



CITY OF WAUKESHA
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 City Hall, 201 Delafield Street, Room 200
 Waukesha, WI 53188
 Phone (262) 524-3750 Fax (262) 524-3751

CONDITIONAL USE PERMIT APPLICATION

This application must accompany a Plan Commission Application along with the required fee.
 The Plan Commission may not make a decision on this request if the property owner is not present at the meeting.

DATE: 3/20/2024

NEW APPLICATION

AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

NAME OF PROJECT OR BUSINESS: ARCHDIOCESE OF MILWAUKEE - BREW CITY CATHOLIC
 LOCATION OF USE: ST JOSEPH CONVENT (PREV OFFICE) 818 N EAST AVE 53106
 TYPE OF USE: RELIGIOUS - MISSIONARY

Is this a NEW use or is this use being relocated from somewhere else? RELOCATED

If you are relocating a use, where are you relocating it from? CARROLL UNIVERSITY

Do you operate a use in other locations? ? (Circle one) YES NO

If yes, please explain: MULTIPLE LOCATION IN ARCHDIOCESE OF MILWAUKEE

Will the use be occupying an existing building or will you be building a new building? EXISTING NEW

Hours and days of operation: ALL WEEK - FLEXIBLE HOURS

Number of Employees: UP TO (4)

Number of on-site parking stalls available: 47

Length of permit requested (6 month, 1 year, 2 year, permanent): PERMANENT

Current zoning: I-1

Is a License required to operate this use? (Circle one) YES NO If yes, please attach a copy.

Name of licensing authority: _____

Will any hazardous materials be used? NO

The following information must be attached to process the permit:

- A site map showing the location of the proposed site.
- A site plan showing the location of building(s), parking, landscaping, etc.
- A floor plan of the building showing how it will be used for the proposed use.
- If an existing building, a photo of the building.
 - If new, complete development plans must be submitted per the development guidelines.
 - If facade changes are proposed, plans must be submitted showing changes.
- A business plan if there is one; otherwise answer the questions on the back. (BOTH)

Please Note: If approved, this permit will be issued to the applicant only and will not be transferrable. This application will become null and void if required fees and materials are not submitted at time of application. Any physical changes made to the building may require the installation of additional fire protection systems. Please contact the Fire Marshal for further discussion.

Please attach a copy of your Business Plan if you have one.

If you do not have written Business Plan or choose not to share it, please answer the following questions:

1. What business will you be in? Religious organization - evangelization.
Campus and Young adult ministry.
2. Explain your business' daily operations. Relational Ministry, Mentoring,
hosting events for our ministry.
3. How will business be managed on a daily basis? On-site staff will oversee
and manage daily operations.
4. What are your products or services? Relational Ministry.
5. Will your employees need additional parking? No
6. Are employees required to have any certification(s)? Safe environment training
(includes a background check)
7. Who is the owner of the building or premises where your business will be conducted?
St. Joseph Catholic Church
8. If you are not owner of the building or premises where your business will be conducted, do you have a lease agreement with the owner? Yes.
9. Are there any insurance requirements for your business? Yes.
10. Will you have property insurance? Yes.
11. Are there any noise considerations/concerns with your business operations?
No.



City of Waukesha Application for Development Review

Last Revision
Date:
June, 2023

City of Waukesha Community Development Department - 201 Delafield Street, Waukesha, WI 53188 262-524-3750
www.waukesha-wi.gov

APPLICANT INFORMATION

Applicant Name: Micah Pfundstein
Applicant Company Name: Archdiocese of Milwaukee -
Brew City Catholic
Address: 3501 S Lake Dr
City, State: Milwaukee, WI Zip: 53207
Phone: 414-758-2219
E-Mail: Pfundsteinm@archmil.org

PROPERTY OWNER INFORMATION

Applicant Name: ANDREW DEJEWski
Applicant Company Name: ST JOSEPH CATHOLIC
Address: 818 N. EAST AVE.
City, State: WAUKESHA, WI Zip: 53186
Phone: 262-832-1457
E-Mail: ADEJEWski@CCWAVK.ORG

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: _____
Company Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____
E-Mail: _____

PROJECT & PROPERTY INFORMATION

Project Name: _____
Property Address: _____
Tax Key Number(s): WAKC1305220
Zoning: _____
Total Acreage: _____ Existing Building Square Footage: _____
Proposed Building/Addition Square Footage: _____
Current Use of Property: _____

PROJECT SUMMARY (Please provide a brief project description.)

All submittals require a complete scaled set of digital plans (Adobe PDF) and shall include a project location map showing a 1/2 mile radius, a COLOR landscape plan, COLOR building elevation plans, and exterior lighting photometric maps and cut sheets. A pre-application meeting is required prior to submittal of any applications for Subdivisions, Planned Unit Developments, and Site and Architectural Plan Review. **The deadline for all applications requiring Plan Commission Reviews is Monday at 4:00 P.M, 30 days prior to the meeting date. The Plan Commission meets the Fourth Wednesday of each month.**

APPLICATION ACKNOWLEDGEMENT AND SIGNATURES

I hereby certify that I have reviewed the City of Waukesha Development Handbook, City Ordinances, Submittal Requirements and Checklists and have provided one PDF of all required information. Any missing or incomplete information may result in a delay of the review of your application. By signing this I also authorize The City of Waukesha or its agents to enter upon the property for the purpose of reviewing this application.

Applicant Signature: *Andrew Dejewski*
Applicant Name (Please Print): ANDREW DEJEWski
Date: 3/22/2024

For Internal Use Only:
Amount Due (total from page 2): _____ Amount Paid: _____ Check #: _____
Trakit ID(s) _____ Date Paid: _____

City of Waukesha Application for Development Review

TYPE OF APPLICATION & FEES (CHECK ALL THAT APPLY) Please note that each application type has different submittal requirements. Detailed submittal checklists can be found in Appendix A of the Development Handbook.

FEES

Plan Commission Consultation **\$200** _____

Traffic Impact Analysis _____

Commercial, Industrial, Institutional, and Other Non-Residential **\$480**

Residential Subdivision or Multi-Family **\$480**

Resubmittal (3rd and all subsequent submittals) **\$480**

ONE OF THE THREE FOLLOWING ITEMS IS REQUIRED FOR SITE PLAN & ARCHITECTURAL REVIEWS (*):

* **Preliminary Site Plan & Architectural Review** _____

Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **\$2,200**

Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **\$2,320**

Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres **\$2,440**

Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres. **\$2,560**

Resubmittal Fees (after 2 permitted reviews) **\$750**

* **Final Site Plan & Architectural Review** _____

Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **\$1,320**

Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **\$1,440**

Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres **\$1,560**

Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres. **\$1,680**

Resubmittal Fees (3rd and all subsequent submittals) **\$750**

* **Minor Site Plan & Architectural Review (total site disturbance UNDER 3,000 total square feet)** _____

