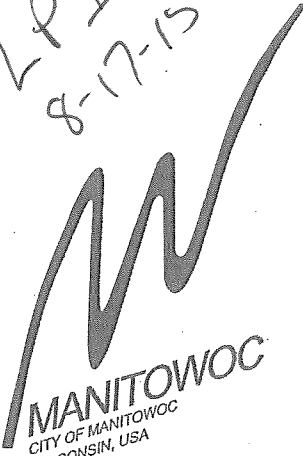
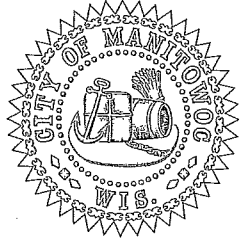


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MANITOWOC
CITY OF MANITOWOC
WISCONSIN, USA

15-853

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WISCONSIN, USA
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August 3, 2015

To: Mayor and Common Council
From: Manitowoc City Plan Commission
Subject: **PC 22-2015 TLC Homes, Inc. (TLC) Request for Conditional Use Permit (CUP) for an Adaptive Reuse Pursuant to 15.150(3)k and 15.370(29) at 1004 N. 17th Street for an Adult Day Care Facility and Office Use.**

Dear Mayor and Common Council:

At the regular July 29th, 2015 meeting of the Manitowoc City Plan Commission, the Commission held a public informational hearing regarding a request from Tim Frey D/B/A TLC Homes, Inc. who is the prospective purchaser of the original Grace Evangelical Church located at 1004 N. 17th Street.

TLC Homes is requesting the city issue an adaptive re-use conditional use permit for the creation of an adult day services use pursuant to 15.370(29) which establishes procedures for the issuance of a CUP to encourage the adaptive reuse of buildings such as churches. This requires procedural compliance for a CUP pursuant to section 15.370(27) of the Municipal Code. Under the adaptive re-use CUP the Plan Commission and Council must determine if the proposed use is reasonably necessary for the convenience and welfare of the public, is in harmony with the character of the surrounding area, will have little or no effect on the surrounding property values, the reuse of the building is made more difficult to the extent that the marketing value of such properties will be diminished, the adaptive reuse of the building furthers the promotion of the economic value of such buildings and there by protects the city's tax base. The Commission and Council can affix conditions to the CUP to provide assurances that the proposed use will not have a negative impact on the surrounding area.

The building is currently owned by Bank First National and TLC Homes has submitted an offer to purchase. The lot is approximately .3 acres and is located at the northwest corner of 17th and Wisconsin. The property is 88 feet along 17th Street and 155 feet along Wisconsin Ave. The property is currently R-4 Single Family and Two Families in all four directions. The surrounding land use is single and two family residential. Adult day services are permitted in the R-4 zoning district after issuance of a CUP.

TLC is proposing to develop an adult day services operation at the location; in addition TLC will locate its administrative and office support at the location. The day services operation would service individuals which are living at other TLC locations throughout the City. The services would serve up to 30 individuals Monday through Friday from 6:00 AM to 6:00 PM. The population served would be intellectually disabled or traumatically disabled adults. There would be 3 or 4 full time employees in the basement of the building. TLC is proposing to use their own small personal vans and park them in the side parking lot with 3 off street spaces. At maximum the adult day services would have up to 15 employees and 30 individuals. It is estimated that 5-9 employees would be responsible for transporting themselves to the location and would need to park on the street in addition to visitors, transport vans and others servicing the operation.

The number of needed off-street parking spaces is estimated to be 15-20 stalls; TLC is able to provide 3 off-street stalls. N. 17th Street and Wisconsin Avenue have unrestricted parking on both sides of the street but the right of way widths are only 60' which is narrow and less than the current minimum right of way width for a new street under the subdivision code. The existing curb to curb dimension for N. 17th Street is 33 feet and for Wisconsin Avenue it is 29 feet which is narrow for a street. The Parks Committee was presented with the idea to lease parking spaces at Citizen Park but was not interested in leasing spaces and ultimately rejected the proposal.

There was neighborhood opposition to the proposal stemming largely from the concern of increased traffic during large portions of the day and the danger this poses to children in the neighborhood. There is also a concern for the limited parking space available for which the adult day services and administrative office uses demand.

The Commission unanimously recommended that the Council deny issuing a CUP to TLC Homes, Inc. based on the findings that the proposed uses i) are not reasonably necessary for the convenience and welfare of the public, ii) are not in harmony with the character of the surrounding area, and iii) will not have a minimal effect or no effect on the surrounding property values. The Commission expressed concerns with the lack of off-street parking that would be provided and are concerned that the on-street parking and narrow right of way widths would create traffic hazards that would not be in harmony with the residential character of the neighborhood. The Commission also is concerned with the intensity of the proposed use and the length of business hours and number of days (Monday – Saturday) that the business would be open.

