



15-0293

CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



March 24, 2016

To: Mayor and Common Council
From: Manitowoc City Plan Commission
Subject: **PC 11-2016 Priority One Investments, LLC; a.k.a. TLC Homes, Inc. (TLC) Request for Conditional Use Permit (CUP) for an Adaptive Reuse Pursuant to 15.150(3)k and 15.370(29) at 1004 N. 17th Street for an Adult Day Services Facility.**

Dear Mayor and Common Council:

At the regular March 23rd, 2016 meeting of the Manitowoc City Plan Commission, the Commission held a public informational hearing regarding a request from Tim Frey, owner of Priority One Investments, LLC (Priority One) also known as TLC Homes, Inc. (TLC); Mr. Frey owns both Priority One and TLC. Priority One has recently purchased the property located at 1004 N. 17th Street from Bank First National. The building is the former location of Grace Evangelical Church and multiple Community Based Residential Facilities (CBRF) uses.

This is the third request for a Conditional Use Permit from TLC. The first request was denied by both the Plan Commission and Council in August 2015 based on concerns with the lack of off-street parking, narrow right of way widths, and the length of the hours and number of days the facility would be open. In response to the denial TLC made changes to their business model and submitted a second request for a CUP; TLC made the following changes:

- Eliminated the Regional Office and Training component
- Reduced Hours of Operation from 6 am – 6 pm to 9 am – 3 pm
- Reduced Days of Operation from Monday – Saturday to Monday – Friday. Saturday operations are eliminated.
- Reduced individuals being served from 40 down to 25.
- Reduced number of vehicles parked on street from 7 to 3
 - o 3 vehicles will be transport vehicles, two employees will park in driveway and the other employees will travel in transport vehicle.
- Employees on-site reduced from 19 to 12. Employees driving vehicle to site reduced from 13 to 2.

After the second request the Plan Commission supported the request on a 4 – 3 vote with the Council subsequently denying the request on a 6 - 4 vote. The main reason for the denial was a concern with on-street parking of TLC's transport vehicles. In response TLC

revised their operations plan to address the parking concerns; they are planning to enlarge the existing driveway off of N. 17th Street to accommodate up to 3 vehicles and they will also install a second driveway west of the building off of Wisconsin Avenue to accommodate 2 other vehicles. The driveways meet City regulations and have been approved by the Engineering Department.


The lot is approximately .3 acres and is located at the northwest corner of 17th and Wisconsin. The property is 88 feet along 17th Street and 155 feet along Wisconsin Ave. The property is currently R-4 Single Family and Two Families in all four directions. The surrounding land use is single and two family residential. Adult Day Services up to 8 individuals are a permitted use in an R-4 zoning district, a CUP is required for nine or more individuals.

The Adult Day Service facility would serve intellectually disabled, developmentally disabled adults and traumatically brain injured adults. The individuals will have activities such as crafts, artwork, fine motor skill activities, socialization activities, memory games, gardening, and walks; there will not be any type of packaging or assembly work done at the location.

TLC provided emails or signed letters indicating support from 24 neighbors in the adjacent neighborhood versus 4 neighbors who are opposed to the proposal. There were two neighbors that initially opposed the proposal but have since changed their minds and are now supportive. At the informational hearing one neighbor was present to voice their objection and one neighbor voiced their approval.

After the public informational hearing and discussion by the Plan Commission the Commission voted unanimously to recommend approval of the Conditional Use Permit request to Priority One Investments, LLC for the establishment of an Adult Day Services facility pursuant to the attached conditions.

Respectfully Submitted,



Paul Braun, City Planner

Attachments

Re: Granicus #16-220

Petitioner Address: Tim Frey
633 St. Clair Avenue
Sheboygan, WI 53081

**REQUIREMENTS FOR
ADAPTIVE REUSE CONDITIONAL USE PERMIT (CUP) APPROVAL FOR TLC HOMES,
INC., 1004 N. 17TH STREET
3/24/2016**

Re: PC11-2016: The adaptive reuse CUP is granted exclusively to Priority One Investments, LLC d.b.a. TLC Homes, Inc. ("TLC") pursuant to Sections 15.37(29) and 15.37(27) of the Manitowoc Municipal Code ("Code") for the land and building at 1004 N. 17th Street (Property), and shall hereinafter serve as authorization for the location and operation at the Property of an Adult Day Services operation pursuant to Sections 15.150(3)e and 15.150(3)k of the Code, as may be amended from time to time. The area of the CUP is identified on the attached map and shall hereinafter be referred to as the "CUP Area". The CUP Area is defined as Tax Parcel # 790-004-142.

TLC is required to comply with the following conditions:

1. The CUP authorizing the siting and operation of TLC in the CUP Area shall not become effective and binding until the latest date that: (i) the Common Council approves the CUP as outlined herein. In the event the Council does not approve said CUP on or before midnight on May 31, 2016, the authorization for this CUP by the Common Council shall automatically terminate effective June 1, 2016 and TLC shall be required to re-apply.
2. The maximum number of Day Service individuals at the CUP Area shall not exceed 25 individuals at any single time. The primary Day Service hours of operation shall be Monday - Friday from 9am – 3pm. Up to two staff may be on site prior to or after the hours of operation (9am – 3pm) to "setup" or "clean-up" after the Day Service operation is closed.
3. There shall be no office, administration or similar activities at the location with the exception of activities that are directly related to the 1004 N. 17th Street operation.
4. All exterior lighting from the CUP area shall be contained to the site and shall not filter over the property lines onto adjoining properties.
5. In the event the property comprising the CUP Area is sold or leased to a party other than an entity in which TLC or Tim Frey has a controlling interest, the CUP shall then terminate effective the date of conveyance.
6. The CUP shall not be assigned, transferred, sublet or conveyed without the written approval upon review and recommendation by the City Plan Commission, and approval by the Manitowoc Common Council.
7. 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.
8. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in April, 2017. The Plan Commission

and Council shall at that time determine if an annual review shall continue into subsequent years. 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. The Plan Commission and Common Council reserve the right to review the CUP at any time.

9. There shall be no exterior signage allowed advertising the Adult Day Service use.
10. TLC transport vans and employees shall park in the locations as detailed in the TLC application.
11. TLC shall comply with all items and criteria as stated in their application packet.
12. A landscaping plan shall be submitted to and approved by the Community Development Department prior to any plantings.

