

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Special Use Permit by Judy Moncree to operate a nonprofit fundraising facility located at 1429 North Avenue. UC Urban Commercial Zone.

REPORT PREPARED BY: Ellise Rose, Zoning Administrator

REPORT DATE: April 7, 2025

MEETING DATE: April 14, 2025

APPLICANT PROPOSAL:

Judy Moncree is proposing to operate a nonprofit fundraising facility located at 1429 North Avenue. The applicant states the following:

- The structure is a 2,100 square foot brownstone building with a bathroom and 5 rooms including kitchen/prep area.
- Grill area to the north alley side next to back door, or wherever the City deems.
- The proposed use is for nonprofit fundraising projects selling clothing, household items, food to be sold using grill (cooked), panty for frozen and can good items (free?).
- Free clothing on certain days.

STAFF ANALYSIS:

The use is permitted as special use under the urban commercial zoning district as indoor institutional.

ACTION REQUESTED:

Staff recommends approval of the site plan subject to the following conditions:

1. Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, storm drainage, health, State of Wisconsin, etc. An occupancy permit shall be granted only at such time as the applicant has met all requirements.
2. If dumpsters are used, dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. Applicant will provide plans that show the location of

- any dumpsters and will provide plans that show how the dumpster is to be screened and enclosed (design, materials, colors, location, etc.).
3. Outdoor storage of materials or equipment shall be prohibited.
 4. All 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 work with staff with regards to appropriate signage. Only at such time as the sign package has been reviewed and approved may the applicant obtain sign permits to install the proposed signage. If staff has any concerns with proposed signage design, the matter may be brought back to the Plan Commission for their consideration.
 6. If there are to be any remodel/renovations to the exterior of the facility, the applicant will be required to obtain Architectural Review approval prior to receiving a building permit for such remodel/renovation.
 7. If there are any amendments to the approved special use permit and/or site plan, the applicant will be required to submit a new application reflecting those amendments.

ATTACHMENTS:

Special Use Permit application and attachments