



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.

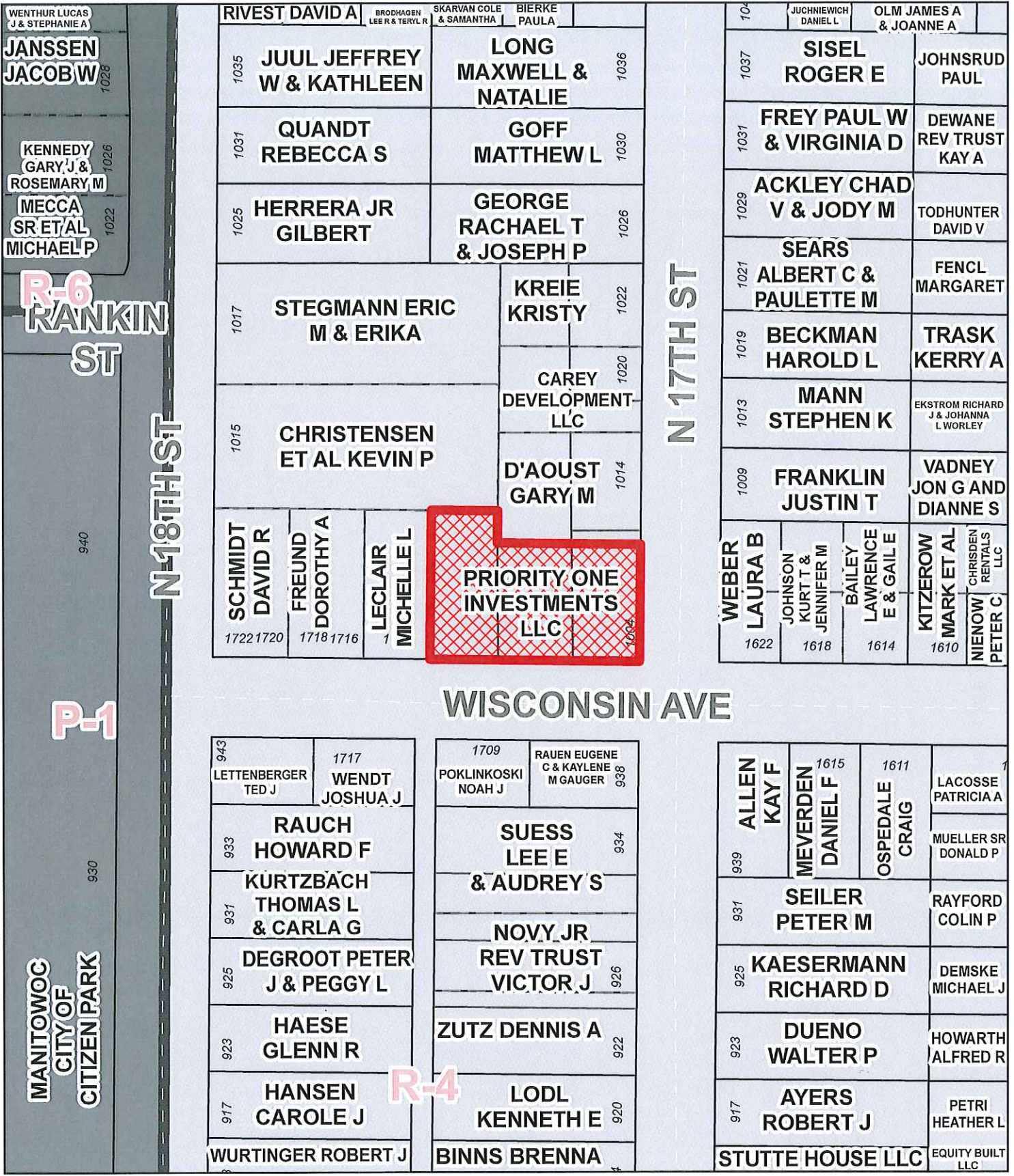
If you wish, you can call (686-6930) or visit the office of the City Plan Commission, Main Floor, City Hall, and we will be glad to discuss the proposed development with you.