WENTHUR LUCAS
J & STEPHANIE A

JANSSEN
JACOB W

KENNEDY
GARY J &
ROSEMARY M

MECCA
SR ET AL
MICHAEL P

R-6
RANKIN
ST

N 18TH ST

940

P-1

930

MANITOWOC
CITY OF
CITIZEN PARK

RIVEST DAVID A

BRODHAGEN
LEE R & TERYL R

SKARVAN COLE
& SAMANTHA

BIERKE
PAULA

BETHKE ET AL
MICHAEL T &
JACLYN M

STOKES
KENNETH B

JUCHNIEWICH
DANIEL L

RE OL M JAMES A
& JOANNE A AN

1035
JUUL JEFFREY
W & KATHLEEN

LONG
MAXWELL &
NATALIE

1036

1031
QUANDT
REBECCA S

GOFF
MATTHEW L

1030

1025
HERRERA JR
GILBERT

GEORGE
RACHAEL T
& JOSEPH P

1026

1017
STEGMANN ERIC
M & ERIKA

KREIE
KRISTY

1022

CAREY
DEVELOPMENT-
LLC

1020

1015
CHRISTENSEN
ET AL KEVIN P

D'AOUST
GARY M

1014

SCHMIDT
DAVID R
1722 1720

FREUND
DOROTHY A
1718 1716

LECLAIR
MICHELLE L

PRIORITY ONE
INVESTMENTS
LLC

1009

WEBER
LAURA B
1622

JOHNSON
KURT T &
JENNIFER M
1618

BAILEY
LAWRENCE
E & GAIL E
1614

KITZEROW
MARK ET AL
1610

NIENOW
PETER C

CHRISDEN
RENTALS
LLC

1009

1013

1019

1021

1029

1031

1037

N 17TH ST

WISCONSIN AVE

943
LETTENBERGER
TED J

1717
WENDT
JOSHUA J

1709
POKLINKOSKI
NOAH J

RAUEN EUGENE
C & KAYLENE
M GAUGER
938

933
RAUCH
HOWARD F

SUESS
LEE E

934

931
KURTZBACH
THOMAS L
& CARLA G

& AUDREY S

925
DEGROOT PETER
J & PEGGY L

NOVY JR
REV TRUST
VICTOR J

926

923
HAESE
GLENN R

ZUTZ DENNIS A

922

917
HANSEN
CAROLE J

LODL
KENNETH E

920

WURTINGER ROBERT J

BINNS BRENN A

939
ALLEN
KAY F

1615
MEVERDEN
DANIEL F

1611
OSPEDALE
CRAIG

LACOSSE
PATRICIA A

MUELLER SR
DONALD P

931
SEILER
PETER M

RAYFORD
COLIN P

925
KAESERMANN
RICHARD D

DEMSKE
MICHAEL J

923
DUENO
WALTER P

HOWARTH
ALFRED R

917
AYERS
ROBERT J

PETRI
HEATHER L

STUTTE HOUSE LLC

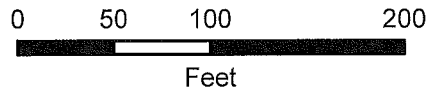
EQUITY BUILT
LLC

TLC Homes Inc. Request for a Conditional Use Permit for the
establishment of an Adult Day Service Use
1004 N. 17th Street

PC 11-2016



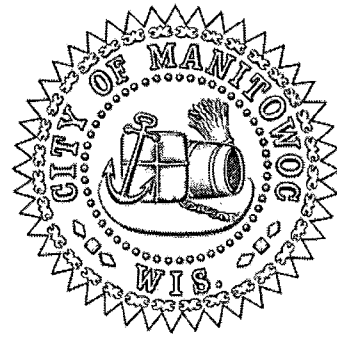
Prepared by City of Manitowoc
Planning Department
www.manitowoc.org
Map Plotted: 03/15/2016
X:\maps\Plan_Commission\Conditional_use\PC11-2016_Frey_CUP.mxd



Legend
 Area of Request for
Conditional Use Permit

DISCLAIMER: Maps and associated data are believed to be accurate, but are not
warranted. This information is not intended for legal, survey, or other related uses.
Please obtain the original recorded documents for legal or survey information.

16-220



Standing Committee: Plan Commission

Document Name: Conditional Use Permit for the establishment of an Adult Day Services Use located 1004 N. 17th Street. Priority One Investments, LLC d.b.a. TLC Homes Inc. PC 11-2016.

Consent

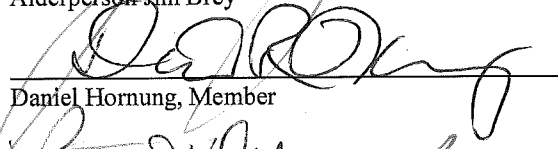
Non-Consent

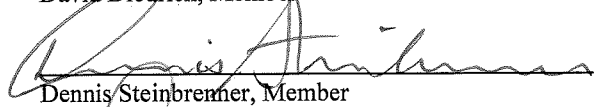
Recommendation: Approval of the request for an Adaptive Reuse Conditional Use Permit for the establishment of an Adult Day Services operation located at 1004 N. 17th Street pursuant to conditions and petitioner's submittal packet.

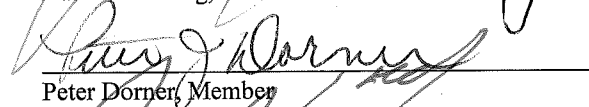
Attest:



Alderperson Jim Brey

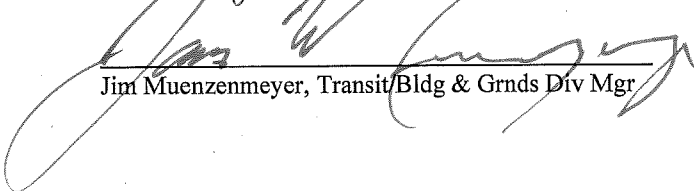

David Diedrich, Member



Daniel Hornung, Member


Dennis Steinbrenner, Member


Peter Dorner, Member


Dan Koski, Director of Public Infrastructure


Jim Muenzenmeyer, Transit/Bldg & Grnds Div Mgr


Rick Schwarz, Building Inspector (Alternate)

Approved:

Justin M. Nickels
Mayor

Date

Report to the Manitowoc Plan Commission

Meeting Date: March 23, 2016

Report Print Date: 3/18/2016 1:29:53 PM

Request: PC 11-2016: Priority One Investments, LLC d.b.a TLC Homes Inc. Request for a Conditional Use Permit for the establishment of an Adult Day Services Use located 1004 N. 17th Street.

Reason for Request: Tim Frey owner of TLC Homes is requesting that the City issue an adaptive reuse Conditional Use Permit (CUP) for the creation of an Adult Day Services use pursuant to Section 15.37(29) of the Manitowoc Municipal Code.

Existing Land Use for Subject Property: Building is currently vacant, it was originally Grace Evangelical Church and a CBRF (Open Arms) most recently.

Existing Zoning for Subject Property: R-4 Single and Two Family Residential

Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
North, South, East and West	Residential	R-4 Single and Two Family Residential

Comprehensive Plan 20 Year Land Use Map: Single and Two Family Residential - Urban

Consistency Analysis

A "General Policy" in Land Use Goals, Objectives and Policies in the City's 2009 Comprehensive Plan states that the City should actively promote infill development, and encourage the adaptive reuse of vacant and/or underutilized buildings and properties.

