

**\*\*\*ATTACHMENTS\*\*\***

**CITY OF SHEBOYGAN****LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE MINUTES****JANUARY 27, 2021**

**MEMBERS PRESENT:** Chair Alderperson Ryan Sorenson (remote), Vice Chair Alderperson Dean Dekker (remote), Alderperson Betty Ackley (remote), Alderperson Mary Lynne Donohue (remote), Alderperson Barbara Felde (remote)

**STAFF/OFFICIALS PRESENT:** City Attorney Charles Adams (remote), Police Chief Christopher Domagalski, Fire Chief Eric Montellano, Licensing Clerk Julie Wieck (remote), Legal Assistant Kathy Hoffman

**OTHERS PRESENT:** None

**1. OPENING OF MEETING**

1.1 Roll Call

1.2 Call to Order

Chair Alderperson Ryan Sorenson called the meeting to order at 4:00 p.m.

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.4 Introduction of Committee members, staff and guests

**2. MINUTES**

2.1 Approval of Minutes - January 13, 2021

Motion by Alderperson Donohue, seconded by Alderperson Felde, to approve the minutes of the previous meeting held January 13, 2021. Motion carried 5-0.

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

3.1 R.O. No. 126-20-21 (1-18-21) by Fire Chief Eric Montellano submitting the Fire Department's quarterly report of Benchmark Measurements for the period commencing October 1, 2020 and ending December 31, 2020.

Chief Montellano reviewed the Fire Department's report of Benchmark Measurements for the fourth quarter of 2020. Public education events were held virtually and impacted over 3,100 students.

Motion by Alderperson Donohue, seconded by Alderperson Felde, to recommend the Common Council receive and file R.O. No. 126-20-21. Motion carried 5-0.

3.2 Res. No. 148-20-21 (1-18-21) A Resolution authorizing the appropriate City officials to execute the Sheboygan County Dive Team Intergovernmental Cooperative Agreement between the City of Sheboygan and Sheboygan County

Chief Montellano spoke regarding the dive team and indicated that this agreement will allow the oversight of the dive team to fall under the umbrella of the Fire Chief but overall jurisdictional authority will remain with the

Sheriff.

Motion by Alderperson Felde, seconded by Alderperson Dekker, to recommend the Common Council adopt Res. No. 148-20-21. Motion carried 5-0.

3.3 R.O. No. 127-20-21 (1-18-21) by Chief of Police Christopher Domagalski submitting the Police Department's quarterly report of Benchmark Measurements for the period commencing October 1, 2020 and ending December 31, 2020.

Chief Domagalski reviewed the Police Department's report of Benchmark Measurements for the fourth quarter of 2020. Community outreach has been severely impacted by the pandemic.

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to recommend the Common Council receive and file R.O. No. 127-20-21. Motion carried 5-0.

3.4 Res. No. 149-20-21 (1-18-21) A Resolution authorizing the Purchasing Agent to issue a Purchase Order for the purchase of 24 ruggedized laptop computers and vehicle mounting hardware for the Sheboygan Police Department

Chief Domagalski spoke regarding the purchase of laptop computers using funds included in the 2021 Capital Improvements budget.

Motion by Alderperson Donohue, seconded by Alderperson Ackley, to recommend the Common Council adopt Res. No. 149-20-21. Motion carried 5-0.

3.5 R.O. No. 128-20-21 (1-18-21) Submitting various license applications for the period ending December 31, 2021 and June 30, 2022

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to hold Taxicab Driver Lic. App. No. 3452 (Jamie M. Peterson) for a hearing on possible denial of her license application, and to grant the remainder of the license applications for individuals and entities listed on the above-referenced R.O. Motion carried 5-0.

#### **4. NEXT MEETING DATE**

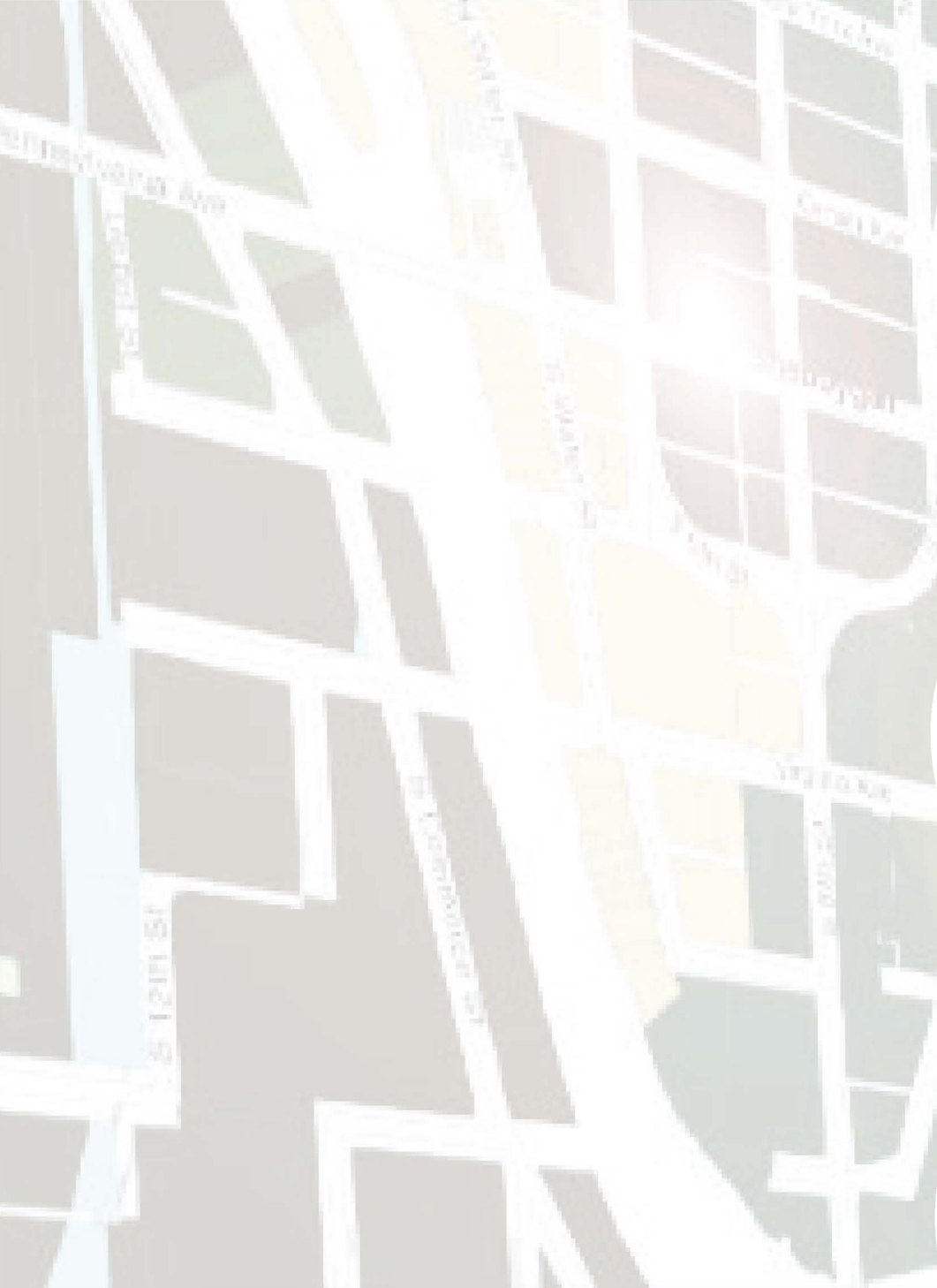
4.1 Next meeting date will be February 10, 2021

The next committee meeting is scheduled to be held on February 10, 2021 at 4:00 p.m. in the Council Chambers on the third floor of City Hall, 828 Center Avenue.

