

## Report to the Manitowoc Plan Commission

**Meeting Date:** September 9, 2025

**Request:** PC 22-2025: The Neighborhood of Manitowoc County, Inc; Conditional Use Permit Request for a Transitional Use – Temporary Warming Shelter at 702 State Street.

**Existing Land Use for Subject Property:** Lakeshore CAP

**Existing Zoning for Subject Property:** B-1 Office - Residential

### Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
North, West	Residential, Institutional	B-1 Office Residential
South	Residential, Business	B-4 Central Business B-1 Office – Residential R-4 Single and Two Family Residential
East	Park	P-1 Conservancy

### Report:

The Neighborhood of Manitowoc County, Inc (The Neighborhood) is requesting the issuance of a temporary Conditional Use Permit (CUP) for the establishment of an emergency warming shelter located at 702 State Street. The Neighborhood is requesting that the emergency shelter be opened from November 12th through March 10th. The Neighborhood is requesting to serve up to 16 individuals per night which is an increase of 4 individuals that were served at their old location which was First Presbyterian Church. The shelter is open Monday thru Friday from 6:30 pm to 8:00 am and from 5:30 pm to 8:00am on Saturday and Sunday. The 702 State Street location provides better facilities for the individuals as compared to their current location at First Presbyterian Church. The Neighborhood is still in the process of looking for a permanent shelter location.

The City of Manitowoc Zoning Code does not define a warming shelter; the closest definition is Transitional Housing.

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.”

Police, Fire, City Attorney and Building Inspection staff have participated in meetings with the warming shelter representatives. The departments have also been given the opportunity to provide input on this CUP request.

**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.*

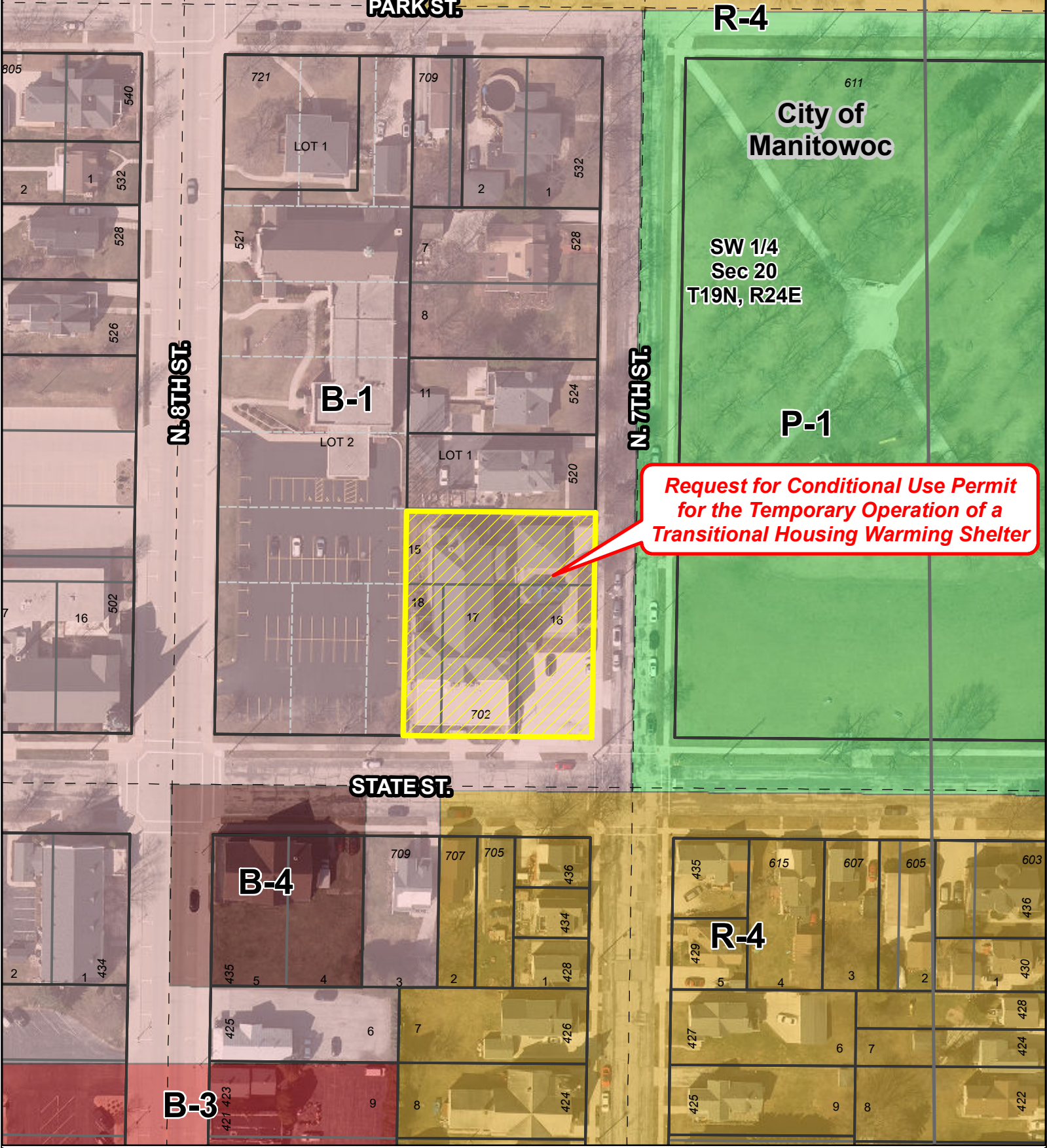
3. *Upon receipt of a conditional use permit application, and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.*

