

## Report to the Manitowoc Plan Commission

**Meeting Date:** May 22, 2024

**Request:** PC 12-2024: The Neighborhood of Manitowoc County, Inc; Request for an Adaptive Reuse Conditional Use Permit for the Establishment of Transitional Housing for Property Located at 1010 Huron Street.

**Existing Land Use for Subject Property:** Former McKinley School

**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 | Residential       | R-4 Single and Two Family |
| West, Southwest    | Retail, Business  | B-2 Neighborhood Business |

### Report:

The Neighborhood of Manitowoc County, Inc; (The Neighborhood) is requesting an Adaptive Reuse Conditional Use Permit for three main items 1) the creation of a 24 bed warming shelter which falls under the City’s transitional housing definition, 2) the creation of approximately 30 residential apartments, 3) the creation of a lease-able space for laundry services for residents of the building and the general public. The location is 1010 Huron Street which is the former McKinley School location.

The property was the location of the former McKinley School. On March 1, 2022 Patrick Ortlieb from Ortlieb Manitowoc LLC purchased the property from the School District with plans of renovating the building. Also in 2022, the Common Council approved a Conditional Use Permit for the establishment of a 60 bed Community Based Residential Facility with a focus on individuals with drug or alcohol dependency. This project never materialized and the Conditional Use Permit has since expired.

The Neighborhood entity is a consortium of The Manitowoc Warming Shelter / First Presbyterian Church, The Haven and Hope House. The 1010 Huron Street location would take the place of the current warming shelter located at First Presbyterian Church.

The Neighborhood is planning to have the warming shelter open in the fall of 2025 at the 1010 Huron Street location. The shelter will be open from November 1 thru May 1. They are hoping to have all or some of the apartment units open at that time also. The apartments will be opened year-round and will be mainly used for individuals transitioning from The Haven and The Hope House programs. At this time The Neighborhood is estimating 30 apartments but this number may change once architectural drawings are prepared. The Neighborhood is also proposing to have a space for laundry services which would be for the residents and general public.

The Neighborhood is currently in the fund-raising mode. They are also working with an architect and builder on renovation plans and cost estimates.

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.”

Italicized text below is from the Zoning Ordinance in regards to Adaptive Reuses.

Per the municipal code an Adaptive Reuse is defined as *“the development of a new use for an older building or for a building originally designed for a special or specific use.”*

*“The purpose of an Adaptive Reuse is to facilitate the conversion of older, economically distressed, or historically significant buildings to a new use while keeping the building’s historic features intact.”*

*“ The Common Council may issue a conditional use permit for the preservation, maintenance and adaptive reuse of any building which meets at least one of the following criteria:*

- 1. Buildings originally designed and constructed as a school building as defined under MMC 15.030, and which are or once were owned by a school district;*
- 2. Buildings originally designed and constructed as a church building as defined under MMC 15.030, and which are or once were owned by a church;*
- 3. Buildings individually listed in the National Register of Historic Places, or “contributing” structures identified in the “Manitowoc Intensive Resource Survey Final Report” dated June 1988, and as may be amended from time to time;*
- 4. Buildings larger than 100,000 square feet in building area; or*
- 5. Buildings originally designed and constructed as governmental buildings, and which are or once were owned by a governmental agency.”*

A conditional use permit issued under this section shall require a finding by the Common Council that: (1) the reuse of a building is made more difficult to the extent that the marketable value of such properties may be substantially diminished; and (2) the adaptive reuse of a building furthers the promotion and conservation of the economic value of such buildings and thereby protects and improves the City’s tax base.

Below, italics are other elements from the Zoning Code related to Adaptive Reuses.

