



# THIRD SPECIAL COMMON COUNCIL MEETING AGENDA

**October 23, 2023 at 5:15 PM**

**City Hall, 3rd Floor - Council Chambers, 828 Center Avenue,  
Sheboygan, WI**

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**This meeting may be viewed LIVE on Charter Spectrum Channel 990, AT&T U-Verse Channel 99 and:  
[www.wscssheboygan.com/vod](http://www.wscssheboygan.com/vod).**

Notice of the 3rd Special Meeting of the 2023-2024 Common Council at 5:15 PM or immediately following the Finance and Personnel Committee meeting, MONDAY, October 23, 2023 in City Hall, 3rd Floor - Council Chambers, 828 Center Avenue, Sheboygan, WI. Persons with disabilities who need accommodations to attend the meeting should contact Meredith DeBruin at the City Clerk's Office, 828 Center Avenue, (920) 459-3361.

Members of the public who wish to participate in public forum remotely shall provide notice to the City Clerk at (920) 459-3361 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

**1. Roll Call**

**2. Pledge of Allegiance**

**3. Public Forum**

*Limit of five people having five minutes each with comments limited to items on this agenda.*

## **RESOLUTIONS**

**4.** Res. No. 86-23-24 by Alderpersons Salazar and Felde adopting a Contractor's Licenses Fee Schedule.

## **GENERAL ORDINANCES**

**5.** Gen. Ord. No. 28-23-24 by Alderpersons Salazar and Felde amending various sections of the Sheboygan Municipal Code with regard to contractor licensing, including the removal of a codified fee schedule.

## **ADJOURN MEETING**

**6. Motion to Adjourn**

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*

**CITY OF SHEBOYGAN  
RESOLUTION 86-23-24**

**BY ALDERPERSONS SALAZAR AND FELDE.**

**OCTOBER 23, 2023.**

A RESOLUTION adopting a Contractor's Licenses Fee Schedule.

WHEREAS, various updates are being proposed to sections of the Sheboygan Municipal Code regarding contractor licensing, including the removal of a codified fee schedule; and

WHEREAS, staff desires to implement a resolution-based fee schedule to be maintained on file in the offices of the City Clerk and Building Inspection instead of an ordinance-based fee schedule.

NOW, THEREFORE, BE IT RESOLVED: That the City of Sheboygan Common Council adopts the attached Contractor's Licenses Fee Schedule.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

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Ryan Sorenson, Mayor, City of  
Sheboygan

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Meredith DeBruin, City Clerk, City of  
Sheboygan



## City of Sheboygan Contractor's Licenses Fee Schedule

Item 4.

### General Contractor License

- Application Fee \$75.00
- License \$300.00

### Carpenter Contractor

- Application Fee \$50.00
- License \$200.00

### Carpenter Accessory Contractor

- Application Fee \$50.00
- License \$150.00

### Certified Contractor

- Application Fee \$25.00
- License \$100.00 per classification

### Temporary Licenses

- Temporary General Contractor License \$525.00
- Temporary Carpenter Contractor License \$350.00
- Temporary Carpenter Accessory Contractor License \$275.00
- Temporary Certified Contractor License \$200.00
- Temporary HVAC Contractor License \$200.00

**CITY OF SHEBOYGAN  
ORDINANCE 28-23-24**

**BY ALDERPERSONS SALAZAR AND FELDE.**

**OCTOBER 23, 2023.**

AN ORDINANCE amending various sections of the Sheboygan Municipal Code with regard to contractor licensing, including the removal of a codified fee schedule.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

**SECTION 1:**        **AMENDMENT** “Sec 12-125 Classification” of the Sheboygan Municipal Code is hereby *amended* as follows:

**A M E N D M E N T**

Sec 12-125 Classification

Contractors are classified and the licenses/registration fees for such contractors shall be as set forth in the Contractor's Licenses Fee Schedule on file in the offices of the city clerk and building inspection~~are established as set forth below~~. Licensed or registered contractors may perform only the particular type of work or services specified by the particular classification:

(a) *General contractor.*

- (1) General contractors may perform residential and commercial building and remodeling, including the following:
  - a. Rough framing;
  - b. Insulating;
  - c. Drywall;
  - d. Roofing;
  - e. Siding;
  - f. Building component insulation;
  - g. Steel erecting;
  - h. Building of fences, porches, and decks; and
  - i. In-ground pool installation.
- (2) The permitted activities include both structural and nonstructural work.
- (3) The following activities are not included among the work that may be performed by general contractors:
  - a. Heating, ventilating, and air conditioning;
  - b. Plumbing; and
  - c. Electrical.

(b) *Carpenter contractor.*

- (1) Carpenter contractors may perform residential building and remodeling,

including the following:

- a. Rough framing;
- b. Insulating;
- c. Drywall;
- d. Roofing;
- e. Siding;
- f. Building component insulation;
- g. Steel erecting; and
- h. Building of fences, porches, and decks.