Report:

TLC Homes owns and operates 10 separate CBRF's located throughout the City for a total of 68 individuals. TLC is proposing to develop a central Adult Day Services operation to serve the individuals from their 10 locations in the City. TLC would also provide service for individuals from other Community Living Arrangements and private homes in Manitowoc. The Day Services would serve up to 25 individuals at a single time and would operate Monday – Friday between 9am – 3pm. Adult Day Services are not licensed by the State but the number of individuals served is consistent with Wisconsin Department of Health Services which covers minimal square footage per individual served.

The population served would be intellectually disabled, developmentally disabled and traumatically brain injured adults. The individuals will have activities such as crafts, artwork, entertainment such as movies, videos, fine motor skill activities, socialization activities, memory

games, gardening, and walks; there will not be any type of packaging or assembly work done at the location.

The interior alterations TLC is proposing includes the addition of two bathrooms, a new shower/bath, removal of interior ramp, removal of walls and other miscellaneous cosmetic improvements. The proposed exterior changes are replacement of the ADA ramp, roof, windows and miscellaneous improvements like paint and landscaping.

The major change that TLC has made since the last CUP request is to address the parking issues which are a concern for the neighbors. TLC has stated that all TLC employees will be parking off street in the two driveways (1 existing 1 proposed) on the property. Currently TLC will be constructing a new driveway on the west side of the building off of Wisconsin Avenue that will accommodate two vehicles. TLC will also widen the existing driveway off of N. 17th Street to accommodate 2 wheel chair vehicles and one standard vehicle. Visitors, including TLC management, nurses and family members would park on Wisconsin Avenue adjacent to the building. TLC is planning to have a landscaper prepare a design for the site.

TLC is estimating that their total number of traffic flows generated by their proposal would be around 18 arrivals and departures per day, TLC's attachment "A" breaks down the traffic flows.

Case History

Priority One Investments, LLC a.k.a. (TLC) purchased the property from Bank First National on August 11, 2015. Prior to Bank First National owning the property it was used as a CBRF.

In August of 2015 the Plan Commission and Council denied a request to operate an Adult Day Service and Regional Office use citing concerns with the amount of on-street parking and with concerns over the intensity and duration of the hours of operation.

Based on the denial TLC made some of the following changes:

Comparison of August TLC Proposal to January 2016 Proposal:

- Eliminated Regional Office and Training component
- Reduce Hours of Operation from 6 am – 6 pm to 9 am – 3 pm
- Reduce Days of Operation from Monday – Saturday to Monday – Friday. Saturday operations are eliminated.
- Reduce individuals being served from 40 down to 25.
- Reduce number of vehicles parked on street from 7 to 3
 - o 3 vehicles will be transport vehicles, two employees will park in driveway and the other employees will travel in transport vehicle.
- Employees on-site reduced from 19 to 12. Employees driving vehicle to site reduced from 13 to 2.

At the January 2016 Plan Commission meeting the Commission voted 4-3 in favor of the proposed use. At the February 15, 2016 Common Council meeting the Council voted 4 – 6 against the Conditional Use Permit which terminated the 2015 CUP request. On March 14, 2016 TLC re-petitioned the City for the Conditional Use Permit with the major change being a change to the parking issue which is proposed to increase the driveway width which is located off of North 17th and by proposing to place a new driveway off of Wisconsin Avenue.

Site Assessment

TLC has 88' of frontage along N. 17th Street and 155 feet along Wisconsin Avenue, the existing driveway enters off of N. 17th Street. The three transport vans have a total combined length of approximately 63' (19'2", 17'8" and 26'4"); including a minimum of 15' for vision triangle clearance there would be 77' of street area not being parked in (155' - 63' - 15' = 77").

Wisconsin Avenue's curb to curb width is 33 feet and N. 17th Street's curb to curb width is 29 feet. North and south bound traffic on N. 17th Street have a yield sign but east / west traffic on Wisconsin Ave are unimpeded. Currently Wisconsin Avenue and N. 17th Street have unrestricted parking on the streets.

Compliance Analysis

The subject property is zoned R-4 Single and Two Family Residential and Adult Day Services are allowed in the R-4 District up to 8 individuals, 9 or more individuals requires the issuance of a Conditional Use Permit.

Section 15.37(29) titled "Adaptive Reuse of School, Church and Other Buildings" of the Municipal Code establishes procedures for the issuance of a Conditional Use Permit - CUP to encourage the adaptive reuse of buildings such as churches and schools, as well as historically significant buildings, buildings larger than 100,000sf in area, and governmental buildings.

Chapter 15.37(29); the Adaptive Reuse code requires procedural compliance with Section 15.37(27) the Conditional Use Section of the Manitowoc Municipal Code.

Under an adaptive reuse CUP, the Commission and Council must determine if the proposed use is:

- A. Reasonably necessary for the convenience and welfare of the public.
- B. Is in harmony with the character of the surrounding area.
- C. Will have a minimal effect or no effect on the surrounding property values.
- D. The reuse of the building is made more difficult to the extent that the marketable value of such properties may be substantially diminished.
- E. The adaptive reuse of a building furthers the promotion and conservation of the economic value of such buildings and thereby protects and improves the City's tax base.

The Commission and Council can affix conditions to the CUP to provide assurances that the proposed use will not have a negative impact on the surrounding area.

Section 15.37(29) further authorizes the Council the right to reduce off-street parking requirements and other zoning requirements if needed, so as to not render the reuse of a building under this section unfeasible.

Public Comments based off of the March 15th Neighborhood mailing.

TLC has organized two of their own Neighborhood Meetings:

Saturday 3/19 from 9am – 1pm

Monday 3/21 from 4pm – 7pm

Notifications: Notices were mailed to property owners within 200' of the subject property on March 15, 2016 and the following comments or questions were received:

- Stephan Mann, 1013 N. 17th Street, came to the Community Development office and questioned how many times TLC will be able to petition for the Adult Day Services. Mr. Mann is not in favor of the proposed use.
(Note: 15.370(27) "Conditional Use Permits" does not limit the amount of times a petitioner can request a CUP, if the petitioner keeps applying and paying the review fee they have the right to make a request.)

Recommendation: Recommend approval of the request for an Adaptive Reuse Conditional Use Permit for the establishment of an Adult Day Services operation located at 1004 N. 17th Street pursuant to the attached conditions and petitioner's submittal packet.

NOTE: THESE ARE DRAFT. FINAL CONDITIONS ARE PART OF REPORT TO COUNCIL

**REQUIREMENTS FOR
ADAPTIVE REUSE CONDITIONAL USE PERMIT (CUP) APPROVAL FOR TLC HOMES,
INC., 1004 N. 17TH STREET
3/23/2016**

Re: PC11-2016: The adaptive reuse CUP is granted exclusively to Priority One Investments, LLC d.b.a. TLC Homes, Inc. ("TLC") pursuant to Sections 15.37(29) and 15.37(27) of the Manitowoc Municipal Code ("Code") for the land and building at 1004 N. 17th Street (Property), and shall hereinafter serve as authorization for the location and operation at the Property of an Adult Day Services operation pursuant to Sections 15.150(3)e and 15.150(3)k of the Code, as may be amended from time to time. The area of the CUP is identified on the attached map and shall hereinafter be referred to as the "CUP Area". The CUP Area is defined as Tax Parcel # 790-004-142.

