

Report to the Manitowoc Plan Commission

Meeting Date: October 25, 2023

Request: PC 25-2023: The Haven of Manitowoc County; Request for a Conditional Use Permit for the Operation of Transitional Housing at 826 S. 19th Street.

Existing Land Use for Subject Property: Residential

Existing Zoning for Subject Property: I-2 Heavy Industrial

Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
East, West, South	Industrial	I-2 Heavy Industrial
North	Residential	R-4 Single and Two Family

Report: The Haven and Wisconsin Aluminum Foundry (WAF) have entered into a partnership to provide transitional housing for up to 3 individuals at 826 S. 19th Street. WAF recently purchased the property for future business expansion but in the interim, before razing the structure, The Haven will use the home for individuals they serve.

The Haven's main office and administration will remain at the 1003 Marshall Street location. The 826 S. 19th Street location will be the next step for individuals before finding their own living arrangements. The Haven's main mission is to help homeless men find shelter and provide them with the resources they need to achieve self-sufficiency.

Due to the lack of affordable housing options, and the stigma of renting to individuals that were homeless, has caused roadblocks for the individuals seeking independent living. The 826 S. 19th Street location will be a step closer for the individuals seeking housing self-sufficiency. The Haven is planning to have up to 3 individuals in the residence at a single time. The residents will pay a relatively low rent allowing them to save money so they have the financial means and time to find their own permanent housing.

The 2 bed, 1 bathroom, single story structure was constructed in 1940 and is 812 square feet. The 0.13 acre lot has 50' of frontage along S. 19th and it is 110' in depth.

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.

Timeline

- Application Received: October 10, 2023
- Notifications Sent: October 17, 2023
- Plan Commission Public Informational Hearing: October 25, 2023
- Common Council Public Hearing scheduled for: November 20, 2023

Recommendation: Approve the issuance of a Conditional Use Permit to The Haven of Manitowoc County for the establishment of a transitional housing use located at 826 S. 19th Street pursuant to the conditions.

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO THE HAVEN OF MANITOWOC COUNTY, INC.
11/20/2023

Re: PC25-2023: Grant to The Haven of Manitowoc County, Inc. (The Haven) a CUP under Section 15.370(27) of the Manitowoc Municipal Code (“Code”) for the operation of a transitional housing Residence for not more than 3 residents at 826 S. 19th Street, (parcel # 000-205-140) 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. The area included in the CUP (“CUP Area”) is described on the attached map. The Haven is required to comply with the following conditions:

- A. The Haven shall not allow the residence to exceed 3 residents at any one time.
- B. Beginning in 2024, The Haven shall file a report with the Community Development Department on or before December 31st of each calendar year detailing the status of the Residence. This report shall be filed by December 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.
- C. The Haven shall be in compliance with all federal, state and local regulations, licensing and code requirements.
- D. No party shall assign or transfer its interest in the CUP to any party without the prior written approval of the Manitowoc Common Council.
- E. The CUP shall automatically terminate effective the same date The Haven ceases to operate at the Residence. The Haven 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.
- F. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in January 2025, and during the month of January in each subsequent year of the CUP, unless this condition is waived by the Plan Commission and Common Council. 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.

- G. 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.



LAND USE APPLICATION

APPLICANT The Haven of Manitowoc County, Inc. PHONE 920.652.9110

MAILING ADDRESS 1003 Marshall Street EMAIL metheridge@thehavenofmanitowoc.org

PROPERTY OWNER Wisconsin Aluminum Foundry PHONE 608.515.4549

MAILING ADDRESS 838 S. 16th St. EMAIL jbrown@wafco.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 826 S. 19th St.

PARCEL ID# 052- CURRENT ZONING _____

CURRENT USE OF PROPERTY Rental

PROPOSED USE OF PROPERTY Shared Housing Program

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

Signed Joseph Brown  Date 10/12/23
(Property Owner)

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

The City of Manitowoc Plan Commission meets the fourth Wednesday of each month at 6pm.
Deadline for submission is the Friday two weeks prior to the meeting.

