Report to the Manitowoc Plan Commission

Meeting Date: February 26, 2025

Request: PC 6-2025: St. Francis of Assisi Parish; Request for a Conditional Use Permit for the Establishment of a Church and Accessory Office and Gathering Space located 1418 Grand Avenue. (Parcel #355-056-001)

Existing Land Use for Subject Property: Church

Existing Zoning for Subject Property: Split Zoning R-4 Single and Two Family and R-3 Single Family

Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning		
South, North, East, West	Residential	R-4 Single and Two Family		
		Residential and R-3 Single		
		Family		

Report: St. Francis of Assisi Parish is requesting a conditional use permit for their existing church and a proposed accessory building which would have offices, meeting spaces and a gathering space which support the church and diocese. The St. Francis Grand Avenue church was formerly known as St. Andrews Church. According to the Wisconsin Historical Society and Roncalli Catholic School's homepages the church building was constructed in 1950 adjacent to the school which was constructed in 1928. The school building was razed recently and the diocese is planning to construct the office and hospitality structure in its place.

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

Section 15.030 in the zoning code defines a church as follows: "Church means a building wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship, together with all accessory buildings and uses customarily associated with such primary purpose. The term church shall not carry a secular connotation, and shall include synagogues, temples, mosques, or other such places for worship and religious activities."

The new building still needs to be submitted for site plan review and approval. Site plans are sent out for review to all City departments and utilities.

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There are 78 off-street parking spaces shown on the site plan with an additional 44 spaces shown as future. The 78 off-street parking spaces meets the minimum off-street parking requirements for the new addition

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.

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- 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."

<u>Public Comments:</u> Notices were mailed out to property owners adjoining and abutting the property and at the time of this writing no comments were received.

Timeline

- Application Received: February 2, 2025
- Notifications Sent: February 19, 2025
- Plan Commission Public Informational Hearing: February 26, 2025
- Common Council Public Hearing scheduled for: March 17, 2025

Recommendation: Approve the issuance of a Conditional Use Permit to St Francis of Assisi Parish for the church, accessory office building and parking areas as shown on the submitted site plan.

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REQUIREMENTS FOR CONDITIONAL USE PERMIT (CUP) APPROVAL FOR ST FRANCIS OF ASSISI CHURCH (ST FRANCIS) LOCATED AT 1418 GRAND AVENUE TAX PARCEL # 355-056-001 3/17/2025

- A. The CUP shall require compliance with all applicable local and state regulations and licensing as needed.
- B. ST FRANCIS 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. During the site plan submittal process ST FRANCIS shall work with city staff on the type and placement of landscaping to buffer the proposed addition from the adjacent neighbors along the north property line.
- E. 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.
- F. The issuance of this conditional use permit shall be for the church, building addition and current and proposed parking lots as shown on the submitted concept plan. Any development, west of the future parking lot that is not permitted by the underlying zoning district is not authorized under this conditional use permit. All developments shall be in substantial conformance with the submitted application.
- G. All exterior lighting shall be designed to not extend onto any adjoining properties.

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February 3, 2025

City of Manitowoc Attn: Plan Commission / Common Council 900 Quay Street Manitowoc, WI 54220

Dear Plan Commission / Common Council,

In continuation of our Parish strategic plan, we are seeking approval from the City of Manitowoc for expansion at our St Francis of Assisi Grand Avenue Worship site located at 1418 Grand Avenue. The addition will include a gathering space, office space, and meeting space. We have been working with Martenson & Eisele, Inc. in creating the attached building plans which have been submitted to the State of Wisconsin for plan approval and also sent out for contractor quotation. Along with seeking approval from the City of Manitowoc we also will be soon seeking project approval from the Diocese of Green Bay. The anticipated timing proposes having approvals to proceed this summer following with groundbreaking as soon as the selected contractor can begin.