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 adjacent and abutting property owners and comments were received both in favor of and not in favor of. Staff will summarize the comments at the Plan Commission meeting.


**Recommendation:** Approve the issuance of a Conditional Use Permit to The Neighborhood of Manitowoc County, Inc for the temporary establishment of a 12 bed Emergency Housing Warming Shelter located at 702 State Street.



**Request for Conditional Use Permit  
for the Temporary Operation of a  
Transitional Housing Warming Shelter**

# CONDITIONAL USE PERMIT

City of Manitowoc, WI

 Conditional Use Permit Area for  
the Temporary Operation of a  
Transitional Housing Warming Shelter

PC 23-2025  
702 State St.

Manitowoc City Plan Commission

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.

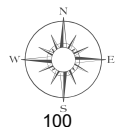
Prepared by City of Manitowoc  
Community Development Department  
www.manitowoc.org  
Map Plotted: 8/13/2025  
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# CONDITIONAL USE PERMIT

City of Manitowoc, WI



0 100 200 Feet

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Conditional Use Permit Area for  
the Temporary Operation of a  
Transitional Housing Warming Shelter

PC 23-2025  
702 State St.

Manitowoc City Plan Commission

REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP) APPROVAL FOR  
THE NEIGHBORHOOD OF MANITOWOC COUNTY, INC ("APPLICANT")  
FOR THE LAND USE OF: EMERGENCY WARMING SHELTER  
LOCATED AT 702 STATE STREET  
TAX PARCEL # 000-108-180  
9/9/2025

- A. This conditional use permit is for the Emergency Warming Shelter use only and for the benefit of unhoused individuals. No other temporary use may operate from this facility/site. This use permit is not transferable and any future proposal would require a new conditional use permit to operate from this property.
- B. The conditional use permit shall require compliance with all applicable local and state regulations including issuance and maintenance of any license to APPLICANT for the operation of a 12-bed emergency warming shelter. Prior to opening, APPLICANT shall have any required licensing in place, if needed.
- C. The Emergency Warming Shelter shall be subject to a maximum of 12 unhoused individuals plus staff/volunteers at the location.
- D. The Emergency Warming Shelter may be open to unhoused individuals November 12 – April 11 during the hours of 5:30 pm – 8:00 am
- E. APPLICANT shall not assign or transfer its interest in the CUP to any party without the written approval of the Plan Commission and Common Council. The CUP shall automatically terminate effective the date any license, certification or occupancy granted to APPLICANT by the State or other licensing entity is closed, denied, revoked, or terminated.
- F. 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.
- G. Prior to beginning operation of the warming shelter, APPLICANT shall receive permission/approval from the Wisconsin Department of Safety & Professional Services (DSPS) and/or the Building Inspection Department regarding building, fire and life safety codes and requirements. APPLICANT shall annually invite Building Inspection and the Fire Department to inspect the warming shelter for fire and life safety code requirements.
- H. If all Building, Fire and Life Safety Codes are not addressed to the satisfaction of Building Inspection and the Fire Department the Conditional Use Permit will automatically terminate on April 15, 2026.
- I. APPLICANT shall adequately monitor/regulate and maintain this property.
- J. In no instance shall the use create a nuisance for neighboring properties (noise, hours of operation, garbage, loitering, etc.).
- K. Outdoor storage of materials, products or equipment shall be prohibited.