TLC is required to comply with the following conditions:

1. The CUP authorizing the siting and operation of TLC in the CUP Area shall not become effective and binding until the latest date that: (i) the Common Council approves the CUP as outlined herein. In the event the Council does not approve said CUP on or before midnight on May 31, 2016, the authorization for this CUP by the Common Council shall automatically terminate effective June 1, 2016 and TLC shall be required to re-apply.
2. The maximum number of Day Service individuals at the CUP Area shall not exceed 25 individuals at any time. Day Service hours of operation shall be Monday - Friday from 9am – 3pm. Up to two staff may be on site prior to or after the hours of operation (9am – 3pm) to "setup" or "clean-up" after the Day Service operation is closed.
3. There shall be no office, administration or similar activities at the location with the exception of activities that are directly related to the 1004 N. 17th Street operation.
4. All exterior lighting from the CUP area shall be contained to the site and shall not filter over the property lines onto adjoining properties.
5. In the event the property comprising the CUP Area is sold or leased to a party other than an entity in which TLC or Tim Frey has a controlling interest, the CUP shall then terminate effective the date of conveyance.
6. The CUP shall not be assigned, transferred, sublet or conveyed without the written approval upon review and recommendation by the City Plan Commission, and approval by the Manitowoc Common Council.
7. 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.

8. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in April, 2017. The Plan Commission and Council shall at that time determine if an annual review shall continue into subsequent years. 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. The Plan Commission and Common Council reserve the right to review the CUP at any time.
9. There shall be no exterior signage allowed advertising the Adult Day Service use.
10. TLC transport vans and employees shall park in the locations as detailed in the TLC application.
11. TLC shall comply with all items and criteria as stated in their application packet.
12. A landscaping plan shall be submitted to and approved by the Community Development Department prior to any plantings.



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



March 14, 2016

NOTICE OF PUBLIC INFORMATIONAL HEARING

As a property owner within 200 feet of a proposed Conditional Use Permit (CUP) for the adaptive reuse of a former Church at 1004 N. 17th Street, Manitowoc WI, you are being notified that the Manitowoc City Plan Commission will meet on **March 23, 2016 at 6:00 o'clock P.M.** in the Common Council Chambers, Main Floor, City Hall, 900 Quay Street, and shall hold a public informational hearing to consider a request for a CUP pursuant to Section 15.370(29) and 15.150(3)e of the Manitowoc Municipal Code. The CUP area is identified on the attached map.

Petitioner is: PC11-2016: Priority One Investments, LLC d.b.a. TLC Homes, Inc.; Request for a Conditional Use Permit Under Section 15.37(29) for an Adaptive Reuse and 15.150(3)e for Property at 1004 N. 17th Street for the establishment of an Adult Day Services Use for a maximum of 25 individuals.

You are invited to attend this informational meeting in order to voice your opinion regarding the proposed CUP.

If you wish, you can call (686-6930) or visit the office of the City Plan Commission, Main Floor, City Hall, and we will be glad to discuss the proposed development with you.

Respectfully Submitted,

Paul Braun
City Planner

Enclosure

PC11-2016

WENTHUR LUCAS J & STEPHANIE A
JANSSEN JACOB W 1028
 KENNEDY GARY J & ROSEMARY M 1026
 MECCA SR ET AL MICHAEL P 1022

RANKIN ST

N 18TH ST

940

P-1

930

MANITOWOC CITY OF CITIZEN PARK

RIVEST DAVID A | BRODHAGEN LEE R & TERYL R | SKARVAN COLE & SAMANTHA | BIERKE PAULA
 1035 JUUL JEFFREY W & KATHLEEN | LONG MAXWELL & NATALIE 1036
 1031 QUANDT REBECCA S | GOFF MATTHEW L 1030
 1025 HERRERA JR GILBERT | GEORGE RACHAEL T & JOSEPH P 1026
 1017 STEGMANN ERIC M & ERIKA | KREIE KRISTY 1022
 1015 CHRISTENSEN ET AL KEVIN P | CAREY DEVELOPMENT-LLC 1020
 SCHMIDT DAVID R 1722 1720 | FREUND DOROTHY A 1718 1716 | LECLAIR MICHELLE L 1 | **PRIORITY ONE INVESTMENTS LLC** 1004

N 17TH ST

1014 JUCHNIEWICH DANIEL L | OLM JAMES A & JOANNE A
 1037 SISEL ROGER E | JOHNSRUD PAUL
 1031 FREY PAUL W & VIRGINIA D | DEWANE REV TRUST KAY A
 1029 ACKLEY CHAD V & JODY M | TODHUNTER DAVID V
 1021 SEARS ALBERT C & PAULETTE M | FENCL MARGARET
 1019 BECKMAN HAROLD L | TRASK KERRY A
 1013 MANN STEPHEN K | EKSTROM RICHARD J & JOHANNA L WORLEY
 1009 FRANKLIN JUSTIN T | VADNEY JON G AND DIANNE S
 WEBER LAURA B 1622 | JOHNSON KURT T & JENNIFER M 1618 | BAILEY LAWRENCE E & GAIL E 1614 | KITZEROW MARK ET AL 1610 | NIENOW PETER C | CHRISDEN RENTALS LLC

WISCONSIN AVE

943 LETTENBERGER TED J | 1717 WENDT JOSHUA J
 933 RAUCH HOWARD F
 931 KURTZBACH THOMAS L & CARLA G
 925 DEGROOT PETER J & PEGGY L
 923 HAESE GLENN R
 917 HANSEN CAROLE J
 WURTINGER ROBERT J

1709 POKLINKOSKI NOAH J | RAUEN EUGENE C & KAYLENE M GAUGER 938
 934 SUESS LEE E & AUDREY S
 NOVY JR REV TRUST VICTOR J 926
 922 ZUTZ DENNIS A
 920 LODL KENNETH E
 BINNS BRENN A

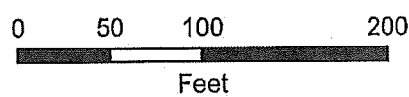
ALLEN KAY F 939 | MEVERDEN DANIEL F 1615 | OSPEDALE CRAIG 1611 | LACOSSE PATRICIA A 1
 SEILER PETER M 931 | RAYFORD COLIN P
 925 KAESERMANN RICHARD D | DEMSKE MICHAEL J
 923 DUENO WALTER P | HOWARTH ALFRED R
 917 AYERS ROBERT J | PETRI HEATHER L
 STUTTE HOUSE LLC | EQUITY BUILT LLC



TLC Homes Inc. Request for a Conditional Use Permit for the establishment of an Adult Day Service Use 1004 N. 17th Street

PC 11-2016

Prepared by City of Manitowoc Planning Department www.manitowoc.org Map Plotted: 03/15/2016 X:\maps\Plan_Commission\Conditional_use\PC11-2016_Frey_CUP.mxd
 DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.

