



City of Ashland, Wisconsin

601 Main Street West Ashland, WI 54806 www.coawi.org

PLAN COMMISSION MEETING AGENDA

September 21, 2021 at 6:30PM via Go To Meetings

The meeting can be joined using a computer, smartphone or tablet at <https://global.gotomeeting.com/join/241848797>. The meeting can also be joined by phone at 1 877 309 2073 using Access Code: 241-848-797.

AGENDA

1. Call to Order and Roll Call
2. Approval of the Agenda
3. Consent Agenda
 - a. Approval of minutes from the August 17, 2021 Plan Commission meeting
4. Public Comment (non-agenda items)
5. Action Items:
 - a. Public Hearing and vote on a request for a Conditional Use Permit (CUP) to operate an emergency residential facility at 2300 Lake Shore Drive W, parcel #201-04745-0000, zoned Regional Commercial (RC), Waterfront-Overlay (W-O), Gateway-Overlay (GTWY-O), and Wetland-Overlay (WET-O). Applicant: Northwest Wisconsin Community Services Agency (NWCSA)
 - b. Review and discussion of possible amendments to permitted and conditional uses in various zoning districts
6. Announcement/Reports/Comments/Questions
7. Adjournment

It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities. NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Megan McBride at (715) 682-7041.



City of Ashland, Wisconsin

601 Main Street West Ashland, WI 54806 www.coawi.org

City of Ashland – Plan Commission Meeting Minutes

A meeting of the Ashland Plan Commission was held
on **Tuesday, August 17th, 2021 at 6:30 p.m.** via
GoToMeeting.

Committee Members Present: David Mettille, Mayor Lewis, Laurie
Gregor, Eric Lindell, John Beirl, Katie Gellatly

Committee Members Absent: Ana Tochterman

Staff Present: Megan McBride

Mayor Lewis opened the meeting at 6:30 p.m.

Agenda

1) Approval of Agenda

Motion to approve the agenda by Eric Lindell. Seconded by David Mettille. Passed unanimously.

2) Consent Agenda

a) Approval of minutes from the August 3rd, 2021 Plan Commission meeting

Motion to approve minutes from the August 3rd, 2021 Plan Commission meeting by David Mettille. Seconded by Eric Lindell. Passed unanimously.

3) Public Comment (non-agenda items)

None.

4) Action Items

a) Public Hearing and Vote on a request for a Conditional Use Permit (CUP) for
a nonmetallic mine (sand pit) to be located on parcel #201-04924-0000.
Applicant: Ashland Sand & Gravel Properties, LLC

Motion to go into public hearing by Eric Lindell. Seconded by David Mettille. Passed unanimously.

Megan McBride summarized the Class 2 public hearing notice that was issued, and detailed the review criteria and staff recommendation as identified in the staff report.

Mayor Lewis asked Megan McBride to share any public comments which were provided before the meeting. Megan McBride shared all comments received prior to the meeting for the record.

Dan Bratley with Bratley Funeral Homes provided the following comments:

“Something to consider regarding the location of the proposed mining/sand pit. The location they are considering is adjacent to the Mt. Hope Cemetery, in fact the new expanded section of the cemetery would border the Sand Pit. As a local funeral director serving the Ashland Community you may be unaware of the frequency of services being held in the cemetery. As of today, there were 8 services in Mt. Hope in the month of August and June and July had much more than that. Due to COVID-19 and social distancing for services, the cemetery burial has become a place for not just interment but for the funeral itself. It is not unusual to have family and friends gathering for an hour or two. The thought of loud noise and the distraction of construction going on at the Sand Pit during these times would be frustrating. I hope you will consider this for all the families of Ashland when making this decision.”

Sally Simmons from Mount Hope Cemetery provided the following comments:

“The Mount Hope Cemetery’s main concern is the noise level that might be generated with the operation of some of the machinery in the sand pit. I noticed that they plan on some noise abatement, but if it is not enough, would they be willing to suspend operations temporarily during burial services?”

We typically do not have a burial every day. Although we had been extremely busy in June & July because of family members waiting for Covid restrictions to allow for gatherings.