Business Manager: Mark LeGreve (Signature)

OFFICE AND HOSPITALITY ADDITION ST FRANCIS OF ASSISI

1416 GRAND AVENUE | MANITOWOC, WISCONSIN 54220

CODE SUMMARY

2015 INTERNATIONAL BUILDING CODE (IBC), 2015 INTERNATIONAL EXISTING BUILDING CODE, 2015 INTERNATIONAL MECHANICAL CODE (IMC) AND INTERNATIONAL ENERGY CONSERVATION CODE (IECC) WITH WISCONSIN AMENDMENTS APPLY TO THIS PROJECT IN ADDITION TO 2009 ICC / ANS INTERNATIONAL ENERGY CONSERVATION CODE (IECC) WITH V A117.1 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES.

TYPE OF CONSTRUCTION (TABLE 601): OCCUPANCY CLASSIFICATION (302.1): TYPE VB; COMBUSTIBLE, UNPROTECTED

EXISTING:

ASSEMBLY GROUP A-3; PLACE OF RELIGIOUS WORSHIP

60 FEET

ALLOWABLE HEIGHT (TABLE 504.3) PROPOSED HEIGHT:

29'-3"

ALLOWABLE NO. STORIES (TABLE 504.4)

2 STORY 1 STORY ABOVE GRADE WITH BASEMENT

PROPOSED NO. STORIES

PROPOSED AREA:

OCCUPANCY SEPARATION (508):

NONSEPARATED OCCUPANCIES PER 508 3

FIRE PROTECTION (903.2):

NFPA-13 SYSTEM THROUGHOUT ADDITION MANUAL ALARM NOT REQUIRED, ASSEMBLY OCCUPANTS < 300 (907.2.1)

FLOOR CONSTRUCTION FIRE WALLS AT CONNECTION TO EXISTING

NON-BEARING WALLS:

PRIMARY STRUCTURAL FRAME

TOTAL BUILDING OCCUPANTS = 358

EGRESS WIDTH (1005,3,2);

358 OCC, x 0.2 = 71.6 IN, (256 IN, PROVIDED) 250 FEET (A-3); 300 FEET (B)

EXIT ACCESS TRAVEL (TABLE 1017.2):

EMERGENCY EGRESS ILLUMINATION (1008.2.1)

SANITARY FIXTURES (TABLE 2902.1):

BASED ON 358 OCCUPANTS, 50% FACH SEX (293 A-3 OCC.: 65 B OCC.)

FIXTURE	GROUP A-3 REQUIRED	GROUP B REQUIRED	TOTAL REQUIRED	PROVIDED
MALE W/C	1.18	1,32	2,50	2 (PLUS 4 URINALS)
FEMALE W/C	2.26	1.32	3,58	6
MALE LAVATORY	0.74	0.83	1.57	3
FEMALE LAVATORY	0.74	0.83	1.57	3
SERVICE SINK	1	1	1	1

DRINKING WATER WILL BE AVAILABLE TO ALL OCCUPANTS FREE OF CHARGE VIA THE SERVING KITCHEN (ROOM 136).

ONE SET OF CONDITIONALLY APPROVED STAMPED DRAWINGS MUST BE KEPT ON THE JOBSITE AT ALL TIMES DURING CONSTRUCTION AND

IF PROJECT IS NOT LOCATED IN A MUNICIPALITY WITH DSPS COMMERCIAL BUILDING INSPECTION DELEGATED AUTHORITY, THE CONTRACTOR SHALL CONTACT THE STATE BUILDING INSPECTOR FOR REQUIRED INSPECTIONS OF WORK, SEE CONDITIONAL APPROVAL LETTER FOR CONTACT INFORMATION.