- L. APPLICANT shall develop a safety plan with the Manitowoc Police Department (“Department”) that shall include security cameras and access thereto by the Department, a point of contact for APPLICANT staff/volunteer at the Emergency Warming Shelter at all times it is operational, and an agreement to allow Department to enter the premises without prior notice to APPLICANT.
- M. APPLICANT shall keep a log of all unhoused individuals that are served by the facility each night. This log shall be provided to the Fire Rescue Department for review each month.
- N. As the use is for an Emergency Warming Shelter, no unhoused individual may be permitted to use the shelter for more than 76 nights each year.
- O. A “lottery system” shall be implemented whenever more than 12 eligible unhoused individuals seek shelter at the Emergency Warming Shelter in a single night.
- P. The conditional use permit is subject to periodic review by the Manitowoc Common Council which may revoke said permit if any of these conditions are violated by applicant.





# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



**DATE:** September 3, 2025  
**TO:** Plan Commission  
**FROM:** Nick Reimer, Police Chief  
**RE:** Unhoused Statistics

Between August 2024 through the end of 2024, I requested that during calls for service, patrol officers interview individuals experiencing homelessness. The purpose of this initiative was to better understand the level of need within our community.

Based on the interviews conducted, we discovered that nine of the individuals we encountered could be considered local to the Manitowoc area. Additionally, 14 individuals were from outside Manitowoc County. The exact number of those who used the emergency warming shelter in Manitowoc is unknown, though it was clear that some were living out of vehicles.

Below are more details that were gathered from the individuals:

- One person reported walking from Milwaukee with a Target cart.
- Another mentioned traveling from Puerto Rico.
- One person came from California.
- One person was from Appleton.
- One person was from Sheboygan.
- One person came from Oregon.
- One person had a prior address in Michigan, but also Appleton.
- One person was from Indiana.
- Another person said they only came to Manitowoc from Sheboygan for our homeless shelter.
- Two people from Milwaukee had been here for about a month at the time we had contact with them, and were in a relationship.

Based on this data, it is my belief that if more than 12 emergency shelter beds are approved, we will continue to see people arriving in Manitowoc from outside of Manitowoc County driven solely by the availability of an emergency warming shelter. Our resources could quickly become overwhelmed. If we keep the number of beds at 12, we can better serve the local unhoused population while minimizing risk to the individuals.

If you have any questions or need further information please reach out.

  
Chief Nick Reimer





## LAND USE APPLICATION

APPLICANT The Neighborhood of Manitowoc County, INC PHONE 920.860.6880

MAILING ADDRESS 502 N 8th Street, Manitowoc, WI 54220 EMAIL matt@mcmunited.com

PROPERTY OWNER Pastor Matt Sauer PHONE 920.860.6880

MAILING ADDRESS 502 N 8th Street, Manitowoc, WI 54220 EMAIL matt@mcmunited.com

### 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 702 State Street, Manitowoc, WI 54220

PARCEL ID# 052- CURRENT ZONING

CURRENT USE OF PROPERTY Lakeshore CAP offices and programming

PROPOSED USE OF PROPERTY Temporary home the Manitowoc Warming Shelter

### **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   
(Property Owner)

Date 8-August-2025

Print Name Matthew L Sauer

### **For Office Use Only**

Date Received: 8-8-25

PC/SP #: 18404 23-2025

Fee Paid: \$350

Check#: 3464

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.



# MANITOWOC WARMING SHELTER

*Located inside of First Presbyterian Church*

**502 N 8<sup>th</sup> Street Manitowoc, WI 54220**

**920.629.5820 [manitowocwarmingshelter@gmail.com](mailto:manitowocwarmingshelter@gmail.com)**

**[www.manitowocwarmingshelter.org](http://www.manitowocwarmingshelter.org)**

Dear Neighbors,

On behalf of the Manitowoc Warming Shelter, I am writing to request your support for a Conditional Use Permit to operate at 702 State Street, the home of Lakeshore CAP, for the 2025/26 winter season. This is a temporary location that is directly across the street from our current temporary site at First Presbyterian Church, thus offering continuity for our guests, our volunteers, and our neighbors.

