



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

7/25/2024

To: Mayor and Common Council

From: Paul Braun, City Planner

Subject: PC 12-2024: The Neighborhood of Manitowoc County, Inc; Request for an Adaptive Reuse Conditional Use Permit for the Establishment of Transitional Housing for Property Located at 1010 Huron Street.

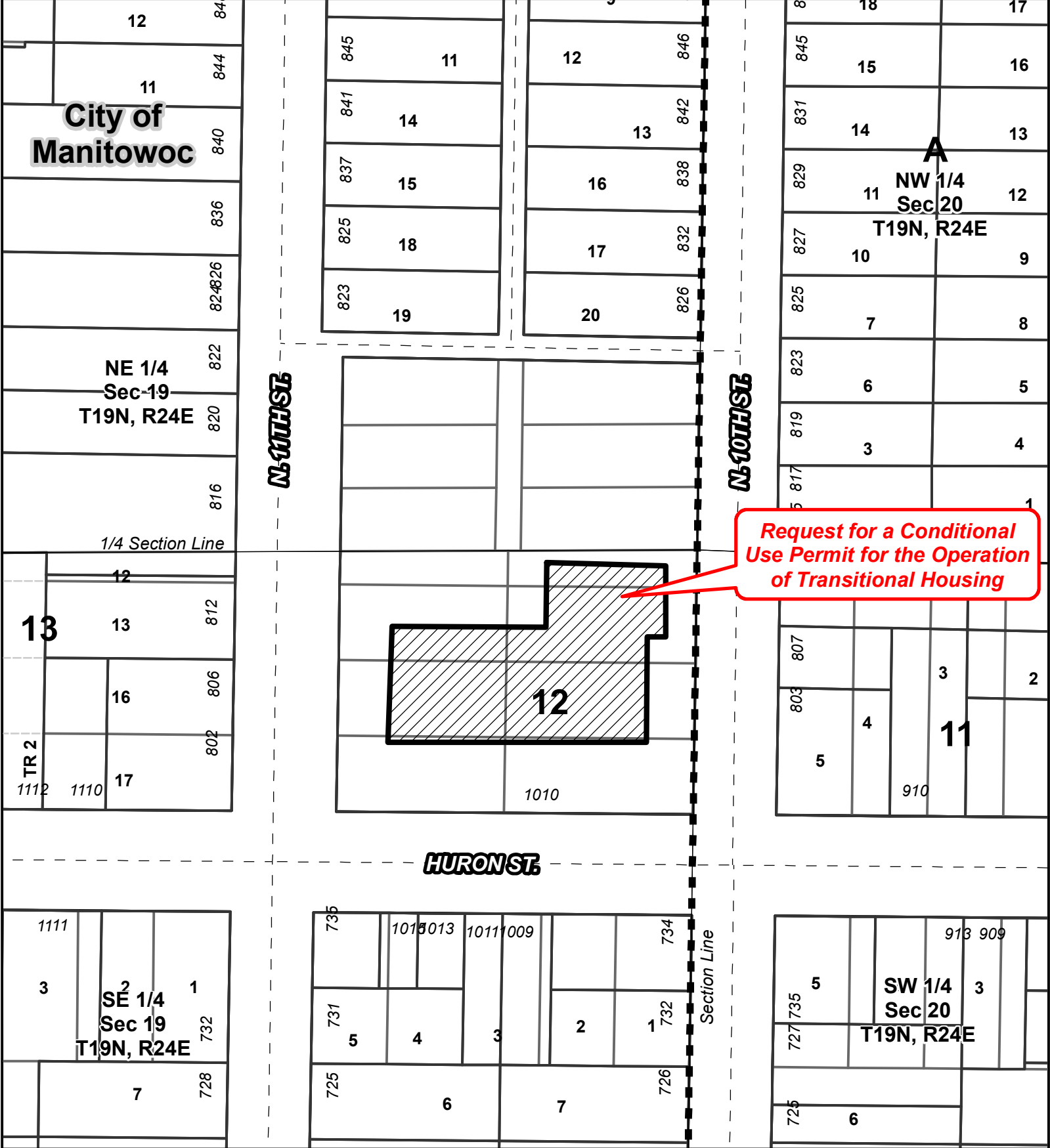
At the July 24, 2024 meeting of the Manitowoc City Plan Commission, the Commission unanimously recommended to the Common Council the following action:

Approve the Adaptive Reuse Conditional Use Permit for the establishment of a Transitional Housing use pursuant to the attached conditions.