GENERAL NOTES

- REFER TO ALL DRAWINGS INCLUDING ARCHITECTURAL, SITE, STRUCTURAL, MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION DRAWINGS FOR ADDITIONAL GENERAL NOTES, ABBREVIATIONS AND SYMBOLS.
- ALL DIAMINES AND OP EUDIC IMPORTANCE IN POPINIS THE WINK DIFFICULTING OF DIAGNOSTIS CONTRACT DISCONSISTS CONTRACT DISCONSISTS CONTRACT DISCONSISTS CONTRACT DISCONSISTS CONTRACT DISCONSISTS CONTRACT OF THE C
- 3. DO NOT SCALE DRAWINGS. THE DRAWINGS ARE NOT NECESSARILY TO SCALE. USE GIVEN DIMENSIONS. CONTRACTORS SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AT THE JOB SITE PRIOR TO THE START OF CONSTRUCTION. IF DISCREPANCIES ARE FOUND, NOTIFY ARCHITECT FOR CLASHICATION BEFORE COMMENCING THE WORK.
- DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO THOSE SHOWN, WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INTENT CANNOT BE DETERMINED, CONSULT ARCHITECT BEFORE PROCEEDING WITH THE WORK.
- 5. CONTRACTORS SHALL PROVIDE STIFFENERS, BRACING, BACKING PLATES AND SUPPORTING BRACKETS REQUIRED FOR THE PROPER INSTALLATION OF ALL CASEWORK AND MISCELLANEOUS EQUIPMENT WHETHER SUCH SUPPORTS ARE SHOWN OR NOT.
- ALL INTERIOR FINISHES MUST CONFORM TO 2015 INTERNATIONAL BUILDING CODE WITH WISCONSIN AMENDMENTS, CHAPTER 8 INTERIOR FINISHES, AND ALL OTHER APPLICABLE CODES AND ORDINANCES INCLUDING TABLE 803,11.

