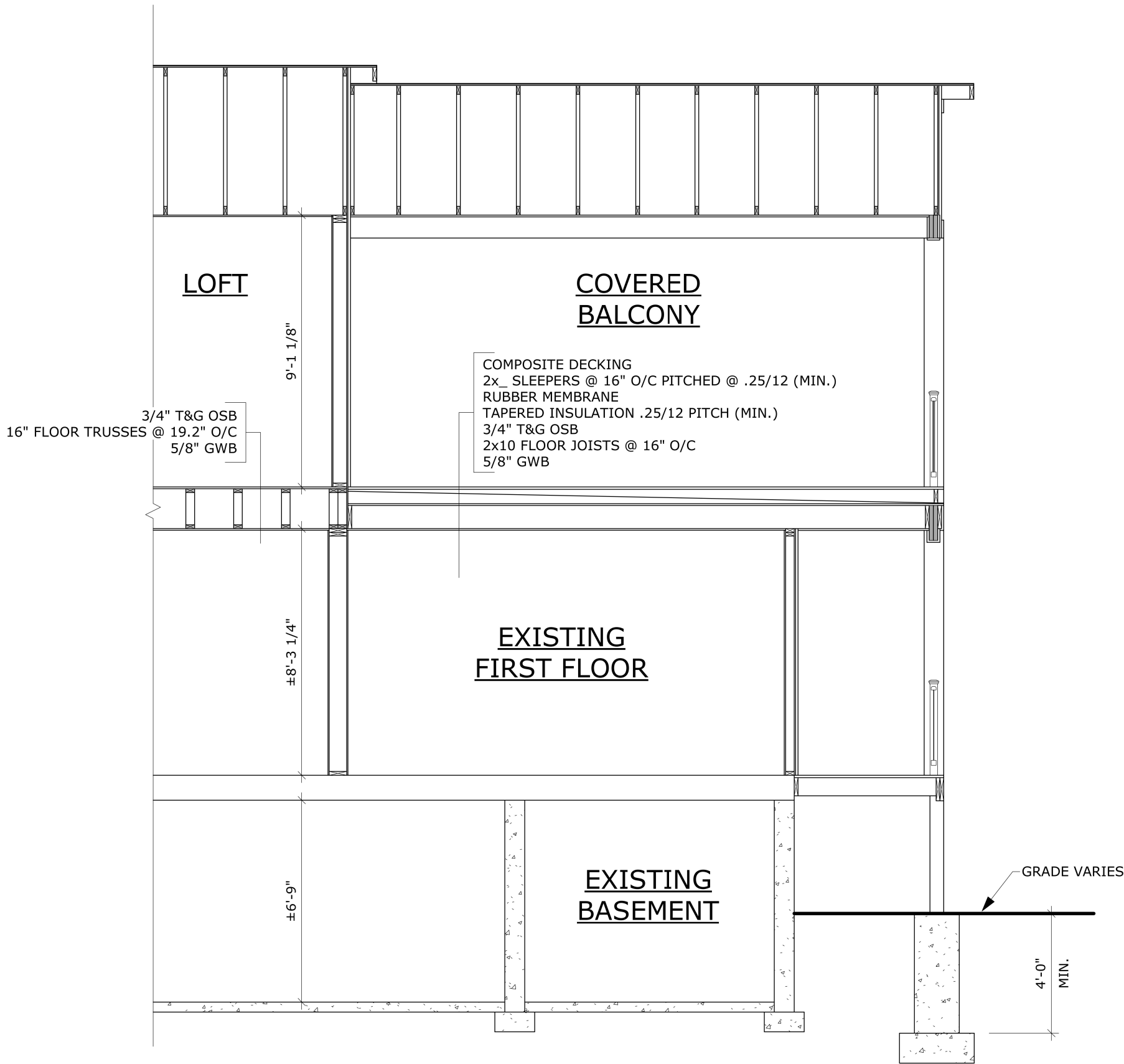
SHEET:

A-4



**TYPICAL WALL SECTION**

1/4" = 1'-0"

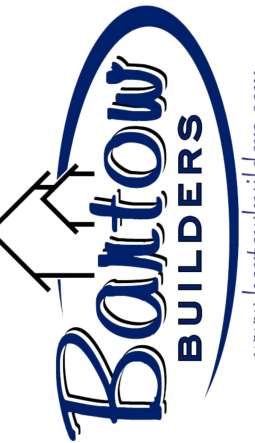


**BALCONY SECTION**

1/4" = 1'-0"

EJJ.

REVISION TABLE		REVISION BY	DESCRIPTION
NUMBER	DATE		



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Manitowoc, WI 54220  
920-682-7100

DATE:

