



City of Waukesha
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Committee: Plan Commission	Date: 3/27/2024
Common Council Item Number: PC24-0515	Date: 3/27/2024
Submitted By: Doug Koehler, Principal Planner	City Administrator Approval: Click here to enter text.
Finance Department Review: Click here to enter text.	City Attorney's Office Review: Click here to enter text.
Conditional Use Permit – 818 N. East Ave. – A request by the Archdiocese of Milwaukee to use the former convent building on the St. Joseph's Church campus as a residence and office space for missionaries.	

Details: The former convent building on the St. Joseph's Church campus has been used as a parish office for many years, although there is no record available of any formal Occupancy change to an office use from the convent. St. Joseph's parish is now in the process of combining with the other Catholic parishes in Waukesha, so they will be moving the offices to one of the other parish campuses. Instead, they would like to use 818 N. East Ave. as a residence again, this time for several missionaries in the Brew City Catholic program.

The missionaries are grant-funded young adults who intend to provide campus ministry services for Catholic students at Carroll University and at other local colleges. Housing for the missionaries will be primarily on the second floor, but they will have exclusive use of the building. They plan to use the first floor as their offices and also to host students there, both individually and in groups. Currently they are dependent on Carroll's official campus ministry program for space, and the missionaries commute from a residence in Shorewood.

The Building Department has noted that an Occupancy Permit will be required. Full Plan Review may be required if the change has to be considered a change of use, along with updates to bring the space. This may not be necessary, since the building may technically have never lost its residential classification as far as the Building Code is concerned, but a licensed architect or engineer will need to confirm that.

Options & Alternatives:
[Click here to enter text.](#)

Financial Remarks:
No financial impact to the City.

Staff Recommendation:
Staff recommends approval of a Conditional Use Permit for the Archdiocese of Milwaukee at 818 N. East Ave. with the following conditions:

- The space will be used as described only, as housing and office space for missionaries. It will not be leased out as general housing.
- A Change of Use Analysis must be prepared by a licensed design professional, and submitted to the Building Department for approval, prior to Occupancy of the building.
- Any Fire Department comments will be addressed.