#### **5. ADJOURN**

5.1 Motion to adjourn

Motion by Alderperson Dekker, seconded by Alderperson Felde, to adjourn at 4:20 p.m. Motion carried 5-0.



# City Development

## 2020 Annual Report

The Department of City Development Annual Report outlines accomplishments regarding development activity, trends, and departmental initiatives.



# DIVISION PROFILE: **PLANNING AND DEVELOPMENT**

## Mission Statement

Actively promote a diverse, safe, and dynamic community and enhance the living, working, and recreational choices for all Sheboygan citizens and visitors.

## Vision Statement

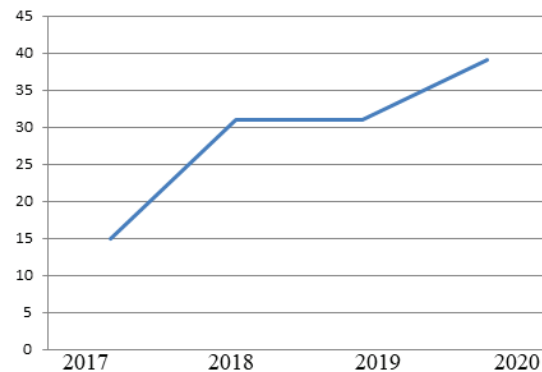
The vision of Planning and Development is to take a leadership role in creating opportunities for our City to continue to grow and sustain our diverse communities that define and give Sheboygan its unique character.



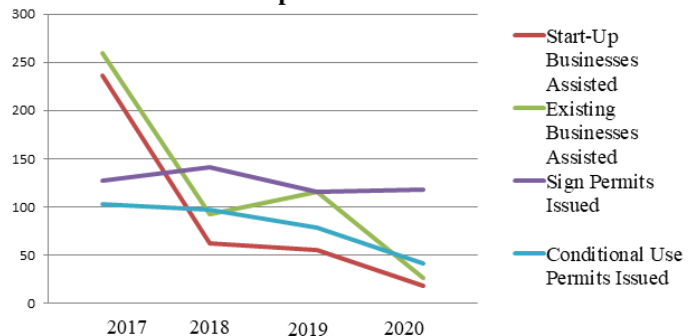
### The Planning and Development Division provides:

- Conditional use permits
- Site plan approval
- Zoning information and letters
- Home occupation approval
- Landscape plan review and approval
- Neighborhood association support
- GIS mapping services
- CDBG grant management
- Business loans
- Housing rehabilitation loans
- Grant writing
- Grant disbursement and management
- Plan/report writing and document design
- Sustainability initiative coordination
- Sign permits
- Economic development services
- Business Improvement District support
- Green Tier Legacy Community representation
- Neighborhood planning services
- Landlord Training administration
- Visit Sheboygan support

**Total Comprehensive Plan Ordinances Inacted 2017-2020**



**Annual Report 2017-2020**



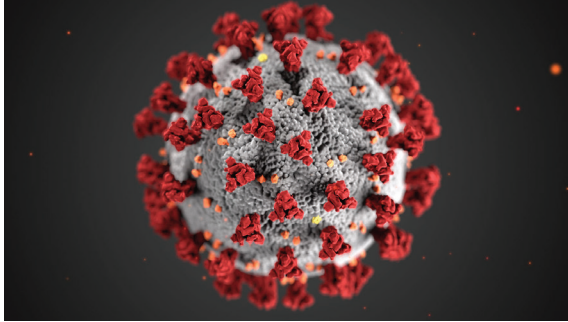
## Planning and Development Division Boards, Commissions, and Committees

- Architectural Review Board
- City Plan Commission
- Redevelopment Authority
- Housing Rehabilitation Loan Commission
- Historic Preservation Commission
- Sustainable Sheboygan Task Force
- Common Council
- Board of Zoning Appeals
- Joint Review Board

Planning and Development staff coordinates meetings and provides these committees with professional reports and recommendations.

# PLANNING AND DEVELOPMENT COVID-19

The United States Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act on March 27, 2020. Included in this act was additional Community Development Block Grant (CDBG) funds that the City Development Department administered on behalf of the City of Sheboygan. The City, under CDBG-CV1 allocation, received \$539,956. The Common Council allocated \$420,000 of these funds to a new Small Business Emergency Assistance Program to provide assistance to microenterprise businesses with five or fewer employees. The remaining funds were provided to non-profit agencies affected by the pandemic and used for city administration expenses.



The City received an additional allocation of \$230,211 known as CDBG-CV3 funding. This funding was provided to our partner Lakeshore CAP to administer a mortgage/utility assistance program for low to moderate income homeowners in the city to be launched February 2021.

## Small Business Emergency Assistance Program

The Small Business Emergency Assistance Program was rolled out as a way to help small businesses during the pandemic. The funds for this program were part of the CARES Act. The City was able to assist 17 businesses in 2020 with five or less employees with making payroll, marketing, rent, inventory, and utility bills businesses may have struggled to pay while business was down due to COVID. One of those businesses was Sheboygan Board and Brush. Jodi Lamers, owner, had this to say about the program. “The City of Sheboygan helped us during the pandemic with a grant to help us keep our doors open and our staff employed. As a family owned small local business, we are grateful for the help”.



Sheboygan Board and Brush

## Public Service Grants

With the first round of CARES Act funding, the City awarded grants to four Sheboygan nonprofit organizations, totaling \$38,963, to deal with the effects of COVID-19. The agencies funded include Habitat for Humanity, who offer foreclosure prevention; Meals on Wheels, who safely provided food to our City’s most vulnerable residents; the Sheboygan County Food Bank, to meet increased food insecurity and demand for services; and the Family Services Association, who assisted those affected by the pandemic with budget counseling and financial assistance. The City is currently working to provide additional investment in area organizations, as part of the second and third rounds of CARES Act funding.



Sheboygan County Food Bank

# PLANNING AND DEVELOPMENT ECONOMIC DEVELOPMENT

## FOCUS ON HOUSING OPTIONS

Over the past few decades most of Sheboygan's housing growth has occurred in the surrounding townships. In 2015, newly hired young professionals were telling local employers that the lack of modern urban housing was creating challenges for young professionals to accept a position in the local market. Sheboygan's housing market has not kept pace with the increased demand brought on by new residents.

