



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: 12/24/2020

NEW APPLICATION AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

NAME OF PROJECT OR BUSINESS: Family Promise of Waukesha County, Inc.

LOCATION OF USE: 139 E. North St. WAUKESHA WI 53188

TYPE OF USE: FIRST FLOOR - Administrative Offices 2ND FLOOR: Temporary housing

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

If you are relocating a use, where are you relocating it from? NA

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

If yes, please explain: _____

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

Hours and days of operation: Office Sun-Sat 7am-8pm 2nd floor - 24x7

Number of Employees: CURRENTLY 2.5 staff

Number of on-site parking stalls available: City lot

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

Current zoning: B2

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

Name of licensing authority: NO

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.

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? We are a social service agency - that focuses on assisting families with minor children to maintain permanent housing. We do this by providing financial assistance or temporary housing.
2. Explain your business' daily operations. We provide a place for families in our program - a place to stay during the day. This will never exceed four families. If allowed to shelter families total will not exceed seven people.
3. How will business be managed on a daily basis? A staff member would be present during office hours. Since COVID visits are by appointment only.
4. What are your products or services? We provide assistance to low income families in the form of rent relief, mortgage assistance + utility help. We provide temporary shelter to families experiencing homelessness.
5. Will your employees need additional parking? Not more than we currently use
6. Are employees required to have any certification(s)? NO - however we hire certified social workers.
7. Who is the owner of the building or premises where your business will be conducted? Family Promise of Waukesha County, Inc.
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? _____
9. Are there any insurance requirements for your business? General liability
10. Will you have property insurance? yes
11. Are there any noise considerations/concerns with your business operations? No