



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

10/24/2024

To: Mayor and Common Council

From: Paul Braun, City Planner

Subject: PC 16-2024: Hope House of Manitowoc County; Request for an Amendment to a Conditional Use Permit for a Transitional Housing Use Located at 1000 S. 35th Street.

At the October 23, 2024 meeting of the Manitowoc City Plan Commission, the Commission unanimously recommended to the Common Council the following action:

Approve the Amendment to the Conditional Use Permit for the Hope House increasing the number of individuals being served at a single time from 26 to 35 individuals.

Hope House
Attn: Jan Graunke
1000 S 35th Street
Manitowoc, WI 54220

Granicus #: 24-1926
Attachments: Map & Conditions

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO THE LAKESHORE INTERFAITH HOSPITALITY NETWORK OF MANITOWOC
COUNTY INC d.b.a THE HOPE HOUSE
November 18, 2024

Re: PC 16-2024 / 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 35 individuals 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 1000 S. 35th Street formerly 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:

This Conditional Use Permit replaces any previously issued permits.

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 individuals served, length of stay and reentry into independent living.
2. This CUP is granted exclusively to the 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 35 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.
7. The Hope House shall provide the Fire Department and Building Inspection Departments a final drawing indicating the location of all the bedrooms in the facility.
8. The Hope House shall follow all federal, state and local codes and licensing requirements.



LAND USE APPLICATION

APPLICANT Hope House of Manitowoc County, Inc PHONE 920-686-1436

MAILING ADDRESS 1000 South 35th Street, Manitowoc, WI 54220 EMAIL info@hopehousemc.org

PROPERTY OWNER Hope House of Manitowoc County, Inc PHONE 920-686-1436

MAILING ADDRESS 1000 South 35th Street, Manitowoc, WI 54220 EMAIL info@hopehousemc.org

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 1000 South 35th Street, Manitowoc, WI 54220

PARCEL ID# 052- CURRENT ZONING _____

CURRENT USE OF PROPERTY Homeless shelter for families and single women

PROPOSED USE OF PROPERTY Additional individual added through a reconfiguration of original interior

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 Amy Sonnemann, Board President Date 9-20-2024

Print Name Amy Sonnemann for Hope House of Manitowoc County, Inc.

For Office Use Only	
Date Received: <u>9-25-2024</u>	PC/SP #: <u>16-2024</u>
Fee Paid: <u>Yes</u>	Check#: <u>4830</u>
Plan Commission Date: <u>10-23-2024</u>	

**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.



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September 20, 2024

RE: Conditional Use Permit for Hope House of Manitowoc County, Inc.

Expansion of services from 26 individuals to 35 individuals.

Hope House of Manitowoc County has been in its current location at 1000 S. 35th Street, Manitowoc since 2017. The CUP was issued for 26 individuals at that time and has remained consistent since then. The need for affordable housing in Manitowoc County has increased since 2000. Hope House is a 90 day program that has had to extend guest participation because of the lack of housing that is affordable and large enough for families. This extension of programming has slowed down the successful progress for independent living. Internally, we have found a way to open additional space for guests by relocating our offices to the lower level, allowing us to serve more individuals at one time.

Hope House of Manitowoc is part of The Neighborhood of Manitowoc as well. The Neighborhood of Manitowoc County came about because of the need for the housing. As a transitional housing program, The Neighborhood will assist in the movement from the shelter 90 day program to the transitional program. In order to facilitate successful path to housing independence, we are asking to expand Hope House of Manitowoc's CUP to add an additional 9 individuals to our program. This would allow Hope House to serve single women on a more consistent programming basis then we currently do (due to the number of families in need of shelter and on our waiting list). This also will move these successful programming women to the transitional housing while waiting for housing to become available. This also allows Hope House to increase the families entering the program also.