In 2020, three projects will help with the mid-sized affordable housing options and they include:

Stonebrook Crossing Subdivision (median home price of approx. \$250,000)

Badger State Lofts (Rents from \$628 to \$1165)

South Pier Condominiums (Average cost \$350,000)

### Stonebrook Crossing Subdivision

Stonebrook Crossing Subdivision is located south of Fox Meadows Subdivision between South Business Drive and Moenning Road. A preliminary plat has been approved for this subdivision addition which consists of 64 acres, 131 lots, which will be completed

in two phases. This subdivision will include a mix of lot sizes.



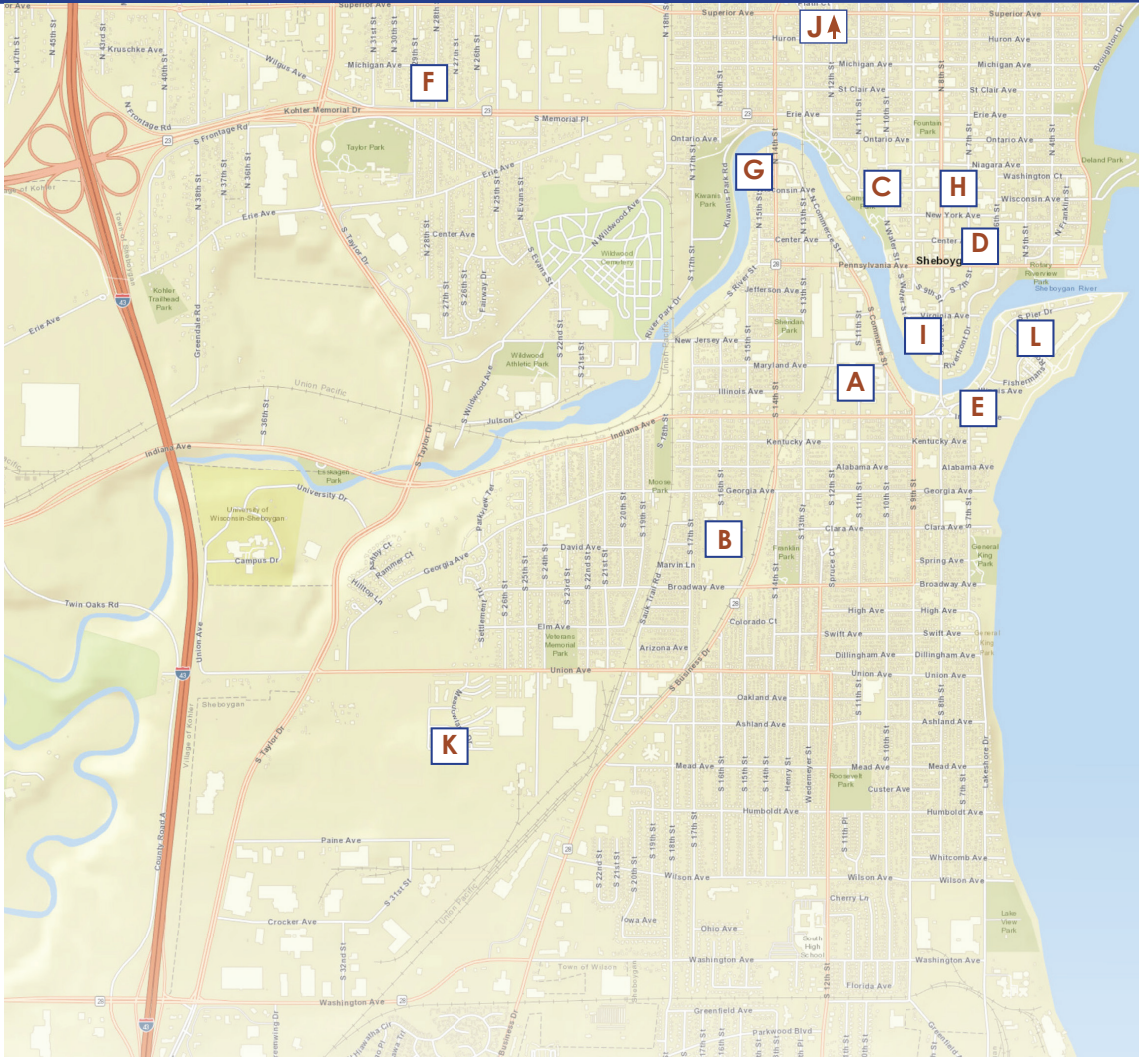
### Affordable Housing Market Study

The City of Sheboygan has retained MSA Professional Services, a Madison consulting firm, to assist with the study. Set to be completed by April 2021, the study includes three core activities: data collection, gathering stakeholder input, and the production of a final report. The study will help answer important questions like “What are the unmet housing demands in the city today”, “How will current market demand evolve for affordable housing over the next 5-10 years” and “What strategies can be implemented to fill affordable market gaps and guide the location of new housing”. In 2020, MSA completed an online survey that garnered 745 responses and completed 12 stakeholder interviews.



# PLANNING AND DEVELOPMENT ECONOMIC DEVELOPMENT

## CONTINUED FOCUS ON HOUSING OPTIONS



Project	Approximate Value	Units	Type	
Badger State Lofts	\$30,500,000	118	Affordable - Section 42	A
The Oscar	\$47,000,000	248	Market Rate	B
Kingsbury Village	\$6,000,000	33	Market Rate	C
7Penn Apartments	\$13,000,000	66	Market Rate	D
South Pier Riverfront Condominiums	\$6,100,000	21	Condominium	E
The Luxe Apartments	\$8,000,000	48	Market Rate	F
Water's Edge Condominium Complex	\$7,000,000	32	Condominium	G
Encore Apartments	\$10,100,000	81	Market Rate	H
HighPointe Apartments	\$15,700,000	91	Market Rate	I
Washington School Apartments	\$3,000,000	43	Affordable - Section 42	J
Meadowland Apartments	\$4,500,000	88	Market Rate	K
Portscape Apartments	\$11,000,000	88	Market Rate	L





# PLANNING AND DEVELOPMENT ECONOMIC DEVELOPMENT

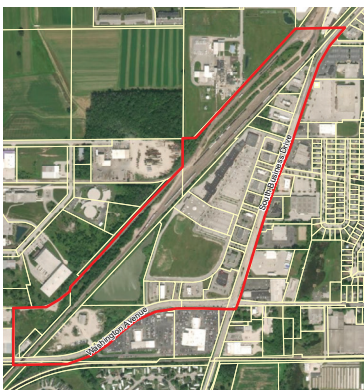
## TAX INCREMENTAL DISTRICTS (TID) UPDATE

### TID 20



In March 2020, the Common Council voted to approve creating TID 20 for the Oscar Apartment Development on the former VanDerVaart Site off South Business Drive. The Oscar Development is a \$47 million project that under the development agreement will receive approximately \$7 million in Tax Incremental Finance (TIF) development incentives to offset the costs associated with preparing the blighted, vacant, underutilized property. The Oscar Development is the largest housing development ever in the City of Sheboygan. Once completed, the project will provide 240 workforce apartment units with underground parking and recreational amenities on site. The development will also include a new Kwik Trip to be valued at approximately \$2.5 million on the northwest corner of South Business Drive and Broadway Avenue.

