

Report to the Manitowoc Plan Commission

Meeting Date: September 9, 2025

Request: PC 19-2025: Immanuel Evangelical Lutheran Church and School; Request for a Conditional Use Permit for the Establishment of a Church and School located at 916 Pine Street. (Parcel # 635-003-000)

Existing Land Use for Subject Property: Church and School

Existing Zoning for Subject Property: R-4 Single and Two Family Residential

Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
South, North, East, West	Residential	R-4 Single and Two Family Residential

Report: Immanuel Lutheran is requesting a conditional use permit for their existing church and school including a proposed addition to the school. Community Development staff was unable to find any record of a conditional use permit ever being issued for the church and school. According to Immanuel Lutheran's website the church and school have been located at the current location since 1927.

Immanuel Lutheran has submitted a site plan showing a school expansion consisting of a two-story addition measuring approximately 4,500 s.f. per floor. A new elevator is also proposed in the project. Other alterations include new restrooms and changing rooms; site work includes parking lot reconfiguration, new retaining walls and an expanded playground.

No records of a Conditional Use Permit (CUP) were found for the church or school so the uses were considered legal non-conforming uses. With the proposal to expand the school a CUP was requested to bring the uses and buildings into conformance with the zoning code.

In the R-4 Single and Two Family Residential zoning district Churches and Schools are permitted after issuance of a conditional use permit.

Conditional Use Permits are controlled by section 15.370(27) of the municipal code.

In acting upon any application for a conditional use, the Plan Commission and Council shall consider whether the requested use: (1) is reasonably necessary for the convenience and welfare of the public; (2) is in harmony with the character of the surrounding area; and (3) will have a minimal or no effect on surrounding property values.

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 property owners adjoining and abutting the property and at the time of this writing no comments were received.

Timeline

- Notifications Sent: August 27, 2025
- Plan Commission Public Informational Hearing: September 9, 2025
- Common Council Public Hearing scheduled for: September 15, 2025

Recommendation: Approve the issuance of a Conditional Use Permit to Immanuel Evangelical Lutheran Church for a church and school per the attached map.

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP) APPROVAL FOR
IMMANUEL EVANGELICAL LUTHERAN CHURCH (IMMANUEL)
LOCATED AT 916 PINE STREET
TAX PARCEL # 635-003-000
9/15/2025

- A. The CUP shall require compliance with all applicable local and state regulations and licensing as needed.
- B. IMMANUEL shall not assign or transfer its interest in the CUP to any party without the written approval of the Plan Commission and Common Council.
- C. 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.
- D. Dumpster and trash enclosures shall be site screened and located in an obscure location not visible from the adjacent residential uses as much as practicable.
- E. All developments shall be in substantial conformance with the submitted application.
- F. All exterior lighting shall be designed to be contained within IMMANUEL'S property.



LAND USE APPLICATION

APPLICANT Immanuel Evangelical Lutheran Church
Laurence Verlinden (Church Presidnet) PHONE 920-323-2297

MAILING ADDRESS 916 Pine St, Manitowoc, WI 54220 EMAIL verlinden@comcast.net

PROPERTY OWNER Same as applicant PHONE _____

MAILING ADDRESS _____ EMAIL _____

REQUEST FOR:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conditional Use Permit (CUP) \$350* | <input type="checkbox"/> Zoning District Change/Map Amendment \$350* |
| <input checked="" type="checkbox"/> Site Plan Review \$350 | <input type="checkbox"/> Request for Annexation \$350* |
| <input type="checkbox"/> Certified Survey Map (CSM) \$100 | <input type="checkbox"/> Planned Unit Development (PUD) \$350* |
| <input type="checkbox"/> Official Map Review \$350* | <input type="checkbox"/> Street/Alley Vacation \$350* |

**Publication of legal notice fees additional.*

STATUS OF APPLICANT: ☒ Owner ☐ Agent ☐ Other

PROJECT LOCATION ADDRESS 916 Pine St

PARCEL ID# 052- 635003000 CURRENT ZONING R-4 Single & Two-Family District

CURRENT USE OF PROPERTY School

PROPOSED USE OF PROPERTY Same - school with an additional 3 classrooms and lower lobby/caneteen area

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 Laurence Verlinden Date 6-8-25

(Property Owner)

Print Name Laurence Verlinden

For Office Use Only

Date Received: _____

PC/SP #: _____

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.