Respectfully Submitted,

Paul Braun
City Planner

Enclosure

PC11-2016

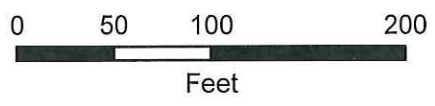


TLC Homes Inc. Request for a Conditional Use Permit for the establishment of an Adult Day Service Use
1004 N. 17th Street

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". The signature is written in a cursive style.

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

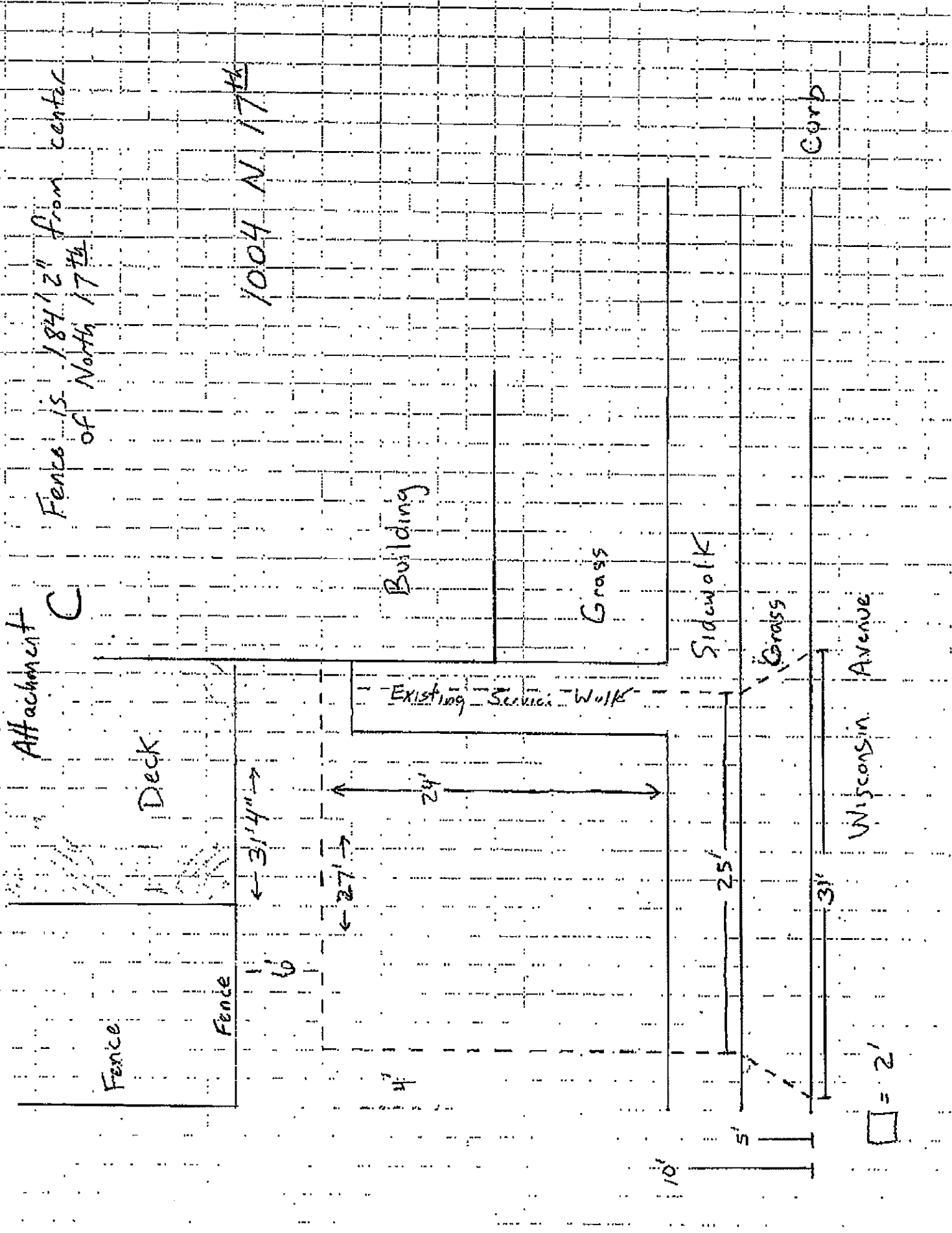
Continuing Education

- 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' 2" from center of North 17th