For the past three winters, the Warming Shelter has been housed at First Presbyterian Church and provided a safe, warm, and dignified place for 191 individuals experiencing homelessness. We are deeply grateful to the congregation for giving the shelter its start and for hosting us faithfully. However, state emergency use rules limit how long a warming shelter can operate in a temporary site, without making necessary code upgrades, and we have now exceeded that time.

The need for the Shelter remains urgent. During harsh winter nights, we have had to turn away up to nine people simply because there was no space left. Operating from 702 State Street will allow us to remain in the same neighborhood, close to public transportation and within reach of key supportive services, while continuing to serve with the same care, safety, and respect we have demonstrated from the beginning.

This location is well-suited to our mission and will allow us to maintain our high standards. We will work closely with Lakeshore CAP, city officials, law enforcement, and neighbors to ensure that the shelter remains a positive presence in the community, just as we have done these past three years.

We respectfully ask for your support as we seek approval for this permit. Together, we can continue to extend hospitality, dignity, and hope to those in need while strengthening the bonds that make Manitowoc a caring, resilient community.

Thank you for your time and consideration. Please reach out with any questions at 920-682-4688 or [matt@mcmunited.com](mailto:matt@mcmunited.com).

Sincerely,

The Rev Dr Matthew L Sauer

Executive Director, Manitowoc Warming Shelter



## **AN OVERVIEW OF THE TEMPORARY MANITOWOC WARMING SHELTER**

The Manitowoc Warming Shelter is part of The Neighborhood of Manitowoc County, Inc.'s ongoing effort to address the housing crisis in our county.

The Warming Shelter is a low-barrier, drop-in emergency shelter for those needing immediate refuge from the winter elements. It was founded in 2021 by First Presbyterian Church and welcomed its first guests in November 2022.

For the past three seasons, the shelter has operated through the goodwill of the Manitowoc community within the walls of First Presbyterian Church. While not designed for this purpose, the church's Community Hall provided space for 12 guests, a dining and communal area, and a single restroom. Because the building was not constructed to meet modern life-safety codes for sheltering individuals, we were permitted to operate under emergency provisions. That timeframe has now run out.

From the outset, our goal has been to establish a dedicated shelter facility equipped with showers, laundry facilities, a commercial kitchen, separate sleeping and gathering areas, and sufficient storage. We had hoped to secure a permanent location by the end of the 2024–25 season, but that goal has not yet been realized. As a result, we are now seeking a new temporary location for the Warming Shelter.

We will operate the Warming Shelter as we have over the past three seasons, maintaining the same proven standards and practices. However, given the larger room sizes at 702 State Street, we are requesting an increase in total occupancy from 12 to 16 guests, allowing us to serve more individuals safely and comfortably during the winter season. This increase can be accommodated within existing safety requirements, and our established policies for supervision, security, and community impact will remain unchanged. Last winter, we were forced to turn away up to nine people on some nights due to space limitations. This modest increase will help us better meet the needs of our community while preserving the safe, respectful environment for which we are known.

## **FREQUENTLY ASKED QUESTIONS ABOUT OUR TEMPORARY SHELTER**

### **1. How Are People Admitted**

- We are a low-barrier emergency shelter, and entrance is only denied if an individual refuses to follow the Shelter Guidelines (see separate document) or if the shelter has reached maximum occupancy.
- For safety reasons, guests under the age of 18 are not permitted, and referrals are made to other appropriate agencies.
- Our current Conditional Use Permit (CUP) allows us to house 12 guests overnight. When more than 12 individuals seek shelter—which happens almost nightly—we use a lottery system to determine who can stay. Even if someone cannot stay overnight, we make every effort to provide them with dinner and essential supplies.

**2. What is the Warming Shelter season?**

- We operate from November - April. Our current permit allows us to be open for 150 continuous days

**3. How is the Warming Shelter Staffed?**

- We are blessed to have over 130 volunteers who make the Shelter happen every night of the Season.

**4. How is the Warming Shelter Funded?**

- The Shelter is funded through donations and fundraisers. At this point, we have not received any government funding.

**5. How often is the Warming Shelter full and how many people are turned away?**

- In 2022/23 we had an occupancy rate of 83%
- In 2023/24 we had an occupancy rate of 97%
- In 2024/25 we had an occupancy rate of 99%
- The most individuals we had to turn away is 9. On average, we turn away 4 individuals every night.