### TERMINATION OF TID 11



In April 2020, the Common Council approved a resolution to terminate TID 11. TID 11 was created on September 21, 1998 to fund redevelopment of the former Conoco site into the Washington Square Development. The City utilized TID funds to assist with storm water detention ponds, storm sewer improvements and interior streets. State Statute allows for a one-year extension of a TID to capture the increment generated over the year and dedicate it towards affordable housing developments. The Common Council approved this process which captured approximately \$681,000 that is now part of the City's Neighborhood Revitalization Fund and is funding façade/landscaping projects and upper floor residential rehabilitation projects.

### TID 18

In 2019 construction was completed on the SouthPointe Enterprise Campus. The City is now looking to work with interested parties to develop industrial and commercial developments. The campus provides shovel ready sites and all necessary utilities including stormwater management and recreational trails.



**SouthPointe**  
ENTERPRISE CAMPUS

- > Negotiable Price Per Acre
- > Commercial and Industrial
- > Shovel Ready Development Sites
- > Interstate 43 Frontage
- > 2-100 Acre Sites

920-459-3377    BizSheboygan.com    Development@Sheboyganwi.gov

# PLANNING AND DEVELOPMENT ECONOMIC DEVELOPMENT

## COMMERCIAL DEVELOPMENTS



**STEFANO GROCERY STORE**

Project	Approximate Value
Acuity Insurance	\$20,144,273
Rogers Behavioral Health	\$2,400,000
Stefano Grocery Store	\$400,000
South Pier Condos	\$6,100,000
The Oscar Apartments	\$47,000,000
St. Nicholas Hospital Entrance	\$260,000
Game On	\$250,000
Right Way Club Addition	\$398,000
Reach Forward	\$30,000
Sheboygan County Christian School Addition	\$4,827,803
Sol & NOVA	\$150,000
Sheboygan County Humane Society	\$2,894,247

### Neighborhood Revitalization Fund

After extending the life of Tax Incremental District 11 for a final year and capturing nearly \$681,000 in additional revenue, the City's Planning and Development Department kicked off two new programs in the spring of 2020. The Façade and Landscaping Program offers \$5,000 per property in forgivable funding for a variety of outdoor home and property improvements. The Upper Floor Residential Rehab Program provides up to \$20,000 to assist owners of commercial, mixed-use buildings with creating quality residential units. Thus far, the Façade and Landscaping Program has awarded nearly \$38,000 to seven Sheboygan property owners. The Upper Floor Program has funded more than \$115,000 worth of projects with the seven property owners contributing an additional \$105,000. Together, the two programs have resulted in an investment of approximately \$300,000 in the City's properties and neighborhoods. For more information on these programs and other funding that may be available, please visit <https://www.sheboyganwi.gov/departments/planning-development/planning-documents/>



# PLANNING AND DEVELOPMENT ECONOMIC DEVELOPMENT

## INNOVATION COMMUNITY UPDATE

### Economic Development Administration Grant through the CARES Act

The FY20 Coronavirus Aid, Relief and Economic Security (CARES) Act signed into law by President Donald J. Trump on March 27, 2020, provides the U.S. Department of Commerce Economic Development Administration (EDA) with \$1.5 billion for economic assistance programs to help communities, “prevent, prepare for, and respond to the coronavirus.” The Sheboygan County Economic Development Corporation Foundation and the City of Sheboygan Redevelopment Authority applied for a \$4.75 million grant for a \$6.0 million new innovation hub building in the innovation community. This building would be located along Indiana Avenue between South 9th Street and South 10th Street. The building would house corporate offices, higher education, entrepreneur spaces, the Small Business Development Center and Sheboygan County Economic Development Corporation offices.



As part of the proposed building, the City would construct a public owned parking lot, recreational trail and public green space along the Sheboygan River. Enhanced streetscaping and public plazas along the sidewalk would be included in the proposed plan.

### Programming

**THE SURGE**  
Connect. Inspire. Create.

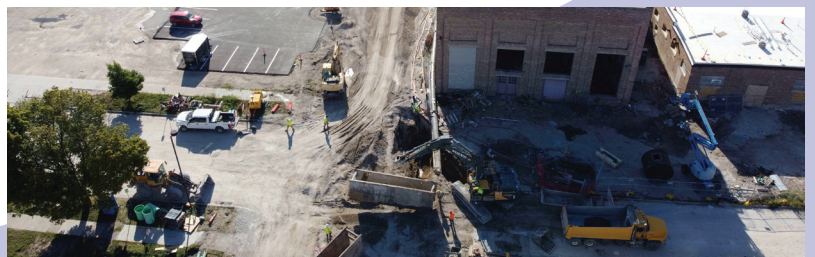
The Sheboygan County Economic Development Corporation (SCEDC) has hired staff to organize and operate innovation related programming. The Surge, a digital happy hour to connect people virtually, was born at the beginning of the pandemic. The Surge will continue to provide programming to bring innovators and problem solvers together.

### Housing Options

Two projects were completed during 2020 that will augment the new innovation community. The Badger State Lofts, a 118 unit affordable housing project, will provide spacious floor plans at an affordable rate to interested renters looking to live in an urban area close to the proposed innovation community at a renovation value of \$30 million. Also, the SP Riverfront Condos completed construction in late 2020 to add 21 new affordable condominium units to the district with affordable price points from \$300,000 to \$350,000 at a new construction value of \$6.1 million.

### Infrastructure Updates

The Department of Public Works in conjunction with Vinton Construction, reconstructed the street grid around Badger State Lofts. This \$4.5 million investment updated street and utility infrastructure from the early 1900's. This project was funded with Tax Incremental District 17 debt funding.



# PLANNING AND DEVELOPMENT CDBG PROGRAM Community Development Block Grant

Community Development Block Grant funding distribution	Amount
Partners for Community Development	\$25,000.00
Salvation Army	\$38,595.74
Lakeshore Community Health Center	\$2,315.74
SCIO	\$7,719.15
Shoreline Metro	\$42,493.00
Family Service Association	\$15,438.29
Family Connections	\$3,859.36
Lakeshore CAP	\$14,859.57
Big Brothers/Big Sisters	\$11,719.15
Street Improvements - Martin Avenue	\$66,500.00
Street Improvements - Lighting	\$50,000.00
Street Improvements - Streetscaping	\$25,000.00
Park Facilities - End Park Lighting	\$25,000.00
Street Improvements - S. 10th St.	\$250,000.00
Park, Recreational Facilities - Kiwanis Park Trail Project	\$155,812.00
Program Administration	\$183,578.00

Each year, the Department of City Development receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Fifteen percent of the City’s total CDBG allocation can be granted to public service agencies, to help support their programs and administration costs, and twenty percent can be used for departmental administration of the entire CDBG program. In 2020, CDBG funds were also used for public facilities, historic preservation, and street improvements. The public facilities funds were used to paint the railings along the riverfront, reconstruction of the Library Plaza, and a downtown playground at the Above and Beyond Children’s Museum on North 8th Street.

