

Report to the Manitowoc Plan Commission

Meeting Date: September 24, 2025

Request: PC 25-2025: Muddy Boots Daycare LLC, Request for a Conditional Use Permit for the Operation of a Child Day Care Center located at 4801 Expo Drive.

Existing Land Use for Subject Property: Vacant Medical / Office building (former Manitowoc Eye Clinic)

Existing Zoning for Subject Property: B-3 General Business

Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
South, West	County Fair Grounds	B-3 General Business & R-1 Residential - Agricultural
North	Medical, Office, Retail	I-1 Light Industrial
East	Medical, Office	B-3 General Business

Report:

Jean Drossart, d.b.a. Muddy Boots Daycare LLC is requesting the issuance of a conditional use permit for the establishment of a day care center for up to 100 children. Muddy Boots will initially open providing day care services for approximately 15 to 20 children and expand the number of children monthly as staff are brought on up to a maximum of 100 children. The hours of operation will be Monday thru Friday mainly 6am to 5pm but with some additional hours depending on the needs of the families. Muddy Boots is currently working with the State on licensing and the CUP will be conditioned on the facility receiving all licensing prior to opening.

Muddy Boots Daycare LLC will lease a portion of the building from 4801 Expo LLC which was the former Manitowoc Eye Clinic building. Muddy Boots will occupy roughly half of the 12,686 s.f. building; the remainder of the building will be available for other tenants. The property is zoned B-3 General Business and day cares for more than 15 individuals in the B-3 district require a conditional use permit. The lot measures 2.19 acres and has ample off-street parking for employees and space for child drop-off and pick-up.

Municipal Code:

Pursuant to Section 15.370(27)(c) of the Municipal Code, "the Plan Commission and Council shall consider whether the requested use:

- A. is reasonably necessary for the convenience and welfare of the public.
- B. Is in harmony with the character of the surrounding area.

- C. Will have a minimal effect or no effect on the surrounding property values.

The Commission and Council can affix conditions to the CUP to provide assurances that the proposed use will remain in conformity with the criteria under subsection (27)(c) as well as compliance with regulations of the particular zoning district which the conditional use would be located."

State Statute:

" §62.23(7)(de) Conditional use permits.

1. In this paragraph:

a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.

b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

2. a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.

b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.

3. Upon receipt of a conditional use permit application, and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.

4. Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.

5. If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10."

Public Comments: Notices were mailed out to adjacent and abutting property owners and no comments were received at the time of this writing.

Recommendation: Approve the issuance of a Conditional Use Permit to Muddy Boots Daycare LLC for the operation of a child daycare for up to 100 children under the following conditions.

REQUIREMENTS FOR A
CONDITIONAL USE PERMIT (CUP) APPROVAL FOR
MUDDY BOOTS DAY CARE LLC
LOCATED AT 4801 EXPO DRIVE
10/20/2025

Re: PC25-2025: The CUP is granted exclusively to Muddy Boots Daycare LLC (hereinafter referred to as "Daycare"), located 4801 Expo Drive, (parcel #052-835-102-031.00); the Daycare is required to comply with the following conditions:

- A. The CUP shall not become effective and binding until the: (1) Common Council approves the CUP as outlined herein, and (2) the Community Development Department is provided written documentation evidencing the issuance of a license to the Daycare by the State of Wisconsin for a ***maximum capacity of up to 100 children.***
- B. The CUP shall not be assignable or transferrable without the written approval of the Manitowoc City Plan Commission and Common Council.
- C. Compliance with all state and local regulations and licensing requirements.
- D. The hours of operation for the Daycare shall be from 5:00am – 6:00pm, Monday – Friday.
- E. The CUP shall automatically terminate effective the date any license granted to the Daycare by the State, 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.

R-4

SW 1/4
Sec 26
T19N, R23E

City of
Manitowoc

SE 1/4
Sec 26
T19N, R23E

I-1

Section Line

EXPO DR.

