

## **Report to the Manitowoc Plan Commission**

**Date:** November 14, 2019

**Meeting Date:** November 20, 2019

**Request:** ANNUAL REVIEW PC32-2015 The Park Bench Inc. d.b.a. The Crossing of Manitowoc County; request for a Conditional Use Permit for a Transitional Housing use pursuant to 15.150(3)l for property at 419 Park Street.

**Report:** A conditional use permit was issued to the Crossing in 2015, that CUP is being reviewed at the current November Plan Commission meeting. The Police and Building Inspection Department's reported no issues with the Crossing in 2019.

In 2018, the original CUP was amended removing the language that "a resident advocate shall be present in the residence at all times when residents are present." There have been no issues or complaints filed with the City since that amendment. In addition, the annual review date was amended to September of each year but the September and October Plan Commission meetings were cancelled this year.

The Crossing provides "a housing option for women and their children only that will create a sense of family and allow them to heal as they make changes in their life." The Crossing would provide a temporary but long-term housing option for women and their children providing basic daily needs and giving them time to stabilize their lives.

Attached is an annual report The Crossing provided to the City.

**Staff Recommendation to Plan Commission:** Recommend approval of: i). the 2019 review of the Conditional Use Permit and ii) removal of condition "J." regarding the annual review requirement.

REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP)  
TO THE PARKBENCH INC, d.b.a. THE CROSSING OF MANITOWOC COUNTY  
~~10/28/2015 Revised 9/2018,~~ Revised 11/20/2019

Re: PC32-2015: Grant to The Parkbench Inc. d.b.a. The Crossing of Manitowoc County (together, joint and severally as “The Crossing”) a CUP under Section 15.150(3)l of the Manitowoc Municipal Code (“Code”) for the operation of a transitional housing Residence for not more than 12 residents (mother and children) in the “R-4” zoning district at 419 Park Street, Manitowoc WI. This CUP shall hereinafter serve as authorization for the location and operation of a transitional housing Residence, and all appurtenant and related functions, within the existing building at 419 Park Street (“Residence”). The area included in the CUP (“CUP Area”) is described on the attached map. The Crossing is required to comply with the following conditions:

- A. The Crossing shall not allow the Residence to exceed 12 residents at any one time. The resident advocate does not count towards the total Residence count.
- B. The Crossing shall expressly prohibit the usage or consumption of alcohol and illegal drug usage in the Residence or anywhere on the 419 Park Street Property.
- C. All over-night vehicles shall be parked off-street on hard surfaced areas on the 419 Park Street property.
- D. Administration and office support services shall not be located at the 419 Park Street location.
- E. The Crossing shall file a report with the Community Development Department by January 31<sup>st</sup> of each calendar year, beginning with January 31, 2017, detailing the status of the Residence in 2016, and in each subsequent year thereafter. This report shall be filed by January 31<sup>st</sup> in each year the CUP is effective, and each report shall detail the activities at the Residence from the prior calendar year. This report shall include, but not be limited to: (i) a summary of the financing in place to operate the Residence including a summary of foundation grants, donations, lender financing and State and/or Federal grants in hand, and volunteer hours worked ; (ii) residence summary identifying the number of residents in the Residence; (iii) a description of the services being provided at the Residence and the number of residents accessing various services; (iv) the number of residents that were at the Residence, but left without notice; (v) a summary of agreements with third party providers for support services for residents at the Residence; and (vi) any other information that may be requested by the Community Development Department to address identification of common characteristics or experiences of residents at the Residence.

- F. The Crossing shall, at the written request of the Manitowoc Police Chief, install any required security enhancements into the Residence, on terms and conditions acceptable to The Crossing and Chief.
- G. Compliance with all federal, state and local regulations, licensing and code requirements.
- H. No party shall assign or transfer its interest in the CUP to any party without the prior written approval of the Manitowoc Common Council.
- I. The CUP shall automatically terminate effective the same date The Crossing ceases to operate at the Residence. The Crossing shall provide the Community Development Department with written notice of its intent to discontinue operation of the Residence not less than 30 consecutive calendar days prior to the date operations are planned to cease.
- J. ~~Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in September, 2019, and during the month of September in each subsequent year of the CUP. The annual review may result in the disclosure of non-compliance issues or the identification of terms and conditions that are no longer necessary or required to maintain the intent or compliance with the CUP, and 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.~~
- K. At any date and time, 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.