## Johnsonville Loan

Johnsonville has invested in the former Wigwam Mills facility and plans to add a new production facility in Sheboygan to supplement the existing Wisconsin footprint. It is anticipated that by the end of 2023, there will be 78 new family-supporting jobs created, in addition to \$33M in new capital investment, which includes new machinery and equipment as well as an investment in real property. This new facility is anticipated to be a location for new R&D processes. By utilizing new manufacturing technologies, the company plans to develop innovative offerings in the Sheboygan facility to complement their existing successful products. To assist Johnsonville, the Redevelopment Authority of Sheboygan provided a \$200,000 loan from the Economic Development Loan Program to assist with land acquisition based on creating new low to moderate income positions.

## Martin Avenue Project

Martin Avenue from N. 15th Street to N. 18th Street was identified as a neighborhood revitalization project to stabilize a vulnerable neighborhood. Martin Avenue was resurfaced as part of the City’s paving program. The top layer of asphalt was milled and replaced with new asphalt. Sidewalk ramps will be replaced with ADA compliant ramps. The materials which are included in the CDBG funding are asphalt and concrete.



# PLANNING AND DEVELOPMENT NEIGHBORHOOD REVITALIZATION

## Association Achievements

Neighborhood associations engage in a number of activities, but some notable projects from 2020 include:

- Removal of an old gas station
- Making the Grade Clothing Drive
- Annual history walk

### Kuehne Park Neighborhood



A hidden gem

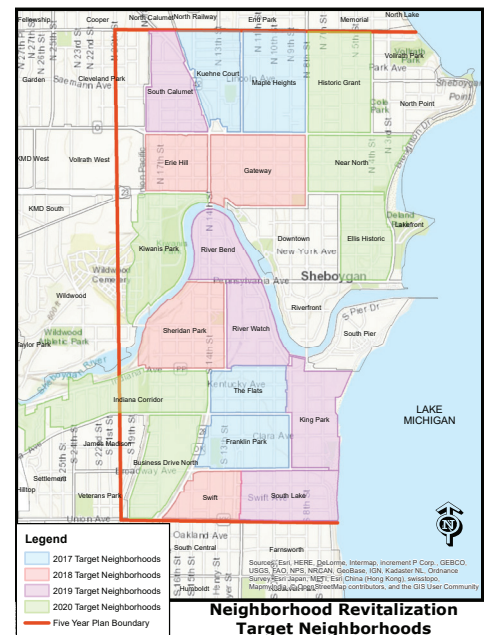
## Neighborhood Associations

Kuehne Park and Franklin Park (includes The Flats neighborhood) became the 11th and 12th official neighborhood associations in 2020. The neighborhood associations were faced with the challenges of COVID-19 and tasked with finding creative ways to still have neighborhood meetings while practicing COVID-19 protocols. Some went to outdoor meetings in the parks while others went to zoom meetings. Neighborhood Associations continue to work closely with City staff and the Police Department to ensure issues are dealt with in a timely manner, and projects have the necessary resources to be completed.



## Core Neighborhoods Chosen

Each year, core focus neighborhoods are chosen, within the five-year plan boundary, where baseline surveys are taken to better understand the current conditions in the City's central neighborhoods. In 2020, Historic Grant, Near North, Ellis Historic, and Kiwanis Park were chosen on the north side, and for the south side Indiana Corridor and Business Drive North were chosen.



## Large Item Disposal Program

Spearheaded by the Streets and Sanitation Division of the Department of Public Works (DPW), the City Development Department aided in organizing the second Large Item Disposal Program, a benefit for the neighborhood associations to participate in. Participating associations were allowed to choose a Saturday in spring to hold their event. DPW sponsored a dumpster and crusher truck stationed in the neighborhoods where residents could bring approved large items not usually picked up during the weekly garbage routes. The program was a huge success and will continue in 2021.



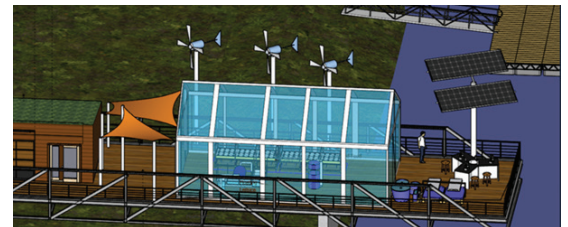
# PLANNING AND DEVELOPMENT INTERAGENCY COOPERATION

## Visit Sheboygan



City staff has been working closely with Visit Sheboygan staff to open the new visitor center in 2020. The Science, Technology, Engineering, Arts, and Mathematics (STEAM) Education Center will provide a unique visitor experience by leveraging Sheboygan's access to the Great Lakes, in combination with experiences that align with the growing trends of environmental tourism, educational tourism, and geo-tourism. The STEAM Education Center educational

programming and experiences will focus on STEM and environmentally related topics delivered in engaging formats through the use of arts. Data has shown that the incorporation of arts in education increases interest, engagement, and understanding of STEM topics, especially to the Center's main target market, students in grades one through twelve and families. Additional target markets include local, regional, and national visitors of all ages with a unifying goal of increasing awareness about Science, Technology, Engineering and Math as it pertains to the region's unique natural resources, urban ecology, local industry and recreation.



## Big Brothers/Big Sisters



### Big Brothers Big Sisters

OF SHEBOYGAN COUNTY

Community Development Planner, Janet Duellman, is a volunteer with Big Brothers Big Sisters. She

volunteers as a lunch buddy also known as School-based Big. A

lunch buddy is a mentor that meets with a Little once a week during

their lunch hour. Most of the time is spent eating, talking, playing games or heading outside for some fresh air. We asked Janet what she likes best about being a lunch buddy and she replied "The smile and excitement that takes over my lunch buddy's face when she sees me. It brightens my day and shows me that I am making a difference in her life." So how can you get involved? You can become a lunch buddy by contacting Big Brothers Big Sisters at 920/458-0111.

## Census 2020

Every 10 years the US holds a census which provides a snapshot of our population. Every community, including Sheboygan, relies on data collected during the census to help us make decisions and understand the needs of our community. Not only is this data important for decision making, it also determines the number of seats each state has in the U.S. House of Representatives, and is used by the U.S. government to distribute billions in federal funds to local communities, including Sheboygan.

City Development led the City's effort in creating a Complete Count Committee (CCC). The CCC was comprised of a broad spectrum of government and community leaders from education, business, healthcare, and other non-profit organizations. The goal of the CCC was to assist in counting the hard to count population in the right place and only one time. The City's complete count committee included Family Connections, Mead Public Library, League of Women Voters, Lakeshore CAP, Safe Harbor, Partners for Community Development, Mayor's office, Lakeshore Community Health Center, Shoreline Metro, Senior Activity Center, Sheboygan Housing Authority, Habitat for Humanity, and Active8.



# PLANNING AND DEVELOPMENT INTERAGENCY COOPERATION



Photo By JMKAC

## John Michael Kohler Arts Center

The collaboration with the John Micheal Kohler Arts Center has been a key to neighborhood revitalization efforts. Due to the pandemic canceling all concerts at City Green, the City partnered with John Michael Kohler Arts Center to bring Thursday Nights Together (at a Distance). These pop-up concert series during the summer of COVID-19, traveled to five neighborhoods, 23 mini-concerts, and 430 neighbors participated.