Projects that do not require site development plans **\$330**

Resubmittal Fees (3rd and all subsequent submittals) **\$330**

Certified Survey Map (CSM) _____

1-3 Lots **\$500**

4 lots or more **\$560**

Resubmittal (3rd and all subsequent submittals) **\$180**

Extra-territorial CSM **\$260**

Preliminary Subdivision Plat (Preliminary Site Plan Review is also required.) _____

Up to 12 lots **\$1,270**

13 to 32 lots **\$1,390**

36 lots or more **\$1,510**

Resubmittal (3rd and all subsequent submittals) **\$630**

Final Subdivision Plat (Final Site Plan Review is also required.) _____

Up to 12 lots **\$660**

13 to 32 lots **\$780**

36 lots or more **\$900**

Resubmittal (3rd and all subsequent submittals) **\$480**

Extra-territorial Plat **\$540**

Rezoning and/or Land Use Plan Amendment _____

Rezoning **\$630**

Land Use Plan Amendment: **\$630**

Conditional Use Permit

Conditional Use Permit with no site plan changes **\$480**

Conditional Use Permit with site plan changes **\$480** plus applicable preliminary and final site plan fees above 480

Planned Unit Development or Developer's Agreement (Site Plan Review is also required) _____

New Planned Unit Development or Developer's Agreement **\$1,760**

Planned Unit Development or Developer's Agreement Amendment **\$610**

Annexation **NO CHARGE**

House/Building Move **\$150**

Street or Alley Vacations **\$150**

TOTAL APPLICATION FEES:

480

CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Any use listed as a Conditional Use in Chapter 22 (Zoning Code) requires a Public Hearing in front of the Plan Commission prior to building or occupancy permits being issued. All property owners within 300 feet of the property will be notified of your request.

Review Time: 30-45 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission

In addition to this application and corresponding application fee you will also need:

One (1) digital (PDF) that includes of items listed below

Conditional Use Permit Application

**Please note If any exterior architectural, landscape, or site plan changes are required you must also go through Site Plan Review and meet all of those submittal requirements.*

PLANNED UNIT DEVELOPMENT OR DEVELOPER'S AGREEMENT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

The PUD Overlay District is intended to permit development that will, over a period of time, be enhanced by coordinated area site planning, diversified location of structures, diversified building heights and types, and/or mixing of compatible uses. The PUD Overlay District under this Chapter will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the community, while at the same time maintaining insofar as possible the standards or use requirements set forth in the underlying basic zoning district.

Developer's Agreements are used for any project that require public infrastructure improvements (sewer, storm sewer, sidewalks, etc) and other off-site improvements such as median openings, traffic signals, street widening, etc..

Review Time: 45-60 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission, Common Council. Some projects will also require Board of Public Works review.

In addition to this application and corresponding application fee you will also need:

One (1) digital (PDF) that includes of items listed below

Cover letter/statement that outlining project details and all of the required information set forth in the Zoning Ordinance Section 22.52 (4)(a)

Rezoning Form including legal description and notarized owner(s) signatures (rezoning applications only)

General Development Plan

Proposed Supplemental Design Elements (required for all PUDs under the minimum required acreage)

**Please note in addition to the PUD submittal requirements your project will also need additional application fees and submittal materials based on the project type. This may include Preliminary and Final Plats, Preliminary and Final Site and Architectural Plans, Certified Survey Maps, Traffic Impact Analysis. Staff will inform you of any additional submittal requirements at the Pre-Application meeting, which is required prior to submitting your application.*

ANNEXATION SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Requests for annexation as permitted under Section 66.0217 Wisconsin Statutes.

Review Time: 45-60 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission, Common Council

In addition to this application and corresponding application fee you will also need:

One (1) digital (PDF) that includes of items listed below

Copy of your State of Wisconsin Request for Annexation Review Application

Signed City of Waukesha Direct Annexation Petition

Map of property of property to be annexed.

A boundary description (legal description of property to be annexed)

Any additional information on the annexation.

St. Joseph Catholic Church – 818 N. East Ave Waukesha – Site Plan



SJ Convent (red rectangle) proposed Conditional Use Permit for Brew City Catholic
Brew City Catholic is part of the Archdiocese of Milwaukee
SJ Rectory (crossed out in red) to be demolished in April 2024

SKETCH/AREA TABLE ADDENDUM

Case No 275-Site

File No 275-Site

SUBJECT

Property Address 822 N. East Ave.

City Waukesha

State WI

Zip 53186

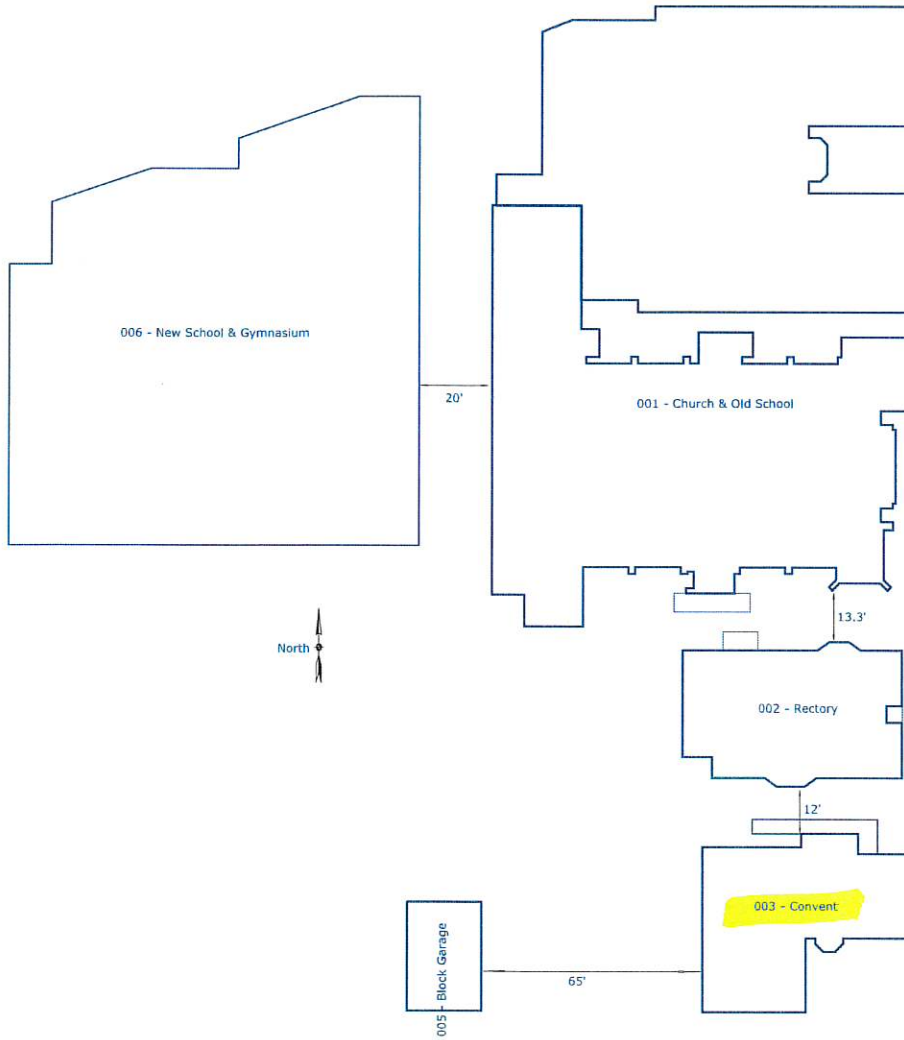
Borrower St. Joseph Church

Lender/Client Archdiocese of Milwaukee

L/C Address 3501 S. Lake Dr., Milwaukee, WI 53207

Appraiser Name Anderson

275 - St. Joseph Church Site



IMPROVEMENTS SKETCH

Scale: 1" = 55'

