



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

10/26/2023

To: Mayor and Common Council

From: Paul Braun, City Planner

**Subject: PC 18-2022: Annual Review – Cooperative Ministry, First Presbyterian Church; Conditional Use Permit for the establishment of a Transitional Housing / Warming Shelter located at 502 N. 8<sup>th</sup> Street.**

At the October 25, 2023 meeting of the Manitowoc City Plan Commission, the Commission is informing the Council of the Commission's actions regarding the Annual Review.

The Plan Commission reviewed the conditions for the Warming Shelter and found that there were no issues with the facility related to the conditions of the Conditional Use Permit. The Commission noted that the annual inspection by the Building Inspection and Fire Departments has not occurred yet.

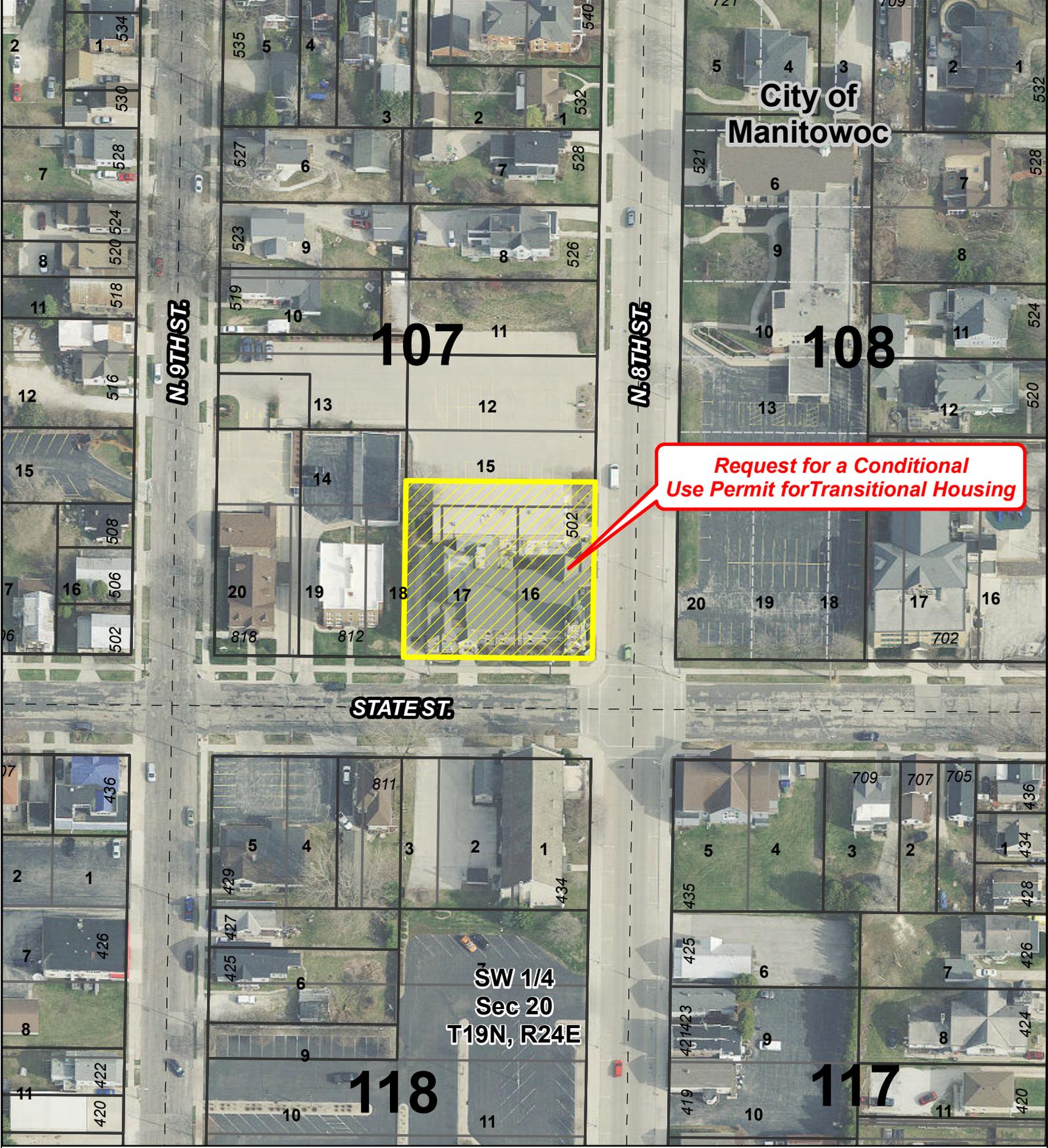
Note: On October 30th, 2023 the Building Inspection and Fire Departments inspected the Warming Shelter and stated that there were no issues or concerns.

First Presbyterian Church  
Attn: Matt Sauer  
502 N. 8<sup>th</sup> Street  
Manitowoc, WI 54220

Granicus #: 23-0920  
Attachments: Conditions

REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP) APPROVAL FOR  
FIRST PRESBYTERIAN CHURCH – WARMING SHELTER  
LOCATED AT 502 N. 8<sup>TH</sup> STREET  
TAX PARCEL # 000-107-170  
9/19/2022

- A. The CUP shall require compliance with all applicable local and state regulations including issuance and maintenance of any license to FIRST PRESBYTERIAN CHURCH for the operation of a 12-bed warming shelter. Prior to opening, FIRST PRESBYTERIAN CHURCH shall have any required licensing in place, if needed.
- B. The Warming Shelter shall be subject to a maximum of 12 individuals plus staff at the location.
- C. The Warming Shelter may be open to individuals November 1 – March 31.
- D. FIRST PRESBYTERIAN CHURCH 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 FIRST PRESBYTERIAN CHURCH by the State or other licensing entity is closed, denied, revoked, or terminated.
- E. 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.
- F. Prior to beginning operation of the warming shelter, FIRST PRESBYTERIAN CHURCH 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. FIRST PRESBYTERIAN CHURCH shall annually invite Building Inspection and the Fire Department to inspect the warming shelter for fire and life safety code requirements.
- G. The Conditional Use Permit will be reviewed at the May, 2023 Plan Commission.



**Request for a Conditional Use Permit for Transitional Housing**

# CONDITIONAL USE PERMIT

City of Manitowoc, WI

 Area of Conditional Use Permit for Transitional Housing

PC 18-2022  
502 N. 8th St.



0 50 100 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: 8/16/2022

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Manitowoc City Plan Commission