PROJECT LOCATION

MANITOWOC, WISCONSIN



SHEET INDEX





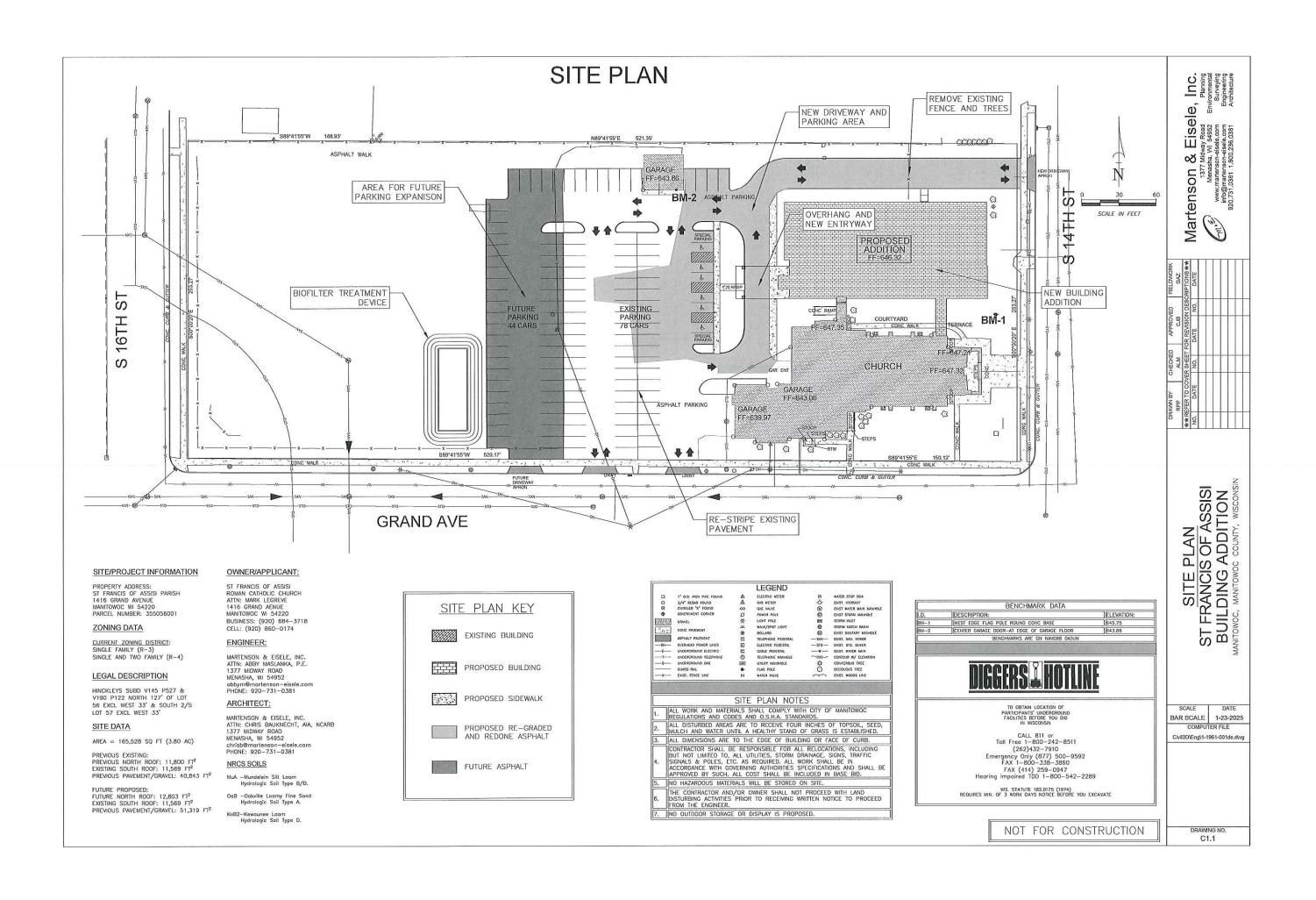
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