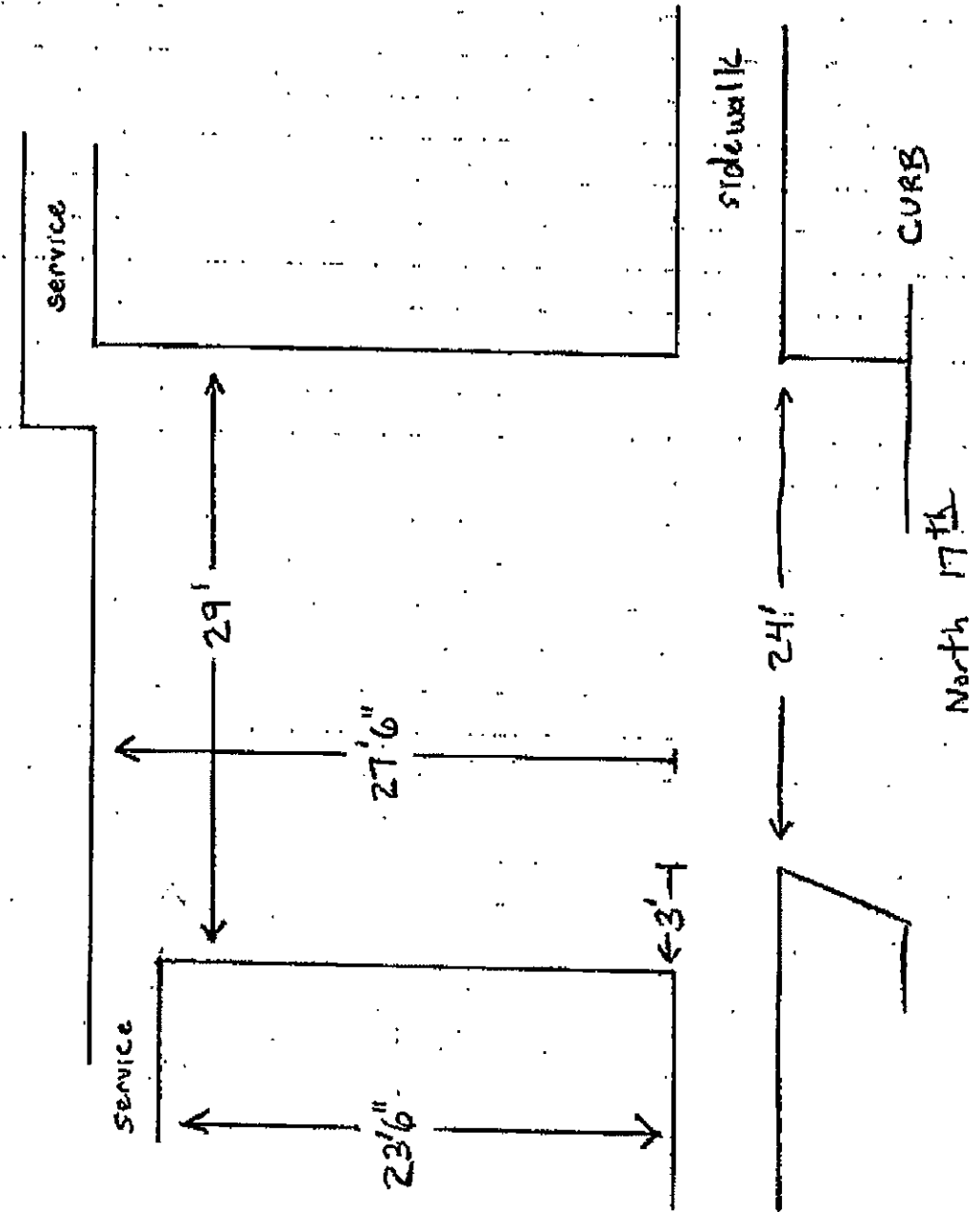
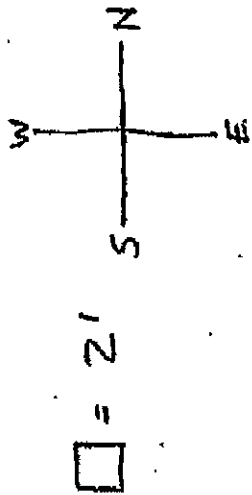
1004 N 17th