If the operators of the sand pit would give us a name/number of someone to contact, we could give them a day or two notice of when a service was going to be held to allow for a ‘peaceful, tranquil’ service.”

Mayor Lewis asked if anyone had questions.

John Beirl acknowledged that this is a sensitive issue, and asked what the approval process moving forward will be.

Megan McBride explained that the Plan Commission will provide a recommendation to City Council regarding approval and any associated conditions for the development, and City Council will take final action on August 31, 2021.

John Beirl asked what surrounding property owners were notified prior to the meeting.

Megan explained that letters were sent to property owners within 300 feet, which would include the adjacent Maple Ridge residents, cemetery properties, the hospital, owners of surrounding vacant land, and residents located in Gingles just on the other side of Summit from the proposed development. She explained that the site maps and applicant cover letter were also provided to give additional details to neighbors before the meeting.

John asked who would be responsible for ongoing monitoring of site operations included depth of the mine, noise levels, and other activities.

Megan McBride explained that within the City it would be the Police Department responsible for monitoring noise levels and complaints, and that the Building Inspector would ensure compliance with depth and other site plan elements through the construction process. She pointed out that the WDNR will also be issuing permits for this project, so they would be an additional regulatory authority monitoring site activities.

Eric Lindell expressed concern for property values of neighboring properties.

Megan McBride explained that she consulted with Walt Hughes, the City Assessor, who stated that based on the berm and landscaping proposed he anticipates little to no negative impact on surrounding property values. This is based on his professional experience, as well as experience in working with other similar sand pits throughout Wisconsin.

Davie Mettelle asked if the cemetery is aware of the condition proposed related to ceasing noise-producing activities during funeral services, and any feedback they provided on the proposed condition.

Megan explained that the condition was created based on input from the cemetery, and the condition language was provided to them in advance for review.

Katie Gellatly asked who would be responsible for costs of improving the roadway to meet City standards as identified in the proposed condition.

Megan said that based on Comp Plan recommendations for the City to not invest public funds in building out additional infrastructure within this conservation buffer area, the costs for improving the roadway would be the responsibility of the developer.

Eric Lindell asked if a shared maintenance agreement or other similar condition could be used for cost sharing of ongoing maintenance costs.

Megan said that a shared maintenance plan could be evaluated, and/or language could be added to the current condition.

Eric Lindell asked what environmental concerns may be associated with this development and the proposed reclamation plan, and if an end date has been identified for mining activities.

Megan explained that the reclamation plan has to be approved by the WDNR and the County Highway Department. In terms of environmental concerns, they explored and provided documentation that groundwater would not be impacted by proposed activities. No closing date/timeline have been established for mining operations.

Mayor Lewis asked what size of trees will be planted, what size the berm will be, and how soon after planting will the project start. She expressed concerns that these buffering and screening features will not be in place until significantly after mining activities commence on site.

Scott Weyandt explained that the berm will be constructed using onsite materials and overburden, so this will be in place prior to activities starting. The trees are meant as a visual improvement, and to ensure that trees will remain as a buffer for future reclamation activities and possible housing development. He explained that the trees initially would be too small to help with noise deflection.

Mayor Lewis asked for clarification regarding on site groundwater.

Scott Weyandt explained that there is no surface water on site, and the only identified wetland has already been classified as non-jurisdictional.

Mayor Lewis noted that the major concerns she hears regarding the existing sand pit in town is related to dust and mud on the street. She asked how the applicants plan to address these types of concerns with their sand pit.

Mike Pagac (Representing Ashland Sand & Gravel Properties, LLC) explained that there are measures including watering the roadway, using approved chemicals, or using equipment such as tracking pads or steel grates to remove the majority of mud from vehicles before they'd leave the site.

Mayor Lewis pointed out that there are 34 other pits in Ashland County, and asked if there is research to show a need for another.

The applicant responded that having sand available locally for construction projects is important because transportation of sand is typically the largest expense.

Motion to go out of public hearing by Eric Lindell, seconded by David Mettille. Passed unanimously.

Katie Gellatly mentioned that she recently had a family funeral at the cemetery adjacent to the sand pit, and even two motorcycles were distracting so she does understand concerns for noise levels disrupting services.