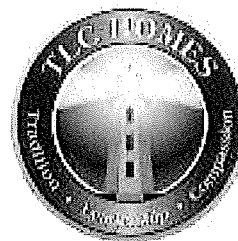


Legend

Area of Request for Conditional Use Permit

Tradition • Leadership • Compassion

Disability Services, Elder Services, & Vocational Services



March 11, 2016

Paul Braun
City Planner – Community Development
900 Quay Street
Manitowoc, WI 54220

Dear Mr. Braun,

TLC Homes is requesting a conditional use permit to operate an Adult Day Service at 1004 North 17th Street. TLC Homes would serve up to 25 individuals at one time at this location. The program would operate weekdays primarily between 9am-3pm.

Please feel free to email or call me with any questions.

Thank you,

A handwritten signature in black ink that reads "Timothy A. Frey".

Timothy A. Frey, President & CEO
(920) 694-1102
timfrey@tlchomes.net

Enclosures (2)

TLC Homes Conditional Use Permit Information
1004 North 17th Street – March 2016

Proposed Use:

TLC Homes plans to use the location as an Adult Day Service (ADS) for disabled adults.

Hours of Operation:

The ADS would be open Monday through Friday approximately 250 days per year. The primary hours of operation are 9am - 3pm. The ADS will be closed evenings, overnights, weekends and holidays. Most of the individuals served would arrive by a TLC Homes' vehicle at approximately 8:45am and depart at 2:45pm. A few individuals may arrive as early as 8:30am and depart as late as 3:30pm.

Number of Individuals served:

ADS would serve a maximum of 25 individuals at one time. The populations served are intellectually disabled, developmentally disabled and traumatically brain injured adults. The building is approximately 3,700 square feet on the main level. Note: Wisconsin Department of Health Services form F-60947 (III.D(4)) which covers minimal square footage per individual served allows for one individual per 50 square feet of space.

Arrival, Departure & Route Information:

"Attachment A" is an overview of our current transportation schedule that would be utilized based on the individuals currently served at our ADS. One of TLC's wheelchair accessible vehicles would arrive from Waldo Boulevard onto North 17th Street. The other wheelchair accessible vehicle would arrive from North 18th Street to Wisconsin Avenue and onto North 17th Street. TLC's wheelchair accessible vehicles would generate 3 - 4 trips per day. TLC's 12 passenger van would arrive from North 16th Street onto Wisconsin Avenue. TLC's 12 passenger van would utilize Wisconsin Avenue approximately 2 - 3 times per day. Other (TLC employees, outside transport & family) would utilize unknown routes 3 - 4 times per day. TLC's management would average .5 to 1 visit per day and placing/funding agencies (social workers/nurses) would average .2 visits per day (1 per week). Our current ADS would generate between 8.7 and to 12.2 additional traffic flow per day.

Number of employees:

The ADS would have up to 12 employees if the maximum individuals were being served. 10 – 12 employees would accompany individuals being served to/from the location. There would be 1 – 2 who would be responsible for their own transportation to the location. TLC's employees are screened and trained consistent with "Attachment B".

Parking

All TLC transportation vehicles and employees working at the location would park off street in either the North 17th Street or Wisconsin Avenue driveway. "Attachment C" is a sketch of the Wisconsin driveway that will accommodate two vehicles. "Attachment D" (two pages) is a sketch of the current & proposed North 17th driveway. City of Manitowoc engineering & planning department have both reviewed the driveway plans and determined that the plans are in compliance with municipal code. The driveway on North 17th is being widened to accommodate 2 wheelchair vehicles and one standard vehicle. American with Disabilities Act guideline is 16' of width for a vehicle with a wheelchair lift. Visitors including TLC's management, social workers/nurses and family members would park on Wisconsin Avenue in front of 1004 North 17th Street.

Loading/Unloading:

All TLC transportation vehicles will load/unload off street. Outside transportation companies and family members will load/unload on Wisconsin Avenue in front of 1004 North 17th Street. "Attachment E" is a sketch of additional service to the ramp and two areas of concrete between the sidewalk & curb. These additions provide a hard surface for individuals being transported by outside transportation companies or family members.

Landscaping:

After the concrete is poured a professional landscaping company will level the dirt and seed. Additional landscaping will be performed at the same time. Which could include removal of some or all of the existing shrubs on Wisconsin Avenue & North 17th Street. The landscaping company will develop a plan for new shrubs and bushes.

Interior Improvements:

Paint entire main level, repair/replace main level flooring and remodel two bathrooms.

Exterior Improvements:

Replacement of rotting fascia/soffit, paint fascia/soffit, paint windows and replace gutter/down spouts.

Pathways of Manitowoc
Current Departure Arrival Schedule

Attachment A

	A	B	C	D	E	F	G	H	I
1			TLC W/C Bus	TLC W/C Van	TLC 12 Van	TLC Staff 1	TLC Staff 2	3rd Party Transport	Family
2	Arrival Route		Waldo to North 18th to Wisconsin to North 17th	Waldo to North 17th	Waldo to North 16th to Wisconsin				
3	7:30 AM	7:45 AM				A			
4	7:45 AM	8:00 AM							
5	8:00 AM	8:15 AM							
6	8:15 AM	8:30 AM					A		
7	8:30 AM	8:45 AM							
8	8:45 AM	9:00 AM	A	A	A			A	
9	9:00 AM	9:15 AM							A
10	9:15 AM	9:30 AM							
11	9:30 AM	9:45 AM							
12	9:45 AM	10:00 AM							
13	10:00 AM	10:15 AM	D						
14	10:15 AM	10:30 AM							
15	10:30 AM	10:45 AM							
16	10:45 AM	11:00 AM							
17	11:00 AM	11:15 AM							
18	11:15 AM	11:30 AM							
19	11:30 AM	11:45 AM	A						
20	11:45 AM	12:00 PM			D				
21	12:00 PM	12:15 PM							
22	12:15 PM	12:30 PM			A				
23	12:30 PM	12:45 PM							
24	12:45 PM	1:00 PM							
25	1:00 PM	1:15 PM							
26	1:15 PM	1:30 PM							
27	1:30 PM	1:45 PM							
28	1:45 PM	2:00 PM							
29	2:00 PM	2:15 PM						D	
30	2:15 PM	2:30 PM							
31	2:30 PM	2:45 PM	D	D					
32	2:45 PM	3:00 PM			D				
33	3:00 PM	3:15 PM							D
34	3:15 PM	3:30 PM					D		
35	3:30 PM	3:45 PM							
36	3:45 PM	4:00 PM							
37	4:00 PM	4:15 PM				D			
38	4:15 PM	4:30 PM							
39			Daily Arrivals: 9			Daily Departures: 9			