The Neighborhood of Manitowoc County, Inc
Attn: Matt Sauer
502 N. 8th Street
Manitowoc, WI 54220

Granicus #: 24-1701
Attachments: Map & Conditions

City of Manitowoc



CONDITIONAL USE PERMIT

City of Manitowoc, WI



Area of Conditional Use Permit for
the Operation of Transitional Housing

PC 12-2024
1010 Huron St.

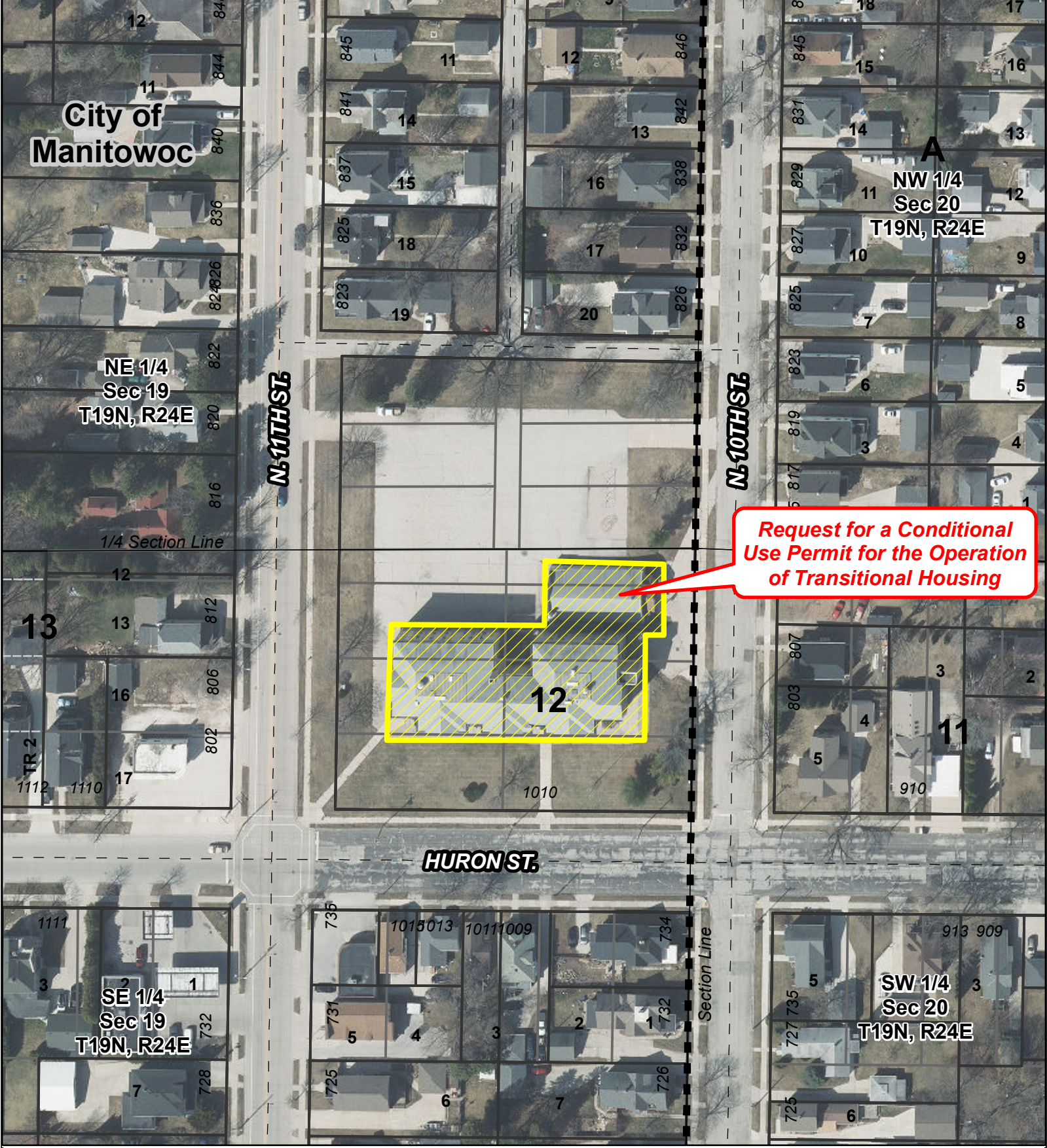
DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.

