

**CITY OF SHEBOYGAN**

**REQUEST FOR CITY PLAN COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** Conditional Use Application with exceptions by City Church Sheboygan, INC to operate a daycare facility at 3021 Main Avenue. SR-5 zone

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**REPORT PREPARED BY:** Ellise Rose, Program Assistant

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**REPORT DATE:** November 27, 2023

**MEETING DATE:** December 12, 2023

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

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**BACKGROUND / ANALYSIS:**

City Church Sheboygan, INC is proposing to operate a daycare facility at 3021 Main Avenue. The applicant states the following:

- City Church currently uses the building and property for Sunday and Wednesday services, with office hours for staff, small community groups, practices, and events that vary throughout the week.
- We would like to add a licensed childcare ministry with early childhood education during the weekday hours to help meet the great needs of the community, as there are approximately 340 children currently on waitlists.
- Childcare would be available Monday through Friday 6:30am-5pm.
- Activities, crafts, meals, snacks, naps, outdoor play and other activities will be provided.
- We believe we can provide for up to 50 kids; thus, essentially providing childcare for the same number of our weekly Sunday congregation.
- We will use the Children’s Ministry area that currently is only used Sunday and Wednesday for services. During that time, we have up to that many children in the area.
- The only additions and site improvements that we foresee would be replumbing and adding a sink in one room and adding an outdoor fenced in play space.
- We will design a playground for older kids to be around 2000 square feet, that would be big enough for 26 children at a time. For infants and toddlers a separate area will be designated of at least 500 square feet. That would be big enough for 12 children outside at a time. We will follow the guidelines provided in the licensing handbook.
- There is a parking lot and a direct/separate entrance to the area of the building to be used, with plans for future updating on the parking lot but nothing additional needed.
- The traffic for the program would be no more than we currently see during services and other events.

- We will create a logo and sign to be displayed on the window adjacent to the entrance.
- Our plan would be to open the childcare ministry in early 2024.
- City Church sits on very open property in a residential area. The property has been used for church picnics, outdoor games for Vacation Bible School as well as youth and kids' services on Sundays and Wednesdays and other events throughout the year.
- There is a neighborhood park across the street from the church that neighborhood kids currently use.
- The church is already paying the utilities during the week but the space is unused. There are 340 children currently on waitlists in Sheboygan County, with approximately 3,230 children unable to find childcare in Sheboygan County. We believe starting our licensed child care ministry will meet many needs for the community to bring jobs that were not previously taken because of the need for childcare.

**STAFF COMMENTS:**

Applicant will need to submit all the required permits and licenses required to operate the daycare prior to occupancy.

The applicant is requesting the following exception:

- Requesting a six foot fence abutting the street yard property line – Fences must not exceed four feet when located within a required street yard.

**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 etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Applicant is responsible to ensure that the proposed child care center use is meeting all Federal, State and Local codes and licensing requirements.
3. If using dumpsters, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
4. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
5. Outdoor storage of materials, products or equipment shall be prohibited.
6. 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.
7. 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.
8. If there are any exterior alterations, those alterations will be reviewed by the City of Sheboygan Architectural Review Board.
9. If there are any amendments to the approved use and/or site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

**ATTACHMENTS:**

Conditional Use Permit Application and required attachments.