

Report to the Manitowoc Plan Commission

Meeting Date: April 28, 2021

Request: PC 14-2021: Vista Care / Priority One Investments: Request for an Adaptive Reuse Conditional Use Permit pursuant to 15.150(3)k for the establishment of an Office, Employee Training Center and Remote Monitoring Center located at 1004 N. 17th Street.

Existing Land Use for Subject Property: Existing Adult Day Care Facility

Existing Zoning for Subject Property: R-4 Single and Two Family Residential

Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
North, South, East, West	Single and Two Family Residential	R-4 Single and Two Family

Comprehensive Plan: Conditional Use Permits do not need to be consistent with the comprehensive plan. However, a main goal of the Comprehensive Plan is to “Encourage the redevelopment and adaptive reuse of older, underutilized, structures”. The proposed project achieves one of the main goals of the Comprehensive Plan. The future land use map shows the property as Single & Two Family Residential – Urban.

Report: Tim Frey, Vista Care Wisconsin, Inc. / Priority One Investments, LLC is requesting an Adaptive Reuse Conditional Use Permit for the establishment of regional offices, training center and monitoring center for their other satellite Assisted Living Facilities in the Manitowoc area. If approved the current Adult Day Services provided at the site will be relocated to a new location along Johnston Drive.

The site would be used for 3 main functions; office, training and remote monitoring of other satellite assisted living facilities in the area.

The location would be open for Regional Office activities approximately 250 days per year with the primary hours from 7:00 am to 5:00pm. Occasionally some staff will work before or after normal hours or on weekends. Typically, one staff member would manage the site and hold a weekly meeting with other staff.

The training center would also be used for new hires and ongoing training for others; this training would occur weekdays between 8:00am and 4:00pm. Attendance in these classes would vary from 0 – 10 with 2 or 3 most common.

The regional remote monitoring center would be staffed 24/7/365 by 1 or 2 staff. The center would have video cameras to monitor other remote facilities.

Per the application there are 6 off-street parking spaces which would address parking for about half the time and during meetings or training sessions up to 8 vehicles would need to park on the street but 4 would be the most common.

Currently the site is used as an adult day services operation that services the needs of individuals located at other remote assisted living facilities in the area.

The structure was originally constructed as a church but since the church has left the building has been used as a residence from approximately 2005 to 2014. Since 2014 the structure has been used as an Assisted Living Facility, and currently is the Adult Day Care Services. The property is located at the northwest corner of N. 17th Street and Wisconsin Avenue and has 88 feet of frontage along N. 17th Street and 155.4' along Wisconsin Avenue and is roughly 0.342 acres.

Currently Wisconsin Avenue and N. 17th Street have unrestricted parking on the streets. The right of way width for both streets is 60 feet. North and south bound traffic on N. 17th Street have a yield sign but east / west traffic on Wisconsin Ave are unregulated. Directly adjacent to the building there appears to be room for 7 on-street parking spaces, plus there are other areas available for on-street adjacent to, but across the street from the building.

Building Inspection reported that they have no complaints or issues on file for the property. The Police Department reported that they have had no issues with the property and that there was one ambulance call for an individual who fell.

Italicized text below is from the Zoning Ordinance in regards to Adaptive Reuses.

Per the municipal code an Adaptive Reuse is defined as *“the development of a new use for an older building or for a building originally designed for a special or specific use.”*

“The purpose of an Adaptive Reuse is to facilitate the conversion of older, economically distressed, or historically significant buildings to a new use while keeping the building’s historic features intact.”

“ The Common Council may issue a conditional use permit for the preservation, maintenance and adaptive reuse of any building which meets at least one of the following criteria:

- 1. Buildings originally designed and constructed as a school building as defined under MMC 15.030, and which are or once were owned by a school district;*
- 2. Buildings originally designed and constructed as a church building as defined under MMC 15.030, and which are or once were owned by a church;*
- 3. Buildings individually listed in the National Register of Historic Places, or “contributing” structures identified in the “Manitowoc Intensive Resource Survey Final Report” dated June 1988, and as may be amended from time to time;*
- 4. Buildings larger than 100,000 square feet in building area; or*
- 5. Buildings originally designed and constructed as governmental buildings, and which are or once were owned by a governmental agency.”*

Currently the building meets criteria #2 because it was originally constructed as a church.

