

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use with exceptions by Kathleen and Scott LaBonte to operate Sheboygan Area Pay It Forward at 933 Michigan Avenue. CC Zone.

REPORT PREPARED BY: Steve Sokolowski, Manager of Planning and Zoning

REPORT DATE: February 24, 2023

MEETING DATE: February 28, 2023

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:

Kathleen and Scott LaBonte are proposing to operate Sheboygan Area Pay It Forward at 933 Michigan Avenue. The applicant states:

- Sheboygan Area Pay It Forward, Inc. proposes to utilize the commercial space at 933 Michigan Ave, 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 downtown services including 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.
- 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 include resume work, interview help and finding prospective employers who are willing to work with our clientele.

- We plan to work closely with other local entities to ensure that all of our client 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.
- Other current activities include our monthly Board meetings after hours and we have someone who would like to host free meditation sessions for our clients/volunteers/public.
- 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 room that will be used for our daily supply 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 be 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 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/peer's own transportation so the available street parking will see little impact from our business

STAFF COMMENTS:

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 (Vreeke's, Pay it Forward and apartments).

The applicant will need to work with the City Inspections Department regarding required permits and occupancy.

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 for the site that utilizes colors and materials similar to the building Individual letter sign). Staff may bring the proposed signage design back to the Plan Commission if there 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 occupancy 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. An occupancy permit will be granted only at such time as the applicant has met all requirements
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 Slatting (PDS) material in order to effectively screen the dumpster. Dumpsters shall be screened and enclosed prior to issuance of an occupancy permit.
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 that utilizes colors and materials similar to the building. 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