*“ (d) Compliance with Development Regulations. A land use authorized under this section is subject to all development regulations applicable to permitted or conditionally permitted uses in the zoning district in which it is located, excepting reductions or waivers under subsection (29)(e) or (f) of this section, and all building improvements related to the adaptive reuse shall be in compliance with any applicable Federal, State or local laws.*

*(e) Off-Street Parking. Compliance with the parking requirements under MMC 15.430 may render the reuse of buildings under this section unfeasible. Therefore, the City Council may authorize a reduction or waiver to the number of off-street parking spaces normally required for a particular land use pursuant to MMC 15.430(5). Such reduction or waiver may only be authorized as part of a conditional use permit under this section.*

*(f) Reduction or Waiver of Other Zoning Requirements. The City Council may authorize any permitted or conditionally permitted land use to locate in an adaptive reuse building under this section, and may further reduce or waive area regulations, height regulations, and sign*

regulations normally required for a particular land use in the zoning district in which it is located. Such reduction or waiver may only be authorized as part of a conditional use permit under this section.

*(g) Multiple Occupants. The City Council may authorize a mixture of uses in a single building in accordance with the requirements of this section.*

*(h) Termination. Unless otherwise authorized by the City Council, any conditional use permit granted under this section may be terminated pursuant to subsection (27)(f) of this section, and shall become invalid upon termination of the use(s) for which the conditional use permit was originally authorized.”*

**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 on May 14. It is our understanding The Neighborhood held their own meeting with the public on May 18<sup>th</sup>. At the time of this writing no comments have been received by staff.

**Recommendation:** Community Development, Building Inspection, Police, Fire, and City Attorney Departments discussed the request with Mayor Nickels and decided that a staff recommendation and conditions not be provided until after the public informational meeting on May 22<sup>nd</sup>. After the public input is collected a special Plan Commission meeting will be scheduled to present the staff recommendation and conditions prior to the June 17<sup>th</sup> Council. No Action by the Plan Commission is needed at this time.



City of  
Manitowoc

NE 1/4  
Sec 19  
T19N, R24E

13

SE 1/4  
Sec 19  
T19N, R24E

SW 1/4  
Sec 20  
T19N, R24E

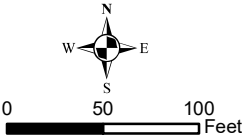
NW 1/4  
Sec 20  
T19N, R24E

Request for 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

PC 12-2024  
1010 Huron 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: 5/13/2024

O:\Committees\PC Plan Commission\PC\_CUP\12024\PC 12-2024 Neighborhood of Manitowoc County\_1010 Huron for Transitional Housing\Maps\PC 12-2024 CUP.mxd

City of Manitowoc Plan Commission



# 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)

Greetings Neighbors,

I want to share with you a vision for a more compassionate and safe community for our citizens who are living with homelessness.

The Manitowoc Warming Shelter/First Presbyterian Church, The Haven, and Hope House are combining forces with a vision to turn the old McKinley school building (1010 Huron Street) into an expanded warming shelter and affordable apartments.

We are excited to take a historic Manitowoc building and repurpose it for the good of the community.

We hope you are as excited as we are about this endeavor. We are also aware that you may have questions.

Please reach out with questions via email: [manitowocwarmingshelter@gmail.com](mailto:manitowocwarmingshelter@gmail.com) or by leaving a message at 920.629.5820

We also invite you to gather in the parking lot of the McKinley building at 10:00am on May 18. We can answer questions at this time.

Thank you for joining us in this incredible vision.

The Rev Dr Matthew L Sauer, The Manitowoc Warming Shelter

Brittany PUNCHES, The Manitowoc Warming Shelter

Michael Etheridge, The Haven

Dcn Mark LeGreve, The Haven

Jan Graunke, Hope House

Amy Sonnemann, Hope House





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Jan Graunke, Hope House

Amy Sonnemann, Hope House

# THE NEIGHBORHOOD of Manitowoc County, Inc.

*A Haven of Hope for Those Living in Homelessness*

## *A VISION*

**THE NEIGHBORHOOD** is a continuum of living for individuals experiencing homelessness in Manitowoc County, Wisconsin. Our goal is to end homelessness by helping individuals to transition to self-sufficiency and independent living.