## Sheboygan Community Economic Development Corporation (SCEDC)

Planning and Development Division staff maintain a fruitful working relationship with the SCEDC, holding weekly check-in meetings, communicating about development opportunities, planning for special projects like the innovation district and identifying new projects to better the community.

## Green Tier Legacy Communities

The City of Sheboygan joined the Green Tier Legacy Communities charter in 2014. The Green Tier Legacy Communities (GTLC) network exists to advance sustainable practices and stretch limited local government resources. The Green Tier Legacy Communities are fortunate to have the expertise of the Executive Committee to help guide member's efforts. The Executive Committee is comprised of non-profits from 1000 Friends of Wisconsin, The League of Wisconsin Municipalities, The Wisconsin Counties Association, Slipstream and the Center on Wisconsin Strategy. The City of Eau Claire and City of Sheboygan staff serve on the Executive Committee. Executive Committee representatives meet once a month and seek to leverage the network to provide ample opportunities and resources to all members.

## Sheboygan Area Non-Profit Network

The Sheboygan Area Nonprofit Network (SANN) has been offering free, high quality professional development opportunities for area nonprofit leaders of all kinds since 2017. The group hosts monthly Lunch + Learns on a variety of relevant topics and provides a supportive network in which to exchange ideas and share resources. The City Planning Department's growing relationship with SANN was strengthened in 2020 when a founding member of the group joined the Department as the City's Grant Coordinator. Efforts to amplify key messages, expand access, and foster transparency have improved participation in initiatives like the Census and the Affordable Housing Study and led to expanded awareness of the nonprofit landscape. Offerings like this May's Lunch + Learn, "Candid Conversations with the City," and opportunities to help guide Sheboygan's direction in the years to come, will further strengthen the relationship between the City and SANN in 2021.



# DIVISION PROFILE: BUILDING INSPECTION

The Building Inspection Division is dedicated to public safety in the construction environment throughout the City through development and promotion of uniform codes and standards, code administration, and in education and instruction of safe and secure homes and businesses.



## Permitting

The Building Inspection Division provides a public service window, open during City Hall business hours, at which the public can obtain permits. The Building Inspection Division is customer focused and strives to address permitting issues as swiftly as possible.

## Coordination

The Building Inspection Division also works closely with Planning and Zoning, Engineering, Utilities, Streets, Police, and Fire/Rescue during final inspections phase of the project and during criminal and fire investigations.

## Enforcement

The Building Inspection Division has adopted all the Department of Professional and Safety, State of Wisconsin Building, Mechanical, National Electric Code (NEC) and Plumbing Codes. Through the adoption of these codes, the City ensures that all construction in the city is compliant with all codes and requirements of the State. The City also adopts the International Property Maintenance Code as it relates to enforcement of property maintenance.

Building Inspection Permits	2020 Issued	Total Fees Collected	2019	2018	2017	2016
Building	2164	\$505,307	1965 - \$578,249	1987 - \$402,912	2126 - \$395,216	2,042 - \$420,374
Electrical	531	\$195,350	444 - \$169,970	318 - \$243,815	338 - \$156,050	313 - \$178,701
HVAC	499	\$125,000	551 - \$227,500	526 - \$129,260	540 - \$153,045	552 - \$226,190
Plumbing	336	\$70,580	328 - \$89,680	436 - \$83,220	360 - \$79,400	329 - \$65,770
Wrecking/Razing	22	\$2,798	22 - \$4,062	21 - \$2,950	29 - \$4,799	25 - \$3,885
Signs	69	\$6,470	69 - \$9,308	74 - \$10,149	80 - \$10,653	96 - \$13,661
Commercial Occupancy	24	\$6,000	44 - \$11,000	32 - \$8,000	24 - \$5,100	36 - \$9,000
Park Impact Fees	NA	\$111,908	\$144,224	\$9,846	\$72,751	NA
Other Revenues	NA	\$143,961	\$65,840	\$14,032	\$225,790	NA
<b>Totals</b>	<b>3,645</b>	<b>\$1,167,374</b>	<b>3,423 - \$1,299,833</b>	<b>3,394 - \$904,184</b>	<b>3,497 - \$1,102,804</b>	<b>3,394 - 917,581</b>

Building Inspection Licensing	2020 Issued	Total Fees Collected	2019	2018	2017	2016
Weights and Measures	73	\$30,946	76 - \$29,583	88 - \$29,435	99 - \$31,623	130-\$35,859
Contractor Licensing	291	\$50,250	509 - \$78,415	79 - \$66,430	369 - \$78,415	364-\$74,765
<b>Totals</b>	<b>364</b>	<b>\$81,196</b>	<b>585 - \$107,998</b>	<b>167 - \$95,865</b>	<b>468 - \$110,038</b>	<b>3,394 - \$110,624</b>
<b>Total Permits and Licensing</b>	<b>4,009</b>	<b>\$1,248,570</b>	<b>4,008 - \$1,407,833</b>	<b>3,561 - \$1,000,049</b>	<b>3,964 - \$1,212,842</b>	<b>3,394 - \$1,028,205</b>

# BUILDING INSPECTION

## Permitting

### Building Inspection Division Commissions, and Committees

The Building Inspection Division staffs the Board of Zoning Appeals and Board of License Examiners. Building Inspection staff coordinates meetings and provides these committees with professional reports and recommendations.



### Residential Housing Construction 2016-2020



#### The Building Inspection Division provides:

- Building inspection services
- Electrical inspection services
- Heating inspection services
- Plumbing inspections services
- Clearwater inspections
- Weights and Measures
- Residential and Commercial plan review
- Code enforcement
- Landlord/tenant concerns
- Contractor licensing
- Occupancy inspections

Year	Housing Type	Number of Units	Percentage	Number of Buildings
2016	Single	7	5%	7
	Duplex	26	20%	13
	Multi - Apartment	98	75%	2
	Multi - Condominium	0	0%	0
		<u>131</u>	<u>100%</u>	<u>22</u>
2017	Single	10	5%	10
	Duplex	36	20%	18
	Multi - Apartment	91	75%	1
	Multi - Condominium	0	0%	0
		<u>137</u>	<u>100%</u>	<u>29</u>
2018	Single	6	56%	10
	Duplex	2	44%	4
	Multi - Apartment	0	0%	0
	Multi - Condominium	10	0%	0
		<u>18</u>	<u>100%</u>	<u>14</u>
2019	Single	5	2%	5
	Duplex	2	1%	1
	Multi - Apartment	232	89%	3
	Multi - Condominium	21	8%	1
		<u>260</u>	<u>100%</u>	<u>10</u>
2020	Single	3	2%	3
	Duplex	32	16%	16
	Multi - Apartment	160	82%	2
	Multi - Condominium	0	0%	0
		<u>195</u>	<u>100%</u>	<u>21</u>

# BUILDING INSPECTION CODE ENFORCEMENT

## 2020 Code and Nuisance Orders

The Department of City Development employs two part-time Code Enforcement Officers whose work is vital for the revitalization of Sheboygan’s neighborhoods. The Code Enforcement Officers are responsible for issuing and following up on code and nuisance orders in the City, improving the conditions of our neighborhoods and protecting the integrity of our housing stock. Orders are issued based on complaints received, as well as our Code Enforcement Officer’s own observances.