Prepared by City of Manitowoc
Community Development Department
www.manitowoc.org

Map Plotted: 5/13/2024

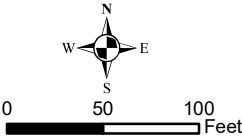
O:\Committees\PC Plan Commission\PC_CUP\2024\PC 12-2024 Neighborhood of Manitowoc County_1010 Huron for Transitional Housing\Maps\PC 12-2024 CUP B&W.mxd

City of Manitowoc Plan Commission



CONDITIONAL USE PERMIT

City of Manitowoc, WI



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.

Prepared by City of Manitowoc
Community Development Department
www.manitowoc.org

Map Plotted: 5/13/2024

O:\Committees\PC Plan Commission\PC_CUP\12024\PC 12-2024 Neighborhood of Manitowoc County_1010 Huron for Transitional Housing\Maps\PC 12-2024 CUP.mxd



Area of Conditional Use Permit for
the Operation of Transitional Housing

PC 12-2024
1010 Huron St.

City of Manitowoc Plan Commission

REQUIREMENTS FOR AN ADAPTIVE RE-USE
CONDITIONAL USE PERMIT (CUP) APPROVAL FOR
THE NEIGHBORHOOD OF MANITOWOC COUNTY, INC. (THE NEIGHBORHOOD)
LOCATED AT 1010 HURON STREET
TAX PARCEL # 000-012-000
8/19/2024

- A. The CUP shall require compliance with all applicable local, state and federal regulations including issuance and maintenance of any license to THE NEIGHBORHOOD for the operation of multi-family apartments and/or any business, retail or office uses. If THE NEIGHBORHOOD is not successful in receiving any of their licensing or permits by December 31st, 2025 THE NEIGHBORHOOD shall be required to re-apply for a CUP, unless this deadline is requested for and extended, in writing, by the Plan Commission and Common Council.
- B. THE NEIGHBORHOOD shall not assign or transfer its interest in the CUP to any party without the written approval of the Plan Commission and Common Council. The CUP shall automatically terminate effective the date any license or certification granted to THE NEIGHBORHOOD by the State or other licensing entity is closed, denied, revoked, or terminated.
- C. 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.
- D. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in December 2025, and during the month of December 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.
- E. The CUP shall allow up to 30 apartment (as defined in Chapter 15 of the MMC) units in the building. Prior to the issuance of a building permit for the apartments, a floor plan shall be approved by City Staff after review of square footage of and number of units to ensure the density meets acceptable standards. City staff shall have authority to approve more than 30 apartments based on submitted construction drawings. The apartments shall only be used by individuals transitioning out of The Hope House, The Haven or other local affiliated or similar facilities.
- F. The CUP grants permission to develop limited retail, office or service type uses that are compatible with the neighborhood and are found in the B-1 and B-2 zoning districts. Other than signage, there shall be no exterior display of products, materials or services for any of the non-residential uses.
- G. THE NEIGHBORHOOD shall consult with and obtain permission from the City when any exterior renovations are planned. The intent of this condition is to maintain and preserve the historic architectural features of the building.