Specialty Property Appraisals, LLC

VALUATION REPORT – MAJOR BUILDING

Entity: **Archdiocese of Milwaukee**
 LP/Item #: **0065-275-003**
 Location: **St. Joseph Church**
 Item: **Convent**
 Address: **818 N. East Ave.**
 City: **Waukasha**

Inspection Date: **10/4/2017**
 Effective date: **12/31/2017**
 Cost as of Date: **Aug-17**
 Appraiser: **Anderson**

State: **WI**

Zip Code: **53186**

VALUATION INFORMATION

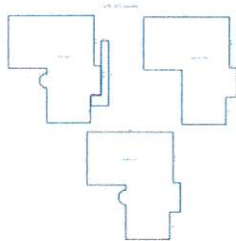
	Building Value	Contents Allowance	Total Value	Rounded Total
	Reconstruction Cost New	Typical % applied to Building Value	Building Value + Contents Allowance	
RCN-BASIS:	\$1,069,533	20%	\$213,907	\$1,283,440
Cost per Square Foot:	\$221.16			\$1,284,000
ACV-BASIS:	\$0		\$0	\$0
ACV Depreciation %:		Contents Allowances: Typical		

BUILDING INFORMATION

Photo:



Sketch:



Narrative:

The Convent was constructed in 1945. It is two stories with an unfinished basement. The structure is used as offices and the basement is used for storage. Additional amenities include stained glass windows.

Building Data:

Occupancy Code: Dwelling
 Year Built: 1945
 Construction Class: Frame
 Number of Stories: 2
 Square Footage: 4,836
 Basement-Finished: 0
 Basement-Unfinished: 2,432
 Exterior Wall Type: Brick on frame.
 Roof Material: Asphalt shingle.
 Heating: Boiler w/radiators.
 Cooling: Forced cool air.
 Latitude: N43.0.710
 Longitude: W88.13.603

Fire Protection:

Sprinklers: None.
 Manual Fire Alarm: None
 Auto. Fire Alarm: None

Church Furnishings:

Bell Tower Height: N/A
 Stained Glass: \$0
 Pipe Organ: \$0
 Additional Equipment: \$0
 Additional Building Items: \$0

Additional Comments:

Reconstruction Cost - the cost to construct, at current prices, an exact replica of the building, using like kind and quality materials, construction standards, design, layout and superadequacies quality of workmanship and embodying all the subject's deficiencies, and obsolescence.

RCN – Reconstruction Cost New & **ACV** – Actual Cash Value, based on physical inspection. No exclusion percentage used. Contents based on CMG guidelines, using typical percentages per occupancy use. Additional Equipment to include items such as Stations of the Cross, Baptismal Font, Corpus/Cross, Statues, etc.

Value Deemed Reliable, But Not Guaranteed

Specialty Property Appraisals, LLC

Insurance Detail As of December 31, 2017



0065-275-003 Front



0065-275-003 Back



0065-275-003 Side 1



0065-275-003 Side 2



0065-275-003 Interior



0065-275-003 Stained Glass 1-4

Standard Report - Main Street Home**0065-275-003**

Agent Master

**General Information**

Policy Number:	0065-275-003		
Insured Name:	St. Joseph Church Convent		
Original Address:	818 N. East Ave. Waukesha, WI 53186	Mailing Address:	Same
Effective Date:	11/30/2017	Renewal Date:	11/30/2018
		Value Basis:	Reconstruction
		# of Families:	1
Created By:	wnj_spa2	Last Updated By:	wnj_spa2
Profile Owned By:	wnj_spa2		
Finished Floor Area:	4836		

Valuation Totals Summary

Cost Data As Of 08/2017

Reconstruction Cost w/o Debris Removal	\$1,029,622
Debris Removal	\$39,911
Reconstruction Cost with Debris Removal	\$1,069,533

Building Description**Main Home**

Year Built	1945
Construction Type	Standard
Style	2 Story
Number of Stories	2
Total Living Area	4836 Square Feet
Basement	100%
Basement Type	Below Grade
Basement Finished	0%

Materials

Exterior Walls	Kitchens & Baths	Ceiling Finish
Brick on Frame	Baths	Plaster
100%	Full Bath, Builder's Grade	100%
	2Cnt	
Roof	Half Bath, Builder's Grade	Floor Finish
Shingles,	2Cnt	Carpet, Acrylic/Nylon
Asphalt/Fiberglass		80%
100%	Partition Walls	Vinyl
	Plaster	20%
Kitchens & Baths	100%	Heating & Cooling
Kitchens	Wall Finish	Air Conditioning
Kitchen, Builder's Grade	Paint	Central Air Conditioning,
1Cnt	100%	Avg Cost
		100%

Materials (continued)

Heating & Cooling**Heating**

Heating, Gas Hot Water	100%
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Exterior Features

Window, Stained Glass, Large	5Cnt
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Disclaimer

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates that are not to be considered a detailed quantity survey. Copyright © 2013 Marshall & Swift / Boeckh, LLC and its licensors.

SKETCH/AREA TABLE ADDENDUM

Case No 275-003

File No 275-003

SUBJECT

Property Address 818 N. East Ave.