# 419 Park Street The Crossing





## The Crossing HOME Report 2018 CUP

The information below is as of December 31, 2018

### 1. Financing

- a. See attachment for summary of finances
  - i. Programing – \$14,918
  - ii. Facilitating Programing - \$ 43,140.20
- b. Our revenue comes from:
  - i. Annual Fundraiser
  - ii. Baby Bottle Fundraiser
  - iii. Year End Letter
  - iv. Non-cash Contributions (food, cleaning products)
  - v. Grants (none received directly for Home programming)
- c. Volunteer Hours
  - i. Team of 13 Volunteers
  - ii. Home Monitor Volunteers: 2,534 hours logged
  - iii. Maintenance: 1,510 hours logged

### 2. Resident Summary

- a. Total of eighteen (18) residents since 2017
- b. Never more than eight (8) residents at one time (including children & house supervisor)
- c. Five residents have transitioned/graduated from program
- d. No Residents have left without notice

### 3. Services and Programing

- a. Life Skills Training
- b. Connections Count (Lakeshore CAP)
- c. Weekly Progress Meetings
- d. Birth-to-Three (Manitowoc County)
- e. Home Visitation (Lakeshore CAP)
- f. The Crossing Earn while You Learn
- g. Wisconsin Works (W-2)

### 4. Summary of Agreements

- a. Lakeshore CAP Family Resources, Release of information between residents-HOME-Service  
Agency and Confidentiality Agreement
- b. The Crossing of Manitowoc County
- c. Take Note Studio

### 5. Additional Information Requested by Community Development Department

N/A

We have included a Resident story for your enjoyment (see next page)

Our most recent HOME graduate, Lennae\*, started her journey by coming to The Crossing for a College Course project. Not long after, she found out that she was pregnant and recognized her need for extra support in order to be successful in the next stage of her life.

Lennae faced many health challenges along the way. She experienced multiple doctor visits out of town every week and several hospital stays. However, these struggles did not keep her from accomplishing her goal of graduating with a Bachelor's Degree.

Lennae was a dedicated resident of The Crossing HOME, as she kept up with school internships and doctor appointments by utilizing public transportation, all while caring for her new baby with the support of The Crossing Home's loving volunteers and staff.

Lennae was determined to not let the major inconveniences stop her from achieving her goals.

Exactly a year from the date she moved into the HOME, she moved into a new place, in a new career field, in a new city. And most importantly, she has a new-found confidence that no matter how tough life gets, she is tougher!

Lennae said: *"The HOME Director and House Aunt have helped and guided me to knowing God and the woman I was meant to be. The staff has been so supportive and I believe anyone who enters this program will without a doubt benefit from it. "*

\*We have changed the mom's name to protect her privacy

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Accrual Basis

The Crossing of Manitowoc County, Inc.  
Operating Statement with Budget Comparison