Please contact the Community Development Department at 920-686-6930 if you have any questions.



The Haven of Manitowoc County, Inc.

Transitional Housing Program Narrative

When a man enters the doors of The Haven, he arrives bereft of hope. He lacks the robust support system necessary to weather tough times, having suffered a setback like a job loss or a debilitating medical condition that has drained every resource he possesses. Often, he may have gone days without a proper meal, struggling to preserve his dignity, self-esteem, and spiritual well-being, which, in many cases, has been battered to the point where he feels undeserving of help.

Contrary to prevailing stigma and stereotypes, most of the men at The Haven are not grappling with addiction, mental illness, or unemployability. Instead, they typically find themselves living perilously close to the poverty line, with meager resources. A single significant life event can tip them into homelessness. Frequently, they grapple with a lack of affordable housing, forced to allocate well over the recommended 30% of their gross income toward housing costs, leaving them unable to meet basic nutritional and healthcare needs. Savings are a distant dream, and they often battle desperately for one to three months to maintain their current housing before succumbing to homelessness. They often lack the fundamental financial management skills necessary to navigate life's myriad trials and setbacks.

The Haven is pleased to have served 425 men over the last nine years. However, there is a dilemma. Housing our guests has become difficult due to the daunting and difficult rental market. The length of stay for guests has tripled from an average of 47 days to an average of 132 days before securing housing. Our program is designed for a duration of 60-90 days. During this tumultuous time, The Haven has successfully partnered with the Wisconsin Aluminum Foundry (WAF) for housing. WAF has generously donated one of the houses they acquired through their industrial expansion. The Haven will utilize this property as a Shared Housing program for the next five to six years before the houses are razed for WAF's expansion.

Shared Housing is a transitional housing program where residents are intentionally grouped based on common interests, housing history, compatibility, and service needs. Each resident has their own private room and shares a common kitchen and living area with other residents. This combination of private and shared space provides the environment for individuals seeking group or individual behavioral health, substance use, and case management services. It also builds a sense of community, which is a critical support for men who have formerly experienced homelessness and may be struggling with feelings of isolation. Men at The Haven who are employed and have saved money will be candidates for this transitional housing model. Men will sign a program lease and can live in the unit for up to six months. Rent will be \$365 per month plus utilities. This means our guests will have a sense of independence while achieving their goal of securing permanent housing.



Purpose and Goals of the Shared Housing Program:

Purpose:

The purpose of the shared housing program is to:

- **Provide Affordable Housing:** The program aims to offer affordable housing options to individuals or families who may face housing insecurity or financial challenges.
- **Promote Independence:** It encourages self-sufficiency and empowers residents to maintain or improve their quality of life while sharing housing resources.
- **Foster Community:** The program seeks to create a sense of community among residents, where mutual support, understanding, and respect are paramount.
- **Optimize Resource Utilization:** By sharing housing and resources, the program contributes to the efficient use of existing properties and minimizes the environmental footprint.

Goals:

1. **Stability:** To provide a stable and safe living environment for program participants, reducing their risk of homelessness.
2. **Affordability:** To offer housing at a cost significantly below market rates, making it accessible to individuals with limited financial means.
3. **Community Building:** To promote a supportive and inclusive community where residents have the opportunity to form connections and provide mutual assistance.
4. **Independence:** To equip residents with the skills and resources to transition to permanent housing and achieve greater independence.
5. **Conflict Resolution:** To implement effective conflict resolution strategies and maintain a harmonious living environment for all residents.
6. **Resource Efficiency:** To optimize the use of housing resources and reduce the environmental impact of housing.
7. **Empowerment:** To provide residents with the tools and resources necessary to improve their financial stability and overall well-being.
8. **Program Sustainability:** To ensure the program's long-term sustainability, including financial viability and continued access to suitable housing units.

