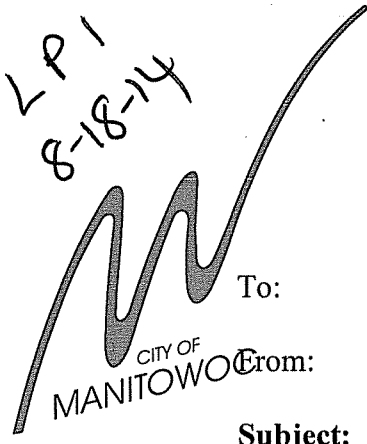


LP1  
8-18-14



14-1636

August 8, 2014

CITY OF  
MANITOWOC

David Less  
City Planner

To: Mayor and Common Council

From: Manitowoc City Plan Commission

Subject: **PC19-2013/PC 36-2012: St. Francis of Assisi / The Haven; Annual Compliance Review of a Conditional Use Permit (CUP) for Transitional Housing Facility at 1003 Marshall Street Pursuant to Section 15.210(3)(o) of the Manitowoc Municipal Code.**

Dear Mayor and Common Council:

At the regular August 6, 2014 meeting of the Manitowoc City Plan Commission, the Commission conducted its annual compliance review in accordance with an originally issued August 23, 2013 CUP for the establishment of a Transitional Housing Facility (The Haven) at 1003 Marshall Street in the former St. Boniface School.

The Police and Building Inspection Department's reported that there were no complaints or issues on record for the Haven. The Haven reported that since their opening day on April 15, 2013 they have served 25 homeless men; 12 of which voluntarily exited the facility or were asked to leave after violating Haven policy and procedures and 7 men have successfully transitioned out of the facility by finding work and relocating to different housing.



OFFICE OF CITY PLANNING  
CITY PLAN COMMISSION

The CUP allows up to a maximum of 20 residents but currently the Haven is prepared to accept 8 residents; presently there are 6 residents in the facility. The facility averages 6 – 8 residents ranging from an age of 21 – 53 years old. The Haven offers case management Monday – Friday with the residents meeting with a case manager once or twice a week addressing goals, job searches, mock interviewing, budgeting, resident issues and housing contact information. The Haven has partnered with many local organizations to help provide assistance for the homeless adult males.

The Commission is advising the Council that its compliance review produced no negative findings or material disclosures related to the Havens' Operation. The Commission unanimously recommends that the CUP be continued as originally issued with another compliance review occurring in August 2015.

