

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use with exceptions by Legacy Architecture, Inc. to create commercial indoor lodging located at 632 N 8th St, Unit 2. CC Zone.

REPORT PREPARED BY: Ellise Rose, Zoning Administrator

REPORT DATE: September 3, 2025

MEETING DATE: September 9, 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:

Legacy Architecture, Inc. is proposing to create commercial indoor lodging located at 632 N 8th Street, Unit 2. The applicant states the following:

- Currently the first floor of the building is a retail space, the second floor is a vacant office space, and the third floor is a residential space owned by a local business.
- The second floor, sold to the same business that purchased the third floor, is to be converted into a 4-unit lodging space, as this location has easy access to downtown and its amenities.
- Services include lodging for 1-4 guests. There will be no employees while guests are staying.
- There will be 4 lodging units, 2,965 square feet, with no landscaping or parking on the property.
- There will be an interior remodel of the first-floor elevator lobby and the second floor. No changes to site or exterior of the building.
- Interior remodel of second floor to create 4 units, matching the interior design of the third floor. Remodel of first floor elevator lobby to create storage for guests, also matching the interior design of the second and third floors.
- Existing entrances remain unchanged, and there is reserved parking for the property in the parking lot to the south.
- There will be no signage.
- Project timeline estimated from September 2025 to March 2026. Estimated value is unknown.
- This conditional use matches the increased residential presence in downtown Sheboygan.

- The second floor will only house 4 guests, who will use the reserved parking spaces in the lot to the south. The proposed design includes proper sound attenuation in the walls, floor, and ceiling.
- The lodging use for the second floor allows a local business to use the second and third floors for customers, suppliers, and other invited guests. This use will be consistent with the increased residential presence in Harbor Centre Sheboygan, bringing people to the area who are likely to visit local venues such as restaurants and shops.

STAFF COMMENTS:

The applicant will need to work with the building inspection department regarding the conversion of the 3rd floor space into an apartment. Occupancy shall be granted only at such time as all permits and codes have been met.

If operating as a short-term rental, the applicant will be required to file the proper room tax paperwork with the City of Sheboygan.

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, food, alcohol, 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. 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.
5. 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.
6. If there are to be any exterior renovations to the facility, the applicant will be required to obtain Architectural Review approval prior to receiving a building permit for such renovation. The colors and materials are to complement/match the existing building.
7. If applicant leases space to additional tenants, the tenants shall obtain all necessary land use and building approvals/permits prior to occupancy (future uses and/or phases may require conditional use permits, building/mechanical permits, occupancy permits, etc.).
8. If operating as a short-term rental, the applicant will be required to file the proper room tax paperwork with the City of Sheboygan
9. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

ATTACHMENTS:

Conditional Use Permit Application and Attachments