These defined purposes and goals create a clear vision for the shared housing program, guiding its development, implementation, and evaluation while aligning with the needs of residents and the broader community.



Transitional housing is the key to permanent housing. However, The Haven understands that every housing initiative needs to have policies and procedures. For clear program implementation, the policies and procedures will be developed based on the following capacities:

I. Eligibility and Admission:

- Establish eligibility criteria for participants, including age, income, and background checks.
- Outline the application and admission process.
- Define any special considerations for priority admissions.

II. Program Structure:

- Explain the duration of the program (e.g., six months).
- Describe the type of housing (e.g., shared apartments, houses, or rooms).
- Specify the maximum number of residents per unit.

III. Resident Agreements:

- Develop a resident agreement or lease outlining rules, expectations, and responsibilities.
- Include provisions regarding rent payments, security deposits, and eviction procedures.
- Specify any house rules, quiet hours, or shared responsibilities for common areas.

IV. Program Fees and Payments:

- Set clear policies for rent and utilities, including the due date and accepted payment methods.
- Outline any consequences for late or missed payments.

V. Property Maintenance:

- Detail maintenance responsibilities, such as cleaning schedules and basic repairs.
- Specify who is responsible for maintaining common areas.
- Address guidelines for requesting maintenance or repairs.

VI. Safety and Security:

- Describe security measures in place, such as locks, alarms, or security personnel.
- Outline emergency procedures for fire, medical emergencies, and other safety concerns.
- Specify the use of keys and access to the property.

VII. Resident Communication:

- Establish a clear channel of communication for residents to report issues or concerns.



- Provide contact information for program staff or property management.
- Encourage regular resident meetings to address concerns and suggestions.

VIII. Conflict Resolution:

- Describe the process for resolving conflicts between residents.
- Encourage open communication and mediation before escalating issues.
- Include procedures for addressing violations of resident agreements or house rules.

IX. Visitors and Guests:

- Define policies regarding visitors and overnight guests.
- Set limits on the number of guests and the duration of visits.
- Address the responsibility of residents for their guests' behavior.

X. Exit and Transition:

- Outline the procedure for exiting the program at the end of the six-month period.
- Address any extensions, reapplications, or transitions to permanent housing.
- Specify security deposit return procedures.

XI. Program Evaluation and Feedback:

- Explain how residents can provide feedback and suggestions for program improvement.
- Outline how the program will collect and analyze feedback for continuous improvement.

XII. Confidentiality and Privacy:

- Ensure resident privacy and confidentiality of personal information.
- Comply with any relevant privacy laws or regulations.

XIII. Training and Support:

- Describe any training or support services provided to residents, such as financial literacy, job search assistance, or counseling.

XIV. Legal and Regulatory Compliance:

- Ensure compliance with all local, state, and federal laws and regulations relevant to shared housing programs.
- Provide residents with information on their rights and protections.



These policies and procedures will be communicated clearly to all Haven guests participating in the transitional housing program and will be regularly reviewed and updated to ensure they remain relevant and effective. Additionally, legal counsel and consultation with housing authorities will help assist in developing a comprehensive transitional housing program.

R-6 City of Manitowoc

B-2

CLARK ST.

R-4

204

205

206

Request for a Conditional Use Permit for the Operation of Transitional Housing

S-20TH ST.

S-19TH ST.

S-18TH ST.

I-2

FRANKLIN ST.

R-4


NW 1/4
Sec 30
T19N, R24E



0 50 100 Feet

CONDITIONAL USE PERMIT

City of Manitowoc, WI

 Area of Conditional Use Permit for the Operation of Transitional Housing

PC 25-2023
826 S. 19th St.

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: 10/16/2023
O:\Planning\PC Plan Commission\PC_CUP\2023\PC 25-2023 The Haven_S 16th Street\Maps\PC 25-2023 CUP Zoning.mxd

