

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use with exceptions by JIAM Ling SUN to create commercial apartments located at 1109A N 8th Street. CC Zone.

REPORT PREPARED BY: Ellise Rose, Zoning Administrator

REPORT DATE: September 30, 2025

MEETING DATE: October 14, 2025

FISCAL SUMMARY:

STATUTORY REFERENCE:

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

Wisconsin Statutes:
Municipal Code: N/A

BACKGROUND / ANALYSIS:

JIAM Ling SUN is proposing to create commercial apartments located at 1109A N 8th St. The applicant states the following:

- The upper floor will consist of 6 apartment units.
- The floor area for the apartments will be approximately 650 square feet.
- There will be no new exterior site improvements.
- There is some off-street parking available in the back of the building.
- The goal is to be open before November 1st.
- There have been existing units for at least 50 years.

STAFF COMMENTS:

This property was previously used as an unpermitted rooming house. The applicant would now like to convert it to 6 apartment units.

The applicant will need to work with the building inspection department regarding the conversion of the 2nd floor space into an apartment. Occupancy shall be granted only at such time as all permits and codes have been met.

ACTION REQUESTED:

Staff recommends approval of the conditional use permit and exceptions 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, state, federal, 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. Any fencing/retaining wall shall be installed per Section 105-945 of the City of Sheboygan Zoning Ordinance.
5. 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.
6. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
7. 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.
8. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

ATTACHMENTS:

Conditional Use Permit Application and Attachments