

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use with exceptions by Melissa Gundlach to construct new apartment units located at 1202 N 31st St. UR-12 Zone.

REPORT PREPARED BY: Ellise Rose, Associate Planner

REPORT DATE: April 17, 2025

MEETING DATE: April 29, 2025

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:

Melissa Gundlach is proposing to construct new apartment units located at 1202 N 31st St. The applicant states the following:

- The existing parcel is a community based residential facility.
- The proposed use will be a CBRF and 1 residential unit until CBRF moves out in about 9 months, then renovation to Fourplex of residential apartments.
- The projected number of residents is 8
- The building footprint will remain the same, continuing to fit with the other residential homes and properties in the neighborhood.
- Interior renovations include walls being built and demoed to create the 4 units. An exterior door will be added for one unit to have another form of egress. There will also be plumbing, electrical, & minor HVAC work done.
- Renovations will begin on 1 residential unit as soon as possible and the other 3 units in January 2026.
- The estimated project value is 80k.
- This project will provide badly needed housing units in Sheboygan.

STAFF COMMENTS:

The proposed conversion provides much needed additional housing opportunities. The applicant will need to work with the building inspection department regarding the conversion of the space into residential apartments.

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, 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. If using chain link fencing, the applicant shall install Privacy Decorative Slating (PDS) material in order to effectively screen the dumpster.
3. 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.
4. Applicant shall obtain the necessary sign permits prior to installation. Applicant shall work with staff with regards to constructing well-designed signage for the site that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
5. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain Architectural approval from the Plan Commission prior to receiving a building permit for such renovation.
6. If there are any amendments to the approved use and/or floor/site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

ATTACHMENTS:

Conditional Use Permit Application and Attachments