**6. How do you ensure the safety of guests and the community?**

- The Shelter operates with a comprehensive safety plan developed in partnership with the Manitowoc Police Department, as well as an emergency medical response plan with Manitowoc EMS. In more than three years of operation, we have only needed to call 911 for non-medical emergencies twice.
- We maintain clear guidelines for admittance, and anyone who does not adhere to these guidelines is removed from the shelter and, when necessary, banned from future services. Additional policies address loitering, medical care, cooperation with law enforcement, and the prevention of illegal activity.
- For everyone's safety, once guests check in for the night, they may not leave and re-enter. Doors remain locked after check-in so that staff can manage all comings and goings in a secure and orderly way.

**7. Where do guests shower?**

- We work with the Manitowoc-Two Rivers YMCA for showers.

**8. Where do guests do their Laundry?**

- We work with local laundromats to meet this need.

**9. Where do guests go during the day?**

- We work with guests to find appropriate shelter during the day. Some go to work, some volunteer, and some are members of the Senior Center.
- We work with guests to make appointments at job centers and housing interviews.
- We are grateful that many places allow guests to be present during the day.





# MANITOWOC WARMING SHELTER

*Located inside of First Presbyterian Church*

**502 N 8<sup>th</sup> Street Manitowoc, WI 54220**

**920.629.5820** [manitowocwarmingshelter@gmail.com](mailto:manitowocwarmingshelter@gmail.com)

[www.manitowocwarmingshelter.org](http://www.manitowocwarmingshelter.org)

## WARMING SHELTER GUIDELINES

Shelter stay is for adults (18 years of age and older) and includes a warm cot, an evening meal, breakfast, and community information/referrals. The Manitowoc Warming Shelter does not offer shower or laundry facilities.

- Show respect and kindness to volunteers and guests, respect one another's privacy
- No aggressive or threatening language or behavior
- No talking about or participating in conversations or activities of a sexual nature.
- No physical contact of any type with volunteers or other guests.
- Personal care items, clothing, etc, are available for guests.
- All guests must sign in when entering the Shelter and sign out when leaving.
- Once signed in for the night, if you leave the Shelter, you will not be allowed back in unless it is for a staff-approved emergency.
- Showers are available at the YMCA during set hours; guests must have a voucher.
- If available, vouchers are handed out during breakfast.
- Lights out/Quiet Time is at 10:00pm. Electronic devices may be used with headphones only.
- Personal areas should be kept clean and tidy. Guests should clean up after eating meals and using the restroom.
- Cots cannot be shared. Only one person can occupy a cot at any given time.
- Men are not allowed in women's areas and women are not allowed in men's areas.
- Bathroom use is limited to 10 minutes per occurrence.
- No weapons will be allowed onto the property
- No alcohol or illegal drugs on the property. No misuse of prescription medications or abuse of inhalants.
- Smoking will take place only in the designated area after dinner until 830 pm. This includes e-cigarettes and chewing tobacco.
- No pets are allowed in the Shelter; certified service animals will be allowed on a case-by-case basis on reasonable accommodation needs for the Shelter.
- When leaving the Shelter, place linens in the bins and clean your area.
- No items may be left during non-shelter hours; there is no access during the day.
- No loitering at the Shelter or any private property when the shelter is closed.

***Basic rules are in place for the health and safety of our guests and volunteers. Rule violations may result in the need for a "Conditions of Stay" agreement or dismissal from shelter services.***

***Dismissal could be for several days or the remainder of the season.***

## **WHEN DO WE OPEN?**

*The Warming Shelter will be open from November 12, 2025 - April 10, 2026.*

*Information will be posted on our website*

[www.manitowocwarmingshelter.org](http://www.manitowocwarmingshelter.org)

## **WHAT DOES A NIGHT AT THE SHELTER LOOK LIKE?**

### **DOORS OPEN TO ENTRYWAY / RESTROOM**

- Monday – Friday 6:30 pm
- Saturday – Sunday 5:30 pm

### **DOORS OPEN TO COMMUNITY HALL AT 7:30 pm**

- Guest Sign-In, get bedding, settle in
- Dinner is served 7:30 to 8 pm

### **DOORS LOCKED @ 8:30 pm**

- There are no unsupervised in/out privileges after 8:30 pm
- Admittance after 830 requires prior employment verification or police referral

### **SMOKING PRIVILEGE**

- Supervised outside smoking is permissible till 8:30 pm

### **LIGHTS OUT/QUIET TIME @ 10:00 pm**

- Electronic devices may be used without sound or with headphones / earbuds only

### **NIGHTTIME NEEDS**

- At least two overnight monitors are available if guests have needs during the night