- H. All garbage and dumpster locations shall be behind the building in an obscure location and shall be site screened with a wall, fence or landscaping approved by the City.
- I. THE NEIGHBORHOOD shall submit a Security, Admittance and Operation Plan for the building for review and approval by City Staff.
- J. No tents, campers, temporary shelters or other similar items shall be on the property. All uses shall operate inside the building with no exterior evidence of the uses other than signage. Tents used for special events such as a picnic, block party, open house or similar events are allowed but shall be removed within two days after the event is over.



LAND USE APPLICATION

APPLICANT The Neighborhood of Manitowoc County, Inc PHONE 920.860.6880

MAILING ADDRESS 502 N 8th Street, Manitowoc, WI 54220 EMAIL matt@mcmunited.com

PROPERTY OWNER The Neighborhood of Manitowoc County, Inc (Matt Sauer) PHONE 920.860.6880

MAILING ADDRESS 502 N 8th Street EMAIL matt@mcmunited.com

REQUEST FOR:

☒ Conditional Use Permit (CUP) \$350* ☐ Zoning District Change/Map Amendment \$350*
☐ Site Plan Review \$350 ☐ Request for Annexation \$350*
☐ Certified Survey Map (CSM) \$100 ☐ Planned Unit Development (PUD) \$350*
☐ Official Map Review \$350* ☐ Street/Alley Vacation \$350*

**Publication of legal notice fees additional.*

STATUS OF APPLICANT: ☐ Owner ☐ Agent ☐ Other

PROJECT LOCATION ADDRESS 1010 Huron Street, Manitowoc, WI 54220

PARCEL ID# 052- CURRENT ZONING R-4

CURRENT USE OF PROPERTY Former School, not currently in use

PROPOSED USE OF PROPERTY Establishment of Affordable Transitional Housing

REQUIRED: Attach a detailed written description of your proposal or request.

Include as much information as possible including planned use, maps, project renderings or drawings, etc.

The undersigned hereby represents and warrants that it has the authority to enter into this Contract. If the party entering into this Contract is not an individual, the person(s) signing on behalf of the entity represents and warrants that they have been duly authorized to bind the entity and sign this Contract on the entity's behalf.

Signature  Date 2/11/24

Print Name (Property Owner) Matthew L. Sauer

For Office Use Only

Date Received: _____

PC/SP #: _____

Fee Paid: _____

Check#: _____

Plan Commission Date: _____

The City of Manitowoc Plan Commission meets the fourth Wednesday of each month at 6pm.

Deadline for submission is the Friday two weeks prior to the meeting.

Please contact the Community Development Department at 920-686-6930 if you have any questions.

THE NEIGHBORHOOD of Manitowoc County, Inc

Mailing Address

**502 N 8th Street Manitowoc, WI 54220
920.682.4688 Info@mcmunited.com**

Greetings Neighbors,

The Board of Directors for The Neighborhood of Manitowoc County, Inc. would like to share with you an update on our planned use for the former McKinley School at 1010 Huron Street.

First, our mission is to provide a continuum of living for individuals and families experiencing homelessness in Manitowoc County. Our goal is to end homelessness by helping individuals to transition to self-sufficiency and independent living.

When we spoke to you in May we had a vision that the McKinley property could house both Transitional Apartments and an expanded Warming Shelter. After listening to the community and to city officials we withdrew that initial Conditional Use Permit (CUP) application so that we can better meet the needs of the unhoused and of our community.

We still believe the McKinley property can meet the current needs for affordable transitional case-managed apartments. We have removed from our vision an expansion of the Warming Shelter at the same location.

We would like to be clear that the Neighborhood Apartments would follow the practice of Hope House and The Haven being Manitowoc County first facilities. Meaning, that they seek to serve those living in Manitowoc County first. All residents will be required to go through intake procedures at the Hope House and The Haven. This means that residents will have a criminal background check, assess their needs, be assigned a case manager, and agree to program guidelines before residency.