A conditional use permit issued under this section shall require a finding by the Common Council that: (1) the reuse of a building is made more difficult to the extent that the marketable value of such properties may be substantially diminished; and (2) the adaptive

reuse of a building furthers the promotion and conservation of the economic value of such buildings and thereby protects and improves the City's tax base.

Below, in italics are other elements from the Zoning Code related to Adaptive Reuses.

“ (d) Compliance with Development Regulations. A land use authorized under this section is subject to all development regulations applicable to permitted or conditionally permitted uses in the zoning district in which it is located, excepting reductions or waivers under subsection (29)(e) or (f) of this section, and all building improvements related to the adaptive reuse shall be in compliance with any applicable Federal, State or local laws.

(e) Off-Street Parking. Compliance with the parking requirements under MMC 15.430 may render the reuse of buildings under this section unfeasible. Therefore, the City Council may authorize a reduction or waiver to the number of off-street parking spaces normally required for a particular land use pursuant to MMC 15.430(5). Such reduction or waiver may only be authorized as part of a conditional use permit under this section.

(f) Reduction or Waiver of Other Zoning Requirements. The City Council may authorize any permitted or conditionally permitted land use to locate in an adaptive reuse building under this section, and may further reduce or waive area regulations, height regulations, and sign regulations normally required for a particular land use in the zoning district in which it is located. Such reduction or waiver may only be authorized as part of a conditional use permit under this section.

(g) Multiple Occupants. The City Council may authorize a mixture of uses in a single building in accordance with the requirements of this section.

(h) Termination. Unless otherwise authorized by the City Council, any conditional use permit granted under this section may be terminated pursuant to subsection (27)(f) of this section, and shall become invalid upon termination of the use(s) for which the conditional use permit was originally authorized.”

Public Comments Notices for the Plan Commission informational hearing were mailed out per MMC 15.370(27)b to all abutting or fronting property owners on April 21st; at the time of this writing no comments have been received.

Timeline

- Public Hearing at the Common Council is planned for Monday May 17, 2021.

Recommendation: The Community Development Department recommends approval of an Adaptive Reuse Conditional Use Permit to Vista Care / Priority One Investments for property located at 1004 N. 17th Street for the establishment of an Office, Training and Monitoring Center under the following conditions:

REQUIREMENTS FOR ADAPTIVE REUSE
CONDITIONAL USE PERMIT (CUP)
APPROVAL FOR VISTA CARE / PRIORITY ONE INVESTMENTS
1004 N. 17TH STREET
4/28/2021

Re: PC14-2021: The adaptive reuse CUP is granted exclusively to Vista Care / Priority One Investments (VISTA) pursuant to Section 15.370(29) of the Manitowoc Municipal Code (“Code”) for property located at 1005 N. 17th Street (Property), and shall hereinafter serve as authorization for the location and operation of an Office, Training and Monitoring Center. The area of the CUP is identified on the attached map and shall hereinafter be referred to as the “CUP Area”. The CUP Area is defined as Tax Parcel # 790-004-142.

VISTA is required to comply with the following conditions and the information provided in their application packet:

1. The existing CUP (PC22-2015) for the Adult Day Care Facility at this location will terminate the date the Adult Day Care Facility use relocates out of the building. The Adult Day Care Facility and Office, Training and Monitoring Center shall not operate concurrently at the property.
2. The CUP authorizing the siting and operation of Vista in the CUP Area shall not become effective and binding until the Common Council approves the CUP as outlined herein and all applicable permits, licenses and authorizations are in place.
3. Vista shall not assign or transfer its interest in the CUP to any party without the written approval of the Manitowoc City Plan Commission and Manitowoc Common Council. In the event the CUP Area is sold or leased to a party other than an entity in which Vista has a controlling interest, the CUP shall then terminate effective the date of conveyance and the subsequent owner shall reapply for a new CUP.
4. Compliance with all federal, state and local regulations, licensing and Code requirements.
5. The maximum number of full time equivalent office staff using the CUP Area as their primary work location shall be 5. Vista shall provide at least 6 off-street parking spaces for the employees. Vista will also make good faith efforts to have their employees, who park on the street, park in front of the CUP Area.
6. Only employees of Vista or an entity controlled by Vista shall be allowed to work at the location.
7. Garbage receptacles / dumpsters, when stored outside, shall be leak proof, secure against rodents and have permanent, tight fitting covers. Garbage receptacles / dumpsters shall be stored in an unobtrusive area and shall be screened from off-premises view with a site obscuring fence, wall or Vista hedge and gate.
8. 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.