### **WAKE UP BEGINS @ 6:30 am**

- Lights are turned on
- Breakfast workers arrive 6:20 am
- All guests must be up by 7 am

### **BREAKFAST READY @ 7:00 am**

- Guests are woken up and invited to breakfast
- Breakfast served 6:30 to 7 am

### **PREPARING TO LEAVE**

- Guests clean up their areas
- Pack linen totes and place in designated area
- Pack up personal items

### **ALL OUT @ 8:00 am**

- All guests are to be out by 8:00am
- No personal items (including personal bedding and food) be left at shelter



**Lakeshore Unitarian Universalist Fellowship**  
620 Park Street, Manitowoc, WI 54220

August 3, 2025

To Whom It May Concern:

On behalf of the Lakeshore Unitarian Universalist Fellowship (LUUF), we are very pleased to support the extension of the Conditional Use Permit for the Manitowoc Warming Shelter (MWS) for an additional year at its temporary location in the First Presbyterian Church. We also enthusiastically support the establishment of a permanent location for the Shelter at a site to be determined in the near future.

In the fall of 2024, the Board of Directors of the LUUF voted to support a donation of \$10,000 to the Shelter over a three year period. Members and friends of our Fellowship responded positively to that commitment and after eagerly participating in the MWS Bake Sale and the Coldest Night Events surpassed that initial financial commitment within the first few months of 2025. We have received and anticipate receiving additional financial support for the Shelter in the future.

One of the hallmarks of the LUUF is our commitment to social justice and among our Founding Principles is the "Respect for the Inherent Worth and Dignity of Every Person". Our location in the neighborhood of the current warming shelter has connected us in a special way to those members of our community who are in need of a helping hand - and we look forward to being a part of the Manitowoc Community which will extend that to others in the future at a permanent location.

Most sincerely,

Sharon Titel - President

Kathleen Fishbeck - Treasurer



St. James Episcopal Church  
434 N. 8th St.  
Manitowoc, Wisconsin 54220  
Phone Number 920-684-8256  
[info@mysjec.com](mailto:info@mysjec.com)

Dear City of Manitowoc Planning Commission,

My name is Pastor Brian Staude and I am the current Rector of St. James Episcopal Church, in Manitowoc. I am writing you this letter on behalf of the congregation of St. James in support of this possible new location of the Warming Shelter in our neighborhood close to our church. In Manitowoc, housing and homelessness has been an issue and it is a good time for the City of Manitowoc and our community to find a more permanent home and location for the Warming Shelter.

In the past number of years, St. James has helped with some of the needs of the Warming Shelter, at its current location of First Presbyterian Church, which is a kitty corner to St. James. Those who have been staying at the Warming Shelter at night have been good neighbors. I have lived in this community for nearly twenty five years, and it has been meaningful and touched my heart, to see how the residents of Manitowoc have pitched in and helped in so many different ways. The homeless are all around us and we do have a purpose and responsibility to reach out and help our neighbors, and siblings in Christ, in a loving and caring way, and having the Warming Shelter in our community is a way to do this.

Once again, St. James Episcopal Church supports the need and possible new location for the Manitowoc Warming Shelter. Let me leave you with these words of scripture found in Jeremiah 22:16: "God defended the poor and needy, and so all went well. Is that not what it means to know me?" says the Lord."

In God's love, care and concern for all of God's children,  
Rector Brian Staude/St. James Episcopal Church





## **First Lutheran Church**

**521 North Eighth Street ♦ Manitowoc, Wisconsin 54220**

**(920) 682-7742 ♦ Email: [office@flcmanitowoc.org](mailto:office@flcmanitowoc.org) ♦ Web: [www.FLCmanitowoc.org](http://www.FLCmanitowoc.org)**

July 31, 2025

To Whom It May Concern

All throughout this year, First Lutheran Church is celebrating its 175<sup>th</sup> anniversary. 175 years is a long time. And during that time, the good, faithful people of First Presbyterian have been good neighbors and partners in working for the common good of the city of Manitowoc. Together, through all these many years, we have sought to be responsible community partners, a caring force for good, and a bold witness to constructive values for all of God's children.