The permitted activities include both structural and nonstructural work.

- (2) Carpenter contractors may engage in building and remodeling of commercial buildings covered under the International Building Code and Wis. Admin. Code chs. SPS 50--70, including the following:

- a. Interior nonstructural remodeling;
- b. Remodeling, removal, and building of non-load-bearing walls, nonstructural windows, and nonstructural doors;
- c. Siding;
- d. Roofing; and
- e. Construction/repair of fences.

- (3) The following activities are not included among the work that may be performed by carpenter contractors:

- a. Heating, ventilating, and air conditioning;
- b. Plumbing; and
- c. Electrical.

*(c) Carpenter accessory contractor.*

- (1) Carpenter accessory contractors may engage in building and remodeling of residential accessory buildings, including detached garages, decks, pergolas, sheds, and gazebos, as defined in sections 30.20 and 30.21 of the Uniform Building Code, including the following:

- a. Rough framing;
- b. Insulating;
- c. Drywall;
- d. Roofing;
- e. Siding;
- f. Building component insulation;
- g. Steel erecting; and
- h. Building of fences.

The permitted activities include both structural and nonstructural work.

- (2) The following activities are not included among the work that may be performed by carpenter accessory contractors:

- a. Building and remodeling of commercial or primary residential buildings;
- b. Heating, ventilating, and air conditioning;
- c. Plumbing; and
- d. Electrical.

*(d) Registered contractor.*

(1) Registered contractors within each classification below may perform only work within its classification:

- a. Drywall installation;
- b. Insulation;
- c. Masonry/concrete;
- d. Moving/razing;
- e. Roofing;
- f. Siding.
- g. Nonstructural building component installation, including, but not limited to:
  1. Windows, doors.
  2. Cabinets, countertops.
  3. Fencing.
  4. Steel erecting.

(Code 1997, § 26-147; Ord. No. 44-97-98, § 1, 7-21-1997; Ord. No. 76-02-03, § 6, 4-2-2003; Ord. No. 57-05-06, § 1, 11-21-2005; Ord. No. 76-07-08, § 1, 1-17-2008)

**SECTION 2:        AMENDMENT** “Sec 12-126 Applications” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Sec 12-126 Applications

An applicant for a contractor's license or registration shall make application by filling in the printed forms which may be obtained from the building inspection division and paying ~~an \$25.00~~ application fee per license or registration.

(Code 1997, § 26-148; Ord. No. 44-97-98, § 1, 7-21-1997)

**SECTION 3:        AMENDMENT** “Sec 12-130 License/Registration Fee” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Sec 12-130 License/Registration Fee

Before any license or registration shall be issued or renewed under the provisions of this division, the applicant shall pay a license or registration fee as ~~follows:~~set forth in the Contractor's Licenses Fee Schedule on file in the offices of the city clerk and building inspection.

~~(a) General contractor license: \$300.00. Carpenter contractor license: \$150.00. Registered contractor: \$100.00. Business owner contractor: \$100.00.~~

(Code 1997, § 26-152; Ord. No. 44-97-98, § 1, 7-21-1997; Ord. No. 57-05-06, § 1, 11-21-2005)

**SECTION 4:** AMENDMENT “Sec 12-133 Temporary Licenses” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Sec 12-133 Temporary Licenses

- (a) Any contractor, before commencing any type of construction contracting work shall first apply for a license to engage in such contracting work. Such application shall be made to the director of planning ~~city planner~~ or their designee, who may issue a temporary license to such contractor for a specific contracting job, upon the applicant's furnishing proof of compliance with the insurance/bonding requirements of section 12-132, the required qualifications of section 12-127 and upon payment of the required permit fee as set forth in the Contractor's Licenses Fee Schedule on file in the offices of the city clerk and building inspection. ~~follows:~~
  - ~~(1) Temporary carpenter: \$250.00. Temporary general: \$525.00. Temporary registration: \$200.00. Temporary heating contractor: \$125.00.~~
- (b) In the event the application for a temporary license is denied, the applicant may appeal to the board of examiners within five days after the denial, such appeal to be in writing and shall set forth the ruling appealed from and be filed with the secretary of the board of examiners. Such notice of appeal shall state clearly and briefly the grounds of the appeal. Where a situation requires an immediate decision, that of the city planner or the planner's designee shall be final and conclusive.
- (c) No more than two such temporary licenses shall be issued to any one contractor/business within a calendar year.