*Request for a Conditional Use
Permit for the Establishment
of a Child Daycare*

RANDOLPH CT.

S. RAPIDS RD.

C-1

R-1

1/4 Section Line

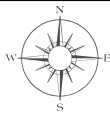
B-3

NW 1/4
Sec 35
T19N, R23E

NE 1/4
Sec 35
T19N, R23E

CONDITIONAL USE PERMIT

City of Manitowoc, WI



0 100 200
Feet

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.

Prepared by City of Manitowoc
Community Development Department
www.manitowoc.org

Map Plotted: 9/16/2025

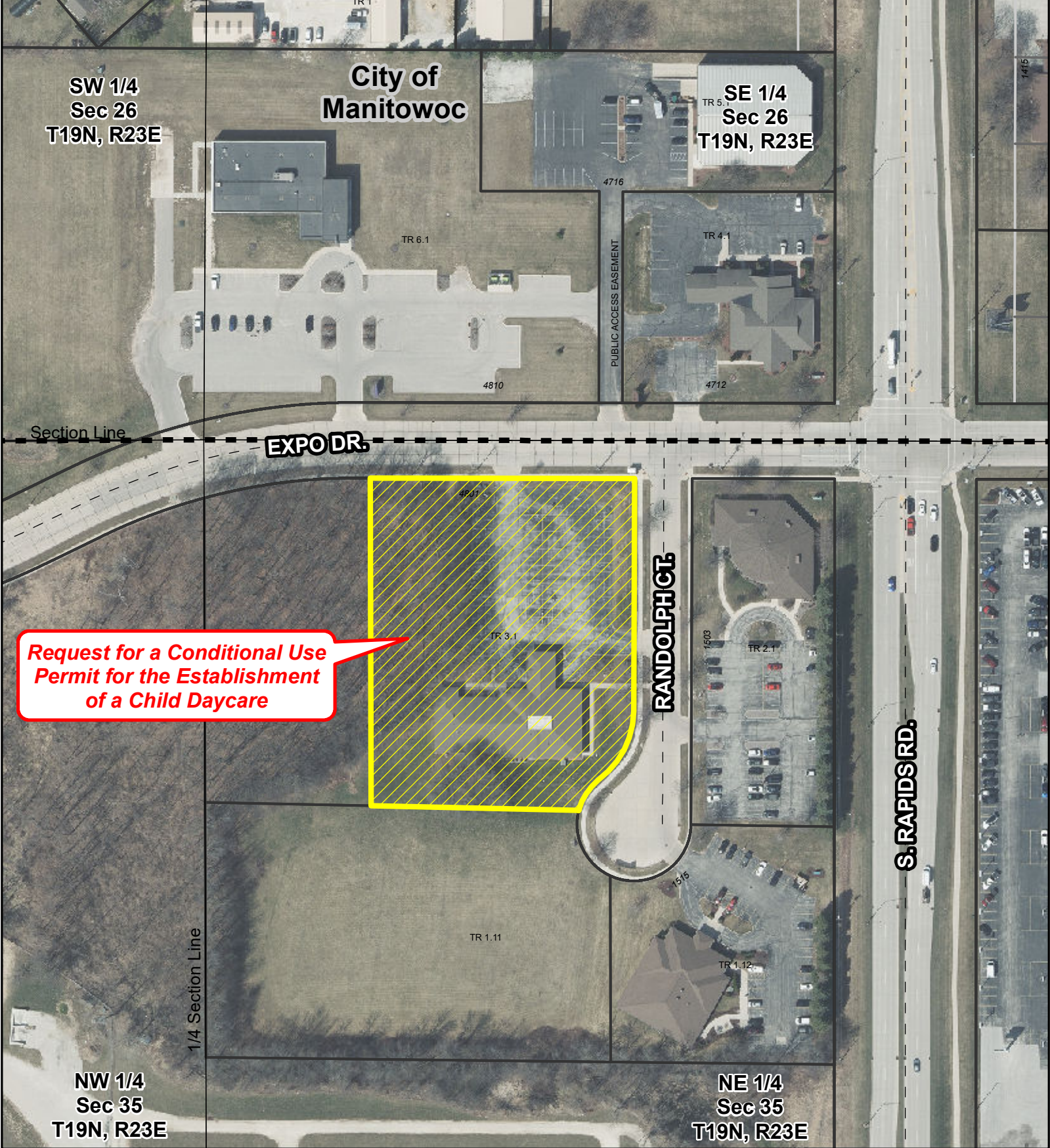
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Conditional Use Permit Area
for the Establishment of a
Child Daycare