City Waukesha

State WI

Zip 53186

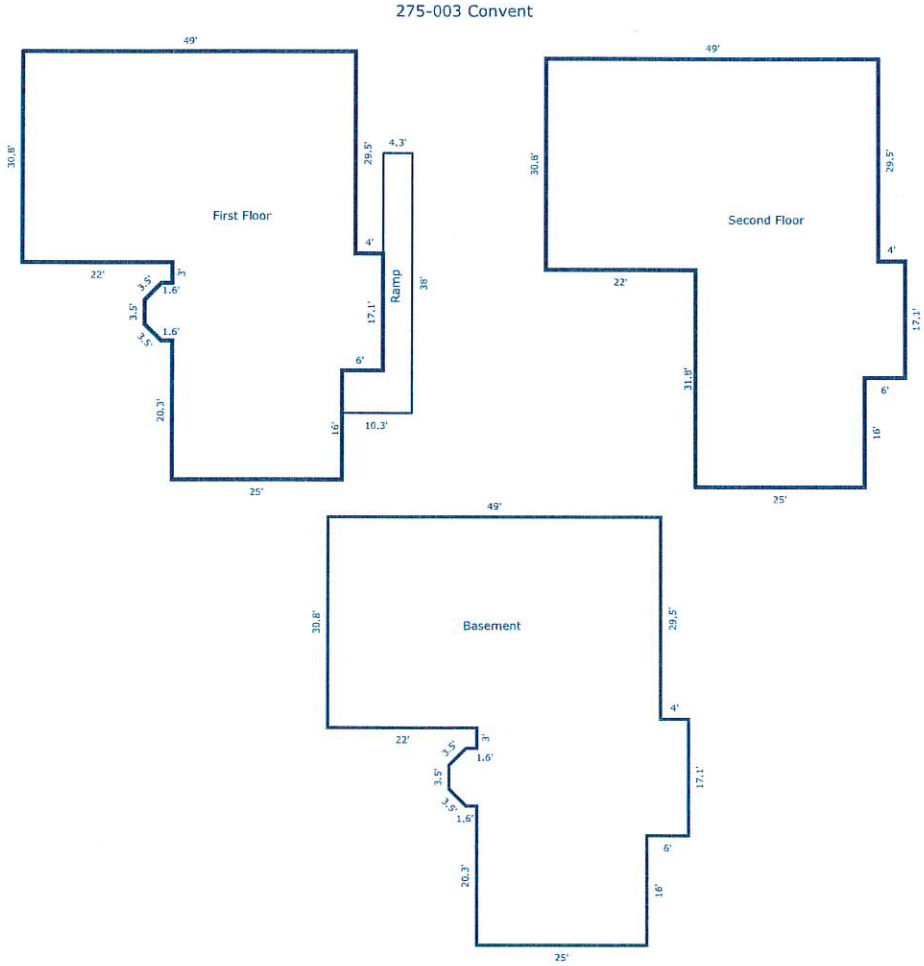
Borrower St. Joseph Church

Lender/Client Archdiocese of Milwaukee

L/C Address 3501 S. Lake Dr., Milwaukee, WI 53207

Appraiser Name Anderson

IMPROVEMENTS SKETCH



Scale: 1" = 27'

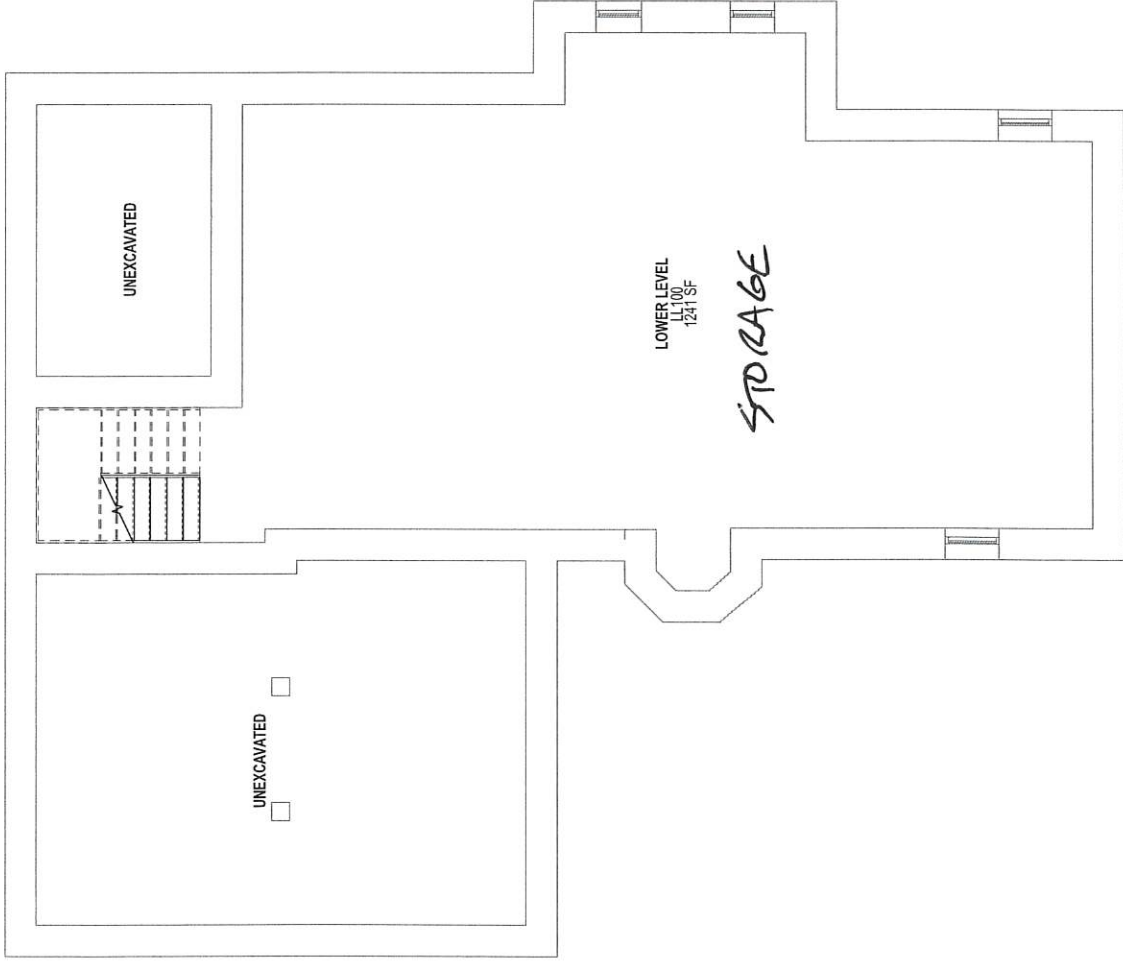
AREA CALCULATIONS

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GBA1	003	2432.07	
	2nd	2403.96	4836.02
BSMT	Basement	2432.07	2432.07
OTH	Ramp	198.50	198.50
Net BUILDING Area		(rounded)	4836

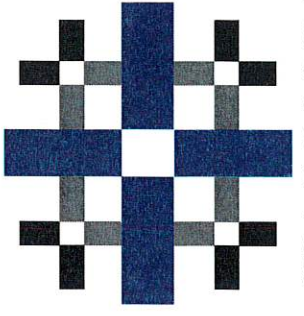
BUILDING AREA BREAKDOWN			
	Breakdown		Subtotals
003	49.0 x 29.5		1445.50
	53.0 x 1.3		69.59
	16.0 x 25.0		400.00
	4.3 x 31.0		134.23
	2.5 x 32.6		80.48
	3.5 x 35.1		122.69
	2.5 x 32.6		80.48
	3.0 x 31.0		93.00
	0.5 x 2.5		3.05
	0.5 x 2.5		3.05
2nd	25.0 x 16.0		400.00
	31.0 x 15.8		488.87
	29.5 x 49.0		1445.50
	1.3 x 53.0		69.59
14 Items		(rounded)	4836

