



CITY OF MANITOWOC

WISCONSIN, USA

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September 10, 2025

To: Mayor and Common Council

From: Paul Braun, City Planner

Subject: PC 22-2025: The Neighborhood of Manitowoc County, Inc; Conditional Use Permit Request for a Transitional Use -Temporary Warming Shelter at 702 State Street.

At the September 9, 2025 meeting of the Manitowoc City Plan Commission, the Commission unanimously recommended to the Common Council the following action:

Approve the issuance of a Conditional Use Permit to The Neighborhood of Manitowoc County, Inc for a Transitional Use – Temporary Warming Shelter per the attached conditions and map.

Pastor Matt Sauer
The Neighborhood of Manitowoc County, Inc
502 N 8th Street
Manitowoc, WI 54220

Granicus #: 25-0619
Attachments – Conditions and Map

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP) APPROVAL FOR
THE NEIGHBORHOOD OF MANITOWOC COUNTY, INC ("APPLICANT")
FOR THE LAND USE OF: EMERGENCY WARMING SHELTER
LOCATED AT 702 STATE STREET
TAX PARCEL # 000-108-180
9/9/2025

- A. This conditional use permit is for the Emergency Warming Shelter use only and for the benefit of unhoused individuals. No other temporary use may operate from this facility/site. This use permit is not transferable and any future proposal would require a new conditional use permit to operate from this property.
- B. The conditional use permit shall require compliance with all applicable local and state regulations including issuance and maintenance of any license to APPLICANT for the operation of a 12-bed emergency warming shelter. Prior to opening, APPLICANT shall have any required licensing in place, if needed.
- C. The Emergency Warming Shelter shall be subject to a maximum of 12 unhoused individuals plus staff/volunteers at the location.
- D. The Emergency Warming Shelter may be open to unhoused individuals November 12 – April 11 during the hours of 5:30 pm – 8:00 am
- E. APPLICANT shall not assign or transfer its interest in the CUP to any party without the written approval of the Plan Commission and Common Council. The CUP shall automatically terminate effective the date any license, certification or occupancy granted to APPLICANT by the State or other licensing entity is closed, denied, revoked, or terminated.
- F. Non-compliance with the terms of the CUP may result in the modification of the terms and conditions of the CUP, issuance of citations and financial penalties, or immediate revocation of the CUP.
- G. Prior to beginning operation of the warming shelter, APPLICANT shall receive permission/approval from the Wisconsin Department of Safety & Professional Services (DSPS) and/or the Building Inspection Department regarding building, fire and life safety codes and requirements. APPLICANT shall annually invite Building Inspection and the Fire Department to inspect the warming shelter for fire and life safety code requirements.
- H. If all Building, Fire and Life Safety Codes are not addressed to the satisfaction of Building Inspection and the Fire Department the Conditional Use Permit will automatically terminate on April 15, 2026.
- I. APPLICANT shall adequately monitor/regulate and maintain this property.
- J. In no instance shall the use create a nuisance for neighboring properties (noise, hours of operation, garbage, loitering, etc.).
- K. Outdoor storage of materials, products or equipment shall be prohibited.

- L. APPLICANT shall develop a safety plan with the Manitowoc Police Department (“Department”) that shall include security cameras and access thereto by the Department, a point of contact for APPLICANT staff/volunteer at the Emergency Warming Shelter at all times it is operational, and an agreement to allow Department to enter the premises without prior notice to APPLICANT.
- M. APPLICANT shall keep a log of all unhoused individuals that are served by the facility each night. This log shall be provided to the Fire Rescue Department for review each month.
- N. As the use is for an Emergency Warming Shelter, no unhoused individual may be permitted to use the shelter for more than 76 nights each year.
- O. A “lottery system” shall be implemented whenever more than 12 eligible unhoused individuals seek shelter at the Emergency Warming Shelter in a single night.
- P. The conditional use permit is subject to periodic review by the Manitowoc Common Council which may revoke said permit if any of these conditions are violated by applicant.