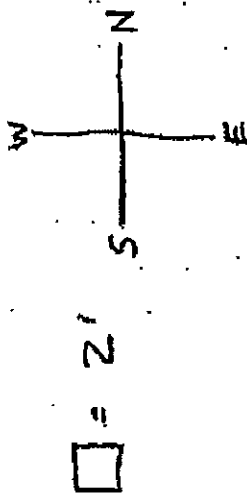
Attachment D 1 of 2

1004 North 17th Street

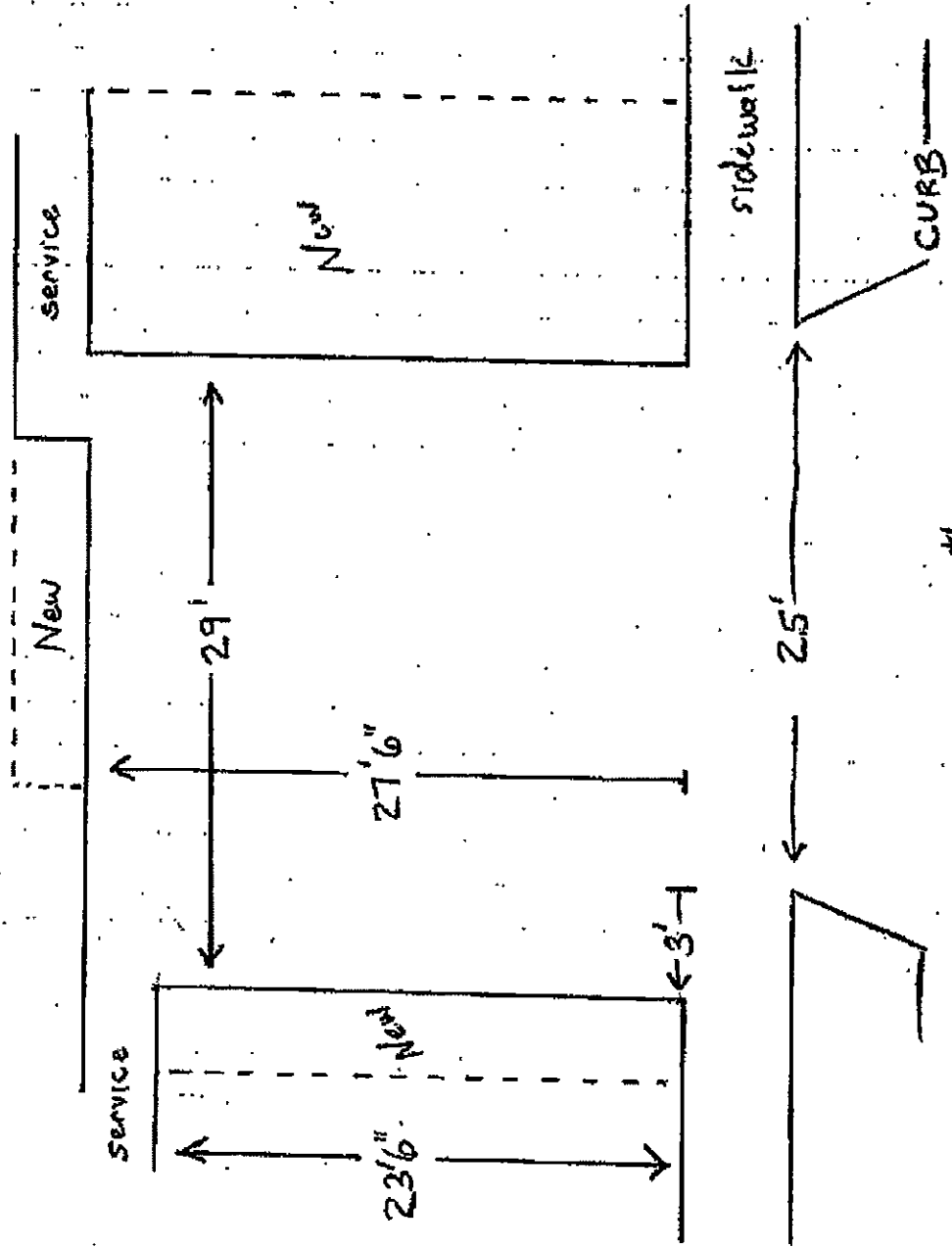
EXISTING



Attachment D 2 of 2
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.



Attachment E

1004 North 17th Street

