CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Special Use Permit by A TO Z Adult Family Home LLC to operate Community Based Residential (CBRF) Facility located at 2221 Mayflower Avenue. MR-8 Mixed Residential Zone.

REPORT PREPARED BY: Jeffrey Witte, Planner

REPORT DATE: November 18, 2026 **MEETING DATE:** November 24, 2026

APPLICANT PROPOSAL:

A TO Z Adult Family Home LLC is proposing to operate a Community Based Residential Facility (CBRF) located at 2221 Mayflower Avenue. The applicant states the following:

- Our mission is to become a premier adult family home provider, dedicated to and recognized for our passion and commitment to service, enhancing the quality of life and welfare of individuals in need of services and management for challenging behaviors.

- At this site there will be up to 2 nonrelated individuals who need additional support. There will be at least one well trained, experienced CBRF caregiver on site 24/7 whenever there are people at the home. Seeing that this will be a primary residence for individuals that's in need of supplementary support this business will run 24/7.

- We will arrange quiet hours which will begin at 9PM and ending at 7 AM to ensure that we will not become a nuisance to our neighbors.

STAFF ANALYSIS:

The use is permitted as special use under the MR-8 Mixed Residential Zoning district as a community living arrangement.

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 approval from the 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