Respectfully Submitted,



Paul Braun  
City Planner

Attachment  
2013 CUP  
Haven Summary Document

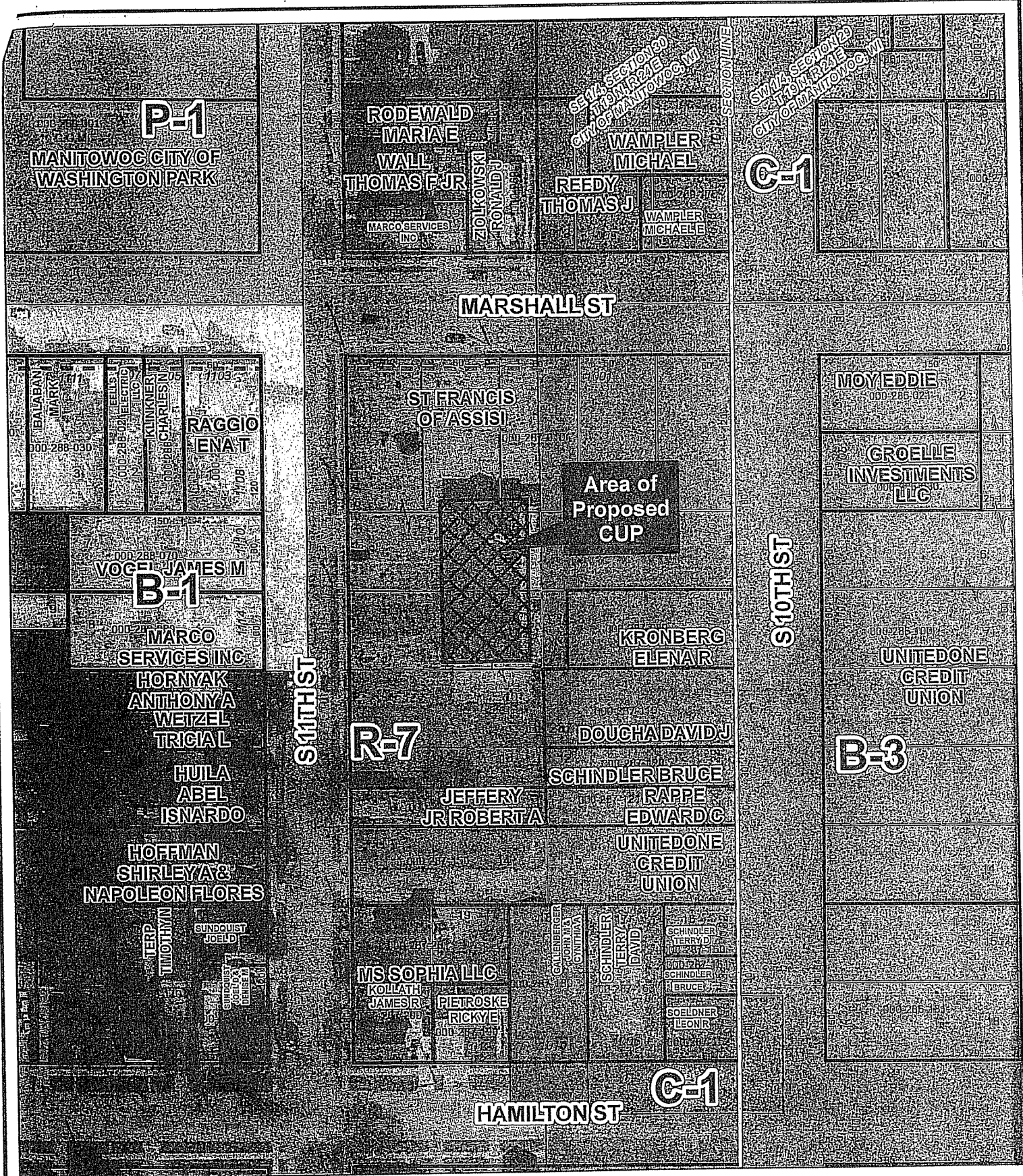


REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP)  
TO ST. FRANCIS OF ASSISI PARISH, CORP. AND  
THE HAVEN OF MANITOWOC COUNTY, INC.  
8/19/2013

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 31<sup>st</sup> 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 31<sup>st</sup> 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.



**REQUEST FOR CONDITIONAL USE PERMIT (CUP)**

City of Manitowoc, WI

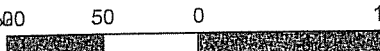
Exh. A



Area of Request for CUP for Proposed  
Transitional Housing at 1003 Marshall St.

Prepared by City of Manitowoc  
Planning Department  
www.manitowoc.org  
Aerial Photo: 4/11/2010  
Map Printed: 7/29/2013  
X:\Maps\Plan\_Commission\Conditional\_use\PC19-2013\_St.FrancisofAssis1\_1003 Marshall\_ProposedTraditionalHousing\_smallmallingmap.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.



# The Haven of Manitowoc, Inc.

RECEIVED

AUG 05 2014

CITY PLAN COMMISSION  
MANITOWOC, WI

## SUMMARY AND DEMOGRAPHIC INFORMATION

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Mr. Braun,

Here is the information you requested for your files:

### Financing and operations:

The Haven has reached 70% of our Fundraising Goals. All of our funding is generated from private funding. We have not applied for any state or federal grants.

### Volunteer Hours Worked:

Since January 31, 2014 to July 31, 2014 there has been an estimated 1,100 volunteer hours worked.

### Haven Guest Demographic information:

- Since The Haven's opening day of April 15, 2014 we have served 25 homeless men.
- We had 12 men that voluntary exited program (exited the same day, decided to stay somewhere else,) or was ask to exit due to a zero tolerance violation of the Haven Policy and Procedures (under the influence of a mood mind altering substance, not returning to shelter at the allotted time of curfew)
- We have 7 men whom have transitioned successfully (found work, saved money, and found an apartment).
- We currently have 6 guests residing at The Haven. Our capacity is 20 men. However, The Haven will house only 8 for the first year of operations.

- Since May of 2014 we have had an average population of 6 to 8 guests whose ages range from 21-53 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 group discussion every Sunday from 7:30p-8:30p. 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, and host of volunteers and churches in the community.

This should answer the 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.