

Report to the Manitowoc Plan Commission

Meeting Date: September 26, 2018

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Request: PC 32-2015: The Crossing of Manitowoc County, 419 Park Street Request to Amend a 2015 Conditional Use Permit

Reason for Request: Per MMC 15.150(3) Transitional Housing uses are required to have a Conditional Use Permit issued.

Existing Land Use for Subject Property: Residential Structure

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	Residential	R-4 Single & Two Family

Report: The Plan Commission and Council approved a Conditional Use Permit (CUP) in 2015 for the establishment of a transitional housing use for The Crossing. The Crossing provides “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.

Belinda Esquinas, Executive Director of The Crossing is requesting an amendment to condition “A” in the 2015 CUP. The condition states *“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.”*

The Crossing would like to amend Condition “A” removing the language *“A resident advocate shall be present in the Residence at all times when residents are present.”* From their experience the demographic of the women in their home can be trusted to be alone for a period of time. The women are in need of additional support but not constant supervision. A staff person will always be available and any period of absence will be short.

The Crossing will create an internal policy to address the Resident Advocate Absence; a copy of their policy is attached.

Attached is an annual report The Crossing provided to the City.

The Police and Building Inspection Departments have no reports or concerns on file regarding The Crossings' operations.

Public Comments: Notices of the amendment were mailed out to property owners within 200 feet and as of the time of this writing no comments were received by staff.

Recommendation: The Community Development Department recommends that the Plan Commission approve the amended language for Condition "A" and change the annual review to September 2019.

419 Park Street The Crossing



Author:
Date Printed: 10/22/2015



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The Crossing of Manitowoc County



Supporting women and families to strengthen our community



Request to amend the CUP

To whom it may concern:

I, Belinda Esquinas, on behalf of The Crossing of Manitowoc County would like to request the City Council to consider the modification of one of the requirements of the CONDITIONAL USE PERMIT.

Point A of the CUP drafted and agreed upon October 28, 2015 states:

“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”.

We request that *“A Resident advocate shall be present in the Residence at all times when residents are present”* would be removed from the report as a condition.

We are requesting this amendment because the nature of our Program is not crisis based. The demographic of women we invite into the home can be trusted to be alone for a period of time. Our Residents are very capable and responsible women who are in need of additional support but not constant supervision.

In the last few months we have made improvements to assure the safety and protection of our residents and staff by installing outside security cameras. We have taken this step as an extra layer of security.

We are making this request with the understanding that there will always be a staff person available and the period of absence will be short. We have a new staff policy ready to be implemented to ensure The Home and its residents are cared for and tended to properly.

Sincerely,

Belinda Esquinas
Executive Director

Policy: Resident Advocate Absence

We encourage Advocate to run errands during times when residents are away. However if this is not possible this procedure shall be followed.

Procedure

1. Advocate must communicate plans to residents ahead of time
2. Advocate shall ensure cameras are working properly
3. Absence from home shall not exceed more than 4 consecutive hours
4. Advocate must have the HOME phone line and answer it immediately
5. Advocate must be physically within a 15 mile radius of the home
6. No visitors shall be allowed during Advocate absence
7. Upon returning advocate will review security cameras
8. Advocate shall be present overnight, no exceptions

The Crossing HOME report 2017-2018

- I. Financing
 - a. See attachment for summary of finances
 - i. Programming \$12,324
 - ii. Facilitating programming \$45,000
 - b. Our Revenue come from:
 - i. Annual Fundraiser
 - ii. Baby Bottle Fundraiser
 - iii. Year End Letter
 - iv. Non-cash contributions (food, cleaning products)
 - v. Grants
 1. None
 - c. Volunteer Hours:
 - i. Team of 8 volunteers
 - ii. Home Monitor Volunteers: over 400 hours logged
 - iii. Maintenance: 120 hours logged
- II. Residence Summary
 - a. Total of thirteen (13) residents since January 2017
 - b. Never more than eight (8) residents at the time (including children)
 - c. Two (2) residents have transitioned/graduated from program
- III. Services & Programming
 - a. Life Skills training- all residents
 - b. Connections Count (Lakeshore Cap) – 2 residents
 - c. Weekly Progress Meetings- all residents
 - d. Birth-To-Three (Manitowoc County) - 1 resident
 - e. Home Visitation (Lakeshore Cap)- 3 residents
 - f. The Crossing Earn While You Learn- all residents
- IV. Number of Residents that left without notice
None
- V. Summary of Agreements
 - a. Lakeshore Cap Family Resources, Release of Information between resident-HOME-Service Agency and confidentiality agreement.

- b. The Crossing
- c. Manitowoc Public Library
- d. Take Note Music Studio

VI. Additional information requested by Community Development Department.

N/A

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Accrual Basis

The Crossing of Manitowoc County, Inc.
Operating Statement with Budget Comparison

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Revenue				
Total Contributions	59,303.11	64,000.00	(4,696.89)	92.66%
Total EWYL Revenue	25,348.50	23,000.00	2,348.50	110.21%
Fundraising Revenue				
Annual Fundraiser Rev	88,405.52	85,000.00	3,405.52	104.01%
Baby Bottle Campaign	19,655.25	20,000.00	(344.75)	98.28%
Corporate Development	-	7,000.00	(7,000.00)	0.00%
LuLaRoe Contributions	350.00			
Misc Fundraisers	7,790.00	3,000.00	4,790.00	259.67%
Total Fundraising Revenue	116,200.77	115,000.00	1,200.77	101.04%
Grants	20,101.65	40,300.00	(20,198.35)	49.88%
Investment Revenue	56.14	183.00	(126.86)	30.68%
Other Revenue	1.05	2,000.00	(1,998.95)	0.05%
The Crossing Home - NC Contrib.	4,165.00	18,000.00	(13,835.00)	23.14%
Total Revenue	225,176.22	262,483.00	(37,306.78)	85.79%
Expense				
Total Administrative Expenses	1,268.21	2,520.00	(1,251.79)	50.33%
Total Advertising	323.62	300.00	23.62	107.87%
Client Services				
Total Counseling	611.80	859.00	(247.20)	71.22%
Total EWYL	32,156.61	37,050.00	(4,893.39)	86.79%
Hotline	543.78	540.00	3.78	100.70%
Total Medical Program	7,492.47	14,707.00	(7,214.53)	50.95%
The Crossing Home				
Clothing	-	1,000.00	(1,000.00)	0.00%
Clothing - Donated	125.00	3,000.00	(2,875.00)	4.17%
Furnishings	555.10	-	555.10	100.00%
Groceries & Supplies	1,173.94	3,528.00	(2,354.06)	33.28%
Groceries & Supplies - Donated	3,940.00	10,000.00	(6,060.00)	39.40%
Insurance	392.50	1,500.00	(1,107.50)	26.17%
Lawn cutting/snow removal	80.00	2,200.00	(2,120.00)	3.64%
Miscellaneous	80.00	1,000.00	(920.00)	8.00%
Office equipment - Donated	-	2,000.00	(2,000.00)	0.00%
Office Supplies	124.56	100.00	24.56	124.56%
Repairs & Maintenance	646.54	-	646.54	100.00%
Resident travel - Donated	-	1,500.00	(1,500.00)	0.00%
Telephone & Internet	939.94	815.00	124.94	115.33%
Training	1,027.23	800.00	227.23	128.40%
Utilities	3,240.00	4,200.00	(960.00)	77.14%
Total The Crossing Home	12,324.81	31,643.00	(19,318.19)	38.95%
Total Client Services	53,129.47	84,799.00	(31,669.53)	62.65%

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02/07/18
Accrual Basis

The Crossing of Manitowoc County, Inc.
Operating Statement with Budget Comparison

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Total Community Education & Outreach	1,933.26	1,408.00	525.26	137.31%
Depreciation Expense	11,355.00	12,000.00	(645.00)	94.63%
Fundraising Expenses				
Annual Fundraiser Expenses	6,614.24	5,000.00	1,614.24	132.29%
Baby Bottle Drive Exp	-	100.00	(100.00)	0.00%
Consulting fees	1,250.00	-	1,250.00	100.00%
Development				
Donor Management	198.00	216.00	(18.00)	91.67%
Misc Development Expense	395.60	745.00	(349.40)	53.10%
Virtual Gateway	1,901.00	1,568.00	333.00	121.24%
Total Development	2,494.60	2,529.00	(34.40)	98.64%
Misc Fundraising Expenses	92.79	20.00	72.79	463.95%
Walk for Life Exp	-	500.00	(500.00)	0.00%
Total Fundraising Expenses	10,451.63	8,149.00	2,302.63	128.26%
Insurance	2,731.25	2,110.00	621.25	129.44%
Internet	1,207.30	650.00	557.30	185.74%
Total Miscellaneous Expenses	1,149.97	934.00	215.97	123.12%
Total Occupancy Expenses	31,401.56	17,528.00	13,873.56	179.15%
Total Payroll Expenses	113,908.60	130,495.00	(16,586.40)	87.29%
Total Postage & Printing	718.14	640.00	78.14	112.21%
Total Supplies	918.28	950.00	(31.72)	96.66%
Total Expense	230,496.29	262,483.00	(31,986.71)	87.81%
Net Ordinary Revenue	(5,320.07)	-	(5,320.07)	100.00%
Other Revenue				
Unrealized gain	1,635.85			
Total Other Revenue	1,635.85			
Net Revenue (Loss)	(3,684.22)			

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO THE PARKBENCH INC, d.b.a. THE CROSSING OF MANITOWOC COUNTY
~~10/28/2015~~ Revised 9/2018

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~~ September, 2019, and during the month of ~~February~~ September 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.