

	CITY OF SHEBOYGAN	Fee: \$250.00 <input checked="" type="checkbox"/>
	APPLICATION FOR CONDITIONAL USE	Review Date: <u>2/28/23</u>
		Zoning: <u>CC</u>

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Applicant Name (Ind., Org. or Entity) <u>Sheboygan Area Pay It Forward Inc Kathleen LaBonte</u>		Authorized Representative <u>Kathleen LaBonte</u>	
Mailing Address <u>2210 Sunflower Ave</u>		City <u>Sheboygan</u>	Title <u>Director</u>
Email Address <u>sheboyganareaif@gmail.com</u>		State <u>WI</u>	ZIP Code <u>53081</u>
Phone Number (incl. area code) <u>(920) 627-6695</u>			
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Applicant Name (Ind., Org. or Entity) <u>Coblyn's LLC</u>		Contact Person <u>Penny Hinz</u>	
Mailing Address <u>5837 S. Business Dr</u>		City <u>Sheboygan</u>	Title <u>President</u>
Email Address <u>PHINZ38@aol.com</u>		State <u>WI</u>	ZIP Code <u>53081</u>
Phone Number (incl. area code) <u>920 627-8203</u>			
SECTION 3: Project or Site Location			
Project Address/Description <u>933 Michigan Ave. Sheboygan, WI 53081</u>			Parcel No.
SECTION 4: Proposed Conditional Use			
Name of Proposed/Existing Business: <u>Sheboygan Area Pay It Forward, Inc.</u>			
Existing Zoning: <u>Central Commercial (CC)</u>			
Present Use of Parcel: <u>vacant</u>			
Proposed Use of Parcel: <u>Office/Day Center for peers experiencing homelessness</u>			
Present Use of Adjacent Properties: <u>Bar & apartments</u>			
SECTION 5: Certification and Permission			
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p>			
<p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) <u>Kathleen LaBonte</u>		Title <u>Director</u>	Phone Number <u>920-627-6695</u>
Signature of Applicant <u>Kathleen LaBonte</u>		Date Signed <u>1/30/2023</u>	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting -- check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

1-25-2023

Sheboygan Area Pay It Forward, Inc Business Proposal

Sheboygan Area Pay It Forward, Inc proposes to utilize the commercial space at 933 Michigan Ave, Sheboygan, WI 53081, as our office and a Day Center for our peers experiencing homelessness and those at high risk of homelessness.

The commercial space was formerly The Greenhouse CBD shop but has been vacant for about a year. The other half of the building is Vreeke's Bar and the upstairs is apartments with current tenants.

This site gives our clients easy walkability to The Community Cafe 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.

The Sheboygan Area Pay It Forward, Inc plans to provide a non-faith based warm, safe space for our peers experiencing homelessness to have access to resources and a bathroom. We will work consistently with our clients/peers on Habit 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 clientele will also be provided. We plan to work closely with other local entities to ensure that all of our clients' needs are being met to ensure positive life changes for them. The space will be a calm, sober, family friendly environment for everyone to feel safe.

This also gives us a central location with set office hours so our clients 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 (those items are in our storage unit at another address and will remain there).

We plan to be open 7 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 10:00 am to 3:00 pm on Sunday, Monday, Tuesday, 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.

1-25-2023

The floor plan is one main open room which allows us to have a desk/office space right up front 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 and a coffee bar/snacks along one wall. The back section of the main room will have a comfortable seating/tv area for those in need of a safe space to relax. There is an open doorway in the back of the main room that leads to a small entrance room that will be used for our daily supplies storage and emergency necessities for our clients (blankets, hygiene products, backpacks and emergency clothing items). The bathroom is located in this area. The backdoor opens to a small fenced in yard area that will allow our clients in need of a cigarette break a private space to do that without being on the main street.

We will not have a kitchen in our space. The Community Cafe provides lunches 6 days per week and our clients/peers will be encouraged to go there for their afternoon meal. We would like to provide an afternoon meal on Sunday's from 12-2 since there is no community meal offered that day. The meal would be donated by individuals or businesses and would be restricted to our clientele 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 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.

We have been informed that with one unisex bathroom we can have 25 clients/volunteers at a time. We feel that 20-25 daily will be a consistent average especially during colder weather.

We are not doing any renovations to the existing interior or exterior space other than cosmetic decor. There is already a lighted sign on the front of the building that our logo will be added to for signage. Our hours/days of operation will be displayed on the front window. There is a small parking lot in the back that will allow staff/volunteer parking. Very few of our clientele/peers own transportation so the available street parking will see little impact from our business.











