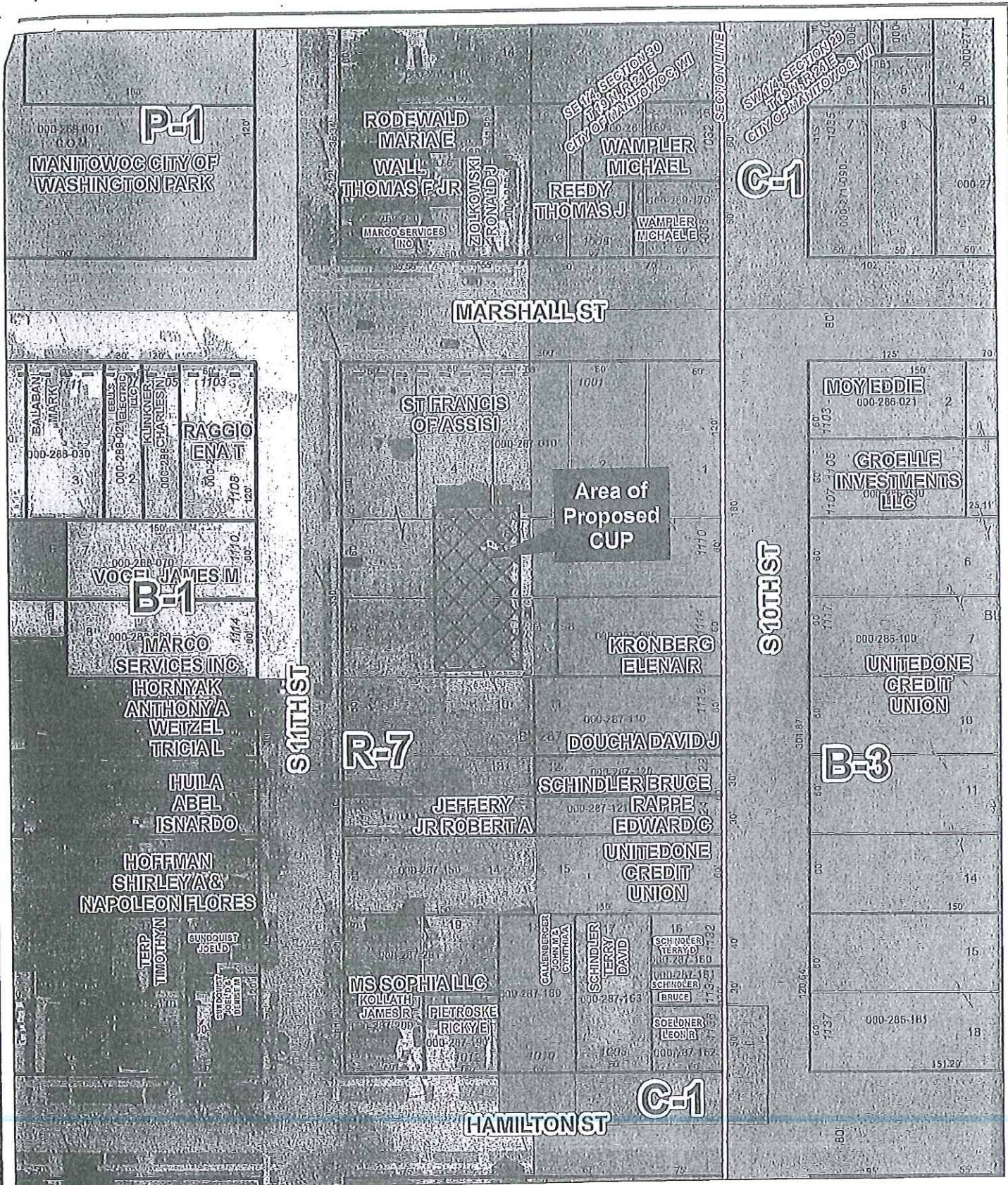


REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO ST. FRANCIS OF ASSISI PARISH, CORP. AND
THE HAVEN OF MANITOWOC COUNTY, INC.
8/19/2013

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 31st 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 31st 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.



REQUEST FOR CONDITIONAL USE PERMIT (CUP)

City of Manitowoc, WI

“Exh. A”



Area of Request for CUP for Proposed Transitional Housing at 1003 Marshall St.

Prepared by City of Manitowoc
 Planning Department
 www.manitowoc.org
 Aerial Photo: 4/11/2010
 Map Printed: 7/23/2013
 X:\Maps\Plan_Commission\Conditional_use\PC19-2013_S1FrancisofAssisi_1003 Marshall_ProposedTraditionalHousing_smallfinalmap.mxd

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.





COMPLIANCE REPORT
PER "B." IN CONDITIONAL
USE PERMIT.

The Haven of Manitowoc County Inc.
P.O. Box 1795
Manitowoc, WI 54221-1795
info@thehavenofmanitowoc.org
www.thehavenomc.blogspot.com

January 18, 2014

Mr. David Less, City Planner, City of Manitowoc

Re: Requirement B of The Haven Conditional Permit dated 8/19/2013

As of December 31, 2013 The Haven facility at 1003 Marshall Street, the former St. Boniface School was not operational. Renovations and a Capital Campaign had begun as of November 1, 2013. our The Haven December balance sheet notes an on hand cash balance of \$109,519.48. As of January 10, 2014, our \$550,000 Capital Campaign to cover \$190,000 in renovations and \$360,000 for two years of operating capital achieved \$271,168.85 in pledges. At that time our paid pledges equaled \$145,868.38. Donations were collected from private individuals, businesses, corporations, and grants. We have not received any State or Federal contributions. We do not have any loans and currently do not have plans for any borrowing. Our volunteer hours have not been tracked. An estimate of 25 volunteer hours a week for 8 weeks are at a minimum of 200 hours for painting, rummage sales, cleaning, donation collections and renovations. Our agreement with Hope House has been revised and renewed specifying 15 hours per week of Director services at a cost of \$1,585 per month for the year of 2014. As of 12/31/2014, a hiring subcommittee has begun the process of recruiting and interviewing for the position of Associate Director, which would report directly to the Director of Hope House. We anticipate hiring the person for this position early February 2014. With the hiring of this position, continued recruitment will continue for staff positions of office manager and shelter monitors. Our capital campaign is near the target of having on hand assets to pay for renovations and to also have 9-months operating capital, \$100,000, on hand before opening our doors. The building renovations are scheduled to be inspected by the State for Compliance to Code, during the week of January 20, 2014, from which we anticipate in short order receiving our occupancy permit. With all these major milestones falling in place, it appears our opening date will be during February 2014 at which time we will begin serving the needs of homeless men in Manitowoc County.

Regards,

Mark LeGreve, Board President , The Haven of Manitowoc County Incorporated.

Our Mission

To live the Beatitudes in providing food, clothing, and shelter to homeless men while educating and engaging others to confront issues of homelessness with compassion and mercy.