

Report to the Manitowoc Plan Commission

Date: October 28, 2015

Request: PC32-2015 The Park Bench Inc. d.b.a. The Crossing of Manitowoc County; request for a Conditional Use Permit for a Transitional Housing use pursuant to 15.150(3)l for property at 419 Park Street.

Reason for Request: The Crossing plans on “establishing a housing option for women and their children only that will create a sense of family and allow them to heal as they make changes in their life.” The Crossing would provide a temporary but long-term housing option for women and their children providing basic daily needs and giving them time to stabilize their lives

Existing Land Use: The structure is currently a vacant single family residence acquired by Special Warranty Deed on May, 2015. The residence was constructed in circa 1902 for C.F. Smalley; and has 5 bedrooms and 3.5 bathrooms.

The following text is from the Manitowoc Intensive Survey *“This early example of the Colonial Revival style is very unusual in its use of the “L”-shaped configuration with circular bay at the point where the wings join. The house also features pronounced gambrel roofs on both ends. Carved hood moldings are found over the second floor windows while the entablature supporting the gambrel roofs serves as the first floor window lintel. Mrs. C.F. Smalley was President of the Smalley Manufacturing Company following the death of her husband in 1901.”*

Existing Zoning: R-4 Single and Two Family Residential. The proposed use of the structure is categorized as a transitional housing use; the Municipal Code defines transitional housing as: *“housing intended to provide the support needed for temporary occupants who lack a fixed, regular and adequate nighttime residence to move into long-term housing, and which is usually offered as part of a transitional program that helps homeless individuals and families become independent through counseling, job training, child care, skills training, and health care assistance.”* Section 15.150(3)l requires the issuance of a conditional use permit prior to the establishment of the transitional housing use.

Conditional Use Permits are controlled by section 15.370(27) of the municipal code. In acting upon any application for a conditional use, the Plan Commission and Council shall consider whether the requested use: (1) is reasonably necessary for the convenience and welfare of the public; (2) is in harmony with the character of the surrounding area; and (3) will have a minimal or no effect on surrounding property values. The Common Council may attach conditions to a conditional use

Comprehensive Plan: The current 20 year land use map indicates the property as Urban Neighborhood; uses in the R-4 & R-7 zoning district are recommended in this land use category.

Consistency Analysis

The proposed use is consistent with the future 20 year land use map.

Report: The Park Bench Inc, doing business as The Crossing of Manitowoc County is a non-profit, Christian based organization the offers life-affirming help to women and men facing unplanned pregnancies. The organization offers pregnancy tests, counseling services and they have a “Earn While You learn” program that educates parents about healthy parenting techniques and life skills. The Crossing’s main office is located at 814 Washington Street. A Board of Directors over sees the operations of the Crossing and the Executive Director.

The Crossing acquired the residence on May 1, 2015 with plans to use the residence as a location for women and their children to allow them a home like setting giving them time to stabilize their families through education, employment and financial stability. The residents are not considered homeless but are in need of guidance and structure provided by the Crossing.

The residence will have a 24 hour live in parent/advocate to provide safety, structure, and stability and facilitates daily life and operations. The Crossing’s main office located on Washington Street will provide additional support staff.

The occupancy of the residence is dependent on the family makeup but there could be up to 8 individuals residing in the residence at a single time in addition to the resident advocate. It’s anticipated that many of the residents will not have their own vehicle.

Description of house and lot: The structure is 4,103 s.f., and consists of at least 12 rooms, 5 of which are bedrooms and 3.5 baths. The lot is located the southeast corner of Park Street and N. 5th Street and is 0.331 acres measuring 120’ along Park and 120’ along N. 5th Street. There is a half circle driveway with two approaches off of Park Street, the easterly approach connects to large 2 ½ car garage with a storage room attached. There is approximately 32’ between the east wall of the residence and the east property line. Between the 105’ long half circle driveway and large drive way in front of the detached garage there appears to be room for at least 6 or more off street parking spaces. There are large open spaces in the west side yard and the south rear yard.

The first and second floors will be used, the third floor and basement will be off-premise and locked. A security system will be installed in order to protect staff and residents.

All residents of the home must follow the House Rules. Some of the major rules are: Respectful behavior, Attire, Curfews, Financial Responsibilities, Chores, Sign in / Sign

out, Smoking, Drugs and Alcohol. A copy of the complete House Rules were provided in the packet.

Public Comments : Representatives from the Crossing canvassed the neighboring blocks to explain to the neighbors what their plans are, according to the Crossing the neighbors were supportive with the exception of one neighbor who lived one block away.

Notices were mailed out to neighbors on October 21st and the following comments were received:

- As of the date of this writing no comments were received.

Timeline The Crossing is planning to have the residence open in the next 6 months.

Staff Recommendation to Plan Commission: Recommend approval of the Conditional Use Permit for the issuance of a permit to The Parkbench Inc, d.b.a. The Crossing of Manitowoc County for the establishment of a transitional housing use at 419 Park Street pursuant to the conditions.

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO THE PARKBENCH INC, d.b.a. THE CROSSING OF MANITOWOC COUNTY
10/28/2015

Re: PC32-2015: Grant to The Parkbench Inc. d.b.a. The Crossing of Manitowoc County (together, joint and severally as “The Crossing”) a CUP under Section 15.150(3)l of the Manitowoc Municipal Code (“Code”) for the operation of a transitional housing Residence for not more than 12 residents (mother and children) in the “R-4” zoning district at 419 Park 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 419 Park Street (“Residence”). The area included in the CUP (“CUP Area”) is described on the attached map. The Crossing is required to comply with the following conditions:

- A. The Crossing shall not allow the Residence to exceed 12 residents at any one time. A resident advocate shall be present in the Residence at all times when residents are present. The resident advocate does not count towards the total Residence count.
- B. The Crossing shall expressly prohibit the usage or consumption of alcohol and illegal drug usage in the Residence or anywhere on the 419 Park Street Property.
- C. All over-night vehicles shall be parked off-street on hard surfaced areas on the 419 Park Street property.
- D. Administration and office support services shall not be located at the 419 Park Street location.
- E. The Crossing shall file a report with the Community Development Department by January 31st of each calendar year, beginning with January 31, 2017, detailing the status of the Residence in 2016, 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 Residence 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 Residence 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 number of residents in the Residence; (iii) a description of the services being provided at the Residence and the number of residents accessing various services; (iv) the number of residents that were at the Residence, but left without notice; (v) a summary of agreements with third party providers for support services for residents at the Residence; and (vi) any other information that may be requested by the Community Development Department to address identification of common characteristics or experiences of residents at the Residence.

- F. The Crossing shall, at the written request of the Manitowoc Police Chief, install any required security enhancements into the Residence, on terms and conditions acceptable to The Crossing and Chief.
- G. Compliance with all federal, state and local regulations, licensing and code requirements.
- H. No party shall assign or transfer its interest in the CUP to any party without the prior written approval of the Manitowoc Common Council.
- I. The CUP shall automatically terminate effective the same date The Crossing ceases to operate at the Residence. The Crossing shall provide the Community Development Department with written notice of its intent to discontinue operation of the Residence not less than 30 consecutive calendar days prior to the date operations are planned to cease.
- J. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in February, 2017, and during the month of February 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.
- K. 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.



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



October 21, 2015

NOTICE

As a property owner within 200 feet of property located at 419 Park Street owned by The Park Bench Inc, also known as The Crossing of Manitowoc County you are being notified that the Manitowoc City Plan Commission will, on **Wednesday October 28, 2015 at its regular 6:00 o'clock P.M.** meeting in the Council Chambers, First Floor, City Hall, 900 Quay Street hold a public informational hearing regarding a request by the petitioner for a Conditional Use Permit (CUP) for operation of a transitional housing family guidance use pursuant to Section 15.150(l) of the Manitowoc Municipal Code.

Petitioner is: PC 32-2015 The Crossing of Manitowoc County; Request for a Conditional Use Permit under Section 15.150(l) for the establishment of a transitional housing / woman and children life guidance home.

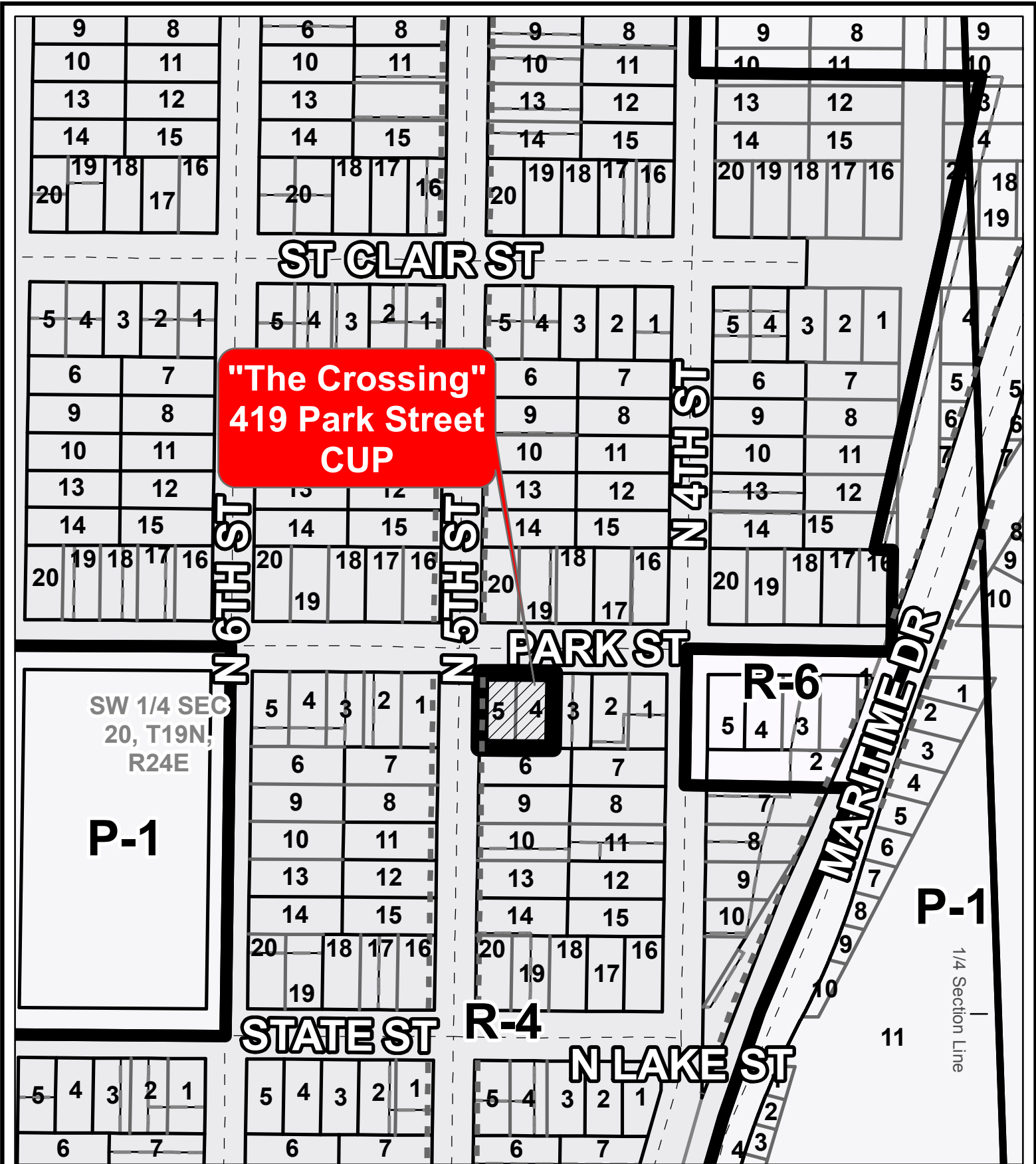
You are invited to attend this informational meeting in order to voice your opinion on the proposed amendment to the Official Map.

If you wish, you can call (920-686-6930) 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



**"The Crossing"
419 Park Street
CUP**

SW 1/4 SEC
20, T19N,
R24E

P-1

R-6

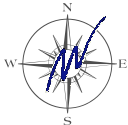
P-1

1/4 Section Line

R-4

STATE ST

N LAKE ST



**The Crossing, 419 Park St.
Conditional Use Permit**
City of Manitowoc, WI

PC32-2015
419 Park Street
The Crossing CUP

Prepared by City of Manitowoc
Planning Department
www.manitowoc.org
Map Plotted: 10/19/2015
Y:\Planning\PC Plan Commission\Actions 2015\PC32-2015 The Crossing CUP
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.

- Official Map Street
- 419 Park Street



419 Park Street The Crossing





10.22.2015 09



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The Crossing of Manitowoc County, Inc.
814 Washington Street
Manitowoc, WI 54220

Dear Plan Commission Members:

The mission of the Crossing of Manitowoc County, Inc. is to provide life-affirming help to women and men facing unplanned pregnancies by offering services that will strengthen families. Over the years we have identified many needs in our county and have responded with adding services such as education, medical services, and counseling.

Many of the men and women who have visited our pregnancy center have things in common. One of those things is a broken family. Being part of a dysfunctional family is a factor that can lead to the many social issues that we face in our community. Again, The Crossing is ready to meet this need by providing a restoration home that will provide housing to women and their children that will create a sense of family and allow them to heal as they make changes in their life. Establishing this sense of family will allow these women to take control of their lives through education, employment and financial responsibility.

We have been drawn to a house at 419 Park Street in Manitowoc. This house has 5 bedrooms and 3.5 bathrooms. The beauty and openness of this home will allow women and children to congregate together. The location is within walking distance from Union Park, Madison School, numerous churches, the YMCA, a bus stop, and several supporting agencies such as The Salvation Army and Lakeshore CAP. While many of our residents walk or take the bus to our center, there is ample off-street parking at our location to not disrupt the neighborhood.

Women that choose to partner with us and live in the restoration home are not homeless and are no strangers to our organization. They will have completed several steps prior to entering our home such as being drug free and make a commitment to abstinence of alcohol during their stay. This along with other guidelines protect each woman and her children as they learn, grow, and make changes.

While we honor the role of the father, most of the women that enter our home have a partner that is not engaged in the relationship. This home will be for women and their children only. Issues of domestic violence will be referred to other community resources.

Our home will have a live in parent/advocate to provide safety, structure, and stability as she facilitates daily life and operations. She will support the resident family's goals while helping them to establish routine and structure for a successful life.

Our home of restoration will reflect the same beauty, respect, and integrity toward our client/guests as well as for our community as our other programs and locations have. Our program will foster resilience and hope to our families, which research has proven to be necessary to overcome past struggles. Our desire is to help families in Manitowoc County gain the skills necessary to develop healthy relationships and create safe and stable families.

Sincerely,

S.E. Soeldner

Stacey E. Soeldner
Chairperson of the Long Range Planning Committee
Vice-President of the Board

The Crossing of Manitowoc County, Inc.
814 Washington Street
Manitowoc, WI 54220

**Restoration Home
419 Park Street
Operations Plan**



I. Staffing

The Crossing's Restoration home will have a live in staff person (referred to as a Resident Advocate) to provide safety, structure, and stability as she facilitates daily life and operations. They will support the resident family's goals while helping them to establish routine and structure for a successful life. The role of the Resident Advocate will be filled by two individuals. They will work either a 4 day or 3 day shift to cover the home 24 hours. In the event that one of the two Resident Advocates are absent another qualified and trained staff person will be available for coverage.

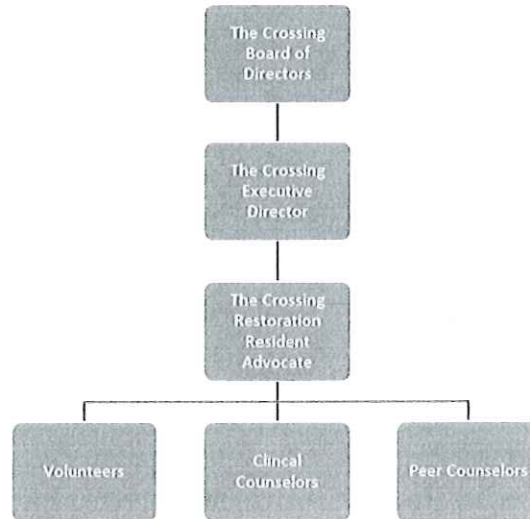
The Crossing's Restoration home will utilize the volunteers and services at the Pregnancy Support Service office located on Washington Street. These volunteers will be able to work with the individuals on their individual goals, which may include counseling, support, education, and supplies.

Staffing needs will be addressed every 6 months in order to ensure a safe and adequate environment for everyone.

The Crossing of Manitowoc County, Inc.
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II. Management and Accountability

The Crossing's Board of directors will maintain the responsibility of overseeing the Restoration Home and follow the organization chart:



The Crossing's Board of Directors will meet on a monthly basis. During this meeting there will be a report generated by The Crossing's Restoration Home Resident Advocates that will cover operational concerns. The Crossing's Executive Director will meet with the Restoration Home Residential Advocates (RA) on a bi-weekly basis to ensure residents are maintaining their programs and the RA has the support they need.

All volunteers and staff who work with The Crossing's Restoration Home will complete an application with references. They will also have adequate training in order to be prepared to support residents.

III. Services Offered

The Crossing's Restoration Home will provide for the basic needs of the resident including food and shelter. The resident will develop a goal plan that will address their needs of employment, education, life skills, and financial stability. These services will be provided at The Crossing's Pregnancy Support Service Center (PSS) on Washington Street or by other agencies in the community. Food will be provided by donation, volunteer meals, and foodshare (if a client chooses to use theirs for personal items). Other household and toiletries will be available at the PSS.

The residents' goal plan will be individualized and the length of stay will depend on their needs and their progress. Most residents will be active in their program for 12 months or longer.

IV. Safety and Security Plan

The Crossing's Restoration Home (RH) will have a staff person on sight at all times while residents are in the home. For this reason there will be no keys provided to residents. There are two entrances to the RH: Front North Side and Back East side. Both entrances will have motion sensor lights. Residents will use the East entrance off of the drive way for entrance into the home.

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A security system will be installed in order to protect staff and residents.

The basement and third floor will not be used by residents and will be locked at all times.

Residents will have a locker which they can put personal belongings in, as they will not be allowed to lock their bedroom doors. These lockers and resident rooms can be searched without notice in order to dispose of any items that are in violation of house rules.

The Crossing's Restoration program asks for sobriety during the residence stay. For this reason, alcohol and drugs will not be allowed on the premises. Residents that are suspected of using substances during their stay will have a meeting with the RA to discuss their options.

Staff and residents will receive a copy of the Emergency Procedures, which will also be centrally posted in the home. In the event of a medical emergency staff and residents are to call 911. All emergencies need to be reported to the RA and documented within 24 hours. In case of a disaster emergency, residents will be provided with a copy of the procedures as well as be able to refer to them around the house.

V. FLOOR PLAN AND RESIDENT CONFIGURATION

FIRST FLOOR – NORTH TO SOUTH

- FAMILY ROOM – T.V., PLAY AREA
- LIVING ROOM – SITTING AREA
- DINING ROOM
- KITCHEN/PANTRY

SECOND FLOOR – NORTH TO SOUTH

- BEDROOM 1
- BEDROOM 2
- BEDROOM 3
- BEDROOM 4 – RESIDENTIAL ADVOCATES ROOM WITH OWN BATHROOM
- BEDROOM 5
- BATHROOM WITH TUB: SHARED

SECOND FLOOR CONFIGURATIONS WITH RESIDENTIAL ADVOCATE

OPTION 1: FOUR RESIDENTS

MOTHERS RESIDING WITH ONE CHILD UP TO AGE 5

BEDROOM 1, 2, 3, 5

OPTION 2: THREE RESIDENTS

THREE MOTHERS WITH A COMBINED TOTAL OF 4 CHILDREN UP TO AGE 10

BEDROOM 1: FOR FOUR CHILDREN UP TO AGE 10

BEDROOM 2, 3, 5 FOR MOTHERS

OPTION 3: TWO RESIDENTS

TWO MOTHERS WITH 2 CHILDREN OR MORE

BEDROOM 1: CHILDREN OF MOTHER 1

BEDROOM 2: MOTHER 1

BEDROOM 3: CHILDREN OF MOTHER 2

BEDROOM 5: MOTHER 2

ALTERNATE PLANS:

BEDROOM 4 COULD BE USED IN AN EMERGENCY SITUATION AND RESIDENT ADVOCATE WOULD BE RELOCATED

BEDROOM 5 COULD BE USED AS THE HOUSE PARENT ROOM AND SHARE A BATHROOM

VI. PARK BENCH RESIDENT AGREEMENT:

We are all working toward different life goals and we wish to build an environment of strength, safety and encouragement for all who call Park Bench their home. To ensure a safe and successful stay that reflects a home-like environment, please adhere to the following guidelines:

1. **30 DAY ACCLIMATION:** Upon admittance to the Park Bench home, residents will be given a grace period of 30 days to get acclimated to the home and decide if they wish to continue participating in the program.
2. **RESPECTFUL BEHAVIOR:** Residents are asked to remember that each resident in the home has come from a different background and that we will all be most successful if we work as a team. Behavior that encourages the team mentality, such as using a calm voice to share concerns, respecting the personal boundaries and property of others and compromising as a way of problem-solving are a few ways to help set a home-like tone. Conflict should be reported to the Resident Advocate who can help facilitate resolution, with the goal of residents being able to use those skills on their own to solve future conflict.

The Crossing of Manitowoc County, Inc.
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3. ATTIRE: Residents are asked to dress in attire that reflects the tone of the home and lifestyle they are working toward. We ask that residents refrain from "short shorts" or excessively low cut tops. Please alert staff if you are in need of clothing items.

4. CURFEWS: The following curfews are in effect when residents are not working or attending classes:

- Monday through Thursday: 6:00pm (Meal prep duty 5:30pm)
- Friday: 9:00pm (Meal prep duty 5:30pm)
- Saturday: 9:00pm (Meal prep duty 5:30pm)
- Sunday: 6:00pm (Meal Prep duty 5:30pm)
- Residents may request flexibility in the curfew times based on work needs, childcare, or special events.

5. FINANCIAL RESPONSIBILITIES: Each resident is provided a space in the Park Bench home rent-free to save funds for their future.

- At least 1/4 of Income Earned is to be placed in a personal savings account and copies of pay stubs and monthly bank statements are to be provided to the Program Parent to be placed in the client's file. The purpose of this account is to establish financial resources which will assist you after discharge from the program for necessities such as rent, utilities or security deposit.
- 1/2 of Income Earned is to be used for repayment of debts or is to be placed in a personal checking or savings account. A copy of the monthly bank statements are to be provided to the Program Parent to be placed in the resident's file
- 1/4 of Income Earned is for the client's personal use.
- All information collected and filed is kept confidential and used for the specific purpose of budgeting.

6. ROOMS: Residents are asked to maintain a clean room consistent with daily/weekly chores as well as being free of any prohibited material. Wall hangings that require tacks, nails or tape should be approved by the Resident Advocate. No obscene or inappropriate photos, books, videos, etc. are permitted in the home. Residents will be asked to remove such items and they will be stored until the resident's discharge from the home. Rooms are subject to unannounced searches for the purpose of maintaining accountability and safety in the home. RESIDENTS ARE NOT ALLOWED IN ANY BEDROOM OTHER THAN THEIR ASSIGNED ROOM UNLESS THEY ARE SPECIFICALLY INVITED BY THE OCCUPANT OF THAT ROOM. BEDROOMS ARE TO REMAIN LOCKED WHEN THE OCCUPANT IS NOT PRESENT IN THE ROOM. THE CROSSING WILL NOT BE RESPONSIBLE FOR A RESIDENTS'S PERSONAL BELONGINGS AND MONIES THAT ARE EITHER LOST, STOLEN, OR DAMAGED.

*The undersigned hereby consents to a room search by the Resident Advocate if necessary.

7. SHARED SPACES: Bathrooms, dining area, kitchen and living room space will be shared among families so residents are expected to keep these areas clean, clutter-free after their use.

- BATHROOMS: Toddlers are to be accompanied by his/her mother. Any cleaning products or other hazardous items are to be kept out of the reach of children in the cleaning supply closet. Diapers are to be disposed of in a trash can with a lid.

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8. CHORES: Each resident will be assigned household chores (in the common areas) as part of her living routine. The Resident Advocate will be in charge of a rotating chore schedule for residents.

9. TRASH: Residents are asked to empty trash cans regularly and again as needed.

10. MEDICATIONS: All prescribed medications (including prenatal vitamins) and over-the-counter medications must be kept in the locked medication cabinet maintained by staff which is located in the Resident Advocates Office. This is to maintain safety for all residents in the home; particularly children.

11. PERSONAL HYGIENE: Residents should maintain healthy and clean personal hygiene for themselves and their children at all times that is consistent with the lifestyle they are working toward. Bath times for children and shower times for adults will be scheduled by the Residential Advocate based on the needs of each family schedule.

12. TELEVISION: Television is available in the common living spaces.

13. RADIOS: Radios/CD players are permitted in resident's rooms. A resident may listen to her radio/CD player with respect for other residents in the home. Loud or excessive music may be asked to be turned down or off.

14. INTERNET: Internet access is provided for residents by The Crossing. Access to the network may be limited to particular uses, such as job searches or educational purposes. Use of this internet access outside of the listed uses is prohibited.

15. SIGNING IN AND OUT: All residents leaving the home for any reason are asked to sign-out using the sign-out/sign-in board. Signing-out must be done at the time of leaving the facility and must be done in person (not by phone or text.) Signing-out (or signing-in) ahead of time is not allowed. Residents may not sign-out or sign-in for another resident. The requested information on the sign-out/sign-in sheet must be completed in full. Upon returning to the home, residents are required to sign-in. In case of fire or emergency, this information will be important in making sure all residents are safe or can be reached for immediate concerns.

16. HOUSE MEETINGS: Dependent on what is happening in the home, residents may be asked to attend house meetings to discuss any concerns, be generally updated and problem-solve. These meetings will be scheduled by the Residential Advocate as needed.

17. CONFIDENTIALITY: It is imperative that residents in the program keep all information regarding other residents confidential to build trust in the home. That is, all information which residents learn about each other while in the program of the Restoration Home is expected to be kept confidential and not shared with anyone outside of the program. This information must not be disseminated in any form including social media, internet or other methods of communication.

18. LENDING MONEY: Residents are not allowed to loan money to another resident or to staff for any reason. In addition, residents are not allowed to ask staff members or other residents for a loan of money.

19. LENDING CARS: Residents are not allowed to loan their car to another resident for any reason due to liability reasons.

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20. PERSONAL CARS: All residents who own a car must provide proof of registration, current inspection, and auto insurance, copies of which will be placed in the resident's file. Personal cars without this documentation are prohibited.

21. CHILD CARE BETWEEN MOTHERS: With the permission of the staff, residents may watch each other's children. Childcare for extended periods of time should entail an agreement as to how long childcare will be needed and agreed upon between mothers.

23. CHURCH: All residents are encouraged to attend the church of their choice on the appropriate day of worship. Transportation will be provided to church for those residents wishing to attend services with the staff. Residents who are not attending a church with staff are required to arrange for their own transportation to their church.

24. TRANSPORTATION: Transportation may be provided to the following:

- o Medical appointments.
- o Social service appointments.
- o All residents who own a car are expected to provide their own transportation (except in the case of an emergency). Transportation needs for any other purpose can be discussed with the Resident Advocate.

25. MEALS: The Restoration Home provides daily breakfast, lunch, snack and dinner for residents. Any specific dietary needs should be addressed with the Resident Advocate. Every resident is to take part in the meal preparation process to the full extent that her schedule allows. Residents should be present for the evening meal at 6:00pm unless otherwise approved by the Resident Advocate.

26. SMOKING: SMOKING IS PROHIBITED IN THE PARK BENCH HOME. Candles, cigarettes, lighters, and matches are prohibited. Residents will be asked to remove or turn in such items to staff unless otherwise placed in the designated container. Smoking is only allowed in the designated outdoor area and butts are to be disposed of in the proper container provided.

27. LEAVE REQUESTS: Residents must submit a leave request to the Resident Advocate 3 days prior to the date the extended leave is requested. All leaves must be reviewed by staff to be sure contact information is correct in case of emergencies.

28. CONSEQUENCES: Consequences may be used if a resident has displayed behavior that indicates they are intentionally not cooperating with The Restoration Home Resident Agreement. Consequences may range from community service to dismissal from the home. All situations will be handled on a case by case basis.

29. BEDDING: Bed linens are to be washed and changed weekly to maintain adequate hygiene.

30. SICKNESS: Residents are to report to staff immediately if they or their child(ren) become ill for safety and to prevent the spread of illnesses.

31. LAUNDRY: Residents are responsible for washing/drying their own laundry. A laundry sign up is provided to ensure each resident has a set time each week to do laundry; however if there are times on

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the schedule that are open, you may also use the washer and dryer. Detergent and dryer sheets are provided.

32. VOLUNTEERISM: Residents are asked to participate in some type of volunteerism during their stay. When and what will depend on the resident's family schedule and individual interests.

33. GROUNDS FOR IMMEDIATE DISMISSAL: Residents who use or bring illegal substances or alcohol into the home or display behavior that is physically harmful or aggressive to staff/residents may be immediately dismissed from the Park Bench home.

I HAVE READ AND UNDERSTAND THE PRECEDING POLICIES AND PROCEDURES AND AGREE TO COMPLY.

Resident Signature

Date

RH Director Signature

Date

Staff/Witness Signature

Date