

Jim  
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17-0174



**CITY OF MANITOWOC**  
WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



January 26, 2017

**To:** Mayor and Common Council  
**From:** Manitowoc City Plan Commission  
**Subject:** **PC 4-2017: Fieldcrest Manor Request for a Conditional Use Permit, 1510 S. 30<sup>th</sup> Street for the Continuation of a Community Based Residential Facility (CBRF) for up to 20 Beds**

Dear Mayor and Common Council:

At the January 25, 2017 meeting of the Manitowoc City Plan Commission, the Commission considered all items on its agenda, including the item identified above, and wishes to report and recommend to the Common Council the following actions: to approve a Conditional Use Permit to allow a CBRF for up to 20 individuals pursuant to the attached conditions.

Respectfully Submitted,

*Paul Braun*

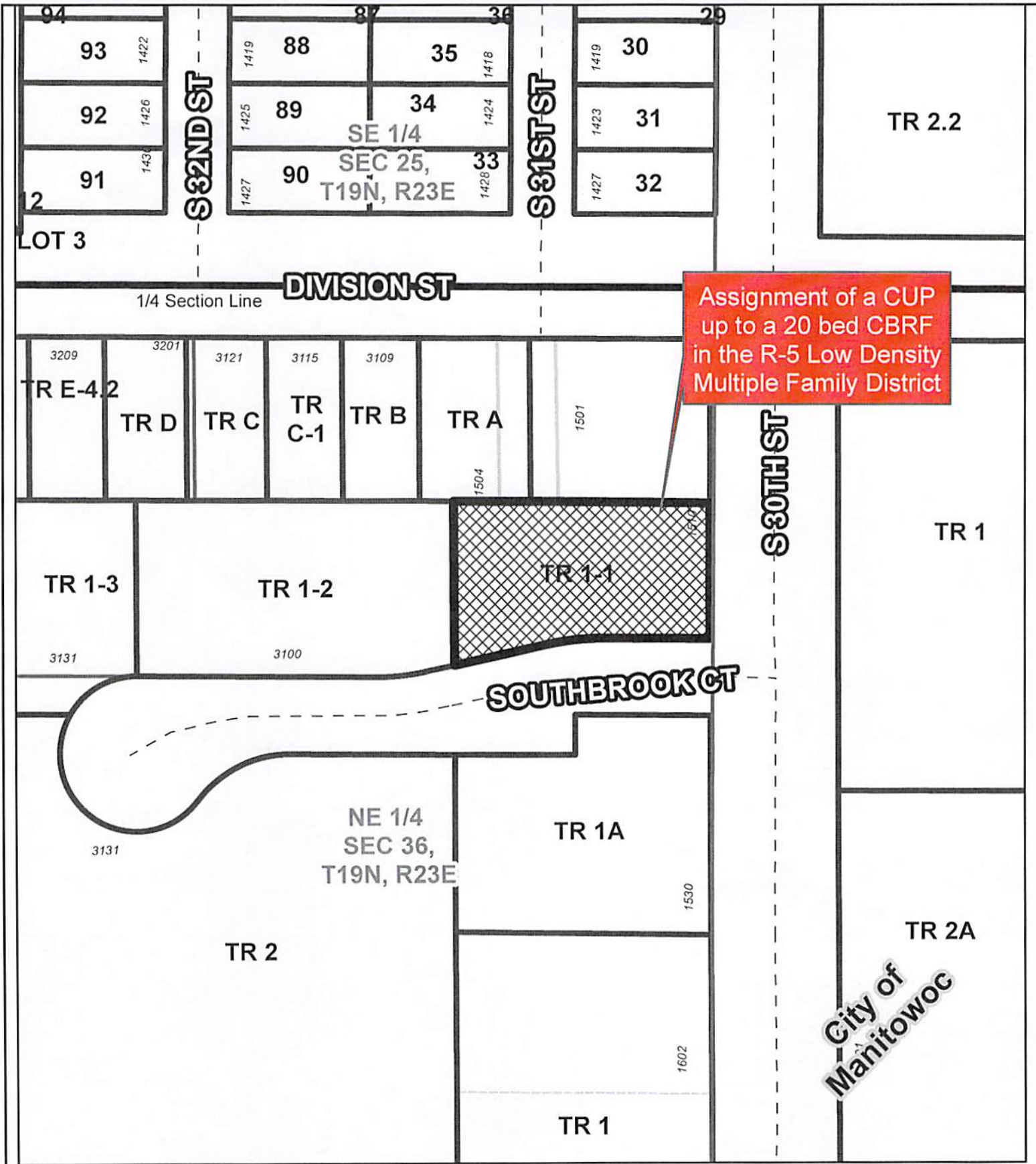
Paul Braun  
Plan Commission Secretary

Attachment: Map, Conditions  
Granicus # 17-0076

Applicant address:  
Dean Maschoff  
P.O. Box 552  
Fontana, WI 53125

**REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP) APPROVAL FOR  
NORTH OAK REALITY GROUP FIELDCREST MANOR LLC (FIELDCREST MANOR)  
IN THE CITY OF MANITOWOC  
01/19/2017**