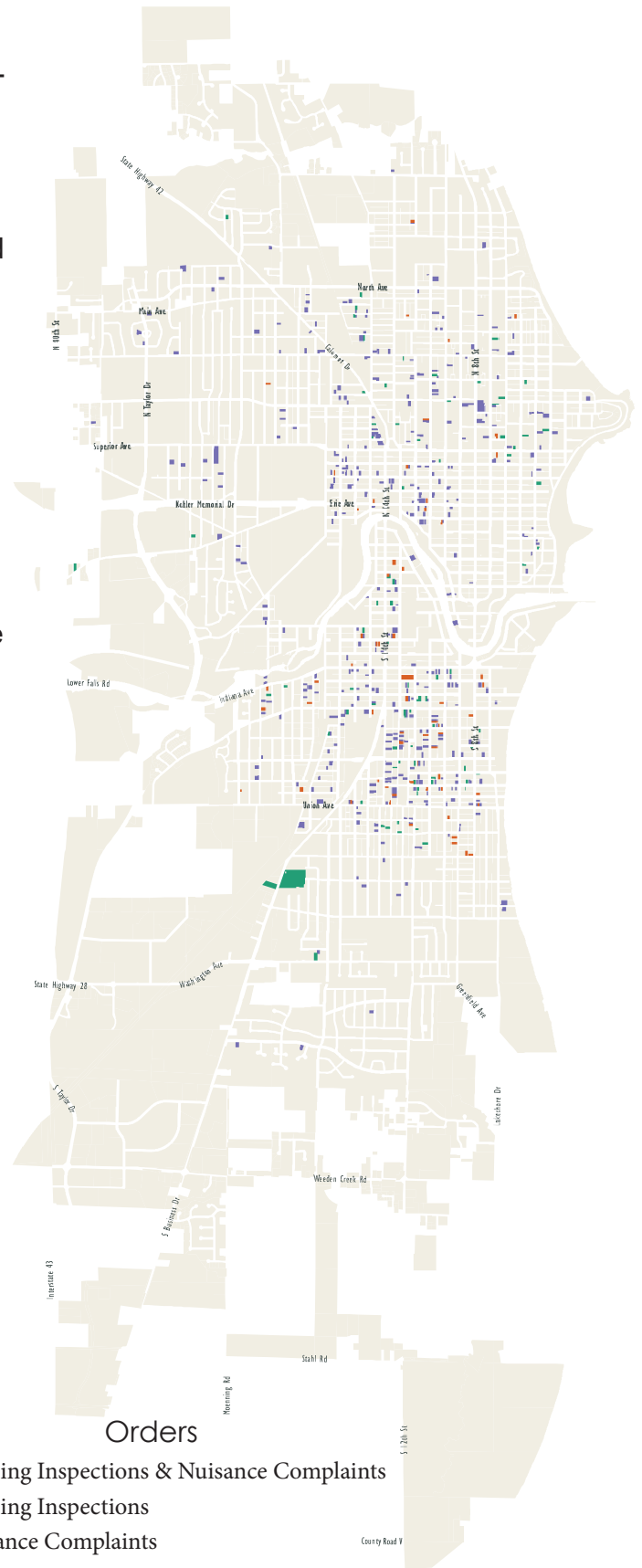
The map pictured here illustrates code and nuisance orders issued in 2020. The Code Enforcement Officers issued orders throughout the City, and spent time observing conditions in every neighborhood in the City of Sheboygan. While many orders are rectified and complied with upon the first issuance of a letter, many cases require diligent follow-up, a large part of our code enforcement officers’ job, and cannot be accurately reflected in a map.

### Nuisance Complaint Statistics

Total Number of Complaints: 683  
 Violations: Sanitation = 484, Storage = 26,  
 and Off Street Parking = 160  
 Number of Violations Fixed: 85 %  
 Number of Citations issued: 55

### Housing Inspection Activity

Total Number of Violations: 1184  
 Number of Inspections: 801  
 Average Violation per Inspection: 1.48  
 Number of Violations Fixed: 98 %  
 Number of Citations issued: 228



- Orders
- Housing Inspections & Nuisance Complaints
  - Housing Inspections
  - Nuisance Complaints

## Reducing Neighborhood Blight

Keeping our neighborhood safe, clean, and protecting quality of life all lie at the heart of Sheboygan's neighborhood revitalization program. At times, structures are not sound, or are beyond repair, and have become detractors to the overall aesthetic and quality of the neighborhood they belong to. These structures go through the process of citation which attempts to get the owners to remediate the problem, but there are times where remediation does not occur and the City takes steps to raze the buildings. Often, these buildings are called "neighborhood killers" because of the detrimental effect they can have on the area surrounding them. Removing the building can have a dramatic and positive effect on the neighborhood.

### Neighborhood Killers

Razed February 2020



## Interdepartmental Focus on Neighborhood Issues

The Code Enforcement Officers work closely with police officers, city attorneys, and the Department of Public Works employees to follow up on issues observed in our neighborhoods that require more coordination and enforcement than what their position or the Building Inspection Division can offer. Through this interdepartmental cooperation Sheboygan has made strides in cleaning up our neighborhoods and setting a new higher standard for maintenance of property throughout the City.

## City of Sheboygan Landlord Training Program

The City of Sheboygan runs an annual Landlord Training Program for area landlords to become more familiar with current landlord/tenant laws, police procedures, tenant screening, and property maintenance. Over the past five years, over 150 landlords have attended the training.





From left to right: Chad Pelishek - Director of Planning and Development, Janet Duellman - Community Development Planner, Abby Block - Grant Coordinator, Gary Van Auken - Licensing Specialist, Steve Sokolowski - Manager of Planning & Zoning, Bill Borzyskowski - Code Enforcement Officer (North Side), Dave Anderson - Code Enforcement Officer (South Side), Linnae Wierus - Building Inspection Specialist, Jeffrey Lutzke - Building Inspector (North Side), Scott Winter - Plumbing Inspector, Joseph Folger - Electrical Inspector, Ellise Rose - Permit Clerk, Pat Eirch - Building Inspector (South Side)

## City Development

828 Center Avenue, Suite 208  
Sheboygan, WI 53081  
(920) 459-3377



**CITY OF SHEBOYGAN**

**REQUEST FOR LICENSING, HEARINGS, AND PUBLIC SAFETY CONSIDERATION**

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**ITEM DESCRIPTION:** Department of City Development 2020 Annual Report

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**REPORT PREPARED BY:** Chad Pelishek, Director of Planning and Development

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**REPORT DATE:** February 1, 2021

**MEETING DATE:** February 10, 2021

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

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**BACKGROUND / ANALYSIS:**

The Department of City Development is made of two divisions, Planning and Development division that reports to the Finance and Personnel Committee and Building Inspection that reports to Licensing, Hearings and Public Safety. Although COVID put a damper on some things, permitting and licensing continued to be strong. Permit fees exceeded budgeted revenues by approximately \$350,000. Code and nuisance enforcement continued to be strong through our partnership with the Sheboygan Police Department.