While this work together has had many manifestations during these years, one of the wonderful witnesses First Presbyterian (now Manitowoc Cooperative Ministries) has had during the past several years is the creation of the Manitowoc Warming Shelter. As their neighbor directly across the street, we've seen firsthand their bold response to those who are most in need in our area. They have helped to create a sustainable pathway for unhoused Manitowoc community members to survive during the coldest months of the year. Their responsible undertaking of this large challenge has included figuring out how to safely and securely provide care, organize their systems with the public and others in mind, and involve as many other community partners as possible. Quite frankly, it has been powerful to witness.

First Lutheran, for its part, has taken part in the Warming Shelter's activities directly – through member service and support – and indirectly by developing our own activities and programs. We have organized hosting folks for a few hours during days when daytime temperatures are too cold, serving occasional lunches for our houseless friends, welcoming in Warming Shelter guests for Sunday morning services, and raising money for a new, more permanent Manitowoc warming shelter. We have both been inspired by the Manitowoc Warming Shelter's work and used their cooperative spirit and help in beginning our own activities. We are grateful for their work and presence.

So, it is with gratitude and commitment in our collective hearts and organization that we wholeheartedly endorse and support the Manitowoc Warming Shelter in their new efforts to find a more permanent home. We understand this will mean a temporary home with Lakeshore CAP (another neighbor of ours) and an eventual hoped-for home at the St. Francis office building. We look forward to continuing to partner and support this important, vital organization in our community and the people they support.

I thank you for your time and attention to this matter, and encourage your support of their work.

In Peace,

Pastor Andy Wendle  
First Lutheran Church  
Manitowoc, WI



# LAKESHORE CAP, INC.

HELPING PEOPLE CHANGING LIVES.

Administrative Offices: 702 State Street, PO Box 2315, Manitowoc, WI 54221-2315  
Executive Director: Colleen Homb Phone: 920-682-3737

July 31, 2025

Dear Pastor Sauer,

I am writing to express my full support for the Manitowoc County Warming Shelter being housed at our building located at 702 State Street. I believe this partnership is not only appropriate but beneficial for all involved, especially the individuals we are collectively striving to serve.

Lakeshore CAP has been providing housing support and rental assistance in this community for over 20 years. During my 19 years with the agency, I have witnessed firsthand how the need for these services has grown—particularly in the last three to five years. While we specialize in rental assistance and case management, we are not equipped to provide emergency shelter, which is where your vital work comes in.

The location is ideal. Many of those who come to you first for emergency shelter may also benefit from the long-term support services we provide. Likewise, individuals who initially seek help through Lakeshore CAP may be in need of temporary shelter. Sharing a building will allow for more seamless coordination of care and support. The trusting relationships that you and your volunteers establish with shelter participants can serve as a bridge to help those individuals feel more comfortable accessing our services.

Together—your organization, ours, and others in the community—we aim to serve the most vulnerable with compassion and a shared goal of achieving long-term, stable housing for all. Our building's location also provides proximity to essential community partners, such as First Presbyterian, which offers Wednesday night meals, and First Lutheran, which has also stepped up to support the unhoused.

Furthermore, based on our conversations and evaluations, our building meets the necessary requirements for hosting the shelter. We are proactively making several updates, including upgrading restroom facilities to enhance accessibility, installing approved locks to restrict access to certain areas, and ensuring all exit signage is operational in accordance with safety regulations. We are working with Fire Chief Blazer to make sure modifications are up to code.

For all of these reasons, I fully support the shelter being located at Lakeshore CAP. I look forward to continuing our partnership as we work together to meet the growing needs in our community.

Sincerely,

Colleen Homb  
Executive Director

A Community Action Agency serving Door, Kewaunee, Manitowoc and Sheboygan Counties.





August 7, 2025

City of Manitowoc  
900 Quay St.  
Manitowoc WI 54220

Support of Manitowoc Warming Shelter

Dear Mayor, Plan Commission, Council Members

As Pastor of St Francis of Assisi Parish I would like to affirm our support for the Manitowoc Warming Shelter's proposal to temporarily operate in the Lakeshore CAP building until a more suitable location can be established. Our Catholic teaching has long supported the care of the most vulnerable populations especially the homeless. Many of our parishioners volunteer at and financially support the Manitowoc Warming Shelter. In our recent years having our parish office within one block of the Manitowoc Warming Shelter we have not experienced one problem.

With greatest regards,

A handwritten signature in black ink, appearing to read "Rev. Doug LeCaptain", written over a horizontal line.

Fr Doug LeCaptain  
Pastor