Attachment B

Tradition ▪ Leadership ▪ Compassion
Disability Services, Elder Services & Vocational Services



Employment/Background Checks

- Interview/Reference Checks
- Homeland Security Employment Eligibility Verification
- State Background Information Disclosure
- Adult Daycare Verification
- Criminal Background
- Nurse/CNA Registry
- State Office of the Inspector General

State CBRF Training (regardless of type of home assigned to)

- Standard Precautions
- Fire Safety
- Dietary needs, Menu Planning, Food Preparation and Sanitation
- CBRF First Aid with Choking and CPR
- Medication Management and Administration
- Client Rights, Client Group Specific, Challenging Behaviors, ISP

In-House Training

- Task Specific Training
- Assessment of Residents
- Provision of Personal Care

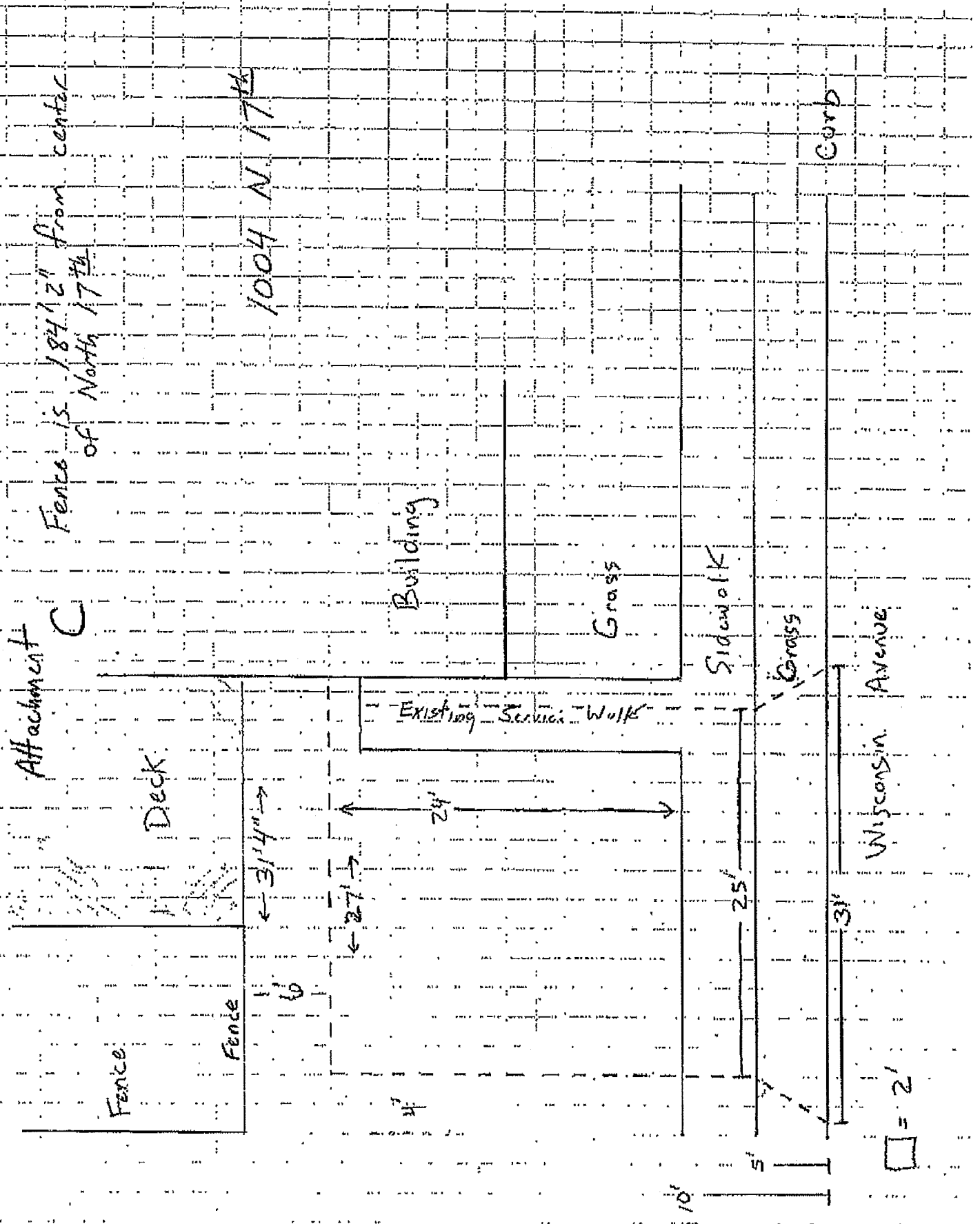
Continuing Education

- Standard Precautions
- Client Group Related Training
- Medication Management and Administration
- Resident Rights
- Prevention and Reporting of Abuse, Neglect, and Financial Misappropriation
- Fire Safety and Emergency Procedures; including First Aid
- Suicide Awareness
- DHS 83 Regulations
- Needs Assessment and ISP Development
- Client Group Specific Training
- Recognizing, Preventing, Managing and Responding to Challenging Behaviors

