

**Report to the
Manitowoc Plan Commission
The Haven - 1003 Marshall Street**

Date: August 26, 2015

Request: PC 19-2013 Annual review of the Haven Conditional Use Permit at 1003 Marshall Street

Reason for Request: 2013 CUP requires an annual review

Existing Land Use: 1003 Marshall Street. Former St. Boniface School, current Homeless Shelter for Men

Existing Zoning: R-7 Central Residence District. Transitional Housing uses require issuance of a CUP.

Comprehensive Plan: 20 year land use plan shows the area as Institutional and Community Facilities

Consistency Analysis

Use is consistent with the Comprehensive Plan.

Report: Pursuant to the 2013 CUP the City shall have an annual review of the Haven's operation. The CUP allows up to 20 individuals at a single time to receive housing. The CUP requires the Haven to provide a summary of the past years clients being served.

- 2014 Grants Received \$25,000
- 2015 grants Received \$ 70,621
- Volunteer hours 1/1/2015 thru Aug 12, 2015 900 hours +/-
- Average 6 – 8 County residents, max of 8.
- 89 Guests served, 3072 overnights provided for, 1,266 hours case management
- 58% transitioned back into community, 71% of those attained employment
- See Haven report for more information

Police, Fire and Building Inspection don't have any complaints on file. Fire is required to do annual inspections per fire codes.

Recommendation: Community Development department recommends the re-issuance of the 2013 Conditional Permit with the modification of removing the annual review. The Plan Commission and Council retains the right to review the CUP at any time in the future as needed. The Haven shall provide annual summary and demographic reports to the Community Development Department by January 31st of each calendar year.

The Haven of Manitowoc County, Inc.

SUMMARY AND DEMOGRAPHIC INFORMATION

Mr. Braun,

Here is the information you requested for your files:

Financing and operations:

The Haven received several grants in 2014 including:

- Stangel Foundation: \$10,000
- American Family Foundation: \$5,000
- Kallies Charitable Trust: \$5,000
- Hooper Foundation: \$5,000

Grants, Private donations in 2015:

- ETH Grant: \$5,410
- Private monetary donations: \$65,211

Volunteer Hours Worked:

Since January 1, 2015 to August 12, 2015 there has been an estimated 900 volunteer hours worked.

Haven Guest Demographic information:

- The Haven of Manitowoc County has a daily residence number anywhere from 6 – 8, not to exceed 8 men.
- Since our opening on April 15, 2014, The Haven has served 89 guests, provided 3,072 overnight stays, and 1,266 hours of Case Management.
- 58% of men served transitioned successfully back into the community. 71% of that transitioned successfully attained employment.
- The Haven had 7 residents that left without notice.
- We currently have 8 guests residing at The Haven. The Haven has a waiting list of 10 to 15. We will soon increase the number of guests to 13. Our capacity is 20 men.

- The average daily population was an average of 6-8 guests whose ages range from 18-62 years of age.

Haven Services:

- The Haven offers case management Monday- Friday. The guests meet with the case manager once or twice a week to go over goals, job searches, mock interviewing, budgeting, personal issues, and housing contact information.
- The Haven has a community meeting every Sunday from 7:30p- 8:30p. On Wednesdays at 1pm there is a life skills workshop for guests. Volunteers and interns come in on that day (when scheduled) to teach soft life skills.

Community Partners:

The Haven strives to partner with all non-profits in order to ensure that we work together on ending the plight of homelessness that has ravaged our community. We have partnered with Lakeshore Cap, Painting Pathways, Peter's Pantry, United Ministries, Lakeshore Community Health, Manitowoc County Human Services, Center for Veteran's Issues, Catholic Charities, Forward Service Corporation, and a host of volunteers and churches in the community.

This should answer questions from Section B of the conditional Use Permit Contract. If I am missing anything, or if you have any questions please let me know.

Regards,

Michael Etheridge

Associate Director

The Haven of Manitowoc County, Inc.

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO ST. FRANCIS OF ASSISI PARISH, CORP. AND
THE HAVEN OF MANITOWOC COUNTY, INC.
8/19/2013

Re: PC19-2013: Grant to St. Francis of Assisi Parish, Corp. and The Haven of Manitowoc County, Inc. (together, joint and severally as "Haven") a CUP under Section 15.210(3)(o) of the Manitowoc Municipal Code ("Code") for the operation of a transitional housing facility for not more than 20 adult males in the "R-7" zoning district at the St. Boniface School building identified as 1003 Marshall Street, Manitowoc WI. This CUP shall hereinafter serve as authorization for the location and operation of a transitional housing facility, and all appurtenant and related functions, within the existing building at 1003 Marshall Street ("Facility"). The area included in the CUP ("CUP Area") is described on the attached map. This CUP does not authorize the construction of any building additions physically attached or directly related to the operation of the Facility, or within the CUP Area. The CUP includes usage of the off-street parking associated with the Facility. Haven is required to comply with the following conditions:

- A. ~~Haven shall not allow the Facility to exceed 20 adult residents at any time, and residency is further limited to adults whose most recent residence was in Manitowoc County. Haven shall expressly prohibit the usage or consumption of alcohol and illegal drug usage in the Facility or anywhere on the St. Francis property defined as Lots 1-7, 9-10, the W20' of Lot 8 and the N½ of Lot 13, in Block 287 of the City's Original Plat.~~
- B. Haven shall file a report with the City Planner by January 31st of each calendar year, beginning with January 31, 2014, detailing the status of the Facility in 2013, and in each subsequent year thereafter. This report shall be filed by January 31st in each year the CUP is effective, and each report shall detail the activities at the Facility 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 Facility 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 daily number of residents in the Facility; (iii) a description of the services being provided at the Facility and the number of residents accessing various services; (iv) the number of residents that were at the Facility, but left without notice; (v) a summary of agreements with third party providers for support services for residents at the Facility; and (vi) any other information that may be requested by the City Planner to address identification of common characteristics or experiences of residents at the Facility.
- C. Haven shall, at the written request of the Manitowoc Police Chief, install any required security enhancements into the Facility, on terms and conditions acceptable to the Haven and Chief.
- D. Compliance with all federal, state and local regulations, licensing and code requirements.
- E. No party shall assign or transfer its interest in the CUP to any party without the prior written approval of the Manitowoc Common Council.

- F. The CUP shall automatically terminate effective the same date the Haven ceases to operate at Facility. Haven shall provide the City Planner with written notice of its intent to discontinue operation of the Facility not less than 30 consecutive calendar days prior to the date operations are planned to cease.
 - G. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in August, 2014, and during the month of August 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.
 - H. 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.
-

Paul Braun

From: Todd Blaser
Sent: Friday, August 14, 2015 6:57 PM
To: Nick Reimer
Cc: Paul Braun; Tony Dick; Gregg Kadow; Lisa Mueller; Nicolas Sparacio; Tyler Caulum
Subject: Re: Report for Planning Commission
Attachments: image001.png

FIRE

MFRD has had no concern either but we will still be required by state statute and DSPS 314 to inspect the occupancy annually.

Regards

Todd

Sent from my iPhone

On Aug 14, 2015, at 3:02 PM, Nick Reimer <nreimer@manitowoc.org> wrote:

POLICE

The police department has had no negative issues with the Haven. The PD would have no reason to suggest a denial of having a review done every two years instead of annually.

8/20/2015

<image001.png>

BUILDING INSPECTION : VERBAL - NO ISSUES

Nick Reimer

Assistant Chief of Police

Manitowoc Police Department
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Phone: (920) 686-6562
Cell: (920) 374-0463
nreimer@manitowoc.org

"The Mission of the Manitowoc Police Department is to work cooperatively with the community to prevent crime, maintain order and provide a safe environment for everyone."

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From: Paul Braun
Sent: Friday, August 14, 2015 2:55 PM
To: Nick Reimer
Subject: FW: Report for Planning Commission

Sorry Nick the first email was bounced back that I sent to you, see below.

thanks

From: Paul Braun
Sent: Friday, August 14, 2015 2:53 PM
To: Lisa Mueller; Tony Dick; Todd Blaser; 'reimer@manitowoc.org'; Gregg Kadow
Cc: Nicolas Sparacio; Tyler Caulum
Subject: FW: Report for Planning Commission

Could everyone check their files to see if there have been any complaints, violations, issues etc with The Haven – men’s homeless shelter in the old St Boniface School building at 1003 Marshall Street. We will be having a Plan Commission meeting on August 26 to discuss their annual review. Attached is their report summarizes their activities.

Do you have any concerns if the annual review condition was changed to every two years or removed completely; if the annual review condition is removed the Council still has the right to review the Conditional Use Permit at any time they wish if there complaints or issues. Please get me any comments by noon on Thursday August 20th . thanks

Paul

Paul Braun
City Planner – Community Development
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pbraun@manitowoc.org

From: Michael Etheridge [<mailto:metheridge@thehavenofmanitowoc.org>]
Sent: Friday, August 14, 2015 9:17 AM
To: Paul Braun
Subject: Report for Planning Commission

Paul,

Attached is the report you requested. Mark wanted me to ask you if the Haven can have a review every two years instead of every year. I know some agencies review with you every two years. How would that work for the Haven? Can you add it to the agenda for the meeting on August 26th? Please let me know if you have any questions about my report.