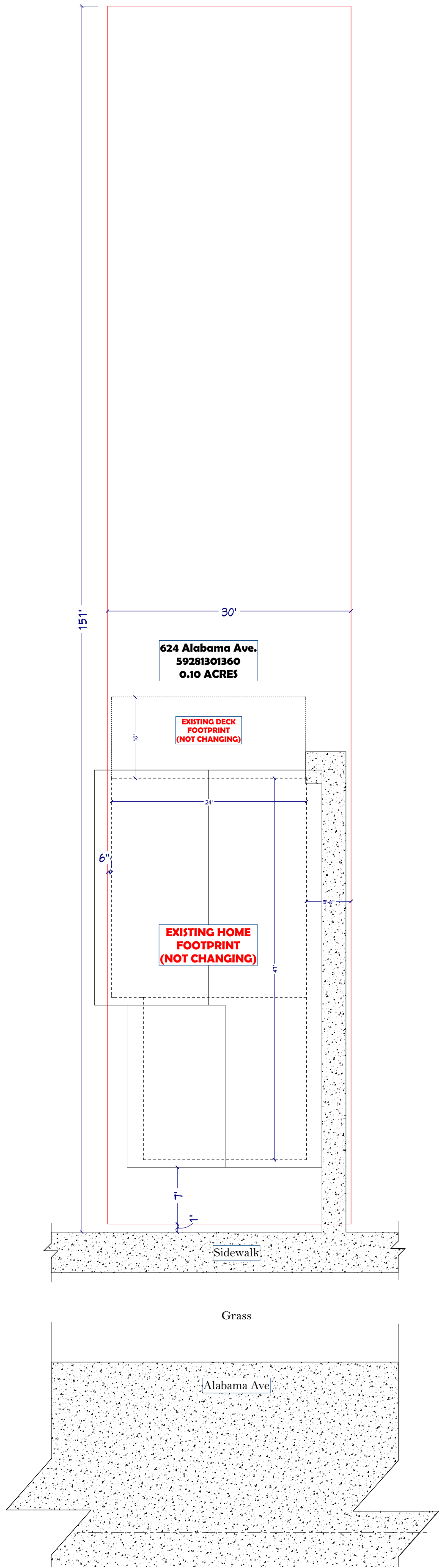
12/16/2025

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VARIES  
SEE PLAN

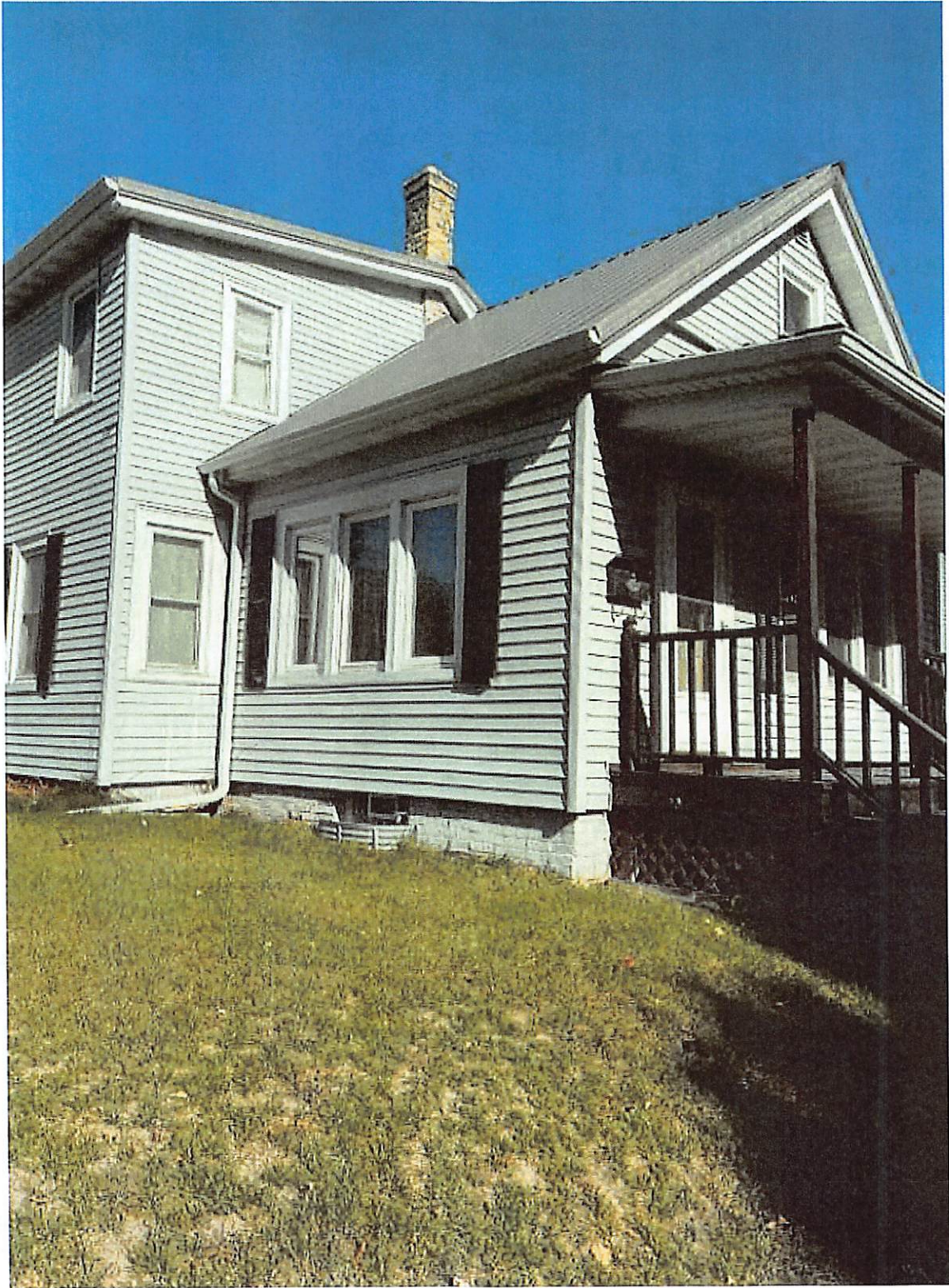
SHEET:

A-5



Site Plan  
Scale: 1" = 10'-0"















Kadenz Elegance

PENDING

**Exterior Railing****\$0.00**

Kadenz Elegance Railing System in Textured Black

[@1](#) ✓



PENDING

Siding

\$0.00

Drexel Blue Door D-4 Vinyl Siding in Marine Dusk  
All accessories to match siding

01 ✓



PENDING

Shingles

\$0.00

CertainTeed Landmark Dimensional Shingles

@1 ✓



PENDING

## Decking Material

\$0.00

Deckorators - Vista Decking

Color: Ironwood

 1 ✓