Attachment C

Fence is 184 1/2" from center of North 17th

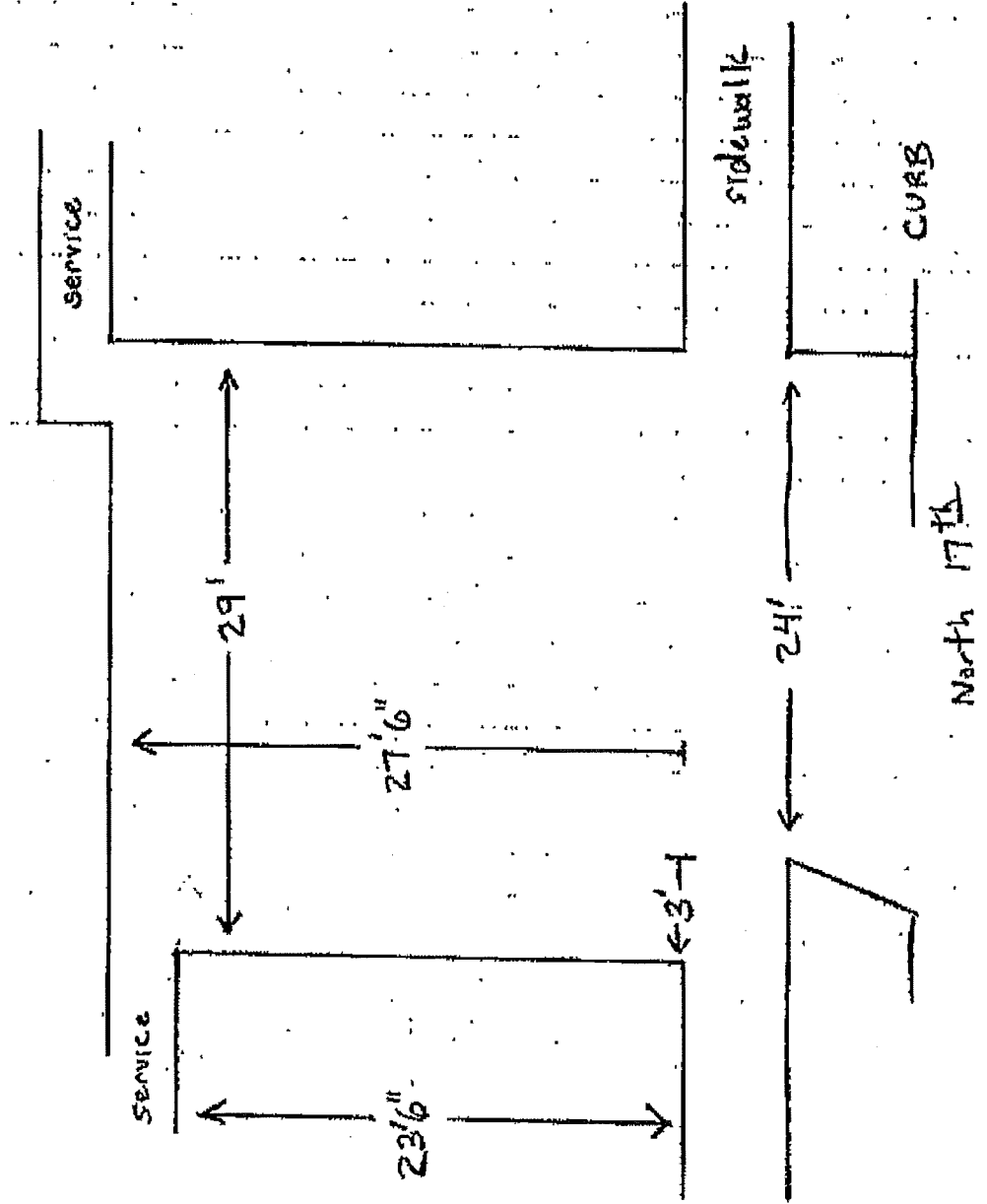
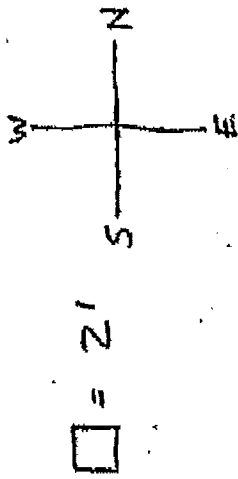
1004 N 17th



Attachment D 1 of 2

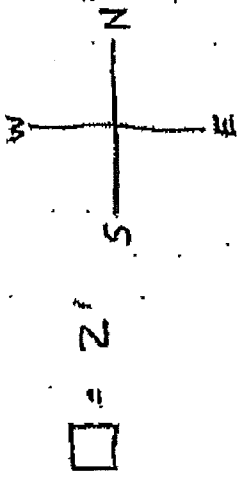
1004 North 17th Street

Existing

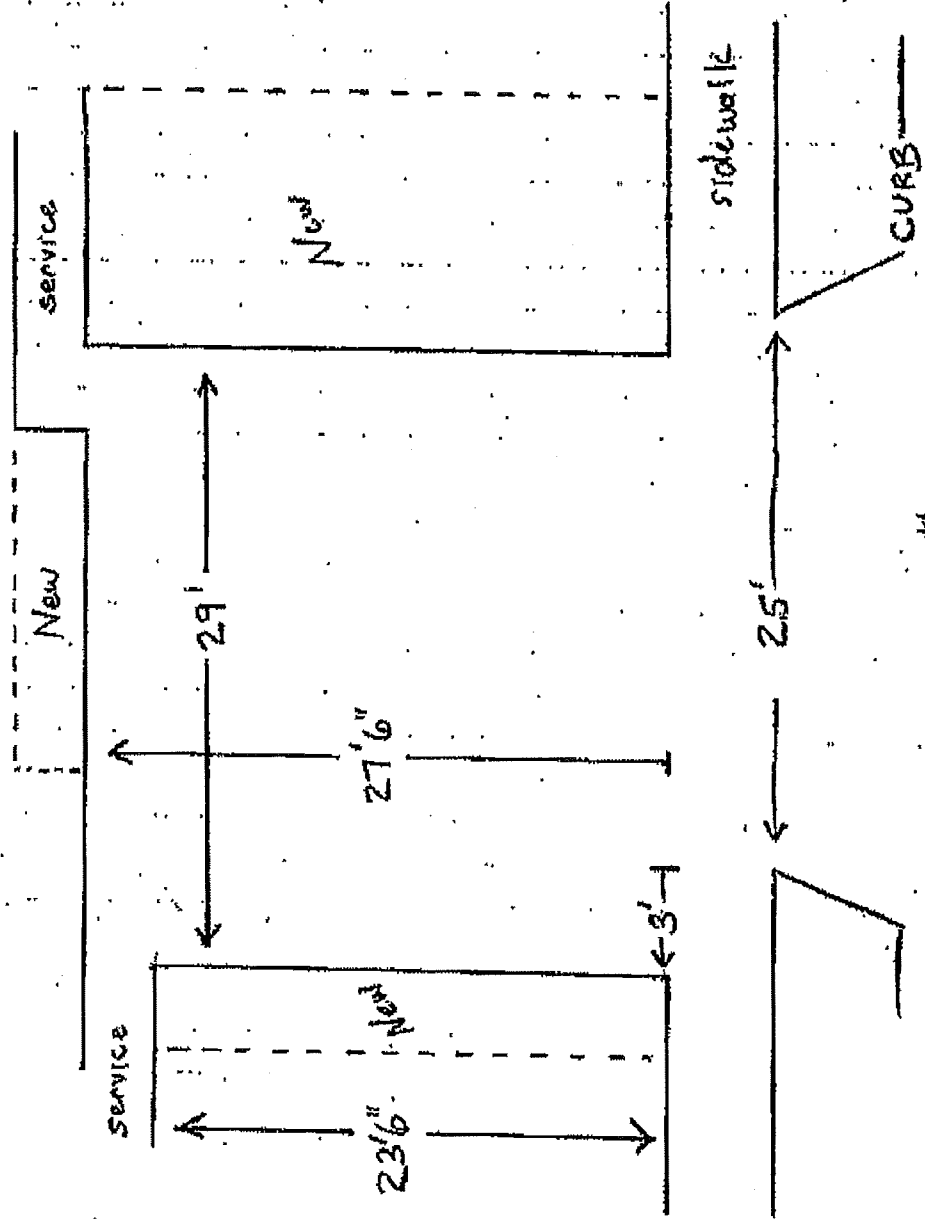


Proposed

1004 North 17th Street



- 1) repair curb cut.
- 2) widen to 25'
- 3) Add 6' x 29' on north side.
- 4) Add 4' x 23'6" on south side.