A few milestones were with the approval of the Stonebrook Subdivision and the addition of 174 single family lots. This is the first single family subdivision in the city in over 20 years.

Addition of new affordable housing units at Badger State Lofts totaling 118 units as well as the start of the construction of the Oscar Apartments with a value of \$47 million.

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Discussion only.

**ATTACHMENTS:**

- I. 2020 Annual Report

## CITY ATTORNEY'S OFFICE – Annual Report for 2020



The City Attorney's Office provides legal services to city staff and alderpersons in an efficient manner to assist them in making fully informed decisions. This includes providing guidance, training, and information. The City Attorney, who is elected by the residents of Sheboygan, is the legal advisor and attorney for the City of Sheboygan. We perform professional legal work, represent the city in legal proceedings, conduct the city's legal business and related work, draft ordinances and resolutions, prosecute all violations of city ordinances, keep up with new law and trends in the law, and provide legal advice as appropriate to the Mayor, Common Council, various committees, and the city's management team.

The City Attorney's Office upholds the City's Core Values (STAIRS) to support the Focus Areas of the City of Sheboygan Strategic Plan:

### Core Values

S – Service  
 T – Teamwork  
 A – Accountability  
 I – Innovation  
 R – Respect  
 S – Stewardship/Fiscal Responsibility

### Focus Areas

1. Quality of Life  
 2. Infrastructure and Public Facilities  
 3. Economic Development  
 4. Neighborhood Revitalization  
 5. Governing and Fiscal Management  
 6. Communication

<b>Workload Measurements</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>
Municipal Court cases prosecuted	N/A	801	640	842	792
Circuit Court cases prosecuted	N/A	8	2	9	3
Abatements	N/A	2	1	0	0
Inspection Warrants	N/A	3	1	1	1
Raze Orders	N/A	1	7	4	1
Insurance Claims	N/A	N/A	N/A	N/A	*45
Parking Tickets	N/A	N/A	N/A	N/A	*84
Business Development Loans	N/A	1	1	3	1
Real Estate closings	N/A	9	7	8	4
Lawsuits against City	N/A	5	6	7	5
Foreclosures	N/A	4	3	3	1
Bankruptcies	N/A	12	12	12	9
Council documents processed	N/A	N/A	N/A	N/A	*217
Contracts reviewed	N/A	N/A	N/A	N/A	*126

\* first year reported

R. O. No. 128 - 20 - 21. By CITY CLERK. January 18, 2021.

Submitting various license applications for the period ending December 31, 2021 and June 30, 2022.

\_\_\_\_\_  
City Clerk

BEVERAGE OPERATOR'S LICENSE (NEW) (June 30, 2022)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3453	Allmann-Lawrence, Kyle A.	3324 S. 11 <sup>th</sup> Street
7509	Beniger, Amanda M.	809 Huron Avenue
0627	Daane, Aleyda A.	1721 N. 40 <sup>th</sup> Street
9794	East, Jacob A.	1031 Maryland Avenue Apt. 413
3459	Fuller, Seth A.	2511 N. 10 <sup>th</sup> Street
3457	Gast, David L.	816A Lincoln Avenue
2724	Gierke, Anthony R.	1419A Geele Avenue
2189	Hernandez, Vicky L.	6917 Rex Lane, Sarasota FL
3460	Hutton, Alexandra C.	W4578 County Road A N, Elkhart Lake
8206	La Frenier, Stacy L.	1123 Lincoln Avenue
3456	Martinez, Laquisha	1114 N. 11 <sup>th</sup> Street
1689	Miller, Courtney L.	218 East Mill Street, Plymouth
1879	Schuette, Emily A.	611 Mark Avenue, Sheboygan Falls
4884	Spindler, Tiffany A.	2332 Carmen Avenue Apt. 4C

MASSAGE ESTABLISHMENT LICENSE (RENEW) (December 31, 2021)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3252	Fantoli Massage & Wellness, LLC	4027 S. Business Drive

TAXICAB DRIVERS LICENSE (NEW) (December 31, 2021)

<u>No.</u>	<u>Name</u>	<u>Address</u>
1982	Bouchard, Robert	819 Humboldt Avenue
3454	Garcia Correa, Rogelio	1218 Huron Avenue
2906	Forss, Brian J.	1319 N. 12 <sup>th</sup> Street
3057	Hrabrich, Gregory H.	428 St. Clair Avenue
3451	Konz, Karissa N.	1427 N. 11 <sup>th</sup> Street
2434	Lopez, Angela M.	3325 Main Avenue Apt. 102
3222	Pena, Kristina EM.	1812 S. 12 <sup>th</sup> Street
3452	Peterson, Jamie M.	N3455 Highway 57, Waldo

II

R. O. No. 135 - 20 - 21. By CITY CLERK. February 1, 2021.

Submitting various license applications for the period ending December 31, 2021 and June 30, 2022.

\_\_\_\_\_  
City Clerk

BEVERAGE OPERATOR'S LICENSE (NEW) (June 30, 2022)

<u>No.</u>	<u>Name</u>	<u>Address</u>
7322	Arnsmeier, Dean M.*CLUB*	4622 N. 50 <sup>th</sup> Street
3465	Caldwell, Gretchen	1404 N. 12 <sup>th</sup> Street
0932	Cortez, Goya Elena	1725 N. 8 <sup>th</sup> Street
3463	Frankovis, Heather L.	1609 S. 25 <sup>th</sup> Street
3466	Hansen, Amy R.	4604 Fox Grove Road
9474	Helmke, Amber L.	1447 S. 21 <sup>st</sup> Street
3464	Martin, Alexis L.	4908 S. 14 <sup>th</sup> Street
3462	Mattfield, Lynn M.	1716A S. 7 <sup>th</sup> Street
3468	Meluch, Jessica A.	514 S. 27 <sup>th</sup> Street
3469	Meyer, Kaylee E.	59 N. Hiawatha Circle
3461	Mindt, Courtney F.	1526 S. 20 <sup>th</sup> Street
3467	Post, Bonnie J.	3804 N. 12 <sup>th</sup> Street
3473	Ridenour, John F.	724 Broadway Avenue
2712	Sosa, Jacqueline, C.O.	405 Superior Avenue
1805	Turner, Jennifer R.	824 Ashland Avenue

CHANGE OF PREMISE

<u>No.</u>	<u>Name</u>	<u>Address</u>
3069	Time and a Half	2518 N. 15 <sup>th</sup> Street - One day Event to be held 2/27/21 to include Fence line to corner of 15 <sup>th</sup> and Martin Ave in front and corner of 15 <sup>th</sup> and Martin to driveway on Martin Ave side of building, in addition to current premises description.

CHPS

TAXICAB DRIVERS LICENSE (NEW) (December 31, 2021)

No.   Name

Address

1841 Hansen, Stanley J.

1634 S. 12<sup>th</sup> Street