- A. The CUP shall require compliance with all applicable local and state regulations including issuance and maintenance of a license to Fieldcrest Manor by the Wisconsin Department of Health Services (DHS) for the operation of a CBRF.**
- B. Fieldcrest Manor shall be subject to a maximum capacity of 20 residents.**
- C. Fieldcrest Manor shall not assign or transfer its interest in the CUP to any party without the written approval of the Manitowoc City Plan Commission and Manitowoc Common Council.**



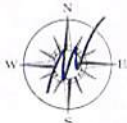
Assignment of a CUP  
up to a 20 bed CBRF  
in the R-5 Low Density  
Multiple Family District

# CONDITIONAL USE PERMIT

City of Manitowoc, WI

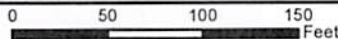
 Area of Conditional Use  
Permit for a 20 bed CBRF

PC4-2017 Fieldcrest Manor  
1510 S. 30th St.



Prepared by City of Manitowoc  
Planning Department  
www.manitowoc.org  
Map Plotted: 01/17/2017  
Y:\Planning\PC Plan Commission\Actions 2017\  
PC4-2017 Fieldcrest Manor

DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.





# 17-0076

**Standing Committee:** Plan Commission


**Document Name:** Request for a Conditional Use Permit for up to a 20 bed Community Based Residential Facility (CBRF) pursuant to Section 15.170(3)f. PC 4-2017: Fieldcrest Manor.

**Consent**

**Non-Consent**

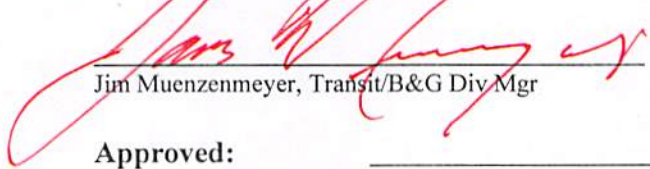
**Recommendation:** Approval of the request to allow a CBRF 16 or more individuals pursuant to conditions.


**Attest:**

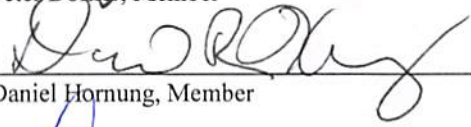
  
Aldersperson Jim Brey


  
David Diedrich, Member


  
Dennis Steinbrenner, Member

  
Jim Muenzenmeyer, Transit/B&G Div Mgr

  
Peter Dörner, Member

  
Daniel Hornung, Member

  
Dan Koski, Director of Public Infrastructure

  
Rick Schwarz, Building Inspector (Alternate)

**Approved:**

Justin M. Nickels  
Mayor

Date

**Report to the  
Manitowoc Plan Commission**

**Meeting Date:** January 25, 2017

**Report Print Date:** January 20, 2017; 3:17 PM

**Request:** PC 4-2017: Fieldcrest Manor Request for a Conditional Use Permit for up to a 20 bed Community Based Residential Facility (CBRF) pursuant to Section 15.170(3)f

**Reason for Request:** A Conditional Use Permit is required for nursing homes or community living arrangements for 16 or more individuals.

**Existing Land Use for Subject Property:** An existing CBRF for up to 20 beds is currently located on the property located at 1510 S. 30<sup>th</sup> Street.

**Existing Zoning for Subject Property:** R-5 Low Density Multiple-Family

**Surrounding Property Land Uses and Zoning**

Direction	Existing Land Use	Existing Zoning
East	Railroad, Iron Foundry, Lakeside foods, Etc.	I-2 Heavy Industrial
West	Southbrook Apartments	R-4 Single and Two Family
South	Southbrook Apartments	R-5 Low Density Multiple Family
North	Single Family Neighborhood, Shopko Shopping Area	R-4 Single and Two Family, B-3 General Business

**Report:**

**Case History** In 2003 the Fieldcrest Manor Facility was approved for a CUP to host a maximum of 20 residents. North Oak Realty Group Fieldcrest Manor, LLC, is purchasing the facility from Fieldcrest Manor, Inc. and continue to operate as an up to 20 bed Community Based Residential Facility.