PC 25-2025
4801 Expo Dr.

Manitowoc City Plan Commission



Request for a Conditional Use Permit for the Establishment of a Child Daycare

CONDITIONAL USE PERMIT

City of Manitowoc, WI



Conditional Use Permit Area
for the Establishment of a
Child Daycare

PC 25-2025
4801 Expo Dr.

Manitowoc City Plan Commission

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Map Plotted: 9/16/2025
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LAND USE APPLICATION

APPLICANT Muddy Boots Daycare LLC PHONE (920) 973-6136

MAILING ADDRESS 2213 South 22nd Street, Manitowoc, WI 54220 EMAIL muddybootdaycare2025@gmail.com

PROPERTY OWNER 4801 Expo LLC PHONE (920) 684-1545

MAILING ADDRESS 100 Maritime Drive, Suite 3C, Manitowoc, WI 54220 EMAIL aallie@alliecompanies.com

REQUEST FOR:

☒ Conditional Use Permit (CUP) \$350* ☐ Zoning District Change/Map Amendment \$350*
☐ Site Plan Review \$350 ☐ Request for Annexation \$350*
☐ Certified Survey Map (CSM) \$100 ☐ Planned Unit Development (PUD) \$350*
☐ Official Map Review \$350* ☐ Street/Alley Vacation \$350*

**Publication of legal notice fees additional.*

STATUS OF APPLICANT: ☐ Owner ☐ Agent ☒ Other

PROJECT LOCATION ADDRESS 4801 Expo Drive, Manitowoc, WI 54220

PARCEL ID# 052-835-102-031 CURRENT ZONING B-3

CURRENT USE OF PROPERTY Vacant - Former Eye Clinic

PROPOSED USE OF PROPERTY Daycare

REQUIRED: Attach a detailed written description of your proposal or request.

Include as much information as possible including planned use, maps, project renderings or drawings, etc.

The undersigned hereby represents and warrants that it has the authority to enter into this Contract. If the party entering into this Contract is not an individual, the person(s) signing on behalf of the entity represents and warrants that they have been duly authorized to bind the entity and sign this Contract on the entity's behalf.

Signature *Alex C Allie* Date 9/9/2025

(Property Owner)

Print Name Alex C Allie

For Office Use Only

Date Received: 9-11-2025

PC/SP #: 25-2025

Fee Paid: _____

Check#: _____

Plan Commission Date: _____

The City of Manitowoc Plan Commission meets the fourth Wednesday of each month at 6pm.

Deadline for submission is the Friday two weeks prior to the meeting.

Please contact the Community Development Department at 920-686-6930 if you have any questions.

To whom it may concern,

Our conditional use request is for 4801 Expo Dr., currently zoned as a former eye care clinic. We are seeking conditional use as a day care facility. I am currently going through the process of becoming licensed to operate such a business. Just over one year ago we unexpectedly became kinship foster parents. While undertaking that we realized there is a large demand in our community for day care and decided we wanted to provide that service to other people as well.

This site was chosen for multiple reasons. One being we have a business relationship with the owner if he had any vacant buildings this location was brought up as a possible site. The decision to pursue this building specifically was for its location near the industrial park and close to the site of the soon to be developing industrial park. We also liked this location because the building is large enough for our business to grow, additionally; there are no residential homes in close proximity of this building.