***The Neighborhood Shelter*** -- We operate a low-barrier drop-in emergency shelter for those needing immediate shelter from the elements. While here, guests will be provided with hygiene, clothing, and referrals as needed. The goal is for individuals from Neighborhood Shelter to transition into the Neighborhood Haven, Hope House, or Apartments..

***The Neighborhood Haven*** – Is for men experiencing homelessness. Once approved residents are provided case management and stable housing for up to 90 days before transitioning into the Neighborhood Apartments.

***The Neighborhood Hope House*** – Is for families and women experiencing homelessness. Once approved residents are provided case management and stable housing for up to 90 days before transitioning into the Neighborhood Apartments.

***The Neighborhood Apartments*** – Assists residents in their transition to self-sufficiency by providing a safe, affordable place to live, food, hygiene, household needs, and continued case management to each resident in our program for up to two years as they transition into long-term housing.

## OVERVIEW OF HOMELESS HOUSING NEEDS IN MANITOWOC COUNTY

### **Warming Shelter (*low barrier for adult men and women*)**

- Is permitted for 12 guests and turns away on average 2.7 people per night.
  - When we do turn guests away the range of guests turned away is 0-8
- Even if funding were available, services cannot be expanded at the current facility.
- A new facility for the warming shelter will need to have a capacity for 20-24 guests.
- Guests of the Warming Shelter would transition into Hope House or the Haven. Some may be ready for transitional apartments.
  - Guests would need studio apartments.



## **The Haven (*men*)**

- Is permitted for 20 guests and currently has a waitlist of 8.
- The goal is 60 to 90 days of programming before moving up to transitional housing.
  - Because of the lack of transitional housing the average stay has been 132 days with some as long as 8 months.
- If funding for remodeling was available, they could expand into the third floor for a total of 35 guests.
  - An increase in guests also requires increasing staffing and volunteers.
  - They would need to have the Conditional Use Permit updated.
- The Haven needs studio apartments with kitchens and private baths.

## **Hope House (*women and families*)**

- Is permitted for 26 guests and has a waitlist of 75.
- The goal is 90 days of programming before moving up to transitional housing.
  - Because of the lack of transitional housing the average stay has been 8-9 months (most of this due to the need for housing for 6 plus people)
- If funding for remodeling was available, they could convert two offices into housing (4-6 guests)
  - Current offices would be moved to the garage attached with a breezeway.
  - An increase in guests also requires increasing staffing and volunteers.
  - They would need to have the Conditional Use Permit updated.
- Hope House needs some studios, but mostly, two-room and larger apartments.

## **Countywide Homeless Information**

- January **Point In Time (PIT)** Snapshot (The PIT count is the only federally mandated count of all people experiencing homelessness that happens annually across the country. Every year, communities that receive federal funding for homelessness conduct an annual count of people experiencing homelessness on a single night).
  - 2023 Unsheltered = 5 people
  - 2024 Unsheltered = 1 single, 1 family
  - 2023 Emergency Shelter/Transitional Housing = 82 people
  - 2024 Emergency Shelter/Transitional Housing = 53 people
- March 2024 Reported Data
  - Household with Children
    - 12 households/38 people
    - 61.5% report having a disability.
    - 84.6% report that they are currently fleeing a domestic violence situation.
  - Households without Children (singles)
    - 33 households/people
    - 4 veterans
    - 60.6% report having a disability.
    - 36% report that they are currently fleeing a domestic violence situation.