Eric commended Megan and the developer on their work. He noted that he is struggling to see if there is a need for this development, particularly based on the incompatibility with the City's Comprehensive Plan recommendations for this area.

John Beirl said that he is surprised by the level of public input, as he thought there would be more.

Mike Pagac explained that they want to be stewards to the land and good neighbors to Ashland. He also explained that there is a bond in place to ensure the reclamation activities continue as planned regardless of the success or duration for which the sand pit is operated.

David Mettille also commended the applicant on the level of planning and detail put into this proposal.

Mike Furtak spoke in favor of the proposed project, and explained the variety of ways they prioritized neighborhood compatibility and took measures to lessen impacts. He also offered that the berm can be made higher if needed to provide a better sound buffer, as they are willing to do anything reasonable to ensure compatibility of the project.

Mike Pagac agreed, and commented that they would agree to stop during funeral services. He reiterated that they want to be good neighbors, and will do whatever they need to in order to be in compliance.

Mayor Lewis asked the applicant if they have any issues with the proposed conditions.

Scott answered that they may have concerns regarding the road condition, and will discuss further with the Public Works Department to come to an agreement on what is needed.

Mayor Lewis asked if they have done any outreach to neighboring properties.

Mike Pagac explained that they did quite a bit of outreach three years ago when the sand pit was originally explored, but not additional outreach has been completed recently.

Laurie asked what will happen if the developer does not agree to the conditions proposed.

Megan McBride explained there is still time to work out conditions before final approval by Council, and whatever conditions City Council approves through the final resolution will need to be followed in order to operate a sand pit on the property.

Motion to approve the request by John Beirl, seconded by Laurie Gregor. No discussion. Passed unanimously.

5) Announcements/Reports/Comments/Questions

Megan McBride updated the Plan Commission that the Timeless Timber residential and commercial development projects are moving forward with finalizing their state approved plans, and are anticipated to move forward in spring 2022. Additionally, the Housing Committee will be workshopping the Request for Proposals for residential development of the Beaser Avenue Redevelopment site, and the RFP will likely be released in winter 2021 based on interest that developers have contacted the Planning Department about recently.

Mayor Lewis informed the committee that a Conditional Use Permit request for a homeless shelter would be coming forward in September.

6) Adjournment

Motion to adjourn by David Mettill. Seconded by Eric Lindell. Passed unanimously.

Meeting was adjourned at 8:03 pm. Minutes done by Megan McBride.

Find yourself next to the water.



City of Ashland, Wisconsin
601 Main Street West Ashland, WI 54806 www.coawi.org

**DEPARTMENT OF
PLANNING &
DEVELOPMENT**
601 Main Street West
Ashland, WI 54806

STAFF REPORT

Plan Commission – September 21, 2021

Agenda Item # 5a:	Conditional Use Permit Request to allow an Emergency Residential Facility
Zoning District:	Regional Commercial (RC), Waterfront-Overlay (W-O), Gateway-Overlay (GTWY-O), and contains Wetland-Overlay (WET-O)
Property Address:	2300 Lake Shore Drive West
Parcel #:	#201-04745-0000
Applicant:	Northwest Wisconsin Community Services Agency (NWCSA)
Staff Contact:	Megan McBride

Background

Northwest Wisconsin Community Services Agency (NWCSA) is requesting a Conditional Use Permit (CUP) to allow an emergency residential facility at 2300 Lake Shore Dr W (currently the Ashland Motel). The proposed facility would be a year round, 24-hour shelter available to both individuals and families who meet the eligibility criteria. All households served through the shelter will be “required to work with a case manager and enrolled in a program to work towards establishing goals related to meeting their household needs, increasing income and obtaining affordable housing.”

No exterior site changes are proposed through this use. Renovations to the structure will include improvements to bring the building up to code for occupancy, and converting 10% of rooms to be ADA compliant. Space will be built out to accommodate a computer lab, office space for staff and volunteers, and space to have outside providers meet with residents on-site when safe to do so (related to COVID-19).