The Neighborhood Apartments will be a secure facility and add to the vitality of the surrounding community. Repurposing a vacant and historic property allows Manitowoc to be a vibrant community for all.

We are asking for your support in this endeavor. It will take the whole community working together to truly become The Neighborhood. Please reach out if you have any questions.

The Rev Dr Matthew L Sauer, The Manitowoc Warming Shelter
Brittany Punches, *The Manitowoc Warming Shelter*
Michael Etheridge, *The Haven*
Dcn Mark LeGreve, *The Haven*
Jan Graunke, *Hope House*
Amy Sonnemann, *Hope House*

THE NEIGHBORHOOD of Manitowoc County, Inc.

Overview of Housing Needs in Manitowoc County Related to Those Living in Homelessness

Reference Information is available at www.manitowoc.org/746/Housing

- See specifically the Housing Study and Needs Assessment

The Manitowoc Warming Shelter (*low barrier single men and women*)

- Is permitted for 12 guests and turns away on average 2.2 people per night.
 - When we do turn guests away the range of guests turned away is 1-8
- Even if funding were available, services cannot be expanded at the current facility.
- A new facility for the warming shelter will need to have a capacity for 24-30 guests.
- Guests of the Warming Shelter would transition into Hope House or the Haven. Some may be ready for transitional apartments.
 - Guests would need studio apartments.

The Haven (*men*)

- Is permitted for 20 guests and currently has a waitlist of 8.
- The goal is 60 to 90 days of programming before moving up to transitional housing.
 - Because of the lack of transitional housing the average stay has been 132 days with some as long as 8 months.
- If funding for remodeling was available, they could expand into the third floor for a total of 35 guests.
 - An increase in guests also requires increasing staffing and volunteers.
 - They would need to have the Conditional Use Permit updated.
- The Haven needs studio apartments with kitchens and private baths.

Hope House (*women and families*)

- Is permitted for 26 guests and has a waitlist of 75.
- The goal is 90 days of programming before moving up to transitional housing.
 - Because of the lack of transitional housing the average stay has been 8-9 months (most of this due to the need for housing for 6 plus people)
- If funding for remodeling was available, they could convert two offices into housing (4-6 guests)
 - Current offices would be moved to the garage attached with a breezeway.
 - An increase in guests also requires increasing staffing and volunteers.
 - They would need to have the Conditional Use Permit updated.
- Hope House needs some studios, but mostly, two-room and larger apartments.

Countywide Homeless Information

- **January Point In Time (PIT) Snapshot** (The PIT count is the only federally mandated count of all people experiencing homelessness that happens annually across the country. Every year, communities that receive federal funding for homelessness conduct an annual count of people experiencing homelessness on a single night).
 - 2023 Unsheltered = 5 people
 - 2024 Unsheltered = 1 single, 1 family
 - 2023 Emergency Shelter/Transitional Housing = 82 people
 - 2024 Emergency Shelter/Transitional Housing = 53 people
- **March 2024 Reported Data**
 - **Household with Children**
 - 12 households/38 people
 - 61.5% report having a disability.
 - 84.6% report that they are currently fleeing a domestic violence situation.
 - **Households without Children (singles)**
 - 33 households/people
 - 4 veterans
 - 60.6% report having a disability.
 - 36% report that they are currently fleeing a domestic violence situation.
- **Between October 1, 2023, and April 30, 2024, there have been 24 (serving 34 people) Emergency Hotel/Motel Vouchers issued.**
 - This program is part of the Housing Coalition of Manitowoc County. It is funded by United Way (fiscal agent this season), Hope House, The Haven, Lighthouse Recovery Community Center, The Salvation Army, and St. Francis of Assisi.
- **A 2022 study noted that the City of Manitowoc is 100 units from zero homelessness.**
 - That number is assumed to be closer to 125 in 2024.
- **Statewide, 90% of housing needed for the homeless is for single individuals.**
- **HUD Fair Market Rental in Wisconsin for Fiscal 2024**
 - Studio/Efficiency – \$684
 - One Bedroom – \$689
 - Two Bedroom – \$905
 - Three Bedroom – \$1,094
 - Four Bedroom – \$1,216

THE NEIGHBORHOOD of Manitowoc County, Inc.