- Between October 1, 2023, and April 30, 2023, there have been 24 (serving 34 people) Emergency Hotel/Motel Vouchers issued.
  - This program is part of the Housing Coalition of Manitowoc County. It is funded by United Way (fiscal agent this season), Hope House, The Haven, Lighthouse Recovery Community Center, The Salvation Army, and St. Francis of Assisi parish.
- A 2022 study noted that the City of Manitowoc is 100 units from zero homelessness.
  - That number is assumed to be closer to 125 in 2024.
- Statewide, 90% of housing needed for the homeless is for single individuals.
- Fair Market Rental in Wisconsin for Fiscal 2024
  - Studio/Efficiency – \$684
  - One Bedroom – \$689
  - Two Bedroom – \$905
  - Three Bedroom – \$1,094
  - Four Bedroom – \$1,216

### **Additional Information**

- Transitional Apartments Identified Needs
  - Kitchen and Restrooms in each apartment
  - Group Laundry (possible leased space)
  - Office space/Conference rooms for service providers to meet with guests.
  - need up to 24 months with case management from a placement agency.
  - Placement Agencies: The Haven, Hope House, LCAP, InCourage
  - Possible onsite live-in manager
  - Management Company for collection of rent etc...
  - Guidelines for living
  - Ability to remove from program/living without eviction.
  - Security for mixed-use living.
- Warming Shelter Identified Needs
  - Group Showers for 12 at a time.
  - Kitchen Facilities for staff only.
  - Group Laundry (possible leased space).
  - Office space/Conference rooms for service providers to meet with guests.
  - Determine length of stay for non-winter months.
  - Staffing needs for day services and year-round shelter.
  - Sweat-Equity for guests staying over a defined period.
  - Outside Lockers

## WHAT'S HAPPENING

A new non-profit *The Neighborhood of Manitowoc County* is being formed. The Neighborhood will complete this visioned project and begin to be the voice for addressing the needs of homelessness in Manitowoc County.

Memorandums of Understanding (MOU) between the Haven, Hope House, and First Presbyterian Church/Warming Shelter are being written to solidify the unity of vision and commitment to work together. Other partners at differing levels may be the Lakeshore CAP, Painting Pathways, InCourage, United Way, and Manitowoc County Housing Coalition.

A builder is reviewing the property and placed a estimate cost for acquisition and remodeling to be \$8 million (this includes an \$800,000 contingency).

The purchase of the property will be in the \$360,000-\$375,000 range. Negotiations are in process and include contingencies: CUP issued by the city by June 30, and committed money in hand to purchase the property and one year of operating expenses (total \$1.5 million), and closing date by June 31.

Pastor Matt is meeting with numerous groups and individuals to share the dream and create buy-in from the community.

Cultivating initial large donors to this project



# FREQUENTLY ASKED QUESTIONS

## **Who is behind the Neighborhood Project?**

The three founding agencies are Hope House, The Haven, and First Presbyterian Church/Warming Shelter. A memorandum of understanding (MOU) is currently being created between these entities to spell out our joint commitment.

Representatives from these agencies are also forming the board of directors for a new non-profit named, The Neighborhood of Manitowoc County.

We are also working with the Manitowoc County Housing Coalition, Lakeshore CAP, InCourage, The United Way, and Painting Pathways to ensure that we are meeting existing and projected needs.

## **How is the Neighborhood Project helping solve the issue of the unhoused in Manitowoc County?**

According to the City of Manitowoc 2021 Housing Study<sup>1</sup> there is an affordable housing crisis. Rental Vacancy has dropped to below 3%. There are fewer and fewer affordable housing options on the market. Many units have been taken off the market and turned into vacation rentals. Others are being purchased and remodeled, meaning when they come on the market again, they are no longer considered affordable.

Internal statistics from Hope House and The Haven show that individuals cannot move out of these communal living facilities because there are few affordable properties available. When residents cannot move into independent living others cannot move into Hope House and The Haven to receive the services that would benefit them. The Housing Study estimates that Manitowoc needs 100 housing units to meet the need.

The Neighborhood Project will provide apartments for residents from Hope House and The Haven (as well as InCourage and Painting Pathways) where they can continue to receive services while moving to the next phase of “getting back on their feet”. In turn individuals at the Warming Shelter will be able to enter programs at these agencies.