(Code 1997, § 26-155; Ord. No. 44-97-98, § 1, 7-21-1997; Ord. No. 76-02-03, § 7, 4-2-2003; Ord. No. 57-05-06, § 1, 11-21-2005)

**SECTION 5:** AMENDMENT “Sec 12-347 Temporary Licenses” of the Sheboygan Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Sec 12-347 Temporary Licenses

- (a) Any contractor, commencing any type of heating, ventilating or air conditioning work within the city shall first apply for a contractor's license to engage in such contracting work. Such application shall be made to the heating inspector, who may issue a temporary license to such contractor for a specific contracting job, upon the applicant's furnishing proof of compliance with the insurance requirements of section 12-343, meeting experience qualifications of section 12-341, and upon payment of a temporary license fee ~~of \$50.00.~~
- (b) If the application for a temporary license is denied, the applicant may appeal to the board of examiners within five days after the denial, such appeal to be in writing and shall set forth the ruling appealed from and be filed with the secretary of the board of examiners. Such notice of appeal shall state clearly and briefly the grounds of the appeal. Where a situation requires an immediate decision that of the manager of planning and inspection services or the manager's designee shall be final and conclusive.
- (c) Nothing in this section shall prohibit a contractor whose principal place of business is located outside of the city from obtaining a contractor's license pursuant to this division.
- ~~(d) No more than two such temporary licenses may be obtained by any one contractor in a 12-month period.~~

(Code 1975, § 20-25; Code 1997, § 26-524; Ord. No. 89-98-99, § 5, 11-2-1998)

**SECTION 6: REPEALER CLAUSE** All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**SECTION 7: EFFECTIVE DATE** This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL  
OCTOBER 23, 2023.

Presiding Officer

Attest



Ryan Sorenson, Mayor, City of  
Sheboygan



Meredith DeBruin, City Clerk, City of  
Sheboygan

**CITY OF SHEBOYGAN  
ORDINANCE 28-23-24**

**BY ALDERPERSONS SALAZAR AND FELDE.**

**OCTOBER 23, 2023.**

AN ORDINANCE amending various sections of the Sheboygan Municipal Code with regard to contractor licensing, including the removal of a codified fee schedule.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

**SECTION 1: AMENDMENT** "Sec 12-125 Classification" of the Sheboygan Municipal Code is hereby *amended* as follows:

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Sec 12-125 Classification

Contractors are classified and the licenses/registration fees for such contractors shall be as set forth in the Contractor's Licenses Fee Schedule on file in the offices of the city clerk and building inspection ~~are established as set forth below~~. Licensed or registered contractors may perform only the particular type of work or services specified by the particular classification:

- (a) General contractor. ~~(1) Fee: \$300.00~~
- ~~(2)~~ (1) General contractors may perform residential and commercial building and remodeling, including the following:
- a. Rough framing;
  - b. Insulating;
  - c. Drywall;
  - d. Roofing;
  - e. Siding;
  - f. Building component insulation;
  - g. Steel erecting;
  - h. Building of fences, porches, and decks; and
  - i. In-ground pool installation.
- ~~(3)~~ (2) The permitted activities include both structural and nonstructural work.
- ~~(4)~~ (3) The following activities are not included among the work that may be performed by general contractors:
- a. Heating, ventilating, and air conditioning;
  - b. Plumbing; and
  - c. Electrical.

- (b) Carpenter contractor. ~~(1) Fee: \$150.00~~

- ~~(2)~~ (1) Carpenter contractors may perform residential building and remodeling, including the following:

- a. Rough framing;
- b. Insulating;
- c. Drywall;
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- f. Building component insulation;
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The permitted activities include both structural and nonstructural work.

- ~~(3)~~ (2) Carpenter contractors may engage in building and remodeling of commercial buildings covered under the International Building Code and Wis. Admin. Code chs. SPS 50--70, including the following:

- a. Interior nonstructural remodeling;
- b. Remodeling, removal, and building of non-load-bearing walls, nonstructural windows, and nonstructural doors;
- c. Siding;
- d. Roofing; and
- e. Construction/repair of fences.

- ~~(4)~~ (3) The following activities are not included among the work that may be performed by carpenter contractors:

- a. Heating, ventilating, and air conditioning;
- b. Plumbing; and
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(c) *Carpenter accessory contractor* ~~(4) Fee: \$150.00~~

- ~~(2)~~ (1) Carpenter accessory contractors may engage in building and remodeling of residential accessory buildings, including detached garages, decks, pergolas, sheds, and gazebos, as defined in sections 30.20 and 30.21 of the Uniform Building Code, including the following:

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- (c) Nothing in this section shall prohibit a contractor whose principal place of business is located outside of the city from obtaining a contractor's license pursuant to this division.
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(Code 1975, § 20-25; Code 1997, § 26-524; Ord. No. 89-98-99, § 5, 11-2-1998)

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PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

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Ryan Sorenson, Mayor, City of  
Sheboygan

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Meredith DeBruin, City Clerk, City of  
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