ST. JOSEPH CONVENT - LOWER LEVEL

818 N. EAST AVE , WAUKESHA WI 53186

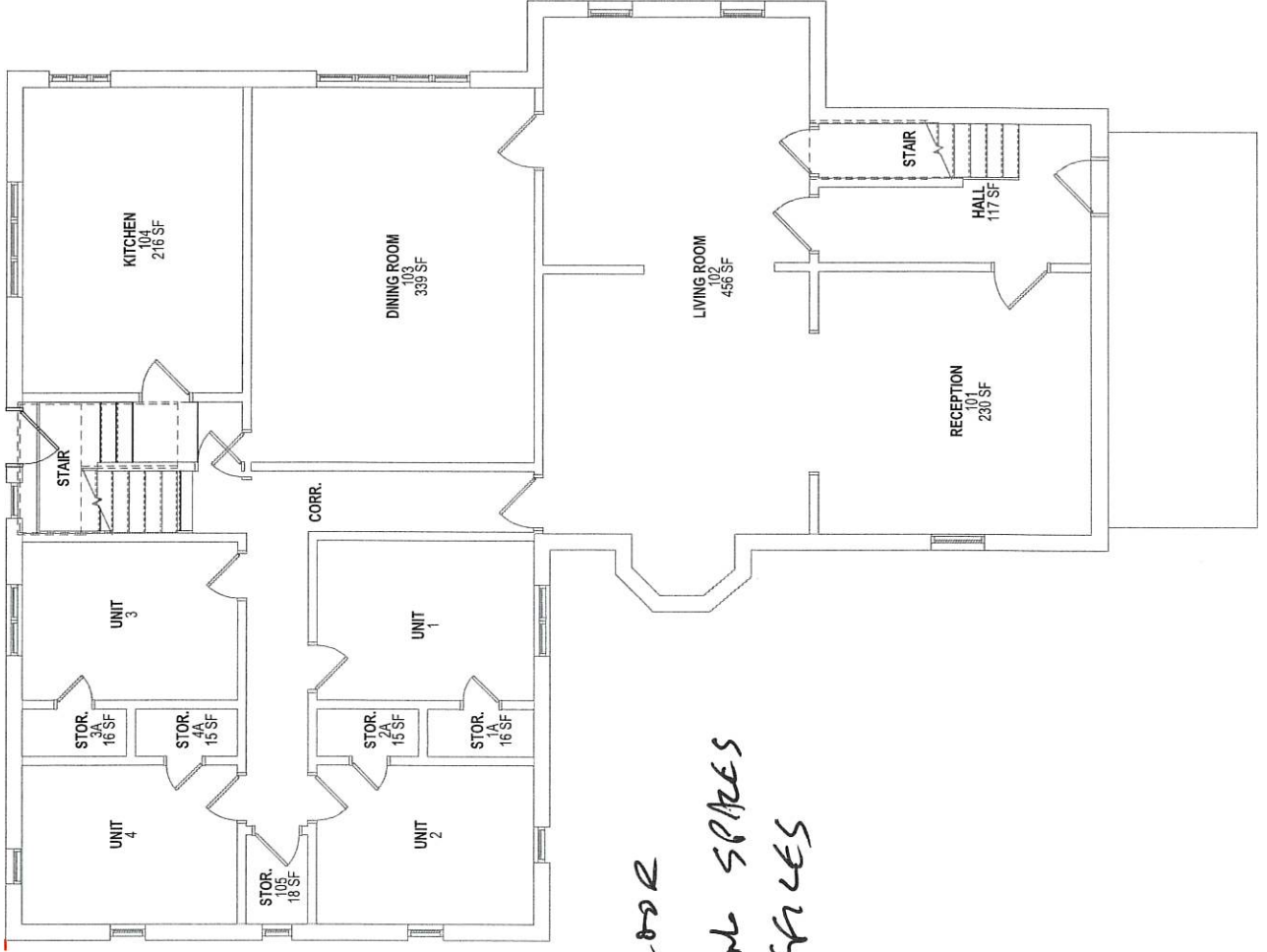


CATHOLIC
COMMUNITY

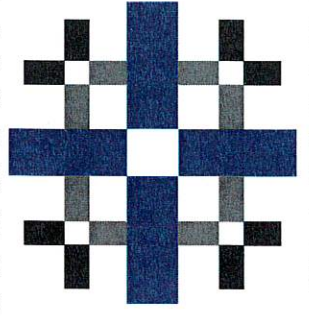


of WAUKESHA

ST. JOSEPH CONVENT - FIRST FLOOR
818 N. EAST AVE., WAUKESHA WI 53186

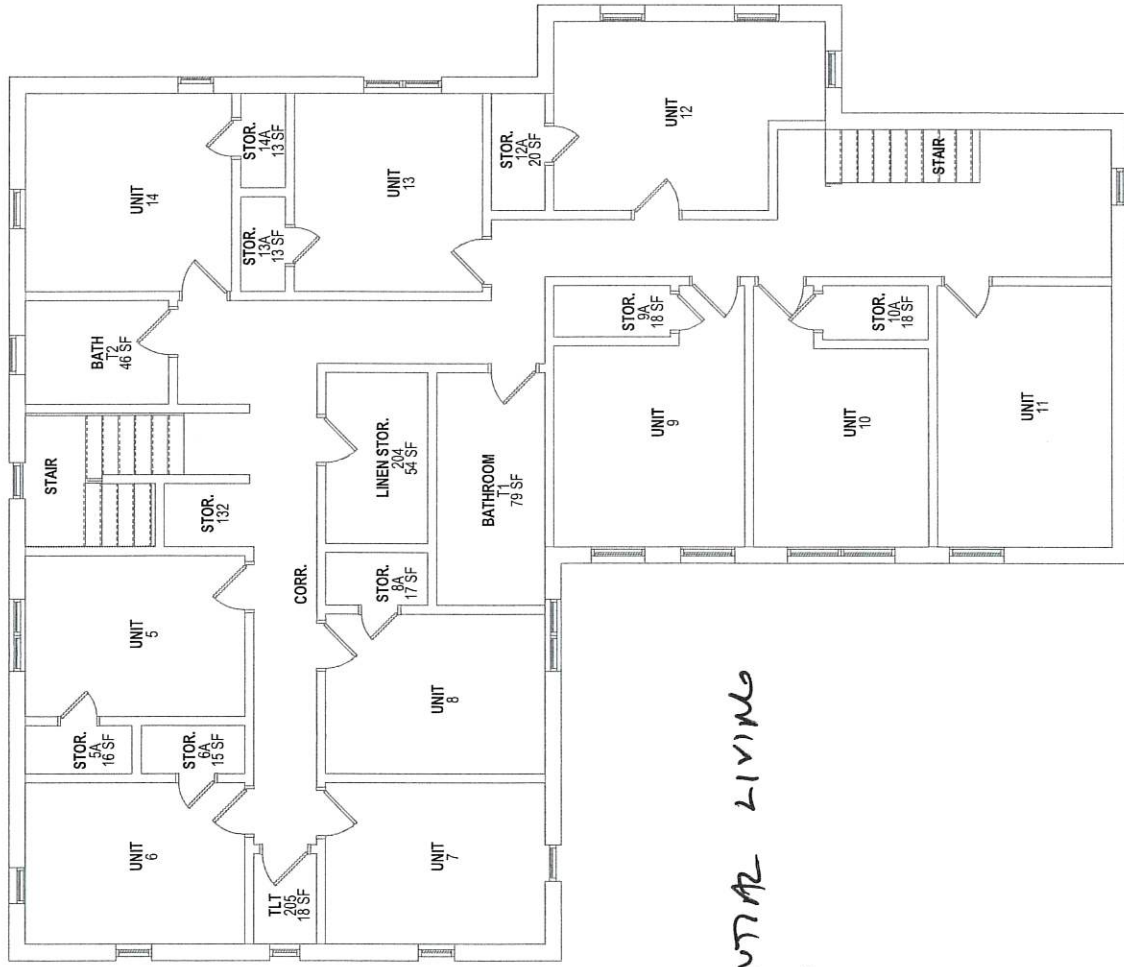


*1st floor
MEETML SPACES
& OFFICES*



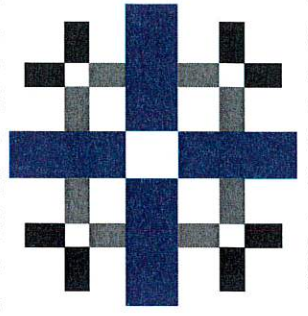
ST. JOSEPH CONVENT - SECOND FLOOR

818 N. EAST AVE., WAUKESHA WI 53186



2nd
RESIDENTIAL LIVING
SPACES

CATHOLIC
COMMUNITY

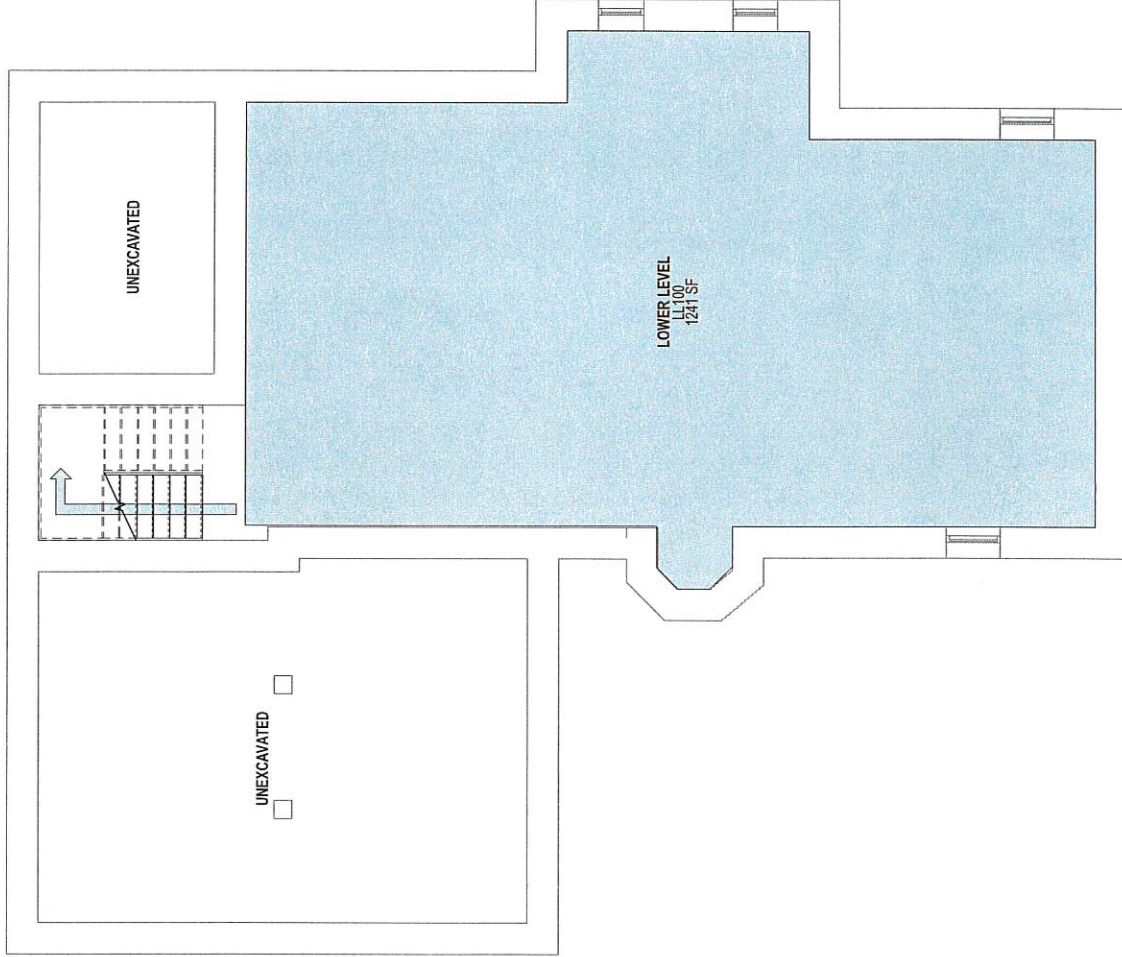


of WAUKESHA

EMERGENCY EVACUATION PLAN

ST. JOSEPH CONVENT - LOWER LEVEL

1,316 SQFT



MEDICAL EMERGENCY

- XXX and emergency responders will assist parishioners in need.
- XXX will continue the XXX.
- Remain in your XXX and keep the aisles clear for emergency medical personnel.



FIRE

- Remain calm.
- Follow the instructions of XXX.
- Proceed to the nearest exit-- follow evacuation routes shown on the map.
- Assist the elderly, disabled, and children.
- Wait for ALL CLEAR before returning to the building.



SEVERE WEATHER

- Remain calm.
- Follow the instructions of the XXX.
- Remain in the building and move to XXX or away from doors and windows.
- Assist the elderly, disabled, and children.
- XXX will continue to monitor weather conditions.
- Once the threat has passed, wait for ALL CLEAR before returning to activities.



ACTIVE SHOOTER

- Hide out of view, barricade entries, lock the doors.
- Turn off lights, silence cell phones.
- Take action against the shooter; minimize the loss of life.
- XXX may attend to wounded victims.
- With police, keep hands visible at all times.



