

CITY OF SHEBOYGAN
CITY PLAN COMMISSION MINUTES
Tuesday, January 27, 2026

MEMBERS PRESENT: Jerry Jones, Kevin Jump, Kimberly Meller, Joe Clarke and Alderperson Michael Close

EXCUSED MEMBERS: Mayor Ryan Sorenson and Braden Schmidt

STAFF/OFFICIALS PRESENT: Director of Planning and Development Taylor Zeinert, Planner Jeffrey Witte and Administrative Coordinator Linnae Wierus

OPENING OF MEETING

1. Roll Call

Vice Chair Jerry Jones called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Identify Potential Conflict(s) of Interest

No conflicts identified.

MINUTES

4. Approval of the Plan Commission minutes from January 13, 2026.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON JANUARY 13, 2026.

Motion made by Joe Clarke, seconded by Kimberly Meller

Voting yea: Jerry Jones, Kevin Jump, Kimberly Meller, Joe Clarke and Alderperson Michael Close

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Special Use Permit by Vollrath Co., LLC to construct a 110,000 square-foot manufacturing addition located at 1236 N 18th Street.

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Joe Clarke, seconded by Kevin Jump

Voting yea: 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 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.

6. Architectural Review of a new 110,000-square-foot manufacturing facility located at 1236 N 18th Street.

MOTION TO APPROVE AS PRESENTED.

Motion made by Joe Clarke, seconded by Kimberly Meller

Voting yea: Jerry Jones, Kevin Jump, Kimberly Meller, Joe Clarke and Alderperson Michael Close

Motion carried.

TENTATIVE DATE OF NEXT REGULAR MEETING

7. Next scheduled meeting: February 10, 2026 at 4:00 PM

ADJOURN

8. Motion to Adjourn

MOTION TO ADJOURN THE MEETING.

Motion made by Alderperson Close, seconded by Kevin Jump

Voting yea: Jerry Jones, Kevin Jump, Kimberly Meller, Joe Clarke and Alderperson Michael Close

Motion carried.

Meeting is adjourned at 4:07 pm.