July 9, 2025

Project Narrative

Project: Immanuel Lutheran School Addition
916 Pine St
Manitowoc, WI 54220

Immanuel Evangelical Lutheran Church and School is requesting conditional use permit and site plan review and approval for an addition & renovation project to their existing school facility located at 916 Pine Street (Parcel # 052-635003000) in the City of Manitowoc. The property is zoned R-4 Single & Two-Family District and the school use requires a conditional use permit in this zoning district.

The proposed project includes a 2-story addition to the east side of the existing school building. The lower-level addition will include 4,567 square feet. The upper-level addition will include 4,598 square feet. An elevator is also included with the addition. Existing building alterations will total 1,968 square feet and will include new restrooms and changing rooms. Building materials for the addition will match the existing building and can be seen in the included elevations. Materials will be comprised of brick veneer, LP Smartside siding accents and aluminum composite metal panels at the new aluminum storefront windows & entrances.

Site work includes parking reconfiguration around the new addition, and total parking spaces for the site will be 66 (including 5 handicap accessible stalls). Three new retaining walls will be installed, one near the southeast end of the building addition, one on the west side of the existing playground, and one on the north side of the existing garage. The playground area will be expanded.

Landscaping includes replacing mulch in the playground area, planting grass around the retaining wall between the garage and playground and replacing any stone in the existing planters around the west side of the existing building.

Stormwater will be collected by catch basins and routed to the existing onsite storm sewer pipe and eventually connect to the municipal storm system. Post construction stormwater management is not required based on the impervious increase being less than the 20,000 sf threshold.

City of
Manitowoc

NE 1/4
Sec 19
T19N, R24E

NW 1/4
Sec 20
T19N, R24E

WALDO BLVD.

**Request for Conditional Use
Permit for the Operation
of a Church and School**

N 11TH ST

N 10TH ST

N 9TH ST

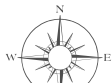
N 8TH ST

PINE ST.

SEGER'S
SUBD

REEDS

SUBD



0 100 200
Feet

CONDITIONAL USE PERMIT

City of Manitowoc, WI



Conditional Use Permit Area
for the Operation of a Church
and School

PC 19-2025
916 Pine St.

Manitowoc City Plan Commission

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: 8/13/2025

O:\Committees\PC Plan Commission\PC_CUP\2025\PC 19-2025 Immanuel Lutheran School 916 Pine Street\Maps\PC 19-2025 CUP.mxd

City of
Manitowoc

NE 1/4
Sec 19
T19N, R24E

NW 1/4
Sec 20
T19N, R24E

WALDO BLVD.

Request for Conditional Use
Permit for the Operation
of a Church and School

B-1

R-4

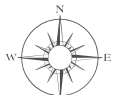
R-3

PINE ST.

B-2

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: 8/13/2025

O:\Committees\PC Plan Commission\PC_CUP\2025\PC 19-2025 Immanuel Lutheran School 916 Pine Street\Maps\PC 19-2025 CUP Zoning.mxd



Conditional Use Permit Area
for the Operation of a Church
and School

PC 19-2025
916 Pine St.

Manitowoc City Plan Commission

U.S.H. "10"
WALDO BLVD.

TEMPORARY LIMITED EASEMENT PER
DOC. NO. 1175023 & DOC. NO.
1187868 (POSSIBLE EXPIRED)

ELECTRIC HANDHOLE

TRAFFIC SIGNAL

N. 10TH ST.

N. 9TH ST.

