

## CITY OF SHEBOYGAN

### REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

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**ITEM DESCRIPTION:** Application for Conditional Use Permit with exceptions by Lakeland University to operate a coffeehouse located at 521 Ontario Ave. NO Zone.

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**REPORT PREPARED BY:** Ellise Rose, Associate Planner

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**REPORT DATE:** April 1, 2025

**MEETING DATE:** April 15, 2025

#### 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

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#### BACKGROUND / ANALYSIS:

Lakeland University is proposing to operate a coffeehouse located at 521 Ontario Ave. The applicant states the following:

- The cafe will be called Shores Coffeehouse.
- Currently the area is used as an event space and small cafe area only open to members. This site was selected because this indoor cafe has been very successful in the past.
- The coffee shop will serve food and drinks.
- The projected number of employees is 8 and the projected number of daily customers is 50.
- No renovations are required, but some furniture, fixtures, and equipment will be added.
- The building is handicap accessible with multiple egresses. We have a small parking lot for 8 vehicles, plus a dozen street parking spots directly in front of the building.
- The soft launch and grand opening is planned for May.
- All neighboring properties are zoned commercial. A cafe is compatible as there are no other cafes in the surrounding area, so the additional of one will be helpful to the neighboring properties which are mostly offices and Airbnbs.
- The hours of operation will be mornings to mid afternoon.
- This cafe has been operational in the past and has previously been granted conditional use as a restaurant pre-covid.
- Residents, neighbors, members have all requested that we bring back the cafe.
- The coffee shop will sustain economic growth and promote small businesses. We will also contribute to local economic development by creating jobs, supporting the local chain (ex. Coffee roasters, food suppliers), and encourage people to spend money within the community

**STAFF COMMENTS:**

The applicant will need to work with the Sheboygan County Health Department and 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. Staff may bring the proposed signage design back to the Plan Commission if there are any concerns.

Applicant is requesting an exception from the minimum parking requirements.

**ACTION REQUESTED:**

Staff recommends approval of the conditional use permit and exceptions 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, food, alcohol, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Dumpsters and/or grease receptacles 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 Slating (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 new lighting shall be installed per Section 105-932 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
5. 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.
6. If there are to be any renovation to the exterior of the facility, the applicant will be required to obtain architectural approval prior to receiving a building permit for such renovation.
7. 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 Permit Application and Attachments