

## CITY OF SHEBOYGAN

### REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

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**ITEM DESCRIPTION:** Application for Conditional Use Permit with exceptions by Camp Evergreen to construct a new covered drive thru canopy at their facility located at 2776 N. 31st Place. SR-5 Zone

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**REPORT PREPARED BY:** Steve Sokolowski, Manager of Planning and Zoning

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**REPORT DATE:** March 24, 2023

**MEETING DATE:** March 28, 2023

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#### FISCAL SUMMARY:

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

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#### STATUTORY REFERENCE:

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

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#### BACKGROUND / ANALYSIS:

Camp Evergreen is proposing to construct a new covered drive thru canopy at their facility located at 2776 N. 31st Place. The applicant states the following:

- Proposed project consists of a covered drive-thru canopy over the existing driveway. Canopy will provide weather protection for campers and visitors to the camp at the main drop-off entrance. Canopy project will provide 1,120 square feet of covered space.
- Finish materials and colors will match the existing camp building. Asphalt shingle roof and support columns will be structural steel wrapped with rough sawn cedar.

In August of 2019, the Plan Commission approved a conditional use permit for Camp Evergreen to construct a new driveway and parking at their facility located at 2776 N. 31st Place. Weekdays, a number of buses, vans and personal vehicles drop off 12 to 15 clients per day. The new entrance driveway now permits buses to drop clients off directly in front of the Lodge, making offloading safer, easier and more efficient.

Many of the clients need wheelchairs for mobility and this is particularly hazardous during the winter months and exposure to the elements. The previously constructed driveway and now the proposed new covered drive thru canopy will make it much easier and safer for staff, clients and visitors to safely enter the lodge.

The Camp Evergreen day program currently serves 12-15 participants each day. This program is in operation throughout the year, Monday through Friday, from 7:45am until 3:00pm. Our after school program is in operation throughout the school year, Monday

through Friday, from 3:00pm until 6:00pm and serves approximately 6-8 children. These participants are dropped off by the school bus and are picked up by their family. Our weekend respite begins on Friday evening at 6:00pm and runs until Sunday afternoon at 2:00pm. The program is offered 3 to 4 weekends a month with an enrollment of 15-20 participants. Our summer camp program is in operation from early June until mid-August and serves 20 to 30 campers per session. These participants are dropped off on Monday morning and are picked up on Friday afternoon.

Originally known as Kiddies Camp, Camp Evergreen was founded in 1926 by Charles E. Broughton as a summer camp for underprivileged children. In the mid-1950s, Kiddies Camp changed the focus of its programming to help meet the recreational needs of our communities' children and adults with cognitive disabilities. The name was changed to Camp Evergreen in the 1980s better to reflect our commitment to young and old alike.

Camp Evergreen mission statement is to enrich the lives of children and adults with cognitive and other disabilities, as well as the lives of their families and care-providers, by offering accessible, compassion-driven, respite care, day services, after school care and summer camp programming.

Camp Evergreen is currently on a wooded site abutting Evergreen Park on the northwest side of Sheboygan. Most of the Camp Evergreen Lodge and outdoor pool have been constructed on land that is owned by the City of Sheboygan. Camp Evergreen is occupying this property on an agreed 99 year lease. The private drive connects N. 31<sup>st</sup> Street and N. Apache Road. The traffic from Camp Evergreen is light and occurs with morning drop offs and late afternoon pickups.

Over the years camp Evergreen has taken considerable measures to maintain a very positive relationship with their neighbors.

#### **STAFF COMMENTS:**

When the Plan Commission approved the previous Camp Evergreen conditional use permit to construct a new driveway and parking, the commission required a condition to screen and enclose the dumpster. Appears the garbage cans and dumpster are located outside by the detached garage – Staff will again be recommending a condition that dumpsters shall be screened and enclosed and/or located inside the garage.

The drive through canopy will continue to improve the way Camp Evergreen provides a safe and efficient way of getting their clients into the lodge especially during times of inclement weather.

#### **ACTION REQUESTED:**

Staff recommends approval of the conditional use and exception subject to the following conditions:

1. Prior to building permit issuance, the applicant shall obtain all licenses and permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, health, storm drainage, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Submittal/approval of a proposed storm drainage plan prior to building permit issuance.

3. Dumpsters shall be screened and enclosed and constructed of like materials and colors of the facility. If a dumpster enclosure is not constructed, the dumpsters and garbage can shall be located inside the detached garage structure.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. 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.).
6. All new lighting shall be installed per Section 15.707 of the 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 be permitted to install individual letter signs – no cabinet or panel signs.
8. All areas used for parking/maneuvering of vehicles shall be paved.
9. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
10. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
11. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
12. The applicant shall construct the exterior renovations per the plan submitted and approved by the Plan Commission (design, materials, colors, etc.). However, if staff has any concerns with the design, the matter may be brought back to the Plan Commission for their consideration.
13. If there are to be any changes from the plans for the remodel/renovations to the exterior of the facility, the applicant will be required to obtain approval from the Architectural Review Board prior to receiving a building permit for such remodel/renovation.
14. Any future/additional uses of the facility/property such as additional tenants, additions, site improvements, etc. may require conditional use permit, architectural review, occupancy permit, etc.
15. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new conditional use application reflecting those amendments.

## **ATTACHMENTS:**

Conditional Use and required attachments