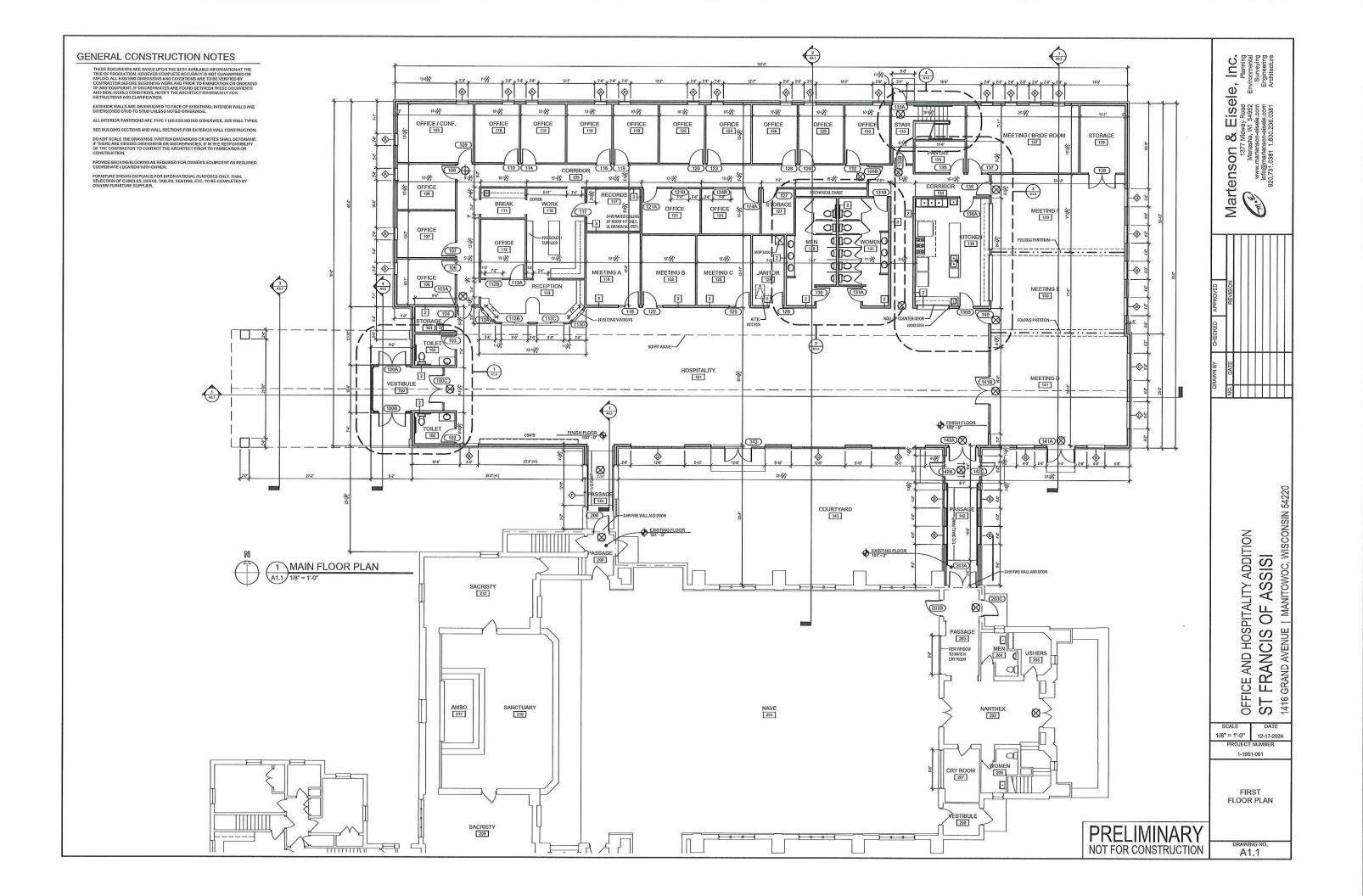
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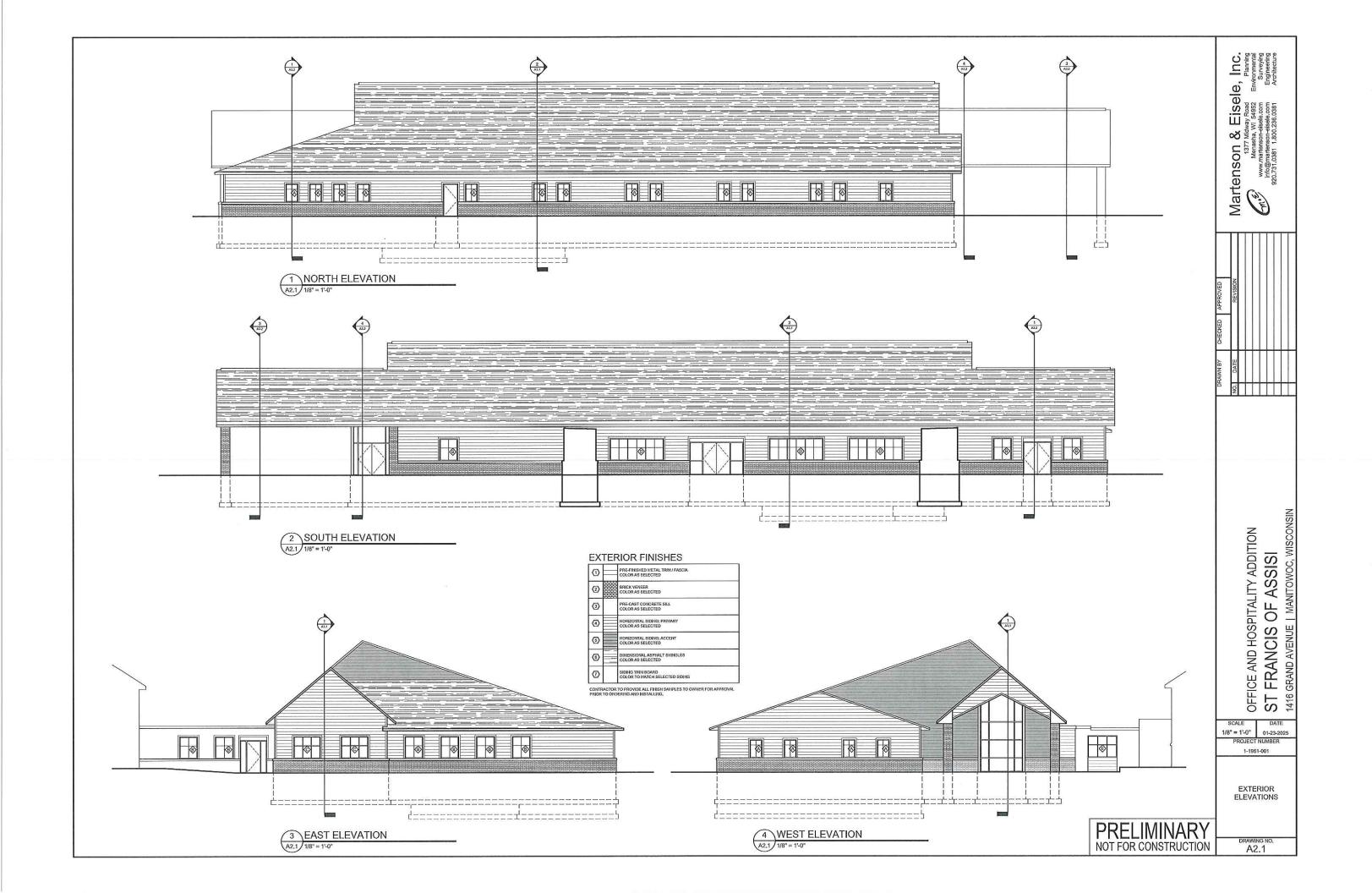
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