The assessed value of the land is \$89,500, and the assessed value of the building is \$157,600 (2019 assessment record). The 2020 property taxes were \$6,384.06, and the approximate room tax collected for the property was \$2,500.

Standards for Conditional Use Review

The City of Ashland's Unified Development Ordinance Section 3.9 (C) Conditional Use Permit – Approval Criteria (and all subsections thereof), create the legal framework to regulate, administer, and enforce the conditional use standards for the City of Ashland. The following decision criteria were used to review the submitted conditional use:

1. **Consistency with Comprehensive Plan.** The proposed use would directly further Comprehensive Plan recommendations related to housing, which specifically identifies that “there is also a growing need for transitional housing and services to deal with issues such as homelessness and domestic abuse” (Authentic Ashland Part 2, pg. 34). The two categories of homelessness as defined by HUD who will be served by the proposed facility will be those who are considered “literally homeless” with no shelter, as well as those fleeing domestic violence. The growing need for these services identified in the Comp Plan in 2015 has only worsened in recent years with impacts of the COVID-19 pandemic, and remains an urgent need before winter sets in.

The proposed use is not consistent with the recommended future land use plan without the addition of conditions. The future land use plan includes this area of the highway as an area to promote “downtown core and commercial districts”. The property is also located in the Regional Commercial zoning district, the intent of which is to “provide areas for commercial uses along major streets and highways in the city for the convenience of travelers, tourists, and the residents of Ashland. The district is intended to provide for a full range of commercial uses to be located on sites with immediate access to arterial or collector streets” (Unified Development Ordinance Chapter 781 Section 4.16A). The Comp Plan urges the City to be more intentional about promoting its entryways to the community. “At present, the entryways into the community along Lake Shore Drive are understated at best, completely absent at worst. For visitors, it is not clear when you have arrived in Ashland from the east or west side. Aesthetic improvements that include trees and enhanced crosswalks at “gateways” could frame the highway as you enter” (Authentic Ashland Part 1, p. 48). Therefore, conditions to improve the appearance of the property and ensure that it positively contributes to the aesthetics of this community gateway are recommended to address these Comp Plan compatibility concerns.

2. **Compatibility.** The proposed use is not compatible with existing uses within 200 feet of the proposed development, which are primarily commercial and tourism-oriented in nature. Within 500 feet along the same street are exclusively commercial uses, including the Lake Walk Suites extended stay lodging, an antique store/kennel for animal control services, Lake Shore Auto Sales and Service, and restaurants (currently closed or for sale). However, while still operating as a hotel, the property has worked with NWCSA’s voucher program and therefore has already been serving a high number of homeless individuals without any supervision or structure for screening of residents. The compatibility of the property with surrounding uses will be improved by the transition to an emergency residential facility run by NWCSA, which will provide 24-hour supervision, eligibility criteria for residents, and rules of conduct for those staying at the facility. Additional recommended conditions to better promote the property’s compatibility within this highly visible commercial corridor include beautification through landscaping and other means, as well as establishing clear and direct lines of communication between surrounding residences and the on-site staff supervising the facility to ensure that any complaints can be quickly and effectively addressed.

There is no evidence to suggest that the proposed change in use would have a negative impact on surrounding property values. Aesthetically, the biggest changes to the property will be in the forms of removing the current freestanding signage, and adding landscaping and screening for overall beautification of the property within the Gateway-Overlay zoning district.

In terms of opportunity cost for alternative development that is better aligned with Comp Plan recommendations for future land use of this area, the site topography and location of the southern portion of the property within the Wetland-Overlay (WET-O) zoning district present challenges for redevelopment. While the total property is approximately 3.6 acres in size, the

developable area if the existing building were to be removed would be approximately 1.5 acres (not accounting for required setbacks). The existing wetlands identified on site and included in the City's Wetland-Overlay (WET-O) zoning district would require DNR permitting to fill, and likely the establishment of an off-site wetland mitigation bank to comply with state and federal regulations. The City's Waterfront Development Plan, Waterfront-Overlay, and Wetland-Overlay zoning standards would discourage filling of wetlands for development so close to Lake Superior, thus limiting the overall developability of the lot for an alternative use.