## **What is a Low-Barrier Emergency Warming Shelter?**

The National Alliance to End Homelessness describes the definition of a low-barrier emergency shelter as “immediate and easy access to the shelter by lowering barriers to entry”. Low-barrier shelters provide safe and secure overnight housing from the elements for individuals as they seek additional resources to meet their needs. The Manitowoc Warming Shelter has been operating under this model since November 2022 at First Presbyterian Church.

## **What is affordable housing?**

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<sup>1</sup> City of Manitowoc 2021 Housing Study: [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.manitowoc.org/DocumentCenter/View/32412/Housing-Study\\_Manitowoc-FINAL-2022](https://www.manitowoc.org/DocumentCenter/View/32412/Housing-Study_Manitowoc-FINAL-2022)



Housing is affordable when households, renting or purchasing, can pay their housing costs and still have sufficient income to meet other basic needs such as food, clothing, medical care, education, and transportation. One benchmark is that housing is affordable if it costs no more than 30% of a household's gross income.

**Will The Neighborhood Project affect property values and the safety of nearby homes?**

The simple answer is, "no". Studies<sup>2</sup> on actual changes in property values adjacent to new affordable housing have consistently found that well-planned, well-managed affordable housing does not hurt the value of surrounding properties. Some studies indicate that it can have a positive impact.

The unused McKinley building has the potential for illegal squatting and other illegal activity. By bringing this property back to life we will add security to the community and get folks off the streets and into a safe place.

The current location of the Manitowoc Warming Shelter at First Presbyterian Church is less than .5 miles from the McKinley building and no security issues or illegal activity have been taking place. The Warming Shelter has a proven track record of success and safety.

**How will The Neighborhood Project separate the residents of the affordable apartments from the guests at the low-barrier warming shelter?**

The Warming Shelter will be separated from the apartments with a series of secure doors and locks.

**What is the difference between the Neighborhood Apartments and the other affordable housing apartments?**

The Neighborhood Apartments are transitional housing meaning they will be extensions of the work of Hope House, The Haven, InCourage, and Painting Pathways. This means that apartment residents will continue with the case-management services and program they began with these agencies. Because residents are under case management if they choose not to abide by the agreed rules residency can be terminated.

**How many people will the Neighborhood Project be able to help?**

The current need for the Warming Shelter is 24 beds. We will monitor this and adjust as needed to ensure the Warming Shelter is right-sized for our community.

We are still determining the size and number of apartments that can be housed in the building. Our hope is between 25-30 apartments ranging in size from studio to two-bedroom.

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<sup>2</sup> The CAP Times: [https://captimes.com/news/local/writers/pat\\_schneider/study-says-homeless-facilities-may-increase-the-value-of-nearby-property/article\\_f8a9e3dc-d86d-5097-8023-d946106137f3.html](https://captimes.com/news/local/writers/pat_schneider/study-says-homeless-facilities-may-increase-the-value-of-nearby-property/article_f8a9e3dc-d86d-5097-8023-d946106137f3.html)

**What will the rental price of Apartments be?**

Apartment rent will follow standard guidelines based on Housing and Urban Development (HUD) fair rental pricing and the Manitowoc market.

**What is the estimated cost of the Neighborhood Project?**

The current best estimate project cost is \$8 million dollars. We would also like to raise an additional \$1 million dollars to create an endowment to assist with ongoing day to day operational costs.

**How will the money be raised?**

We hope to raise the needed funds through a combination of private donations and grants. This will be a huge undertaking but we are confident that the desire exists in our community to make the needed dream a reality. A capital campaign will be executed under the leadership of professionals.

# MANITOWOC WARMING SHELTER

## 2023-2024 Winter Season Annual Report



Manitowoc  
WARMING  
SHELTER

### VISION

A community where the homeless are treated with dignity and respect.

### MISSION

The Mission of the Manitowoc Warming Shelter is to provide a safe, warm, non-judgmental facility for any adult without safe overnight shelter during the Winter months.