**Compliance Analysis** CUP pursuant to Zoning Code for an R-5 Low Density Multiple Family District; Section 15.170(3)f. A field visit to the site confirms compliance with the site plan pursuant to SP25-03. A search for North Oak Realty Group was conducted through the Department of Health Services online database to ensure compliance at other facilities; however no records were located in Wisconsin.

**Public Comments** At the time this report was written there had been no public comments received.



### Timeline

- Application Received: January 11, 2017
- Notification Sent: January 16, 2017
- Staff Consultation: January 20, 2017

**Recommendation:** The Community Development Department recommends approval of the request to allow a CBRF 16 or more individuals pursuant to the following conditions.

**REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP) APPROVAL FOR  
NORTH OAK REALITY GROUP FIELDCREST MANOR LLC  
IN THE CITY OF MANITOWOC  
01/19/2017**

- A. The CUP shall require compliance with all applicable local and state regulations including issuance and maintenance of a license to North Oak Reality Group Fieldcrest Manor by the Wisconsin Department of Health Services (DHS) for the operation of a CBRF.
- B. Fieldcrest Manor, LLC, shall be subject to a maximum capacity of 20 residents.
- C. Fieldcrest Manor, LLC, shall not assign or transfer its interest in the CUP to any party without the written approval of the Manitowoc City Plan Commission and Manitowoc Common Council.

January 11, 2017

**BY EMAIL AND BY FEDEX**

Mr. Paul Braun  
Deputy City Planner  
900 Quay Street  
Manitowoc, WI 54220

RE: Letter of Request for a Conditional Use Permit  
1510 South 30<sup>th</sup> Street, Manitowoc, Wisconsin (the "Real Estate")

Please allow this letter to serve as a formal request for a Conditional Use Permit in the City of Manitowoc to be granted to North Oak Realty Group Fieldcrest Manor LLC, a Wisconsin limited liability company (the "Company"). The Company intends to purchase the Real Estate referenced above and seeks the granting of a Conditional Use Permit for operation of Fieldcrest Manor, a Community Based Residential Facility in the City of Manitowoc currently operated by Fieldcrest Manor, Inc. (the "Facility"). Michael and Christine Dunn currently hold a Conditional Use Permit for operation of the Facility.

It is our intent that this transaction is a change of ownership change only, and the Facility will operate in the same manner as operated by Fieldcrest Manor, Inc. after closing. Operations will be the same, the Facility will operate out of the same location, there will be the same amount of residents, and no expansions to the Facility are planned.

It is our intent that Christine Dunn, current Licensed Administrator of the Facility, will continue to serve as Licensed Administrator of the Facility until such time that our chosen successor completes all necessary courses and receives all proper credentials to act as Licensed Administrator of the Facility. It is also our understanding that the request contained herein will be presented to the Plan Commission on January 25, 2017, and that this request would go before the Common Council on February 20, 2017 for final approval.

Please note that we acknowledge that we owe an application fee of \$250.00, which will be forthcoming to you in the mail and you should receive it in the next few days. If you have any questions or concerns regarding this request, please do not hesitate to contact me. Thank you.

Sincerely,  


Cambi L. Cann  
Attorney for North Oak Realty Group Fieldcrest Manor LLC



CITY OF MANITOWOC  
WISCONSIN, USA  
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January 16, 2017

NOTICE

As a property owner within 200 feet of an area of a proposed Conditional Use Permit (CUP) for the operation of a Community Based Residential Facility (CBRF) for up to a maximum of 20 CBRF type beds located at 1510 S. 30th Street, Manitowoc WI. You are being notified that the Manitowoc City Plan Commission will meet on **January 25, 2017 at 6:00 o'clock P.M.** in the Common Council Chambers, Main Floor, City Hall, 900 Quay Street, and hold a public informational hearing to consider the request for the CUP. The request is pursuant to Section 15.150(3)f of the Manitowoc Municipal Code. The CUP area is identified on the attached map.

**Petitioner is: PC4-2017 North Oak Realty Group Fieldcrest Manor LLC; d.b.a. Fieldcrest Manor Request for the establishment of up to a 20 bed CBRF in the "R-4" Single and Two Family Residential pursuant to 15.150(3)f.**

Actions of the Plan Commission and Common Council shall be consistent with all rules and regulations of the federal Americans with Disabilities Act (ADA) and the federal Fair Housing Act when in regard to Community Based Residential Facilities.

It would be advisable to attend this informational session in order to voice your opinions on the proposed CBRF request.

If you wish, you can call or visit the office of the City Plan Commission, City Hall, and we will be glad to discuss the proposed development with you.