3. **Importance of Services to the Community.** The need for an emergency residential facility to address the lack of services available for homeless individuals in Ashland has been identified as a need in the City's 2018 Housing Strategic Plan, as well as the City's draft 2022-2027 Strategic Plan. NWCSA spent nearly \$200,000 in 2020 alone on hotel vouchers in Ashland, demonstrating the great need in our community and how unsustainable the voucher model has become in our area. The combination of a shortage of affordable rental housing, very cold Wisconsin winters, and lack of existing emergency services makes a permanent emergency shelter as proposed the best long-term solution to begin to address the issue of homelessness and some of its underlying causes.

Establishing an emergency shelter as proposed is also important to furthering other community goals around tourism, place making and quality of life. The City receives numerous complaints each year related to homeless people sleeping, spending long periods of time, and/or consuming alcohol in City parks and within areas of the downtown. This has direct impacts not only on local residents who utilize these public spaces, but also tourism and the inviting, quaint character that the community would like to foster (as expressed in the Comp Plan). The Police Department sometimes works with people to have them move to an alternative location when complaints are received, but without any facility to direct them to it effectively shuffles them around to different public spaces throughout the year. The proposed emergency residential facility will not provide a one-size fits all solution for all local homeless individuals and families, but will provide a much needed community service to provide a warm, safe place for people to receive shelter and case management to connect them with additional community resources.

4. **Neighborhood Protections.** The applicant has a long-standing history of providing similar services in Superior, WI, and has extensive experience in managing and operating emergency residential facilities. This shelter would not function as a drop-in site, as there are screening requirements to ensure residents meet eligibility criteria. Criteria for residents include no drugs, weapons, registered sex offenders, or persons with an active arrest warrant or recent history of convictions related to violence against others/property. "Recent history" is defined as at least five (5) years from satisfaction of probation. Occupation of the site and grounds will be exclusive to enrolled participants and shelter staff. This intake screening process also includes an agreement with residents about code of conduct while residing at the shelter, which expressly prohibits going door to door or panhandling. An additional condition proposed to further ensure that this will not become an issue for neighbors is to require that a phone number for direct contact with the on-site staff person be provided to all surrounding properties. This would create a direct line of communication, and efficient means for neighbors to communicate complaints and questions.

There will be 24-hour staff or trained volunteers on site to provide supervision at all times. The shelter will utilize a model where all participants are enrolled in a program to work with a case manager to set and work towards meeting personalized goals. Examples of such goals could include finding employment or finding stable affordable housing. This will promote even more

robust supervision and one on one assistance to help residents of the facility address underlying causes of their homelessness and locate alternative housing as quickly as possible.

5. **Conformance with Other Requirements:** The development must conform to all other applicable City code requirements, including (but not limited to):
- Local and state building code requirements to ensure the property meets occupancy standards for the proposed use

Review Recommendation

Staff recommends APPROVAL of the Conditional Use Permit contingent on the following conditions:

- Landscaping for beautification and screening shall be provided to enhance the visual character of this City entryway. A landscaping plan shall be submitted to the Planning Department for review and approval, and shall include street trees along the highway in addition to on-site landscaping.
- The property owner shall provide a direct phone number to contact the on-site supervisor to all surrounding property owners within 200 feet of the property.
- No outdoor camping or other forms of occupation shall be allowed on the premises

Additionally, as a Public Hearing is scheduled for the proposed Conditional Use Permit, the Plan Commission should hear all input from the public prior to making a decision. The required Class 2 public hearing notice was issued, and discretionary letters were sent to all surrounding property owners within 200 feet of the proposed development.

Approvals are based on background information provided by the applicant and known conditions. Deviations from this information may be considered a change in the application and reconsideration and possible revision to the approvals may be made by the Plan Commission and Common Council.

Northwest Wisconsin Community Services Agency, Inc.