Respectfully Submitted,

Paul Braun

Paul Braun, City Planner

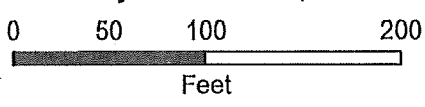
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Prepared by City of Manitowoc
 Planning Department
 www.manitowoc.org
 Map Plotted: 07/22/2015
 Orthophotography flown: 4/11/2010
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DISCLAIMER: Maps and associated data are believed to be accurate, 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.

**Request for
 Conditional Use Permit
 City of Manitowoc, WI**



PC 22-2015

Legend

 Area of Request for Conditional Use Permit



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



July 22, 2015

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 **July 29, 2015 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 for an adaptive reuse pursuant to Section 15.37(29) of the Manitowoc Municipal Code. The CUP area is identified on the attached map.

Petitioner is: PC22-2015: TLC Homes, Inc.; Request for a Conditional Use Permit Under Section 15.37(29) for the Adaptive Reuse of Property at 1004 N. 17th Street for Adult Day Services and TLC Homes office support uses.

You are invited to attend this informational meeting in order to voice your opinions on the proposed CUP.

If you wish, you can, at your convenience, 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

PC22-2015

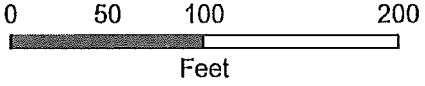
**Plan Comm
15-774**



Prepared by City of Manitowoc
 Planning Department
 www.manitowoc.org
 Map Plotted: 07/22/2015
 Orthophotography From: 4/11/2010
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**Request for
 Conditional Use Permit
 City of Manitowoc, WI**



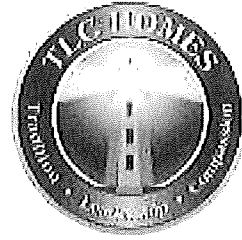
PC 22-2015

Legend

 Area of Request for Conditional Use Permit

Tradition • Leadership • Compassion

Disability Services, Elder Services, & Vocational Services



July 15, 2015

Paul Braun
City Planner
900 Quay Street
Manitowoc, WI 54220

Dear Mr. Braun,

TLC Homes is requesting a conditional use permit to operate an Adult Day Care & Adult Day Service at 1004 North 17th Street. TLC Homes would serve up to 30 individuals at one time at this location. The program would operate weekdays primarily between 8am-4pm.

Included are the modified floor plan and a detailed explanation of our proposed use for 1004 North 17th Street.

Please feel free to email or call me with any questions.

Thank you,

Tim Frey, President & CEO
(920) 694-1102
timfrey@tlchomes.net

Enclosures (2)

**TLC Homes, Inc. Conditional Use Permit Information
for 1004 North 17th Street**

Proposed Use:

TLC Homes plans to use the location as an Adult Day Service for disabled adults/Adult Day Care for elderly adults and administrative office space for employees that support the individuals employed in the Manitowoc area.

Hours of Operation:

Adult Day Services (ADS) / Adult Day Care (ADC) will operate Monday – Friday from 6am-6pm. The primary hours of operation are from 8:30am-3:30pm. Before 8:30am and after 3:30pm there would be minimal activity (10 or less individuals served & 4 or less employees).

Regional office would operate Monday – Friday from 8am-5pm and up to three Saturdays per month from 7am-3pm. The Monday-Friday operations would primarily be office space, interviewing, and training of employees. The Saturday use would primarily be training of employees.

Number of Individuals served:

ADS/ADC will serve up to 30 individuals at one time. TLC Homes' ADS in Manitowoc currently serves up to 15 individuals at one time. TLC Homes currently does not have an ADC in Manitowoc and we currently have no plans to open an ADC. The maximum number of individuals served is consistent with Wisconsin Department of Health Services form F-60947 (III.D(4)) which covers minimal square footage per individual served. The population served would be intellectually disabled, developmentally disabled adults and traumatically brain injured adults.

Drop off/Pick Up:

We are proposing to have individuals dropped off on North 17th Street and for the vehicles to park on Wisconsin Avenue. Currently TLC Homes utilizes 4 vehicles for our Adult Day Services program. At full capacity we would anticipate using 6-7 vehicles.

Number of employees & parking:

The ADS/ADC would have up to 15 employees if 40 individuals were being served. Six to ten of the employees would drive/ride with a bus that is transporting individuals being served to the day service location. With 40 individuals we would have 6-7 vehicles at the day services during the day and 1 or 2 that would be parked there overnight. Five to nine employees would be responsible for their own transportation to the location. TLC Homes will be working with the City of Manitowoc to utilize available parking at Citizen Park. Provided we are able to access this area employees bringing their own vehicles will park at the Citizen Park which is .1 of a mile and a two minute walk to the day services. Visitors such as family members, guardians and social workers would use street parking near the building.

The Regional office would be the primary office location or three to four employees and would be located in the lower level of the building. The Regional office staff & all other TLC Homes employees would park at Citizen Park. Applicants and visitors would use street parking near the building.

Licensing by State of Wisconsin:

This location would not be licensed by the State of Wisconsin. If TLC Homes elected to operate an Adult Day Care in the future then Wisconsin Department of Health Services would certify this location.

Ownership of Property:

The property will be owned by Priority One Investments, LLC which is 100% owned by Tim Frey. Tim Frey is also 100% owner of TLC Homes.

Interior Changes:

TLC Homes is working with SMI in Manitowoc to develop a new floor plan for the building. These changes will require a building permit. Interior work is as follows:

Main Level: Addition of two bathrooms, addition of shower/bath, removal of interior ramp, removal of walls to open up interior and cosmetic improvements as needed.

Lower Level: Cosmetic improvements only

Exterior Changes:

Additional off street parking on east side of building

Repair/replace as needed existing wheel chair ramp and existing deck

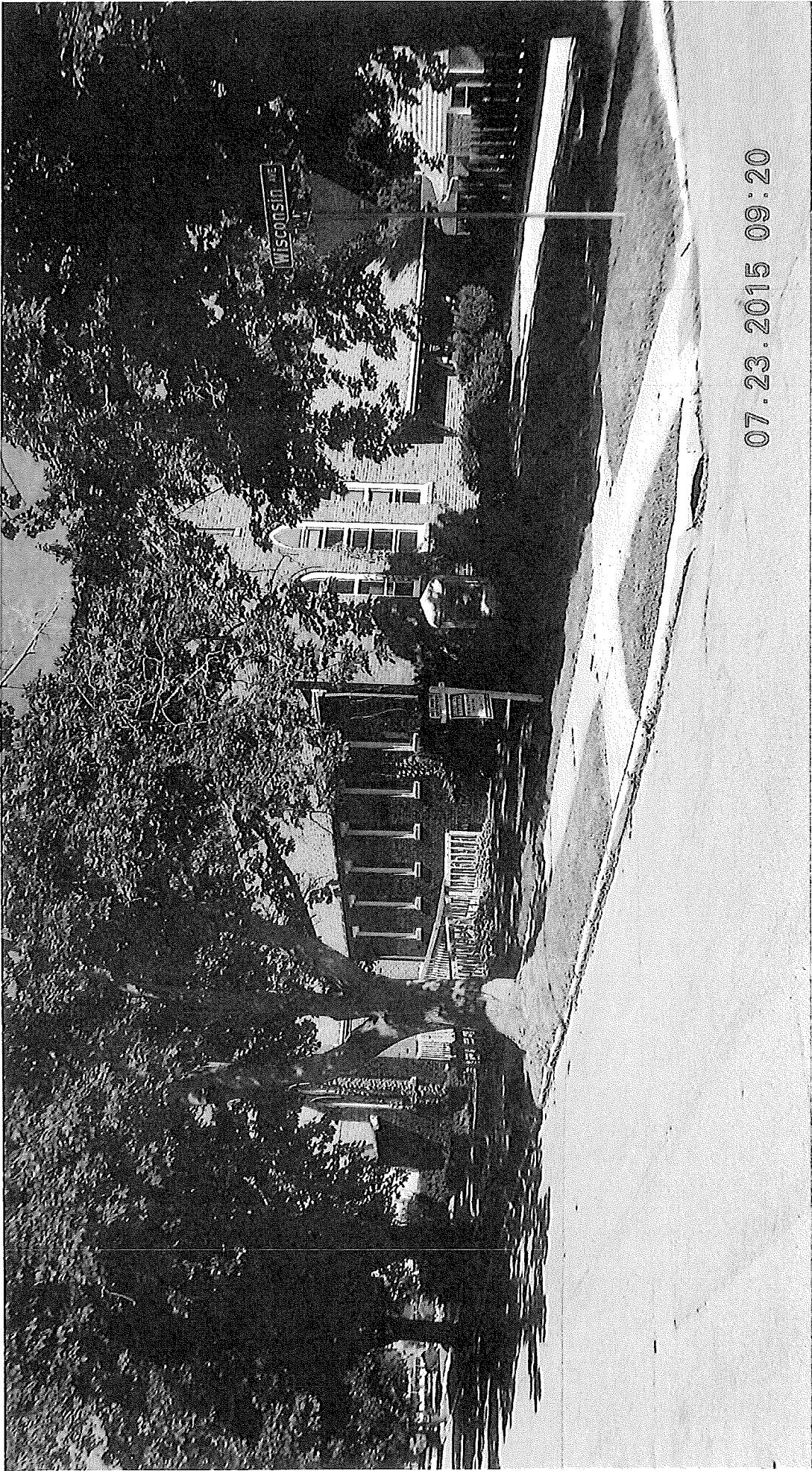
Roof repairs as needed

Window repair/replace as needed

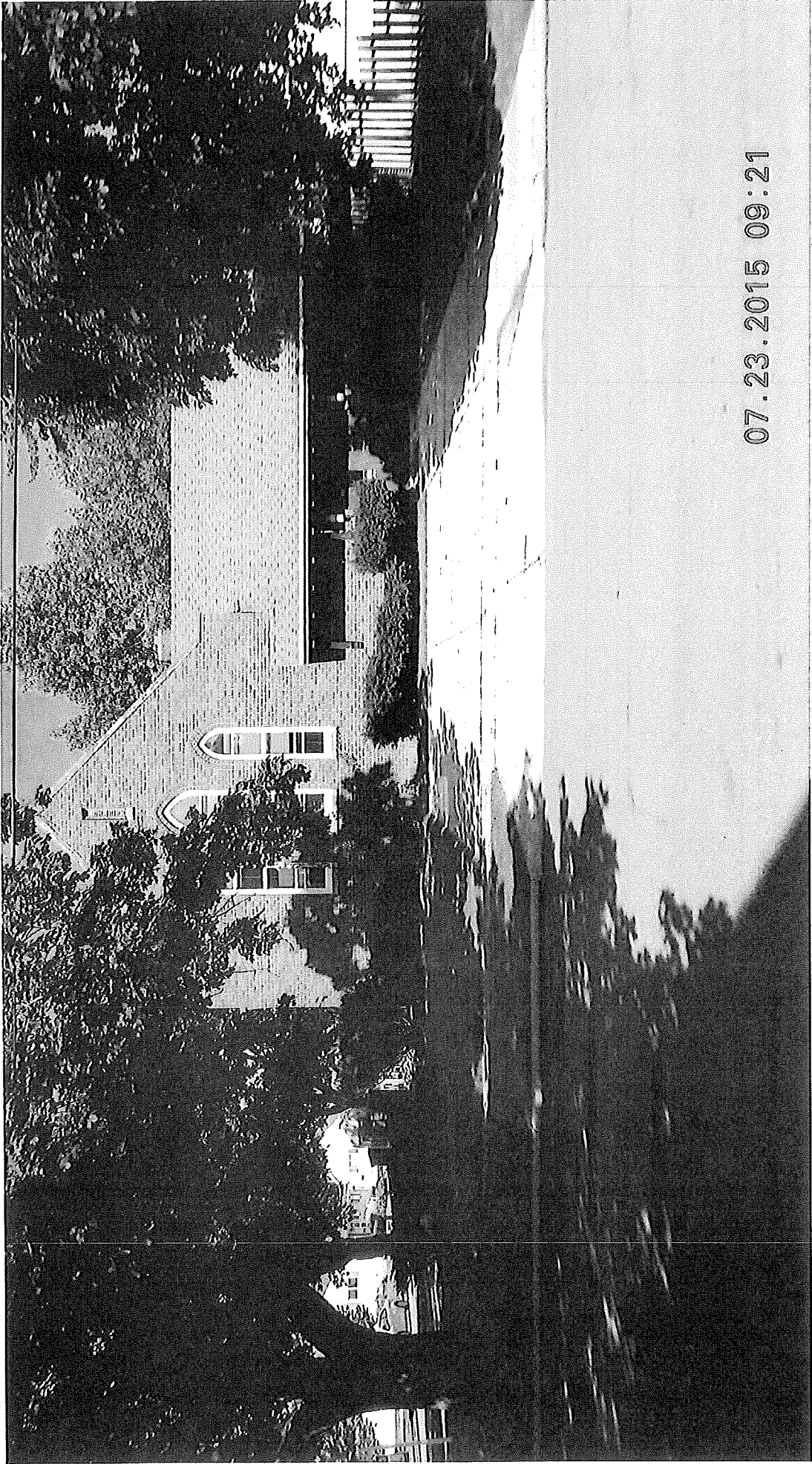
Cosmetic improvements over a period of time (paint, landscaping, etc.)

Structural Changes:

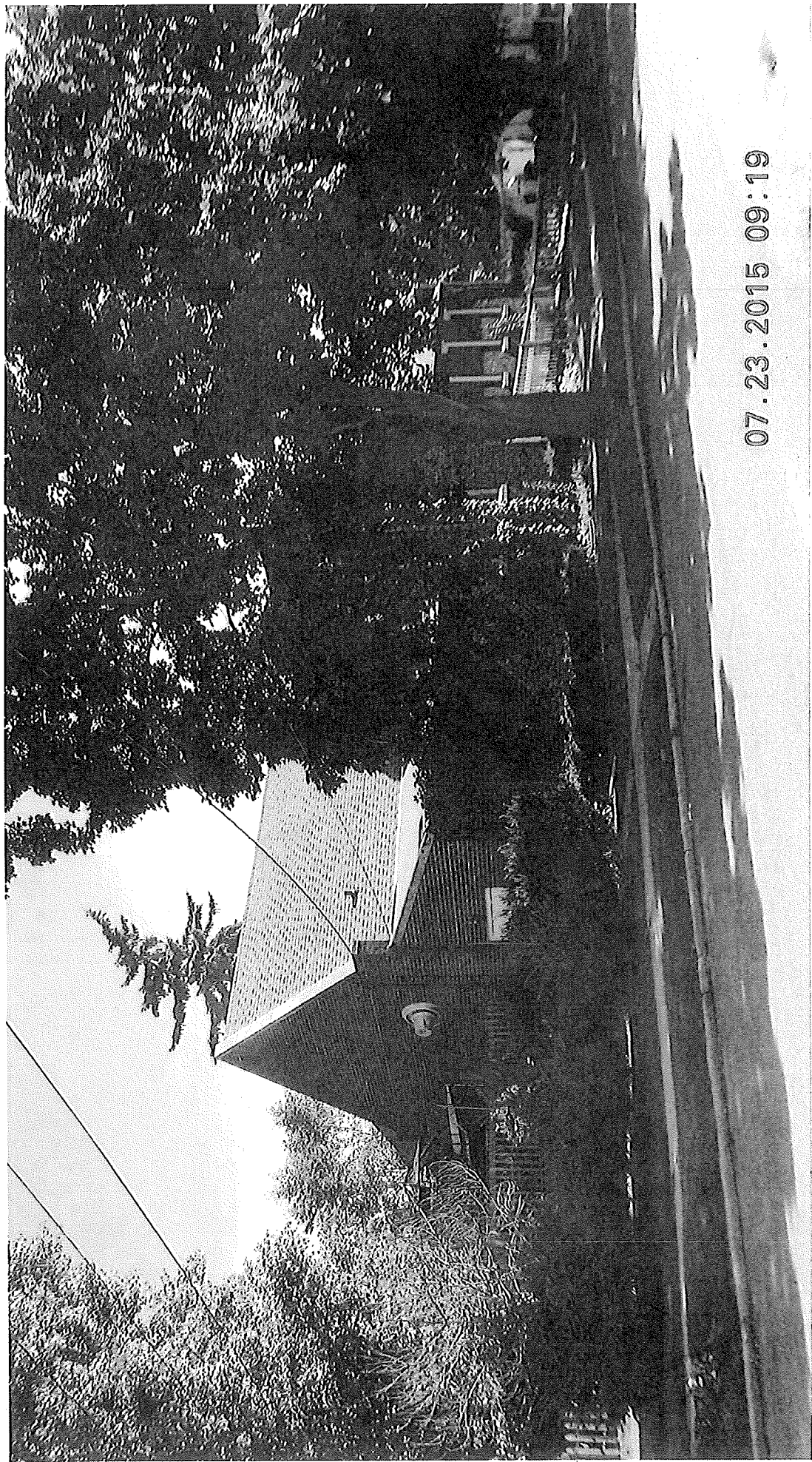
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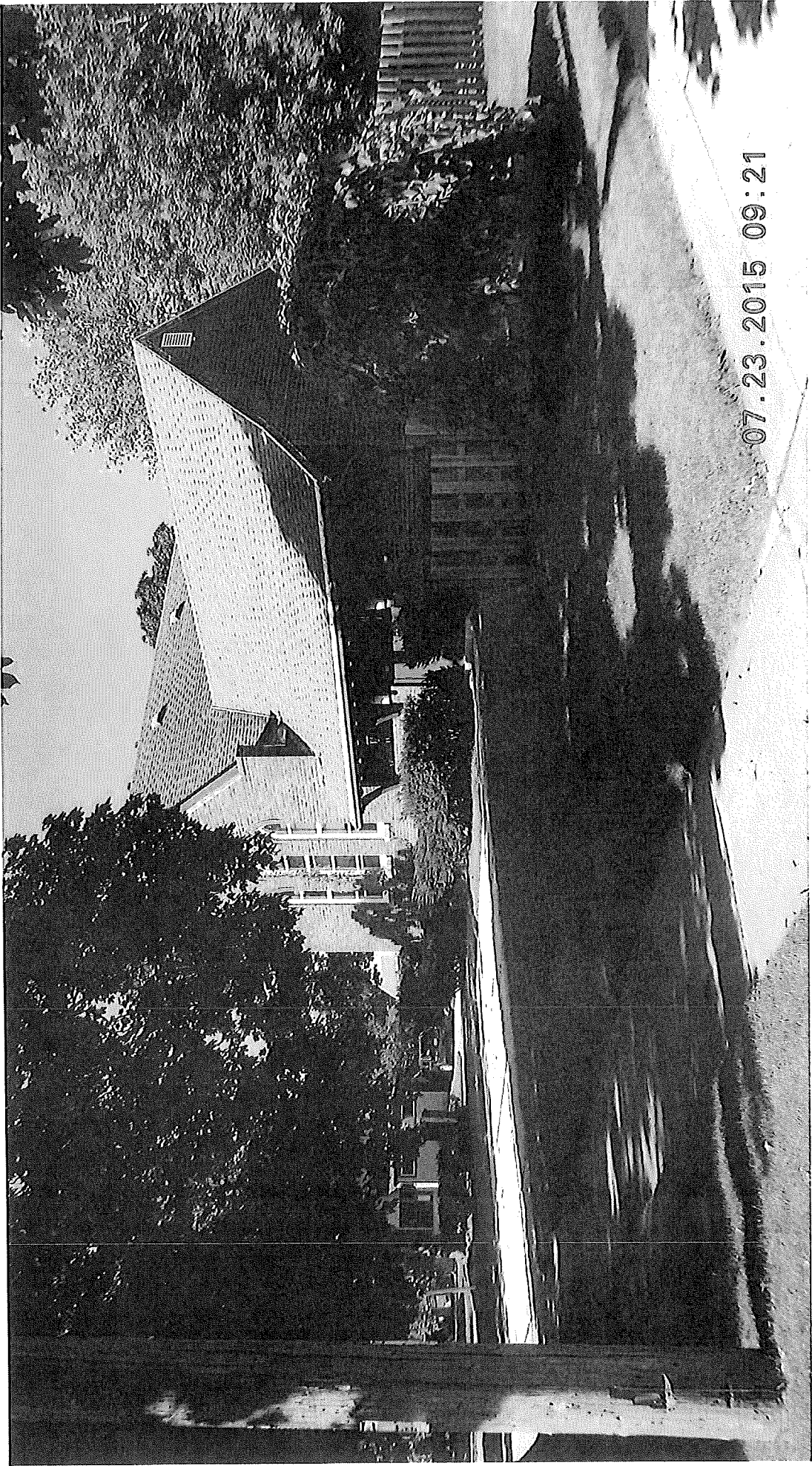
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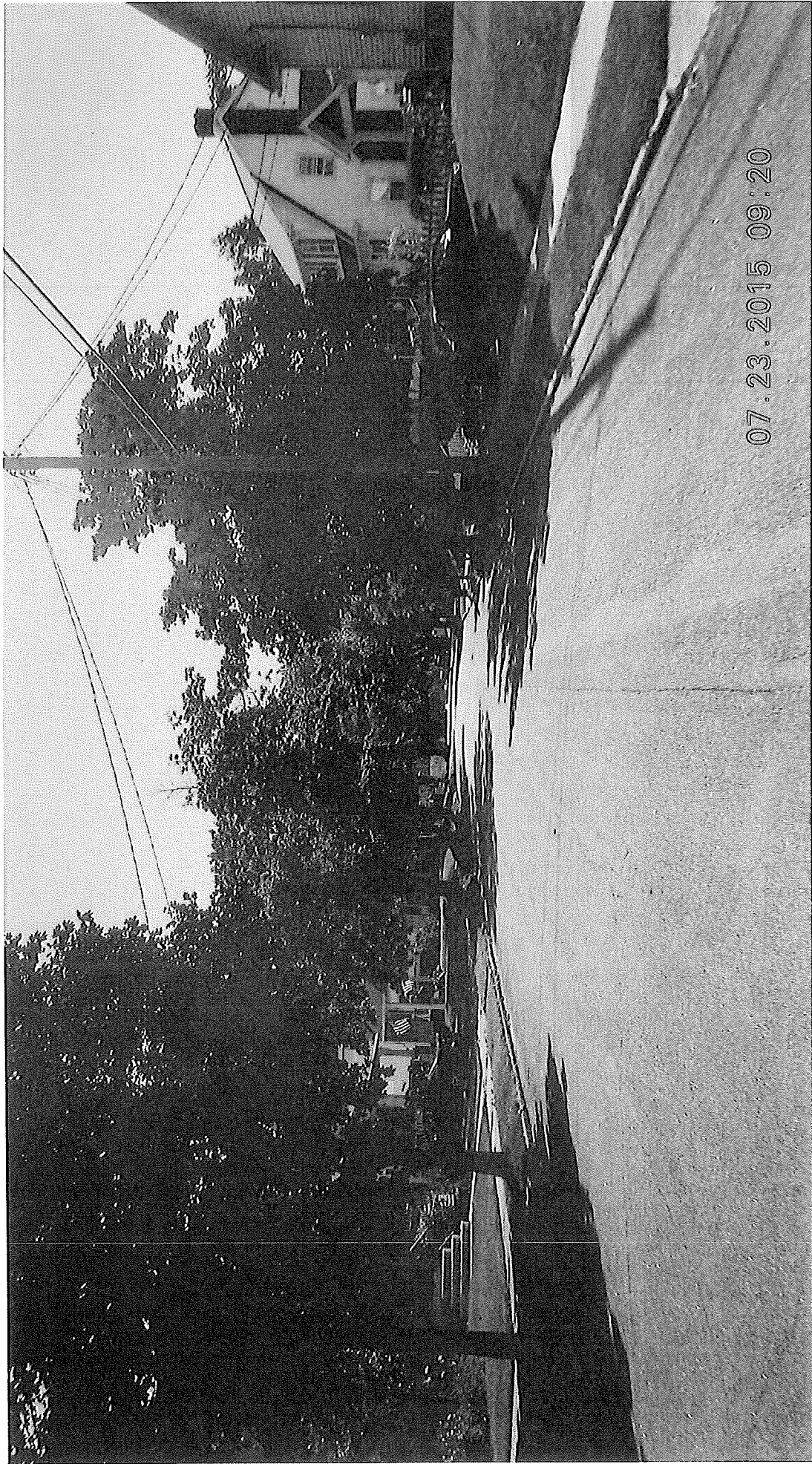


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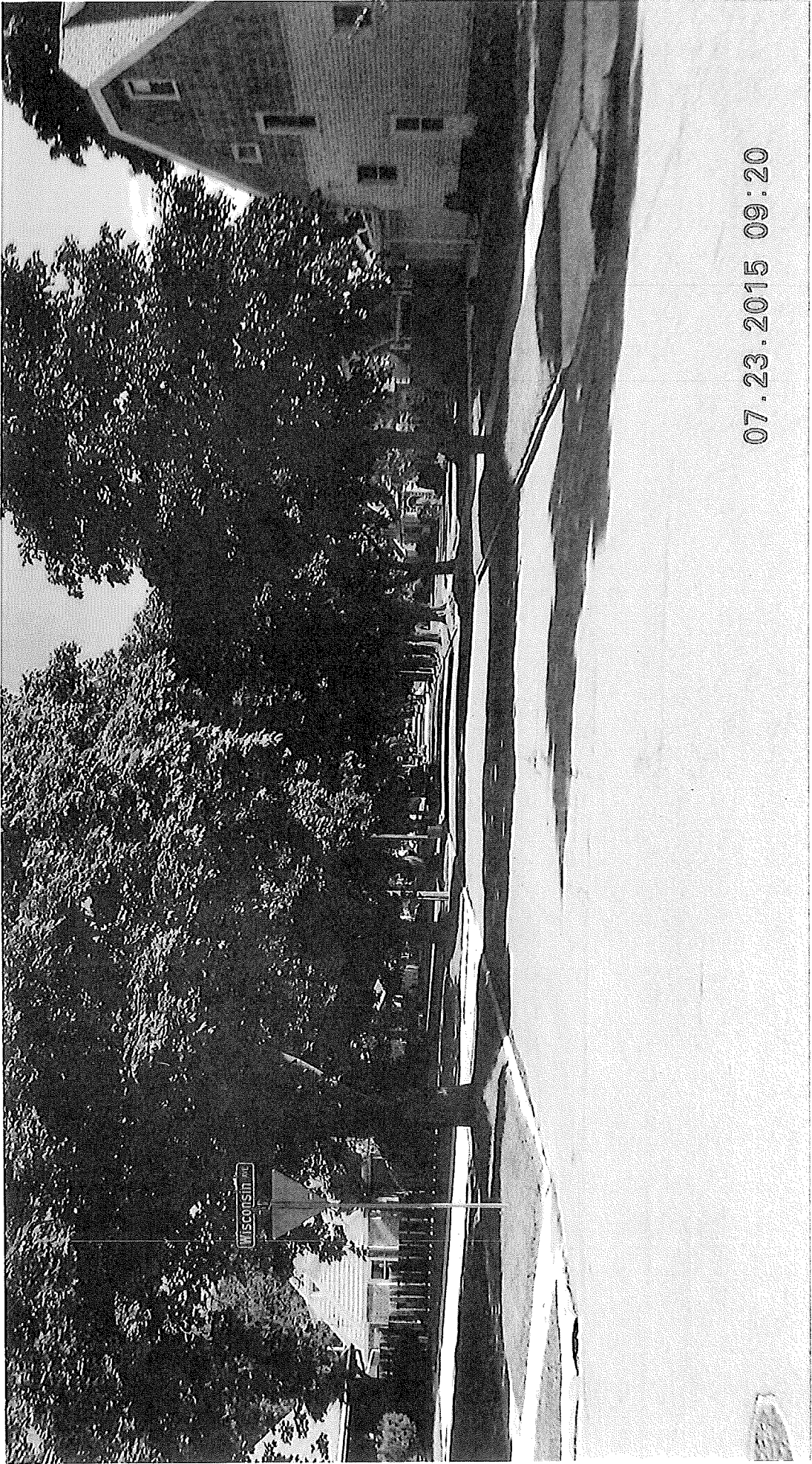