LAND USE APPLICATION

APPLICANT Vista Care Wisconsin, Inc. PHONE (920) 694-1102

MAILING ADDRESS 708 Erie Avenue, STE 201 Sheboygan, WI 53081 EMAIL timfrey@vistacare.org

PROPERTY OWNER Priority One Investments, LLC PHONE (920) 694-1102

MAILING ADDRESS 708 Erie Avenue, STE 201 Sheboygan, WI 53081 EMAIL timfrey@vistacare.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 1004 North 17th Street Manitowoc, WI 54220

PARCEL ID# 052-790-004-142.00 CURRENT ZONING _____

CURRENT USE OF PROPERTY Adult Day Services

PROPOSED USE OF PROPERTY Regional Office, Training & Monitoring Center

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.

See attached

The undersigned hereby certifies that the information contained in this application is true and correct.

Signed DocuSigned by: Timothy Frey Date 4/15/2021
718FBA636A14F05 (Property Owner)

For Office Use Only	
Date Received: _____	PC #: _____
Fee Paid: _____	Check#: _____
Plan Commission Date: _____	

**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.

Vista Care
Adaptive Conditional Use Permit
1004 North 17th Street

Vista Care is requesting an adaptive conditional use permit to utilize this location for regional offices, regional training center, and regional monitoring center. All operations will directly support individuals with disabilities in the Manitowoc area. Vista Care will not be providing any services directly to individuals at this location.

Regional Offices – Days & hours of operation

The regional office would be open approximately 250 days per year and the primary hours would be 7:00am to 5:00pm with most activity between 8:00am and 4:00pm. Occasionally some staff will work before/after normal hours or on weekends. One staff will primarily office from this location and hold a weekly meeting with their 6-7 direct reports.

Regional Training Center – Days & hours of operation

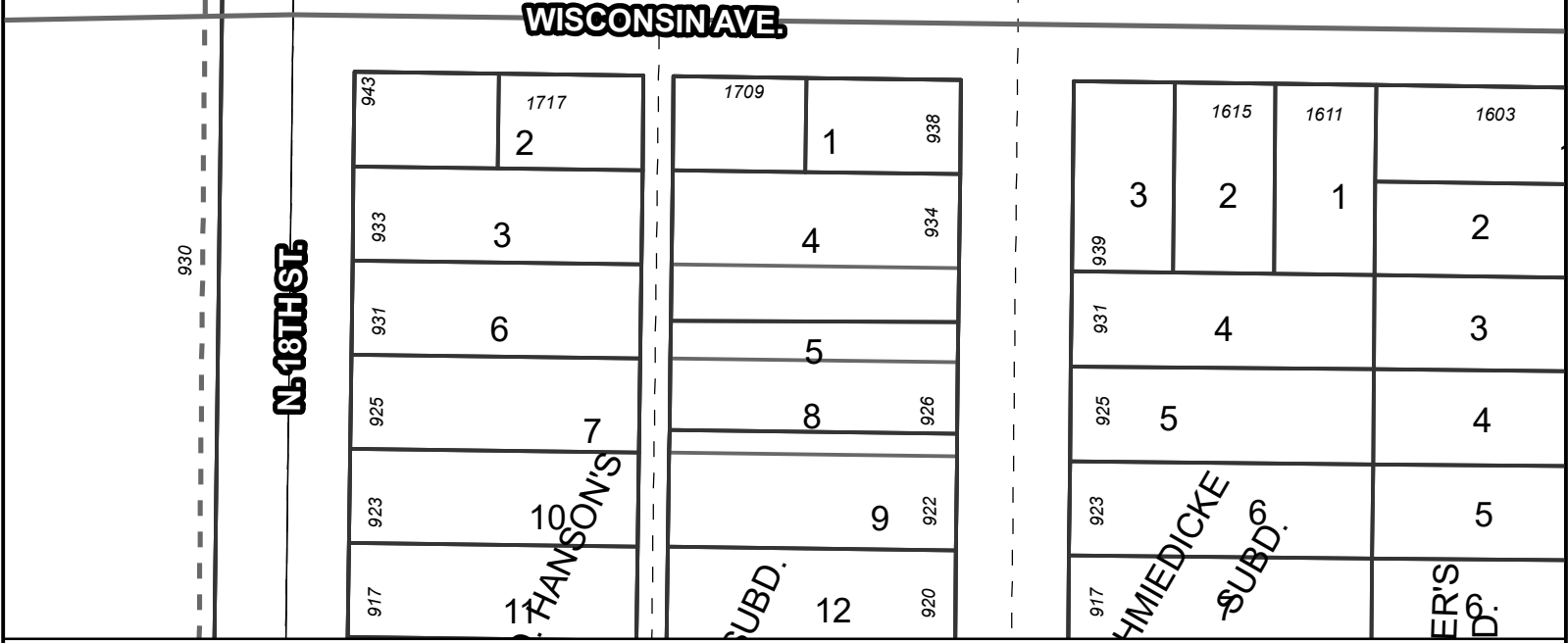
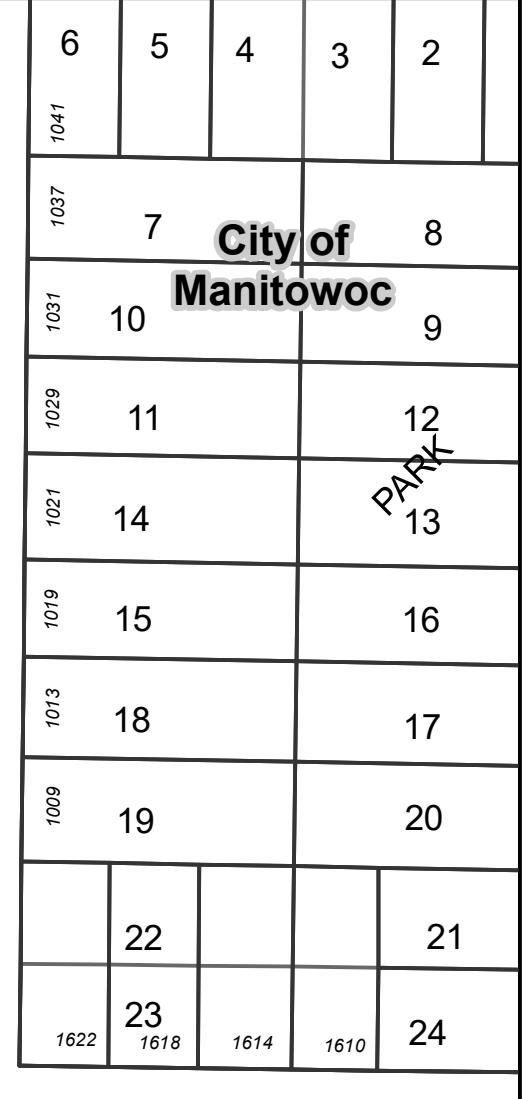
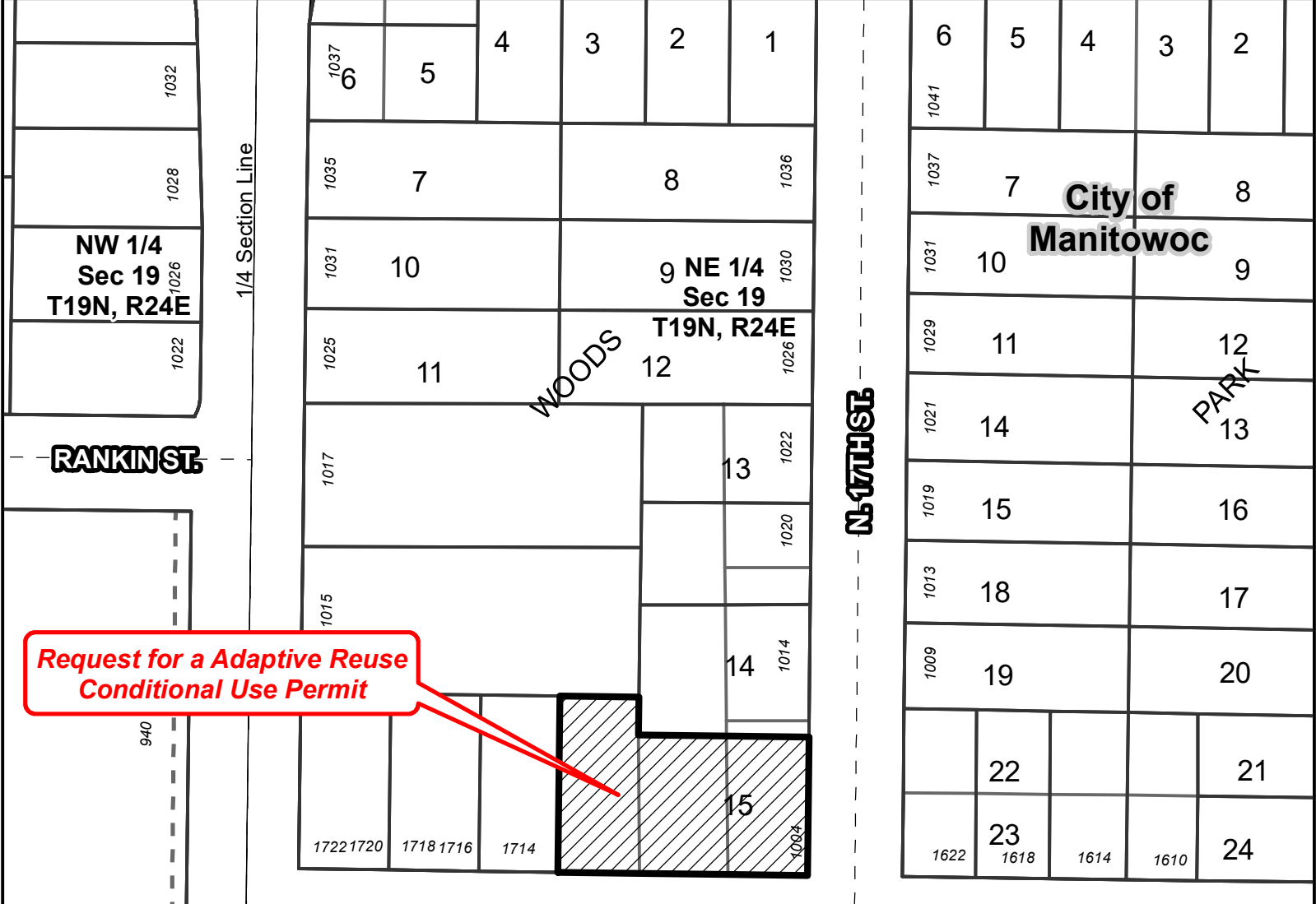
The location would be used as a regional training center for new hire training and ongoing training of staff. All trainings would be held weekdays between 8:00am and 4:00pm. Attendance in these classes will vary from 0 – 10 and 2 or 3 is most common.

Regional Monitoring Center – Days & hours of operation

The location would be used as a regional monitoring center to support adults with disabilities in the Manitowoc area. This center would have video monitors that feed into Vista Care’s residential locations and private homes/apartments to support individuals. The center would have 1 or 2 staff on 24/7/365. This center will always be monitored from a separate monitoring center.

Parking

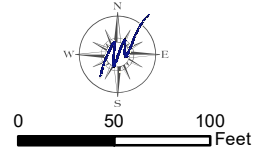
Efforts will be made to hold meetings and trainings on separate days but there is a chance this will occur. The six off street parking spots will be adequate to support the location about half the time. Meetings would require that 3 -4 vehicles park on the street. Trainings would require that 0 – 8 vehicles park on the street with less than 4 being most common.



Request for a Adaptive Reuse Conditional Use Permit

CONDITIONAL USE PERMIT

City of Manitowoc, WI



Area of Adaptive Reuse Conditional Use Permit

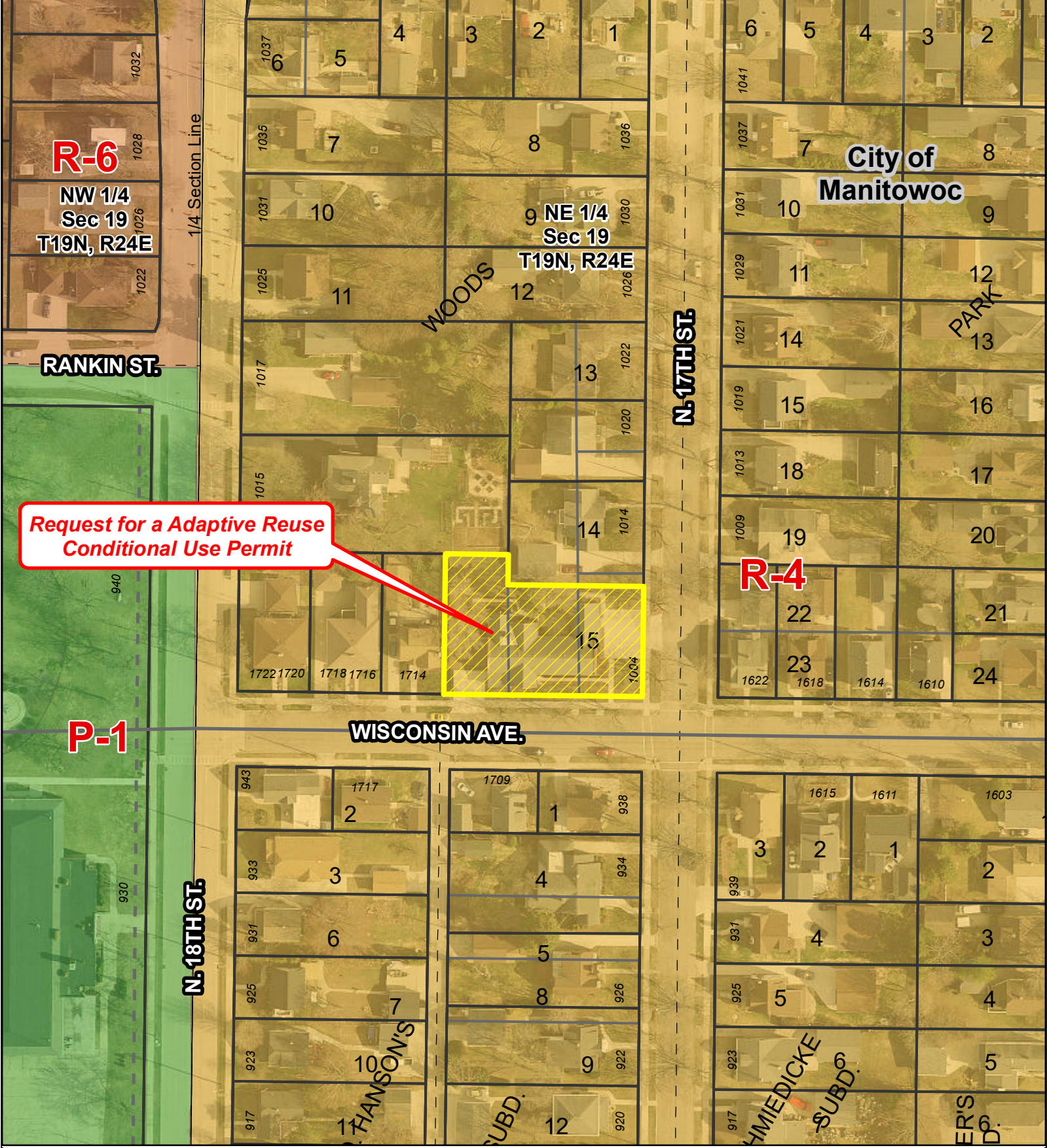
DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.

Prepared by City of Manitowoc
Community Development Department
www.manitowoc.org
Map Plotted: 4/21/2021

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PC 14-2021
1004 N. 17th St.

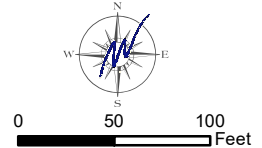
Manitowoc City Plan Commission



**Request for a Adaptive Reuse
Conditional Use Permit**

CONDITIONAL USE PERMIT

City of Manitowoc, WI



Area of Adaptive Reuse
Conditional Use Permit

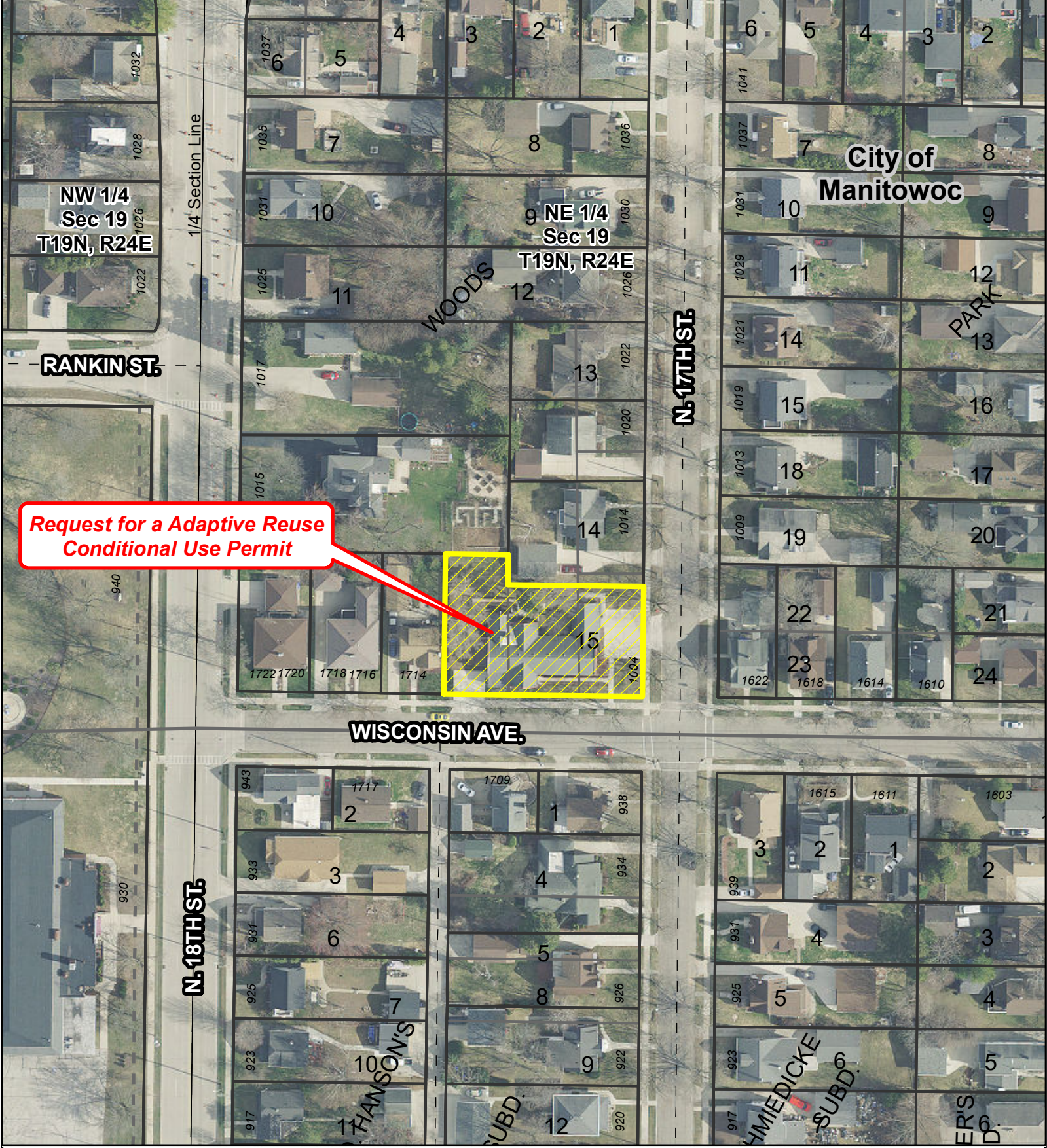
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PC 14-2021
1004 N. 17th St.

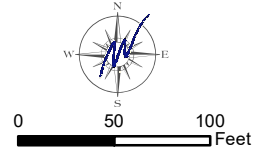
Manitowoc City Plan Commission



**Request for a Adaptive Reuse
Conditional Use Permit**

CONDITIONAL USE PERMIT

City of Manitowoc, WI



Area of Adaptive Reuse
Conditional Use Permit

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PC 14-2021
1004 N. 17th St.

Manitowoc City Plan Commission



Wisconsin Ave