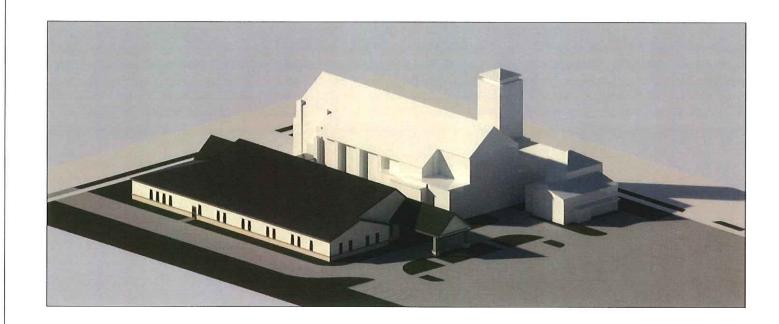
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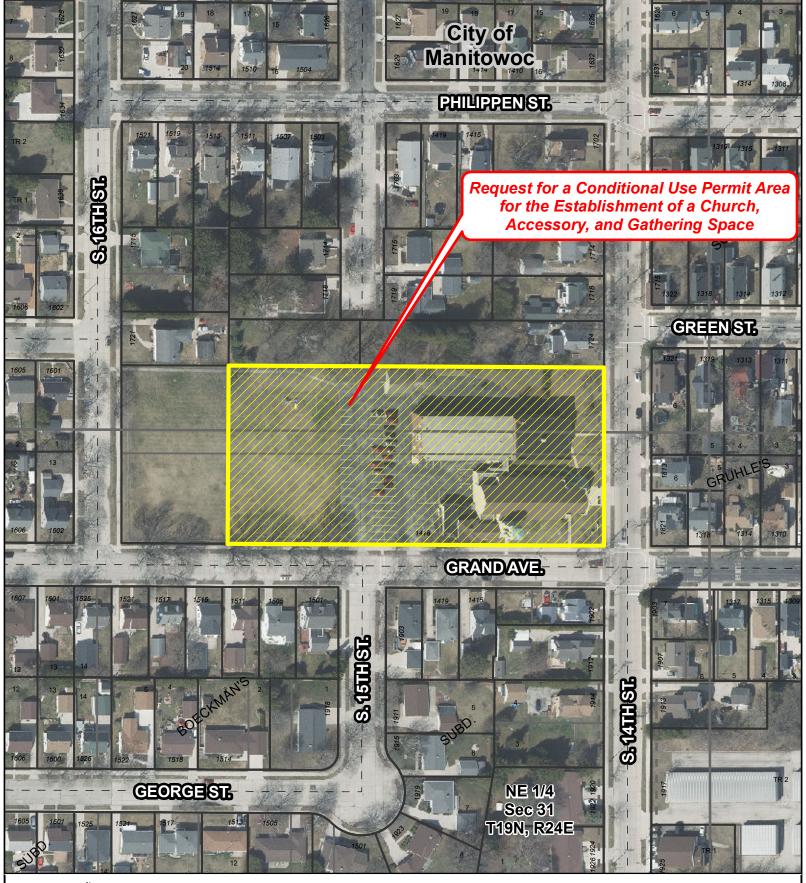