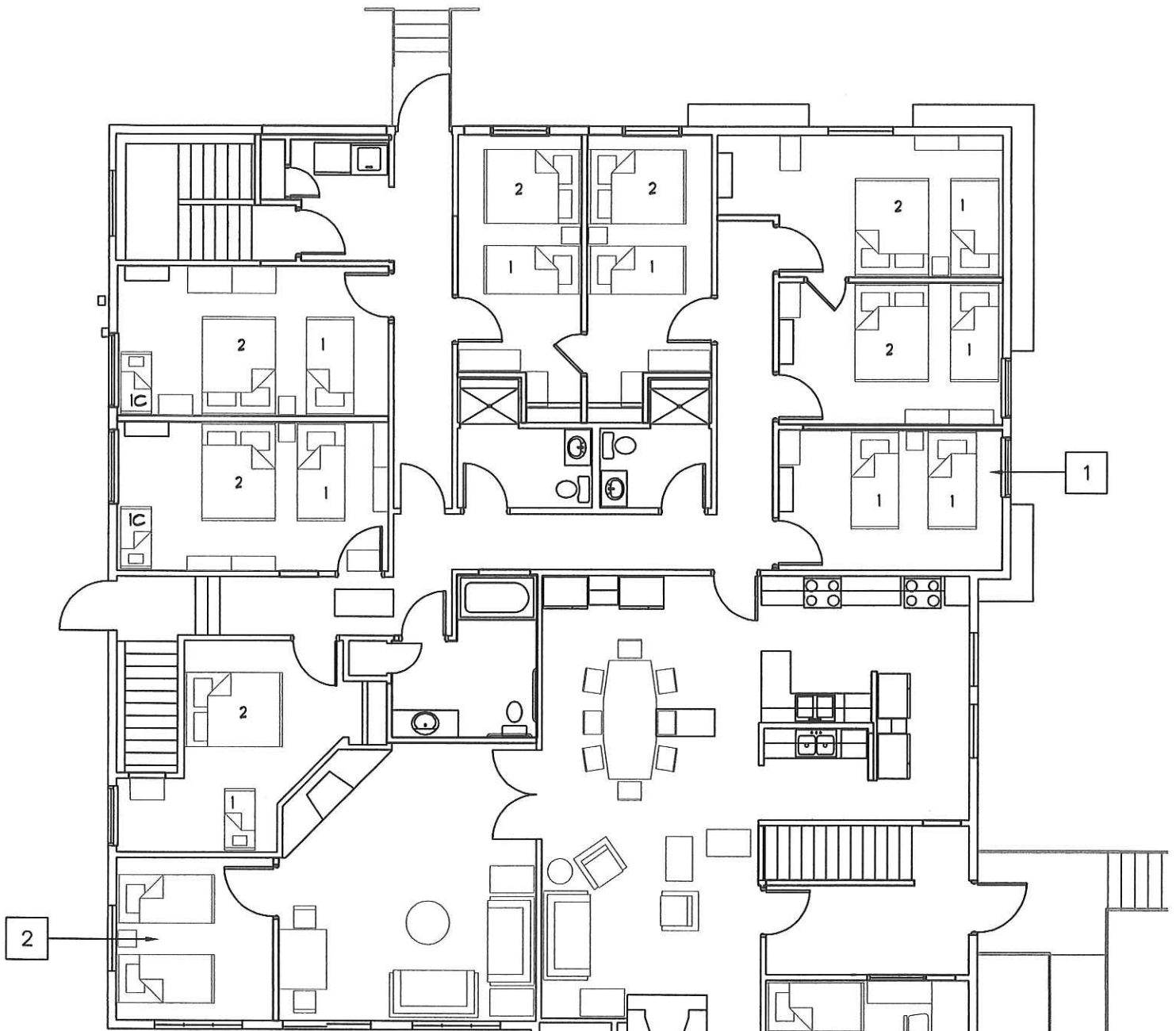
It is our hope that this addition to the current CUP will assist more individuals become successful stable community members. Stable families – stable communities.

Attached is the floor plan changes to accommodate the additional individuals.

