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**CITY OF MANITOWOC**  
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August 31, 2015

**To:** Mayor and Common Council  
**From:** Manitowoc City Plan Commission  
**Subject:** **PC 19-2013: Annual Review The Haven Conditional Use Permit (CUP) at 1003 Marshall Street.**

Dear Mayor and Common Council:

At the regular August 26<sup>th</sup>, 2015 meeting of the Manitowoc City Plan Commission, the Commission reviewed the Conditional Use Permit for The Haven located in the former St. Boniface School at 1003 Marshall Street; the CUP was originally issued in 2013.

The Commission notes that the Police, Fire and Building Inspection Departments reported that there were no complaints on file. The Commission also stated that the Haven has not been problematic and is serving an important role in the community. Attached to this report is a demographic summary of The Haven's activities and individuals served to date.

The Commission recommended that the Council re-approve the CUP as originally issued with one amendment. The amendment would be the removal of condition G. which is the annual review requirement. The Plan Commission felt that the condition was unnecessary because the Commission and Council can review the CUP at any time in future if the need arises.

The Commission unanimously re-approved the CUP and recommends that The Haven no longer is required to have an annual CUP Review. The Commission still requires The Haven to submit an annual report on or before January 31<sup>st</sup> of each year to stay in compliance with the CUP.

Respectfully Submitted,



Paul Braun,  
City Planner

Granicus # 15-883  
Applicant Address  
The Haven  
1003 Marshall St.  
Manitowoc, WI 54220

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.

# The Haven of Manitowoc County, Inc.

## SUMMARY AND DEMOGRAPHIC INFORMATION

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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.