TELEPHONE NUMBERS

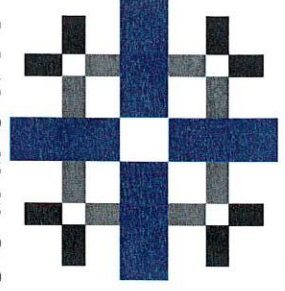
EMERGENCY SERVICES 911
 PARISH OFFICE XXX
 SCHOOL OFFICE XXX



ADDRESS

818 N East Ave Waukesha, WI 53186

CATHOLIC
 COMMUNITY



of WAUKESHA

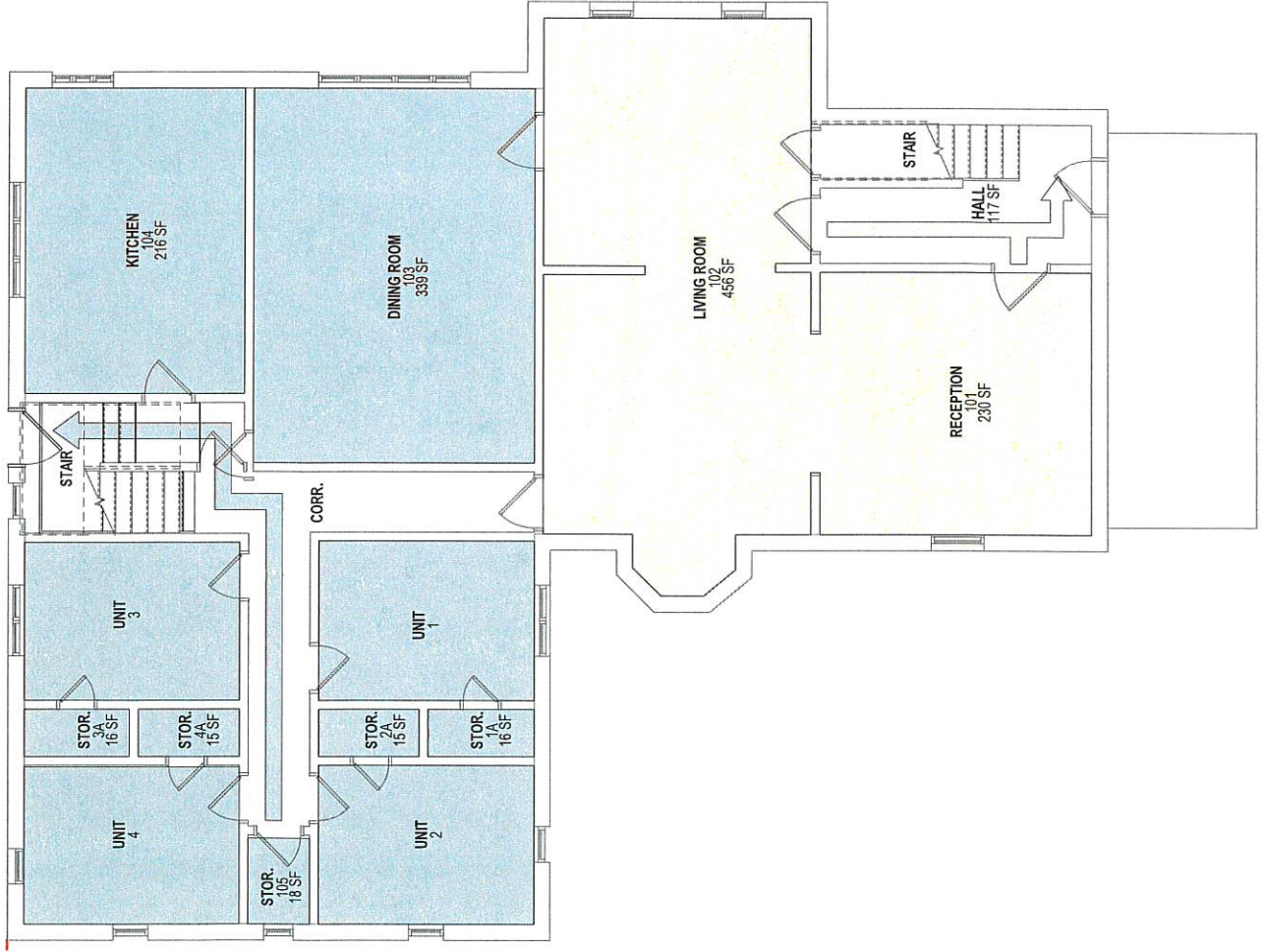
LEGEND

- FIRE EXTINGUISHER
- FIRE PULL
- AED
- ELECTRICAL BOX

EMERGENCY EVACUATION PLAN

ST. JOSEPH CONVENT - FIRST FLOOR

2,211 SQFT



MEDICAL EMERGENCY

- XXX and emergency responders will assist parishioners in need.
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FIRE

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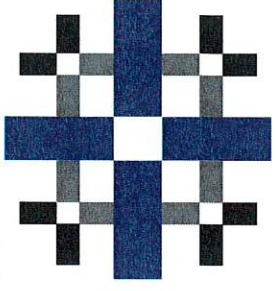
TELEPHONE NUMBERS

- EMERGENCY SERVICES 911
- PARISH OFFICE XXX
- SCHOOL OFFICE XXX

ADDRESS

818 N East Ave Waukesha, WI 53186

CATHOLIC
COMMUNITY



of WAUKESHA

- LEGEND
- FIRE EXTINGUISHER
 - FIRE PULL
 - AED
 - ELECTRICAL BOX

EMERGENCY EVACUATION PLAN

ST. JOSEPH CONVENT - SECOND FLOOR

2,200 SQFT



MEDICAL EMERGENCY

- XXX and emergency responders will assist parishioners in need.
- XXX will continue the XXX.
- Remain in your XXX and keep the aisles clear for emergency medical personnel.



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TELEPHONE NUMBERS

EMERGENCY SERVICES 911
 PARISH OFFICE XXX
 SCHOOL OFFICE XXX



ADDRESS

818 N East Ave Waukesha, WI 53186

CATHOLIC
 COMMUNITY



of WAUKESHA

LEGEND

- FIRE EXTINGUISHER
- FIRE PULL
- AED
- ELECTRICAL BOX

Want more information? Check out our website at brewcitycatholic.com

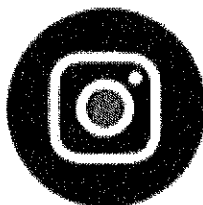
Micah Pfundstein

Associate Director of Evangelization and Catechesis

Campus/Young Adult

414-758-2221

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Follow Brew City Catholic on Instagram

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Serving Opportunities

COLLEGE CAMPUS MINISTRY

* ARCHDIOCESE OF MILWAUKEE

www.ArchMil.org/Campus-Young-Adult

SJ

TO: Catholic Community of Waukesha Pastoral Council

FROM: Brew City Catholic

DATE: March 11, 2024

SUBJECT: Rental Agreement Proposal for Ministry in the Waukesha Area

Who We Are:

Brew City Catholic is a ministry of the Archdiocese of Milwaukee's Office of Evangelization and Catechesis. We exist to inspire adults in their 20's and 30's to become close companions of Jesus, who joyfully invite others to walk with them.¹

This year, Brew City Catholic sent our inaugural Waukesha team to the area. Our two missionaries have primarily served Carroll University students, hosted monthly young adult socials, and done large amounts of back end work to prepare the way for future teams. We have been blown away by the Catholic Community of Waukesha. Your hospitality is unmatched, your love for college students runs deep, and your generosity has truly made students' conversions possible. As such, Brew City Catholic is extremely interested in deepening our partnership with the Catholic Community of Waukesha in the coming years.

Our Request:

We request a long-term rental agreement entailing exclusive access to the parish office at St. Joseph's. We also request permission to move all parish belongings at St. Joseph to another space according to the parish's discretion, clean the entire building and paint rooms if needed, and complete renovations necessary to make the upstairs suitable for missionary housing. If granted permission, Brew City Catholic will utilize a grant to fund all work done on the parish office.