Sincerely,

Jan C Graunke
Executive Director
Hope House of Manitowoc County

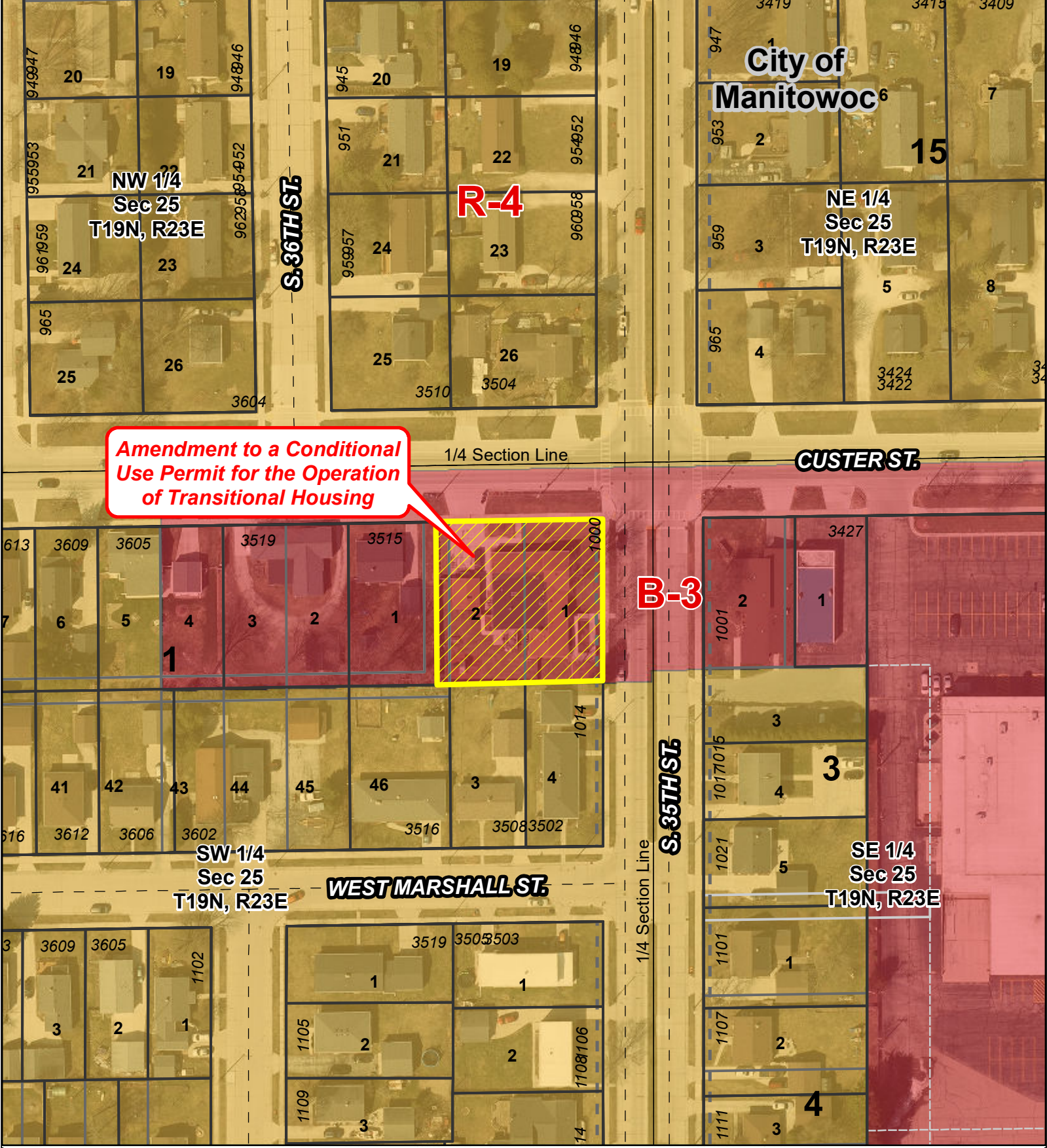
Amy Sonnemann
President
Board of Directors
Hope House of Manitowoc County



DETAILS OF CONCEPT "A"

this concept creates six (6) additional resident sleeping accommodations on this floor without added construction cost

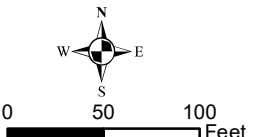
- 1 CONVERT EX'TG ROOM FROM OVERNIGHT TO RESIDENT USE - GAIN 2 RESIDENTS
- 2 CONVERT EX'TG ADMIN. TO OVERNIGHT
- 3 CONVERT EX'TG ROOM FROM ADMIN. TO RESIDENT USE - GAIN 2 RESIDENTS
- 4 CONVERT EX'TG ROOM FROM ADMIN. TO RESIDENT USE - GAIN 2 RESIDENTS
- 5 EXISTING ADMIN. OFFICES MOVE TO BASEMENT CONFERENCE ROOM



Amendment to a Conditional Use Permit for the Operation of Transitional Housing

CONDITIONAL USE PERMIT

City of Manitowoc, WI



Area of Conditional Use Permit for the Operation of Transitional Housing

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: 10/30/2024
O:\Committees\IPC Plan Commission\PC_CUP\2024\PC 16-2024 Hope House_1000 S 35th Street\Maps\PC 16-2024 CUP Zoning.mxd

PC 16-2024
1000 S. 35th St.