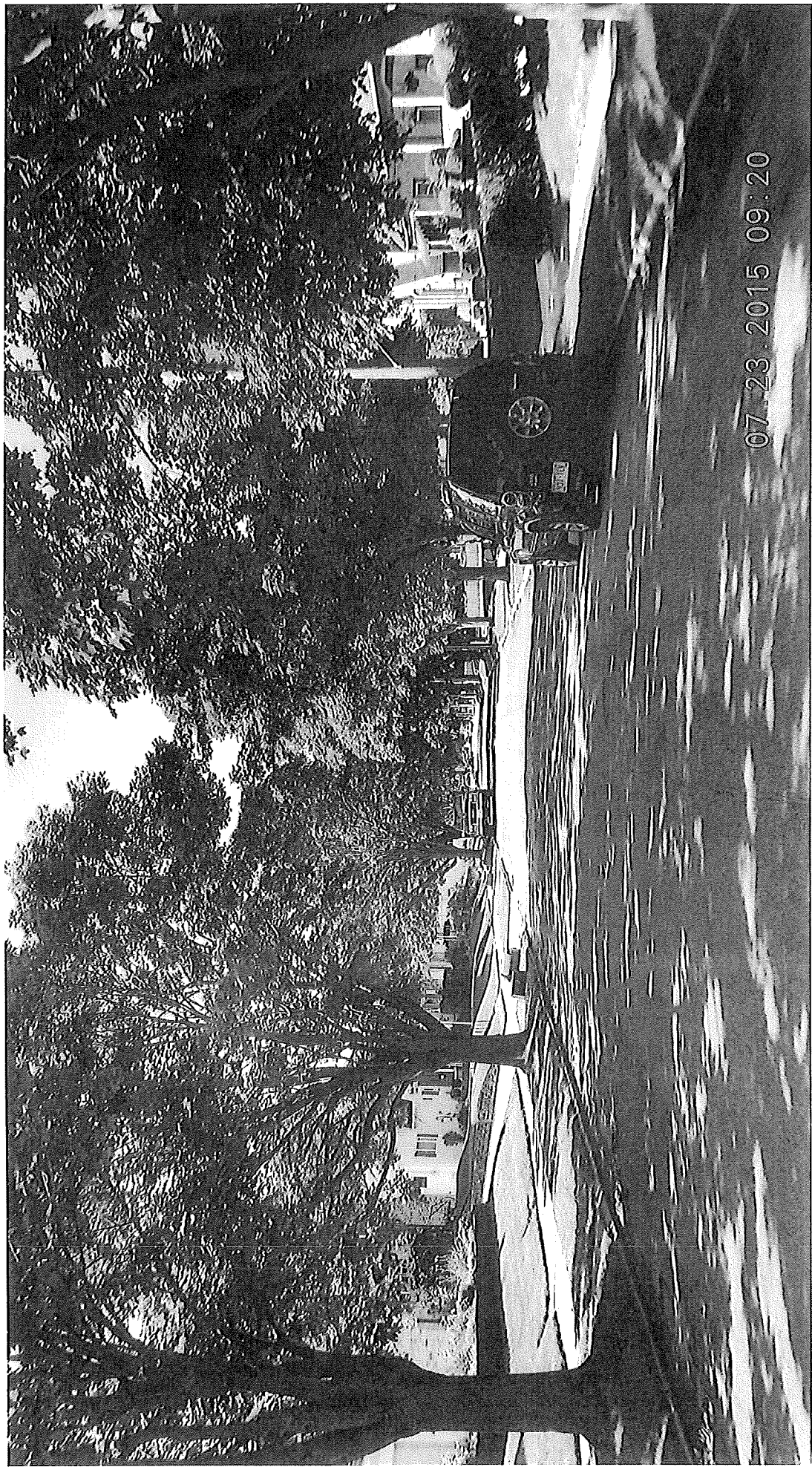
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