



CITY OF MANITOWOC
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September 28, 2018

To: Mayor and Common Council

From: Manitowoc City Plan Commission

Subject: PC 32-2015: The Crossing of Manitowoc County, 419 Park Street Request to Amend a 2015 Conditional Use Permit

Dear Mayor and Common Council:

At the September 26, 2018 meeting of the Manitowoc City Plan Commission, the Commission considered all items on its agenda, including the item identified above, and wishes to report and recommend to the Common Council the following actions: to approve the amended language for Condition "A" and change the annual review to September 2019.

Respectfully Submitted,

Jeremy Du Chateau
Staff to the Plan Commission

Attachment: Conditions and Map
Granicus # 18-0979

The Crossing of Manitowoc County
205 N. 8th St.
P.O. Box 2065
Manitowoc, WI 54221

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO THE PARKBENCH INC, d.b.a. THE CROSSING OF MANITOWOC COUNTY
~~10/28/2015~~ Revised 9/2018

Re: PC32-2015: Grant to The Parkbench Inc. d.b.a. The Crossing of Manitowoc County (together, joint and severally as “The Crossing”) a CUP under Section 15.150(3)l of the Manitowoc Municipal Code (“Code”) for the operation of a transitional housing Residence for not more than 12 residents (mother and children) in the “R-4” zoning district at 419 Park Street, Manitowoc WI. This CUP shall hereinafter serve as authorization for the location and operation of a transitional housing Residence, and all appurtenant and related functions, within the existing building at 419 Park Street (“Residence”). The area included in the CUP (“CUP Area”) is described on the attached map. The Crossing is required to comply with the following conditions:

- A. The Crossing shall not allow the Residence to exceed 12 residents at any one time. ~~A resident advocate shall be present in the Residence at all times when residents are present.~~ The resident advocate does not count towards the total Residence count.
- B. The Crossing shall expressly prohibit the usage or consumption of alcohol and illegal drug usage in the Residence or anywhere on the 419 Park Street Property.
- C. All over-night vehicles shall be parked off-street on hard surfaced areas on the 419 Park Street property.
- D. Administration and office support services shall not be located at the 419 Park Street location.
- E. The Crossing shall file a report with the Community Development Department by January 31st of each calendar year, beginning with January 31, 2017, detailing the status of the Residence in 2016, and in each subsequent year thereafter. This report shall be filed by January 31st in each year the CUP is effective, and each report shall detail the activities at the Residence 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 Residence 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 number of residents in the Residence; (iii) a description of the services being provided at the Residence and the number of residents accessing various services; (iv) the number of residents that were at the Residence, but left without notice; (v) a summary of agreements with third party providers for support services for residents at the Residence; and (vi) any other information that may be requested by the Community Development Department to address identification of common characteristics or experiences of residents at the Residence.

- F. The Crossing shall, at the written request of the Manitowoc Police Chief, install any required security enhancements into the Residence, on terms and conditions acceptable to The Crossing and Chief.
- G. Compliance with all federal, state and local regulations, licensing and code requirements.
- H. No party shall assign or transfer its interest in the CUP to any party without the prior written approval of the Manitowoc Common Council.
- I. The CUP shall automatically terminate effective the same date The Crossing ceases to operate at the Residence. The Crossing shall provide the Community Development Department with written notice of its intent to discontinue operation of the Residence not less than 30 consecutive calendar days prior to the date operations are planned to cease.
- J. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in ~~February, 2017~~ September, 2019, and during the month of ~~February~~ September 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.
- K. 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 Crossing of Manitowoc County



Supporting women and families to strengthen our community



Request to amend the CUP

To whom it may concern:

I, Belinda Esquinas, on behalf of The Crossing of Manitowoc County would like to request the City Council to consider the modification of one of the requirements of the CONDITIONAL USE PERMIT.

Point A of the CUP drafted and agreed upon October 28, 2015 states:

“The Crossing shall not allow the Residence to exceed 12 residents at any one time. A Resident Advocate shall be present in the Residence at all times when residents are present. The resident advocate does not count towards the total Residence count”.

We request that *“A Resident advocate shall be present in the Residence at all times when residents are present”* would be removed from the report as a condition.

We are requesting this amendment because the nature of our Program is not crisis based. The demographic of women we invite into the home can be trusted to be alone for a period of time. Our Residents are very capable and responsible women who are in need of additional support but not constant supervision.

In the last few months we have made improvements to assure the safety and protection of our residents and staff by installing outside security cameras. We have taken this step as an extra layer of security.

We are making this request with the understanding that there will always be a staff person available and the period of absence will be short. We have a new staff policy ready to be implemented to ensure The Home and its residents are cared for and tended to properly.

Sincerely,

Belinda Esquinas
Executive Director

Policy: Resident Advocate Absence

We encourage Advocate to run errands during times when residents are away. However if this is not possible this procedure shall be followed.

Procedure

1. Advocate must communicate plans to residents ahead of time
2. Advocate shall ensure cameras are working properly
3. Absence from home shall not exceed more than 4 consecutive hours
4. Advocate must have the HOME phone line and answer it immediately
5. Advocate must be physically within a 15 mile radius of the home
6. No visitors shall be allowed during Advocate absence
7. Upon returning advocate will review security cameras
8. Advocate shall be present overnight, no exceptions

419 Park Street The Crossing



Author:
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