

**CITY OF SHEBOYGAN
ORDINANCE 12-25-26**

BY ALDERPERSONS DEKKER AND RUST.

AUGUST 11, 2025.

AN ORDINANCE amending sections 40-45 and 48-322 of the Sheboygan Municipal Code so as to allow the waiver of special events fees for public health benefit events.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

SECTION 1: **AMENDMENT** “Sec 40-45 Use Of Park By Permit” of the Sheboygan Municipal Code is hereby amended as follows:

“Sec 40-45 Use Of Park By Permit

...

- (b) *Fees.* The special events fee schedule, which shall be on file with the department of public works and city clerk, shall outline the fees applicable for renting a park, enclosed park building, park shelter, equipment, and other related materials or equipment. Applicable taxes shall be added to the fee at the time of payment. Fees and taxes shall be paid in full before a reservation is confirmed.

(1) *Fee Waivers.* The director of public works and city administrator may, upon written request submitted at least 30 days prior to the desired rental date, waive or reduce the applicable fees for:

- a. A non-profit entity that is formally recognized by the state or the federal government, which:
 1. Is holding an event open to the general public without an admission fee;
 2. Is not using the park rental as a fundraiser;
 3. Has provided good cause as to the financial hardship that would be caused by requiring the payment of the applicable full park rental fee; and
 4. Has established why the event benefits the city and its citizens such that the park rental fee, which is set in a manner to reflect the costs incurred by the city as a result of the rental, should not be charged for the park rental; so long as the event does not significantly impact city departments, services, operations, or activities.

- b. An entity that is holding an event open to the general public for the purpose of providing a public health benefit and that does not require an admission or participation fee.

An ~~non-profit~~ entity whose park rental fee waiver request is denied by the director of public works and city administrator may, within seven calendar days of the date of the denial, submit a written request to appeal the director's decision to the public works committee, which shall consider the appeal as soon as is practicable. Any waiver of fees under this subsection shall not constitute waiver of any other fee related to the event.

...”

SECTION 2: AMENDMENT “Sec 48-322 General Regulations” of the Sheboygan Municipal Code is hereby amended as follows:

“Sec 48-322 General Regulations

...

- (g) *Fees.* Fees for services, venues, equipment and the like shall be established by resolution of the common council via fee schedule. Such fees may change from time to time but in no event, shall an event organizer be required to pay a different fee than what was noted on the schedule at the time of permit approval. Fees may be waived upon approval of the city administrator and director of public works for special events that are open to the public for the purpose of providing a public health benefit and which do not charge a fee to attend or participate.

...”

SECTION 3: REPEALER CLAUSE All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 4: **EFFECTIVE DATE** This ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan