

## Report to the Manitowoc Plan Commission

**Meeting Date:** October 23, 2024

**Request:** PC 16-2024: Hope House of Manitowoc County; Request for an amendment to a Conditional Use Permit for the Operation of a Transitional Housing Use located at 1000 S. 35<sup>th</sup> Street.

**Existing Land Use for Subject Property:** Transitional Housing

**Existing Zoning for Subject Property:** B-3 General Business

### Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
South	Residential	R-4 Single and Two Family Residential
North	Residential	R-4 Single and Two Family
East	Business	B-3 General Business
West	Residential	B-3 General Business

**Report:** The Hope House was issued a conditional use permit for the operation of a transitional housing use in 2016; the 2016 CUP was revised in 2018. The CUP allowed the Hope House to operate a transitional housing facility to provide temporary shelter for families, couples and single females. The current request from the Hope House is to expand the maximum number of individuals being served from 26 to 35. There are no plans to change any of the exterior of the building. The expansion will occur internally by converting administrative spaces to sleeping / living spaces.

The Police, Fire and Building Inspection Departments have all stated that they don't any major concerns with the amendment, but are requiring a final drawing showing the locations of all the beds.

Transitional housing is defined 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.”*

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.

**Municipal Code:**

Pursuant to Section 15.370(27)(c) of the Municipal Code, “the Plan Commission and Council shall consider whether the requested use:

- A. is reasonably necessary for the convenience and welfare of the public.
- B. Is in harmony with the character of the surrounding area.
- C. Will have a minimal effect or no effect on the surrounding property values.

The Commission and Council can affix conditions to the CUP to provide assurances that the proposed use will remain in conformity with the criteria under subsection (27)(c) as well as compliance with regulations of the particular zoning district which the conditional use would be located.”

**State Statute:**

“ §62.23(7)(de) *Conditional use permits.*

1. *In this paragraph:*

a. *“Conditional use” means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.*

b. *“Substantial evidence” means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.*

2. a. *If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*

b. *The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.*

3. *Upon receipt of a conditional use permit application, and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.*

4. *Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.*

5. *If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.”*

Public Comments: Notices were mailed out to property owners adjoining and abutting the property and at the time of this writing no comments were received.

Timeline

- Application Received: September 25, 2024
- Notifications Sent: October 16, 2024
- Plan Commission Public Informational Hearing: October 23, 2024
- Common Council Public Hearing scheduled for: November 18, 2024

**Recommendation:** 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.

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. 35<sup>th</sup> 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 1<sup>st</sup>) 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 beds in the facility.
8. The Hope House shall follow all federal, state and local codes and licensing requirements.

2018 CUP

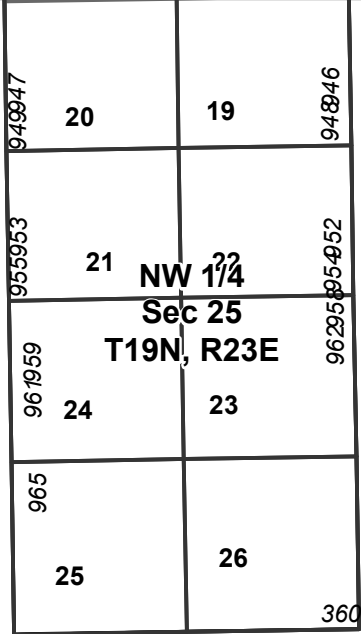
TO BE REPLACED W/ THE CUP  
DATED NOVEMBER 18, 2024

REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP)  
TO THE LAKESHORE INTERFAITH HOSPITALITY NETWORK/HOPE HOUSE  
03/25/2016 Revised June 27, 2018

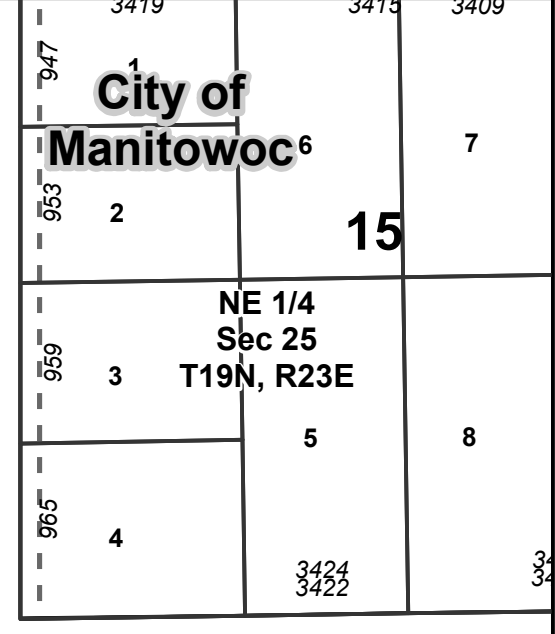
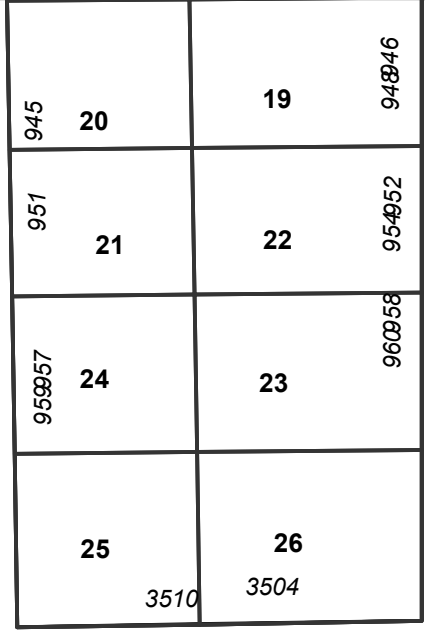
Re: PC10-2016: Grant to The Hope House a CUP under Section 15. 270(3)g of the Manitowoc Municipal Code ("Code") for the operation of a transitional housing Residence for not more than 26 residents in the "B-3" General Business zoning district at 3501 Custer Street, Manitowoc WI. This CUP shall hereinafter 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. 35<sup>th</sup> 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:

1. Annually submit (by January 1<sup>st</sup>) to the Community Development Department a report containing client statistics and demographics including but not limited to the number of clientele served, length of stay and rehabilitation into the workforce.
2. This CUP is granted exclusively to LIHN/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 26 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.

~~Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in April 2017 and during the month of April 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.~~



**S. 36TH ST**



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

1/4 Section Line

**CUSTER ST**

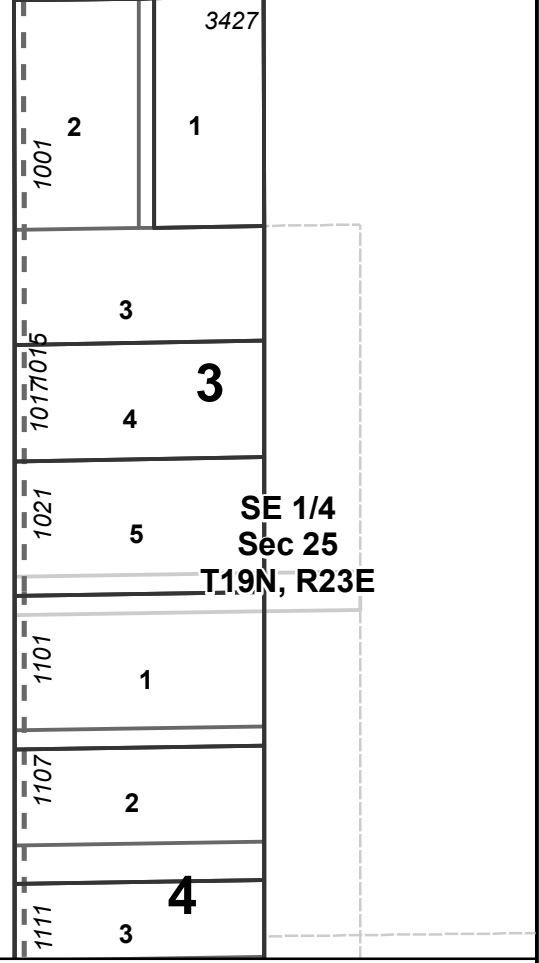


**SW-1/4  
Sec 25  
T19N, R23E**

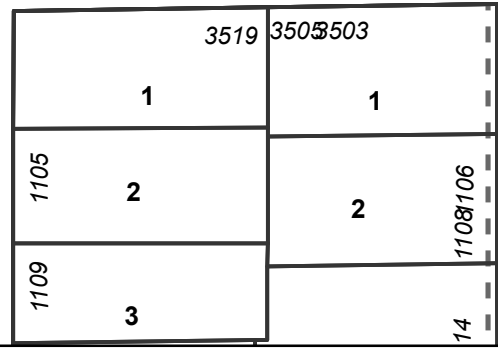
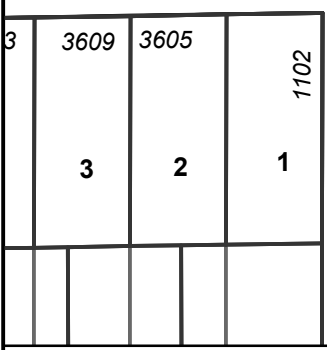
**WEST MARSHALL ST**

1/4 Section Line

**S. 35TH ST**

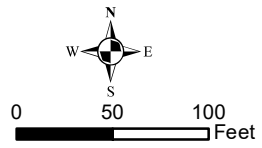


**SE 1/4  
Sec 25  
T19N, R23E**



# 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: 10/16/2024

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**PC 16-2024  
3501 Custer St.**

City of Manitowoc Plan Commission

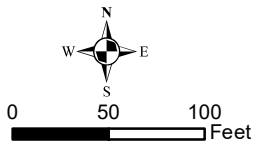




**Amendment to a Conditional Use Permit for the Operation of Transitional Housing**

# 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  
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PC 16-2024  
3501 Custer St.

City of Manitowoc Plan Commission





# 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.

<b>For Office Use Only</b>	
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.





## Board of Directors

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Amy Sonnemann

Vice President  
Sue Herrmann

Secretary  
Shannon Pelky

Treasurer  
Nicole Malueg, CPA

Thomas Griesbach, Atty

Beth Snyder

Adam Rath sack

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Jan Graunke

Housing Program Manager  
Jack Mellberg

Case Manager  
Sara Edmonds

Community  
Outreach & Marketing Manager  
Kristin Gresl

Shelter Support  
Amy Nessman  
Mickey Veleke  
Elleigh Peplinski  
Cynthia Yang

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. 35<sup>th</sup> 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 than 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.

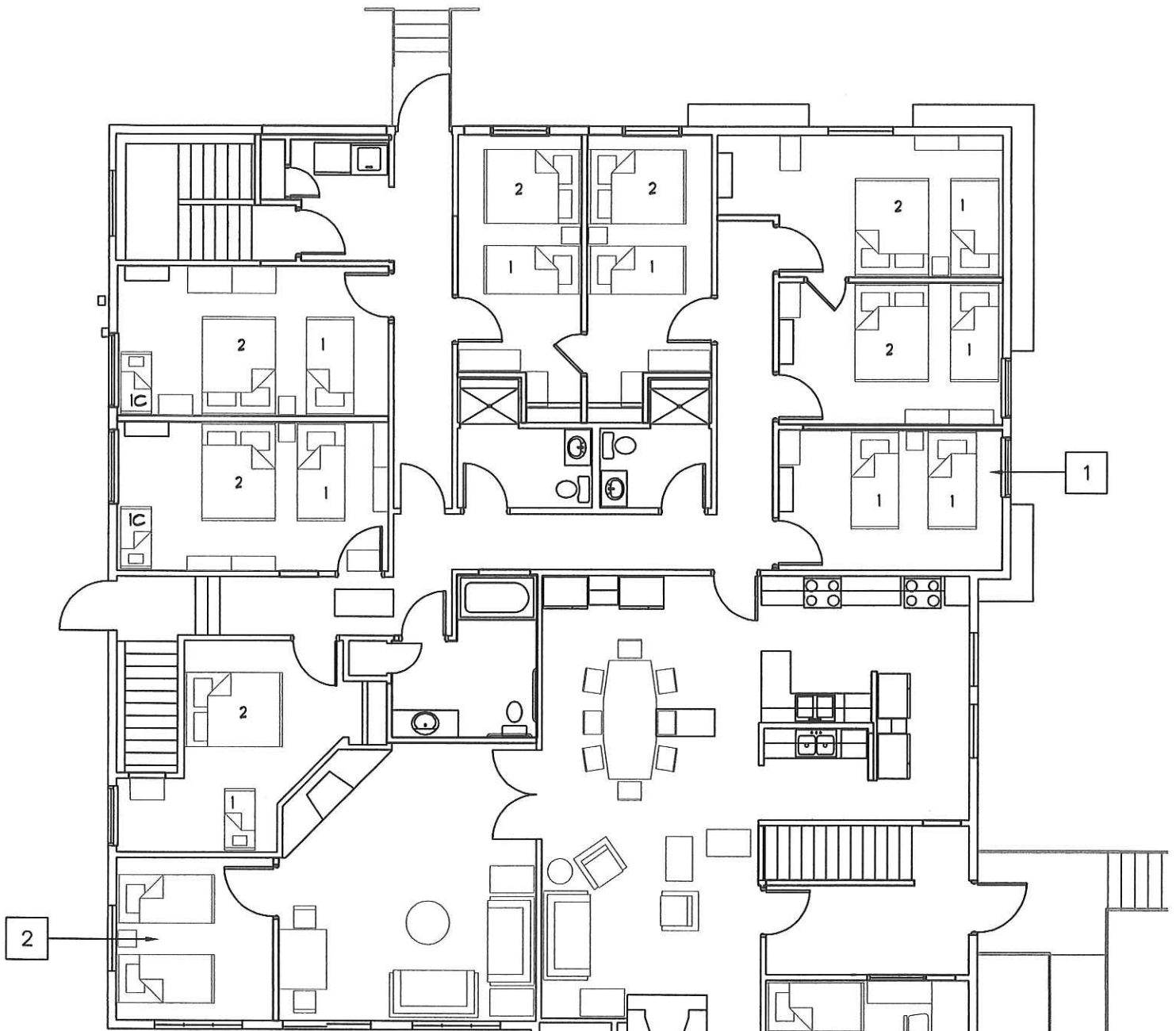
It is our hope that this addition to the current CUP will assist more individuals become successful stable community members. Stable families – stable communities.

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