OUR VISION

THE NEIGHBORHOOD is a continuum of living for individuals experiencing homelessness in Manitowoc County, Wisconsin. Our goal is to end homelessness by helping individuals to transition to self-sufficiency and independent living. Through community partnerships, we will oversee numerous living situations in multiple locations.

The Neighborhood Shelter – is a low-barrier drop-in emergency shelter for those needing immediate shelter from the elements. While here, guests will be provided with hygiene, winter clothing, and referrals as needed. The goal is for individuals from Neighborhood Shelter to transition into the Neighborhood Haven or Hope House.

The Neighborhood Haven – Is for men experiencing homelessness. Once approved, residents are provided case management and stable housing for up to 90 days before transitioning into the Neighborhood Apartments.

The Neighborhood Hope House – Is for families and women experiencing homelessness. Once approved, residents are provided case management and stable housing for up to 90 days before transitioning into the Neighborhood Apartments.

The Neighborhood Apartments – are for residents ready to transition from our partner agencies into safe, affordable apartments where they can continue their case management program for up to two years preparing them to transition into independent stable housing. Occupancy shall be limited to those who have been vetted and agreed to program rules through our partner agencies guided by a Manitowoc County first philosophy.

WHAT IS BEING DONE?

Currently, the Neighborhood is focusing on two parallel projects:

1. **Manitowoc Warming Shelter expansion** – We are currently seeking a location in downtown Manitowoc to build an expanded Warming Shelter. The current shelter is housed at First Presbyterian Church and is limited to 12 individuals. There are no onsite showers or laundry facilities. An envisioned expanded shelter will be able to house 24 individuals and have onsite showers and laundry. The cost of this Project is estimated to be \$1.2 million, and it will open in November 2025.
2. **Affordable Transitional Apartments** – the former McKinley School at 1010 Huron has been purchased and plans are being designed for the 25-30 affordable transitional apartments. To make this project sustainable it is hoped that the first floor can house retail businesses. The cost of this Project is estimated to be \$8 million.

ADDITIONAL INFORMATION

The Neighborhood of Manitowoc County, Inc. is an approved 501c3 and registered with the state of Wisconsin as a non-profit corporation.

A Memorandum of Understanding (MOU) between the Haven, Hope House, First Presbyterian Church/Warming Shelter, and The Neighborhood has been created to solidify the unity of vision and commitment to work together. Other partners at differing levels may be the Lakeshore CAP, Painting Pathways, InCourage, United Way, and Manitowoc County Housing Coalition.

The estimated high-level renovation cost for the Neighborhood Apartments and a stand-alone Neighborhood Warming Shelter is approximately \$10 million. These funds will be raised through private donations and foundations. Grants will be applied for as long they do not deter from the primary mission of The Neighborhood.

The Neighborhood has received an initial \$500,000 gift of a \$2.5 million pledge from Jim and Barbee Lester of Two Rivers, WI to begin building acquisition and to develop architectural renderings.

The Neighborhood is in the process of applying for grants from The Ruth St. John and John Dunham West Foundation of Manitowoc, WI

Board of Directors for the Neighborhood of Manitowoc County, Inc

The Haven

Michael Etheridge, Executive Director
Dcn. Mark LeGreve, Founder and Board Member

Hope House

Jan Graunke, Executive Director
Amy Sonnemann, Board President

Manitowoc Warming Shelter

The Rev. Dr. Matthew L. Sauer, Founder and Executive Director
Brittany Panches MSW, Board Member

Project Consultants:

City of Manitowoc
Mike Howe, Mike Howe Builders
Steve Hamann, Hamann Construction
Gene Maloney, Maloney Associates LLC

THE NEIGHBORHOOD of Manitowoc County, Inc
An Overview of Transitional Apartments
1010 Huron St. Manitowoc, WI 54220

Project Overview: The applicant, The Neighborhood, is seeking a Conditional Use Permit (CUP) for the establishment of transitional housing at the above-mentioned property. This project aims to provide temporary housing solutions for individuals and families in need, following the guidelines outlined by HUD [§ 578.37\(a\)\(2\)](#).