1. We would like to rent the entire parish office at St. Joseph's from the Catholic Community of Waukesha and transform the first floor into a college student and young adult ministry hub. We would like to do some minor renovations on the second floor to make it suitable for missionary housing for future Waukesha missionaries.
2. If given access to the building, we would like to use it for the following:
 - a. College campus ministry for Waukesha campuses
 - i. Host multiple small groups/Bible studies
 - ii. Host large group events, especially weekly free student dinners
 - iii. Provide a consistent study space for students
 - iv. Provide a home for students in the heart of the local Church

¹ For more information on who Brew City Catholic is, what we do, and the needs our ministry experiences, please see the September 20, 2023 memo "Use of Space Proposal for Ministry in the Waukesha Area."

- b. Young adult ministry in Waukesha
 - i. Host weekly social gatherings (there is currently a Saturday morning post-Mass coffee social for young adults)
 - ii. Provide a location for young adult Bible studies/small groups to meet, if they so desire
 - iii. Host young adult-led initiatives
- c. Missionary housing
 - i. This allows for a stable, consistent missionary presence in the area (no more commuting missionaries!) and means missionaries are typically present, allowing them to provide manpower for all college/young adult events hosted in the building.
- d. We will also cooperate with the Catholic Community of Waukesha should any related needs arise which would require the use of the building – i.e., hosting visiting missionaries brought in by the Faith Formation team, providing a space for young adult Bible studies or events, etc.

Thank you for your love for college students and young adults and your continued support.

Signed,

Micah Pfundstein, Associate Director of Evangelization and Catechesis

Lucy Horlander, Area Coordinator for Waukesha

Emily Czaplewski, Campus Coordinator for Waukesha



TO: Catholic Community of Waukesha Pastoral Council

FROM: Brew City Catholic

DATE: September 20, 2023

SUBJECT: Use of Space Proposal for Ministry in the Waukesha Area

Who We Are:

Brew City Catholic is a ministry of the Archdiocese of Milwaukee's Office of Evangelization and Catechesis. We exist to inspire adults in their 20's and 30's to become close companions of Jesus, who joyfully invite others to walk with them. Missionaries commit 2+ years to be formed and sent as missionaries to college campuses and young adult communities in the archdiocese, following the example of St. Paul the Apostle. "I have become all things to all people, that by all means I might save some. I do it all for the sake of the gospel, that I may share with them in its blessings" (1 Corinthians 9:22-23). We fundraise our salaries, live in community, and spend our days—and nights—and weekends—reaching out to those most in need of the Gospel of Jesus Christ.

This year, Brew City Catholic is excited to respond to a need that is dear to our hearts: college students and young adults in the Waukesha area. It has been a long process of recruitment and discernment to send our first full-time Waukesha team, and our missionaries are excited to be here! Our main areas of focus are:

1. College campus ministry in the Waukesha area, especially at Carroll University
2. Young adult ministry (ages 18-35) to those in the Waukesha area who are not in college, especially those who are part of the Catholic Community of Waukesha

The Need:

And all who believed were together and had all things in common; and they sold their possessions and goods and distributed them to all, as any had need. And day by day, attending the temple together and breaking bread in their homes, they partook of food with glad and generous hearts, praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved. (Acts 2:44-47)

An integral part of relational ministry is providing an environment of hospitality where people can come as they are. Places that feel like home facilitate relaxed, interpersonal encounters that reveal the compassion of Jesus.

One of the key challenges we have experienced in Waukesha has been the lack of a home base or a space to call our own. We are deeply grateful to have access to reservable spaces at Waukesha parishes and on Carroll's campus. However, we have found it difficult to create the experience of

home in multi-purpose environments that are not able to be customized or available spontaneously, should the need arise (which it often does).¹

The need for our own space in Waukesha is amplified because there were no suitable living arrangements in Waukesha for missionaries this year. The team currently lives in Shorewood with UW-Milwaukee missionaries and has a 35-55 minute one-way commute.²

The need is further amplified in that the specific priorities of the Carroll University Spiritual Life Center (campus ministry), under which the Catholic student group (Carroll Catholics) operates, are not always fully compatible with the Catholic identity of Brew City Catholic or the mission of Carroll Catholics. As such, it is foreseeable that spaces independent of the SLC may become necessary in the near future.

To accommodate the needs of a growing ministry, the missionary team at Waukesha finds itself in need of

1. An office for administrative work, strategic planning, team meetings, etc.
*The office recently offered to us at St. Mary is a great temporary solution for this need, especially when missionaries spend all day Sunday doing outreach at St. Mary to Mass-attending students and young adults.
2. A warm, inviting space to serve as a living room environment for students and young adults to gather for small groups, one-on-one discipleship, game nights or other group gatherings, etc.
*Upstairs rooms in St. Joseph's Parish Office have been proposed as an option to meet this need. Our team believes that 2-3 of the upstairs rooms in the East Ave wing could be a great beginning solution, particularly Fr. Bill's office and room 6.

Our Request:

We request permission to use the above-mentioned rooms at St. Mary and St. Joseph for ministry. We also ask for permission to move all items in the rooms at St. Joseph to another space according to the parish's discretion, clean the rooms thoroughly and paint if needed, and furnish the rooms in a living room style. If granted permission, missionaries will provide the necessary manpower to accomplish these tasks.

Thank you for your love for college students and young adults and your continued support.

Signed,

Micah Pfundstein, Associate Director of Evangelization and Catechesis

Lucy Horlander, Area Coordinator for Waukesha

Emily Czaplewski, Campus Coordinator for Waukesha

Notes

1. Because we are not officially affiliated with Carroll University, our access to their spaces is limited. The Richard Smart House, which belongs to Carroll's Spiritual Life Center (SLC), is a small house with no functioning kitchen. The Smart House is first reserved for SLC events and activities. As such, our activities are subject to change according to the SLC's priorities for their space. This has already occurred in a significant way: our weekly student dinners were moved to a less-ideal day of the week when the SLC decided to start a Bible study during our already-reserved dinners.

Additionally, the Smart House is only accessible if:

- (1) one of two main student leaders reserves the room,
- (2) one of those two students is also available to give swipe-card access to the missionaries, and
- (3) is present through the duration of missionaries' presence in the house.

Our capacity to do campus outreach in public spaces (such as the library, main walkways, main green spaces, etc.) is similarly limited – we can only use them if student leaders reserve the space and are present during outreach.

Further, non-student young adult ministry cannot take place on Carroll's campus.

2. Ideal living arrangements for Brew City Catholic missionaries generally meet the following criteria:
 - (1) As close as possible to campus – within walking distance if at all possible
 - (2) Near a Catholic church or chapel if at all possible
 - (3) Affordable, because missionaries fundraise their salaries and embrace the evangelical counsel of poverty in a manner appropriate to that of a lay person in active, relational ministry who gives generously to the Church and may often pay for a student's coffee, meal, etc.