### OPERATING SEASON

November 15, 2023 -- April 12, 2024

### CONTACT INFORMATION

- **Mailing Address:** C/O First Presbyterian Church  
502 8<sup>th</sup> Street  
Manitowoc, WI 54220
- **Phone:** 920.629.5820
- **Email:** manitowocwarmingshelter@gmail.com
- **Website:** www.manitowocwarmingshelter.org

### STEERING COMMITTEE

- Lt Kimberly Albright, *Shift Commander, Manitowoc Police Department*
- James Clark, *Ruling Elder, First Presbyterian Church*
- Michael Etheridge, *Executive Director, The Haven*
- Jan Graunke, *Executive Director, Hope House*
- Colleen Homb, *Executive Director, Lakeshore CAP*
- Betsy Johnson, *LPC, Clinical Program Manager, Manitowoc CTY Human Services*
- Mary Murray, *Community Member and Advocate for the Underserved*
- Bill Odegaard, *Community Member and Advocate for the Underserved*
- Brittany Panches, *MSW Student/Intern*
- The Rev Dr. Matthew L Sauer, *Pastor, Manitowoc Cooperative Ministry*
- Kenneth G Walters, *Knights of Columbus, St Francis Parish*

**NIGHTS OPEN = 150    NIGHTS OF SHELTER PROVIDED = 1758 out of 1800 (97.7%)**

**AVERAGE NUMBER OF GUESTS SERVED NIGHTLY = 10.8**

**INDIVIDUAL GUESTS SERVED DURING THE SEASON = 76**

**AVERAGE NUMBER UNABLE TO BE SERVED NIGHTLY = 2.7 (RANGE 0-8)**

**NUMBER OF VOLUNTEERS = 163 + partner agencies, churches, and organizations**

**VOLUNTEER HOURS = 7,216.5**

**GUESTS KNOWN TO US THAT FOUND MORE STABLE HOUSING = 13 (+5 to Jail)**

**GUESTS FINDING EMPLOYMENT WHILE AT THE SHELTER = 7**

**CAPITOL FUND SAVINGS = \$20,744.61**

**2023/24 INCOME = \$77,836.69      2023/24 EXPENSES = \$50,700.03**

## **Winter Season 2023/24 Income and Expenses**

### **INCOME SOURCES**

Individuals = \$33,222.06  
Churches = \$29,301.51  
UCC Catalyst Grant = \$5,000  
Businesses = \$6,831  
Organizations = \$3,482.12

**GRAND TOTAL = \$77,836.69**

### **EXPENSES**

Capital Expenses = \$5,713.72  
Overhead = \$6,000  
Supplies = \$6,556.31  
\*In-Kind Gifts = \$32,4300 (*estimate based on donated products and services, NOT including regular volunteer hours*).

**GRAND TOTAL = \$50,700.03**

### **WE NEED SPONSORS FOR:**

- 12 months of Shelter Phone Service \$200
- Netflix Plan for 5 months \$55
- 20 -- \$25 Kwik Trip Gifts Cards for last-minute food items





# 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 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 1010 Huron Street, Manitowoc, WI 54220

PARCEL ID# 052- CURRENT ZONING R-4

CURRENT USE OF PROPERTY Former School, not currently in use

PROPOSED USE OF PROPERTY Establishment of Transitional Housing

**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  Date May 9, 2024  
*(Property Owner)*

Print Name Matthew L Sauer

|                                      |                         |
|--------------------------------------|-------------------------|
| <b>For Office Use Only</b>           |                         |
| Date Received: <u>5-10-24</u>        | PC/SP #: <u>12-2024</u> |
| Fee Paid: <u>\$350</u>               | Check#: <u>003429</u>   |
| Plan Commission Date: <u>5-22-24</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.*

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "*MOU*") is by and among First Presbyterian Church of Manitowoc d/b/a the Manitowoc Warming Shelter ("*the Warming Shelter*"), Hope House of Manitowoc County, Inc. ("*Hope House*"), The Haven of Manitowoc County, Inc. ("*The Haven*"), and The Neighborhood of Manitowoc County, Inc. ("*The Neighborhood*"), and is effective as of the last date set forth below.