CONDITIONAL USE PERMIT City of Manitowoc, WI

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.

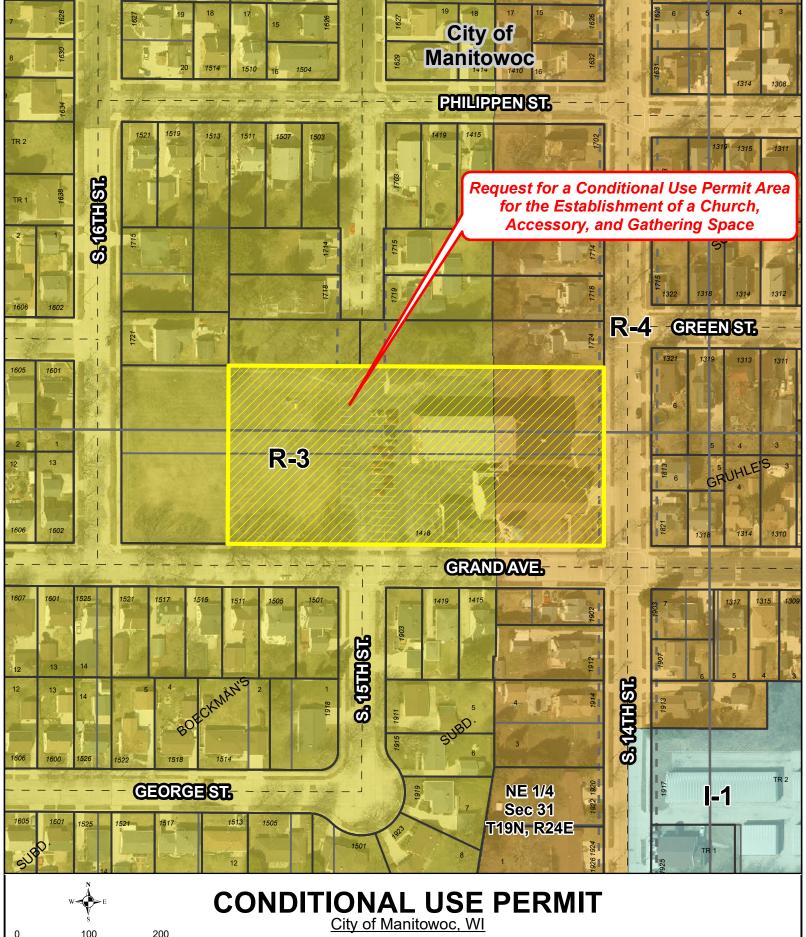
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Prepared by City of Manitowoc
Community Development Department
www.manitowoc.org
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Map Plotted: 2/191/2025
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Conditional Use Permit Area for the Establishment of a Church, Accessory, and Gathering Space

PC 6-2025 1418 Grand Ave.





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□ Feet



Conditional Use Permit Area for the Establishment of a Church, Accessory, and Gathering Space

PC 6-2025 1418 Grand Ave.