

Report to the Manitowoc Plan Commission

Meeting Date: June 27, 2018

Report Print Date: June 22, 2018; 7:57 AM

Request: PC 10-2016: Annual Review: The Hope House of Manitowoc County. Annual review of a Conditional Use Permit for the establishment of a Transitional Housing Use located at 3501 Custer Street.

Reason for Request: The approved 2016 Conditional Use Permit required the Plan Commission to review the permit annually.

Existing Land Use for Subject Property: The Hope House at 3501 Custer Street officially opened on July 11, 2017 so the June 2018 Plan Commission meeting is the first review of the conditional use permit since the Hope House has been open.

Existing Zoning for Subject Property: The current zoning is B-3 General Business District.

Report: The 2016 conditional use permit required an annual review by the Plan Commission, the June 2018 Plan Commission meeting is the first review of the Hope House CUP. They opened on July 11, 2017 and have served 79 people with 37 of those people being children, totaling 22 families and 17 single females. Over half of the families have transitioned into other living situations. Currently there are 14 people in the shelter, 5 adults and 9 children.

The Police and Building Inspection Departments have been contacted to see if there have been any complaints on file; neither department reported any issues.

Lindsey Petasek is the new Director replacing Erin Schultz.

Recommendation: Staff recommends the continuance of the Conditional Use Permit and removal of the annual review condition.

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO THE LAKESHORE INTERFAITH HOSPITALITY NETWORK/HOPE HOUSE
~~03/25/2016~~ Revised June 27, 2018

Re: PC10-2016: Grant to The Hope House a CUP under Section 15. 270(3)g of the Manitowoc Municipal Code ("Code") for the operation of a transitional housing Residence for not more than 26 residents in the "B-3" General Business zoning district at 3501 Custer 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 3501 Custer St. ("Residence"). The area included in the CUP ("CUP Area") is described on the attached map. The Hope House is required to comply with the following conditions:

1. Annually submit (by January 1st) to the Community Development Department a report containing client statistics and demographics including but not limited to the number of clientele served, length of stay and rehabilitation into the workforce.
2. This CUP is granted exclusively to LIHN/Hope House for the purposes and operations as specifically identified in their application materials. The Hope House shall abide by the screening process as detailed in the submitted application.
3. This CUP shall not become effective and binding until the Common Council approves the CUP as outlined herein.
4. The maximum number of homeless residents shall not exceed 26 individuals at any time.
5. 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.
6. Pursuant to Chapter 15.370(27)f the CUP may be revoked by the Common Council at any time after following procedures stated in the "Revocation" paragraph under the Conditional Use Permits section of the Municipal Code.

~~Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in April 2017 and during the month of April 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.~~