Respectfully Submitted,

Paul Braun  
City Planner

Attachments



January 11, 2017



**BY EMAIL AND BY FEDEX** TRACKING NO.: 7781 6598 3019

Mr. Paul Braun  
Deputy City Planner  
900 Quay Street  
Manitowoc, WI 54220

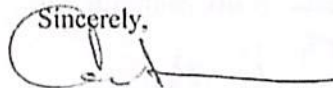
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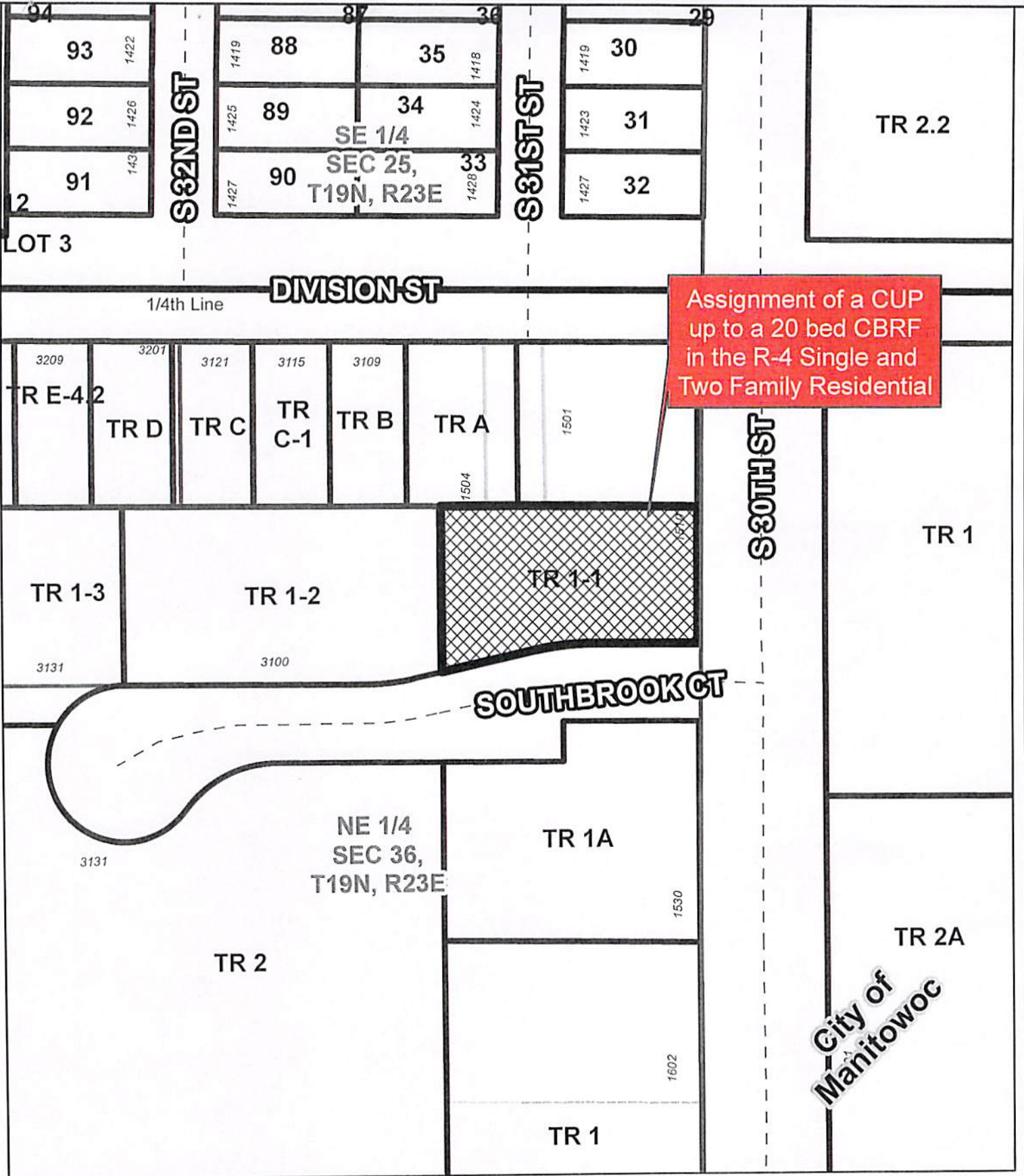
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Sincerely,  


Cambi L. Cann  
Attorney for North Oak Realty Group Fieldcrest Manor LLC




Assignment of a CUP up to a 20 bed CBRF in the R-4 Single and Two Family Residential

# CONDITIONAL USE PERMIT

City of Manitowoc, WI

Prepared by City of Manitowoc  
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 Area of Conditional Use Permit for a 20 bed CBRF

PC4-2017 Fieldcrest Manor  
 1510 S. 30th St.