Terms and Conditions of Transitional Housing:

1. Intake/Application

- Parties interested in The Neighborhood Apartments will go through the normal intake process for our partner agencies (Hope House, and The Haven). This process includes:
 - i. Criminal Background Check
 - ii. Assessment of needs
 - iii. Assignment of Case Manager
 - iv. A Manitowoc County first philosophy will applied

2. Duration of Stay:

- Initial term of at least one month.
- Duration of stay is determined by the availability of independent living and program success.
- Maximum term of 24 months.

3. Fee and Income Verification:

- Applicants will pay a monthly fee based upon 30% of total household income.
- Income verification will be required.

4. Case Management and Support:

- Transitional housing will be attached to case management services.
- Case Managers (or Property Managers) will be available from 9 AM to 5 PM, Monday to Friday.
- Behavioral agreements and other support services will be integrated into the case management plan.

5. House Rules and Policies Will Include:

- Drug-free environment; no illegal activities allowed.
- No smoking within units.
- No subleasing of units.
- No overnight guests are allowed.
- No pets are allowed (ESA or Service Dogs are allowable in accordance with the law).

6. Building Security:

- The building will be secured with either key and/or electronic locks.
- Security cameras will be installed at entrances and around the grounds.
- No after-hours support will be provided, similar to traditional apartment complexes. Residents will be instructed to reach out to emergency personnel as needed.

7. Primary and Secondary Referring Agencies:

- **Primary:** Haven, Hope House.
- **Secondary:** InCourage, Painting Pathways.

8. Removal of Residents:

- Violations per the Transitional Housing Agreement will go through case management and can result in removal from the program.

Additional Information:

1. Historic Preservation

- Our goal is to preserve both the history and facade of the McKinley building, built in 1891 as the Luling School.
 - i. We will restore the windows to their original beauty, allowing for natural light and beauty. We will maintain the cream brickwork allowing the building to continue to be a northside landmark.
 - ii. Of note is the Gymnasium built by the PWA in 1938 was the first building in Manitowoc to use arched laminate beams in the city.
- Landscaping will be maintained allowing for a beautiful green space.
- Internally we envision a McKinley School history hall that tell the story of the building as well as the students, staff, and teachers walked those halls for over 100 years.

2. Financial Sustainability

- Fundraising will include funding an endowment to help with operations
- Donations and grants will be sought for day-to-day operations after construction costs have been met.
- To allow for long-term sustainability, we are exploring the possibility of retail space on the first floor. We want to limit the space to businesses that will not disrupt residents or the residential community. Some of types we would like to attract are:
 - i. Laundromat
 - ii. Hair Salon
 - iii. Professional/Non-Profit Office Space
 - iv. Deli/Café/Coffee Shop
 - v. Bakery/Candy/Specialty Food Store
 - vi. Florist Shop
 - vii. Book/Gift/Hobby Store
 - viii. Other service industry related neighborhood needs

A floorplan concept



① FLOOR PLAN - SECOND FLOOR
1/8" = 1'-0"

A-3

DRAWING NUMBER

DATE
07-08-24

DESIGNED BY
LSE

DATE
07-08-24

BY
M.H.

SECOND FLOOR PLAN

MCKINLEY SCHOOL PROPOSAL
CITY OF MANITOWOC
1010 HURON ST, MANITOWOC WI

NOTES

REVISIONS	
XX-XX-XX	INITIALS

MIKE HOWE
BUILDERS, INC.
RESIDENTIAL • COMMERCIAL • REMODELING