The purpose of this MOU is to pledge support for the development of the Old McKinley School building located at 1010 Huron Street, Manitowoc, WI into a warming shelter and transitional housing complex, to be known as *The Neighborhood*, and to outline the specific ongoing commitments of each party to support the project.

### RECITALS:

WHEREAS, the Warming Shelter offers overnight shelter for homeless individuals during the cold months of the year at the location of the First Presbyterian Church in Manitowoc;

WHEREAS, the Warming Shelter's current facility and conditional use permit are inadequate to serve the number of individuals requiring overnight shelter, and so the Warming Shelter must routinely deny overnight shelter to individuals in need;

WHEREAS, Hope House is a non-profit organization whose purpose is to provide shelter and supportive services to families and females experiencing homelessness in Manitowoc County;

WHEREAS, The Haven is a non-profit organization whose purpose is to advocate for homeless men while providing community resources and a holistic approach towards self-sufficiency;

WHEREAS, suitable and affordable housing is one of the greatest obstacles currently preventing individuals from successfully exiting Hope House and The Haven to self-sufficiency;

WHEREAS, a transitional housing complex would allow more persons to successfully exit shelter in shorter time, permitting Hope House and The Haven to serve more individuals and families on their wait lists;

WHEREAS, The Neighborhood of Manitowoc County, Inc is a new non-profit, with representation from Hope House, The Haven, and potentially other local non-profits on its board, formed for the purpose of purchasing, renovating, and operating 1010 Huron Street, Manitowoc, WI into a warming shelter and transitional housing complex, to be known as *The Neighborhood*; and

WHEREAS, Hope House and The Haven desire to pledge their support for *The Neighborhood* development as outlined in this MOU.

**NOW, THEREFORE**, in consideration of the foregoing premises the parties agree as follows:

1. The Recitals are incorporated herein by reference as though fully set forth.
2. The Neighborhood agrees to pursue the development of the Old McKinley School building located at 1010 Huron Street, Manitowoc, WI into a warming shelter and transitional housing complex by including but not limited to:
  - a. Making application for the requisite conditional use permit;
  - b. Purchasing the real estate located at 1010 Huron Street, Manitowoc, WI;
  - c. Causing the renovation of the existing building at said location into premises suitable for both an expanded warming shelter and transitional housing development; and
  - d. Raising funds and community support for the Neighborhood Development.
3. If such development is successful, the Neighborhood agrees to the best of its ability to work with Hope House and The Haven to provide transitional housing to those otherwise ready to exit shelter.
4. Hope House agrees to publicly support the Neighborhood Development and pursue the possible renovation of its existing location so as to be able to house and offer programming to more single women, hopefully reducing the number of homeless women in need of a warming shelter.
5. The Haven agrees to publicly support the Neighborhood Development and commits to actively endorsing Neighborhood Development initiatives and offering assistance in the creation of affordable housing programs tailored to single men, while also maintaining its commitment to providing shelter programming.
6. This MOU shall not be construed as a financial pledge from any party hereto but is intended only to memorialize the shared goals and planned cooperation between the parties. Separate more detailed MOUs may be executed between each party after the Neighborhood Development is complete. This MOU may be amended only by written instrument signed by all parties. Any party hereto may unilaterally terminate this MOU in respect to its obligations hereunder. However, a terminating party must provide 30 days advanced notice of its intent to terminate to the other parties and make good faith efforts with the other parties to resolve any issues underlying the terminating party's intent to terminate.

Dated effective as of the last date set forth below.

First Presbyterian Church of Manitowoc:

Hope House of Manitowoc County, Inc.:

By: \_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

The Neighborhood of Manitowoc County, Inc.:

The Haven of Manitowoc County, Inc.:

By: \_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_