

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit with exceptions by Sheboygan Area Pay It Forward Inc. to operate a day center located at 1221 Erie Avenue Unit R1-B. UC Zone

REPORT PREPARED BY: Ellise Rose, Program Assistant

REPORT DATE: September 6, 2023

MEETING DATE: September 26, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Kathleen and Scott LaBonte are proposing to operate Sheboygan Area Pay It Forward located at 1221 Erie Avenue Unit R1-B. The applicant states the following about the project:

- The space will be used as our office and a Day Center for our peers experiencing homelessness and those at high risk of homelessness.
- This site gives our clients easy walkability to The Community Café on 7th and Ontario for lunches, The Department of Health and Human Services, The Warming Center, The Open Door, Lighthouse Recovery Community Center, Salvation Army and the Mead Public Library, as well as easy access to public Transportation. It's located within blocks of downtown so it's very accessible for our clientele.
- This also gives us a central location with set office hours so our peers that have recently obtained housing can come and meet with us to determine what furniture, dishes, and other household necessities we are able to help them with. Our storage units will be located in the same building.
- The Sheboygan Area Pay It Forward Inc. provides a non-faith based, warm, safe space for our peers experiencing homelessness to have access to resources and a bathroom. We work consistently with our peers on habitat change, budgeting, goal setting and the steps involved to reach those goals.
- Employment goals including interview help, resumes and finding prospective employers who are willing to work with our peers will also be provided.
- We work closely with other local entities to ensure that all of our peers' needs are being met to ensure positive life changes for them.

- The Center is a calm, sober, family friendly environment for everyone to feel safe.
- We plan to be open seven days per week from 7:00 am to 7:00 pm from November 1st through April 30th to offset the Warming Center Hours during colder months and 7:00 am to 3:00 pm on Sunday, Monday, Thursday and Friday from May 1st through October 31st. We will be closed on Wednesday and Saturday during the warmer months.
- Those days/hours may change if the need is higher than anticipated during those months.
- The only other current activities would be our monthly Board meetings after hours and we have someone who would like to host free meditation sessions for our clients/volunteers/public.
- The Community Café provides lunches six days per week and our peers are encouraged to go there for their afternoon meal. We will not have a kitchen in our space but there is an open nook space with a peninsula style counter which will give us ample space to store our snacks and other necessities.
- We will continue to provide an afternoon meal on Sunday's from 12-2 since there is no community meal offered that day. The meal is donated by individuals or businesses and is restricted to our peers only.
- Our Day Center/offices will be a calm, family friendly, sober environment. Disruptive behavior and disrespect of our facility or surrounding businesses will not be tolerated and neither will loitering on the street.
- Our business will be staffed by the Operations Director and/or Executive Director and trained volunteers.
- Once our 501c3 status is complete we will look to add additional paid staff in the future as funding allows.
- Since opening our doors on Michigan Ave on March 8, 2023 we have had 2,904 peers through our doors to utilize our resources.
- The new space allows us to incorporate our storage, Day Center, and offices all within the same building which allows us to be much more efficient with the services provided. It allows us to remain in an accessible area but gives our peers utilizing our Center more privacy.

Site details:

- There is a wheelchair ramp and small deck area for our peers to be outside without disturbing any neighbors.
- You enter a foyer which has a receiving window for our visitors/donors before entering our Center which allows more privacy for our peers.
- There is a storage room/office space to the left of the entry where our files can be secured.
- Once entering our Center the floor plan is one main open room which allows us to have a sign in area along with a table/chairs area for working with our clients individually or in groups. They will also be able to sit here to have coffee or snacks, play games or do art work and journal work.
- There will be locker space to the right when entering where peers will be able to secure their items while going to appointments or participating in our Day Center activities.
- One wall in the main area will host a coffee bar/snacks.
- The back section of the main room will have a comfortable seating/tv area for those in need of a safe space to relax and a wall area where jackets can be hung.
- There is a locked doorway in the back of the main room that leads to a storage room that will be used for our daily supplies, storage and emergency necessities for our clients (blankets, hygiene products, backpacks and emergency clothing items).
- There are two bathrooms down a short hallway to the left of the foyer for our peers to use.

- There are also two storage closets within the main space.
- We have a sign with our logo that will be attached to the peak area above our entrance so it is viewable from the street/parking lot and we will add a small sign in the designated Venture Center sign on Erie Ave.
- We will have a sign by the main entrance that displays our hours of operation.
- No renovations to the existing interior or exterior space other than interior paint.

STAFF COMMENTS:

It appears there is no dumpster enclosure at this site. If dumpsters are to be used, the dumpsters and/or grease receptacles shall be screened and enclosed and the applicant will work with staff with regards to the design and location of dumpster.

The applicant mentions possible signage but no formal sign package has been submitted. Applicant shall work with staff with regards to constructing a well-designed sign package. Staff may bring the proposed signage design back to the Plan Commission if there are any concerns.

ACTION REQUESTED:

Staff recommends approval of the conditional use permit subject to the following conditions:

1. Prior to operation/occupancy, the applicant shall obtain all licenses and permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, health, State of Wisconsin, Sheboygan County, etc.
2. If using a dumpster, the dumpster 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 Slatted (PDS) material in order to effectively screen the dumpster.
3. Outdoor storage of materials, products or equipment shall be prohibited.
4. All ground level and rooftop mechanicals shall be screened/enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
5. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
6. Applicant shall obtain the necessary sign permits prior to installation. Applicant shall work with staff with regards to constructing a well-designed signage for the site. Staff may bring the proposed signage design back to the Plan Commission for review/approval.
7. Proposed signage will be individual letter signs (no flat panel or interior lit cabinet signs).
8. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit for such renovation.
9. Applicant shall adequately monitor the Sheboygan Area Pay It Forward and in no instance shall the use create a nuisance for neighboring properties (noise, hours of operation, garbage, loitering, etc.). If any issue(s) arises, the Plan Commission may again review the conditional use permit.
10. 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 and required attachments