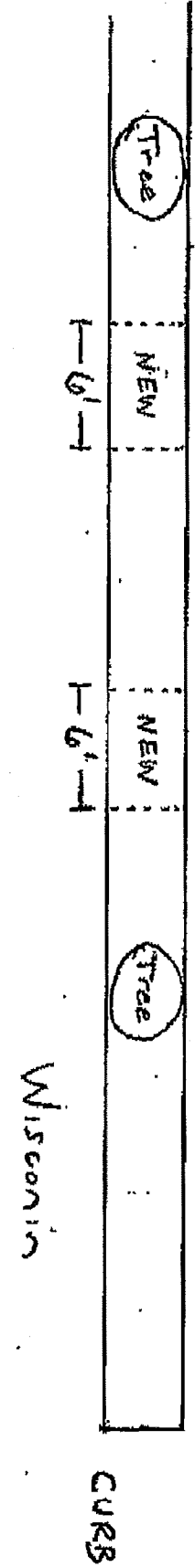
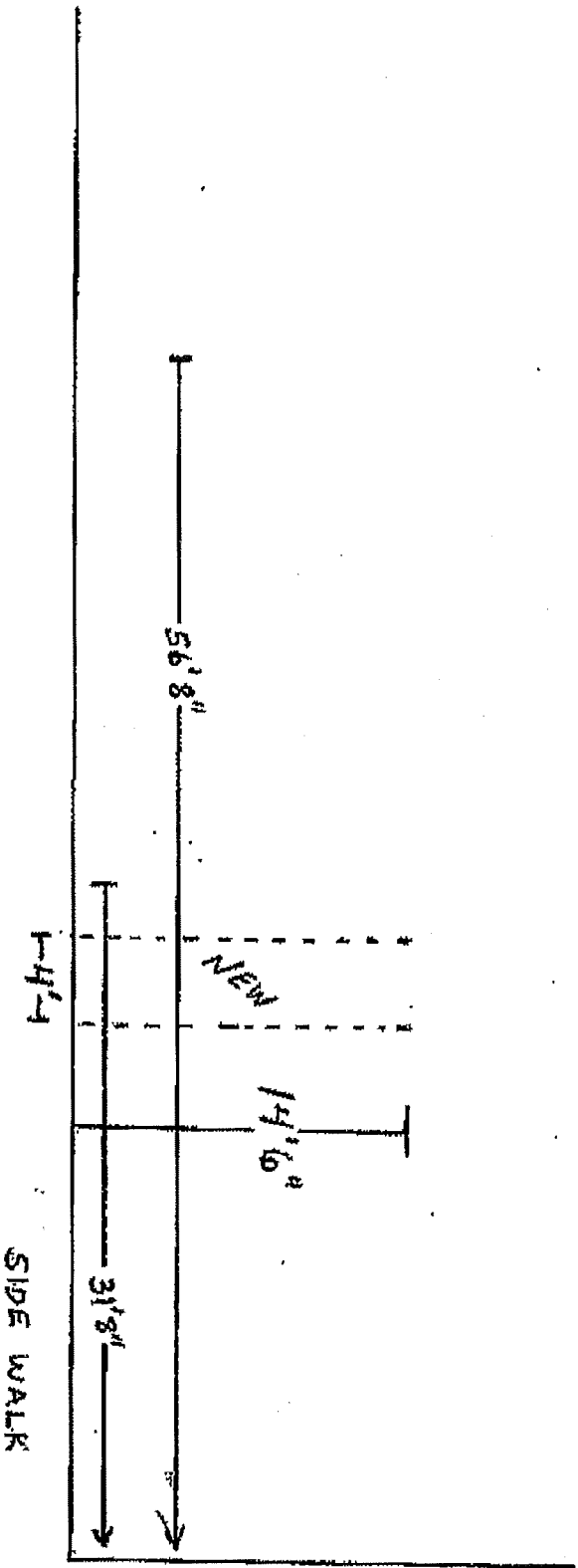
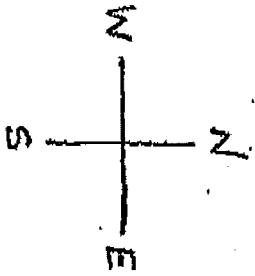


North 17th

1004 North 17th Street

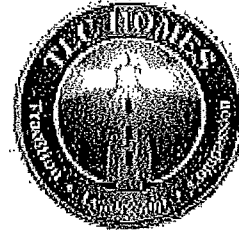
Attachment E

□ = 2'



Tradition • Leadership • Compassion

Disability Services, Elder Services, & Vocational Services



March 11, 2016

Dear Neighbor,

As the owner of TLC Homes & Priority One Investments I've decided to again apply for a conditional use permit (CUP) for 1004 North 17th Street.

The proposal is basically the same as the original proposal except, there will not be parking of any vehicles on the street. The City of Manitowoc will be sending a mailing which will include the details of my new CUP. My decision to pursue the CUP is I still believe that my planned use of the building is the most beneficial use for both the building and the neighborhood. My position was shared by 15 of the 43 neighbors receiving the notification of the original CUP and they formally supported it. Further, several of your neighbors stated they didn't understand why there was opposition. They also stated they supported my proposal but, prefer not to get involved. While I fully respect their decision I'm hoping that this time they formally identify their support for my new CUP.

Most of the concerns with my original proposal were hours of operation, parking and traffic flow. This is an overview of how the new proposal addresses those concerns:

- Base Hours of operation are Monday – Friday from 9am – 3pm
- No evening, overnight, weekend or holiday operations
- No street parking for TLC Homes vehicles or employees working at this location
- Projected traffic flow of 9 – 12 vehicles per weekday

Many of the individuals that supported my original proposal initially were against it until we had an opportunity to meet face to face. TLC Homes will be hosting two Open House's to give all of the neighbors the opportunity to meet and discuss my new proposal. You are invited to attend the Opens House's scheduled for:

- Saturday 3/19 from 9am – 1pm
- Monday 3/21 from 4pm – 7pm

I understand with today's busy schedules you might not be able to attend either date. I encourage you to either email or call me if you have questions or would like to discuss further my new CUP.

In addition to holding the Open Houses I will be walking around the neighborhood with two of my local managers to meet more of the neighbors. Hopefully, the weather will be better than it was in January. Also, "thank you" to those of you who let me inside to thaw out. I'm asking you send me an email if you don't want us to knock on your door. I'm also asking that if you support my new proposal you email me- identifying your name, address and your support. For those of you that have already supported my proposal you do not need to reply. We weren't planning on coming to your door. However, you are welcome to stop us if you want to talk.

Sincerely,

Timothy A. Frey, President & CEO
(920) 694-1102
timfrey@tlchomes.net