DRAFT

	Dec 18	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Revenue</b>					
Contributions					
General Contributions	11,724.48	94,895.85	50,000.00	44,895.85	189.79%
Matching Gifts	2,500.00	2,548.80	3,000.00	(451.20)	84.96%
Memorials	85.00	2,450.00	500.00	1,950.00	490.0%
Pledge Contributions	666.00	6,507.00	15,000.00	(8,493.00)	43.38%
Total Contributions	14,975.48	106,401.65	68,500.00	37,901.65	155.33%
Contributions, Non-cash	0.00	250.00			
EWYL Revenue					
Boutique Non Cash Contributions	0.00	4,544.00	5,000.00	(456.00)	90.88%
Pantry Non-cash Contributions	3,515.00	17,416.00	22,000.00	(4,584.00)	79.16%
Total EWYL Revenue	3,515.00	21,960.00	27,000.00	(5,040.00)	81.33%
Fundraising Revenue					
Annual Fundraiser Rev	2,876.30	91,973.00	88,000.00	3,973.00	104.52%
Baby Bottle Campaign	15.51	20,692.88	22,000.00	(1,307.12)	94.06%
Misc Fundraisers	9,155.27	10,655.27	15,000.00	(4,344.73)	71.04%
Total Fundraising Revenue	12,047.08	123,321.15	125,000.00	(1,678.85)	98.66%
Grants	5,000.00	6,300.00	28,000.00	(21,700.00)	22.5%
Investment Revenue	0.00	284.78	75.00	209.78	379.71%
Other Non-Cash Contributions	0.00	1,357.82			
Other Revenue	0.00	35.96	5.00	30.96	719.2%
The Crossing Home - NC Contrib.	2,054.46	6,802.11	18,000.00	(11,197.89)	37.79%
<b>Total Revenue</b>	<b>37,592.02</b>	<b>266,713.47</b>	<b>266,580.00</b>	<b>133.47</b>	<b>100.05%</b>

Programing Costs - Client Serv	0.00	17,745.17	17,213.24	531.93	103.09%
The Crossing Home					
Clothing - Donated	0.00	0.00	3,000.00	(3,000.00)	0.0%
Furnishings	175.00	297.46			
Furnishings - Donated	1,118.00	1,148.00			
Groceries & Supplies	279.67	1,802.42	1,000.00	802.42	180.24%
Groceries & Supplies - Donated	866.46	4,904.11	10,000.00	(5,095.89)	49.04%
Insurance	0.00	0.00	1,500.00	(1,500.00)	0.0%
Lawn cutting/snow removal	0.00	15.38			
Lawn/snow removal - donated	0.00	70.00	1,000.00	(930.00)	7.0%
Miscellaneous	0.00	408.85	200.00	208.85	204.43%
Office Supplies	0.00	125.78	100.00	25.78	125.78%
Programing Costs-Resident Serv	0.00	43,140.20	60,049.32	(16,909.12)	71.84%
Repairs & Maintence	0.00	189.92	200.00	(10.08)	94.96%
Repairs & maintence - donated	20.00	255.00	1,200.00	(945.00)	21.25%
Resident travel - Donated	0.00	10.00	500.00	(490.00)	2.0%
Telephone & Internet	69.95	989.75	850.00	139.75	116.44%
Utilities	632.24	4,702.28	3,000.00	1,702.28	156.74%
Total The Crossing Home	3,161.32	58,059.15	82,599.32	(24,540.17)	70.29%



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Accrual Basis

The Crossing of Manitowoc County, Inc.  
Operating Statement with Budget Comparison

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	Dec 18	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Supplies					
Office Supplies	60.94	858.83	600.00	258.83	143.14%
Other Supplies	0.00	290.15	150.00	140.15	193.43%
Total Supplies	60.94	1,148.98	750.00	398.98	153.2%
<b>Total Expense</b>	<b>26,586.28</b>	<b>247,625.17</b>	<b>267,580.00</b>	<b>(19,954.83)</b>	<b>92.54%</b>
<b>Net Ordinary Revenue</b>	<b>11,005.74</b>	<b>19,088.30</b>	<b>(1,000.00)</b>	<b>20,088.30</b>	<b>(1,908%)</b>
<b>Other Revenue (Expense)</b>					
Other Revenue					
Endowment Fund Contributions	0.00	250,000.00			
Unrealized gain (loss)	0.00	(920.80)	1,000.00	(1,920.80)	(92.08%)
Total Other Revenue	0.00	249,079.20	1,000.00	248,079.20	
Other Expense					
Capital Expenditures	0.00	672.33			
Total Other Expense	0.00	672.33			
<b>Net Other Revenue</b>	<b>0.00</b>	<b>248,406.87</b>	<b>1,000.00</b>	<b>247,406.87</b>	<b>24,841%</b>
<b>Net Revenue</b>	<b>11,005.74</b>	<b>267,495.17</b>	<b>0.00</b>	<b>267,495.17</b>	<b>100.0%</b>