SERVING THE COUNTIES OF ASHLAND, BAYFIELD, DOUGLAS, IRON AND PRICE

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Millie Rounsville, Chief Executive Officer

Re: Request for Conditional Use Permit to operate a Homeless Shelter at 2300 West Lake Shore Drive, Ashland

The Northwest Wisconsin Community Services, Inc. ("NWCSA") is requesting a Conditional Use Permit from the City of Ashland to operate a 24 hour emergency homeless shelter at 2300 West Lake Shore Drive, Ashland. This site is currently operated as the Ashland Motel. We are proposing to establish a year round shelter facility at this site. Staff and/or trained volunteers will be on site 24 hours a day, security camera systems will be installed and some rooms will be renovated to meet ADA compliance. We will be working with those households that have no other resources for shelter.

Households will be required to work with a case manager and enrolled in a program to work towards establishing goals related to meeting their household needs, increasing income and obtaining affordable housing. The facility itself will utilize the existing motel rooms for shelter. The current office/resident area will be utilized to create an area for guests to have meals, a computer lab, meeting space with service providers and staff areas. We will continue our existing shelter policies related to expectations of participants, ensuring we maintain compliance with local, state and federal regulations and work to improve the quality of life for those we serve. Attached to this letter is a copy of the criteria for admission to the facility and the community information meeting being held September 16th.

NWCSA has traditionally offered hotel vouchers for homeless households with no other options for shelter in our rural counties. Since the onset of the pandemic there has been a dramatic increase in the demand for services in Ashland. During the winter months this last year our organization was providing an average of \$40,000 a month to local hotel providers so these families would have access to shelter. This amount is unsustainable and provided with no link to on-site programs that address the reasons for homelessness. These vouchers were very limited as to length of stay and insufficient to meet the recent need. For many years our strategic plan has included a longer term goal of creating a shelter. In reviewing the data we have available through our database it is more cost effective and provides a better array of services for families to have a shelter facility available rather than short term hotel vouchers.

The Northwest Wisconsin Community Services Inc. (NWCSA) is a private non-profit organization that was incorporated in May of 1967 as a result of the Economic Opportunity Action. As a Community Action agency we are governed by a tripartite Board of Directors representing low-income, formerly homeless, community members and elected officials living in the communities we serve. The mission of NWCSA is to improve the quality of life by providing resources and services within our community. NWCSA works towards its mission by providing a wide array of program and services with its 5 county services delivery area in Northwestern Wisconsin.

Some of the programs currently administered through NWCSA include: Supportive Housing, Affordable Housing, Emergency Shelter Programs, Crisis Assistance, Lew Martin Senior Center, WIC, Birth to 3, Adult day care, food bank, food pantries, Retired and Senior Volunteer Program, VITA assistance sites, senior commodities, rapid re-housing and scholarship applications for local non-profit services. As an organization we provide services to over 10,000 individuals each year. We have maintained primary offices in both Superior and Ashland since our inception.

Within our service area our organization is the only federally funded homeless provider and the organization that operates the Coordinated Entry System. Coordinated Entry is a no wrong door approach with a dedicated staff position that works to connect homeless and at risk- of homeless households to services. We have been actively working with landlords in our area for over 30 years providing rental assistance programs. Specific to homeless households we currently operate hotel voucher programs, tenant based rental assistance, permanent supportive and rapid re-housing for the entire service area and the homeless shelter and a transitional living programs for men in Superior.

There is currently an accepted Offer to Purchase the Motel property using funds awarded through a CDBG-CV grant obtained by the City of Ashland. The purchase is contingent upon receiving approval for the Conditional Use Permit. NWCSA would like to close on the property and have it open in time for the rapidly approaching cold weather season.

Respectfully,

A handwritten signature in blue ink that reads "Millie Rounselle". The signature is written in a cursive, flowing style.

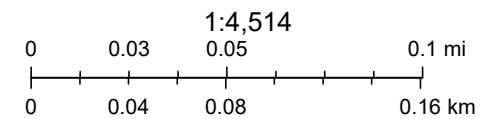
Millie Rounselle

2300 Lake Shore Dr W Aerial Vicinity Map



9/17/2021, 12:57:11 PM

 Parcel Mapping
Parcel Labels



City of Ashland Public Works Department, GIS Division, PICTOMETRY INTL

Department of Public Works Engineering
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2300 Lake Shore Dr W Aerial Map with Elevation Contours



9/17/2021, 12:55:31 PM

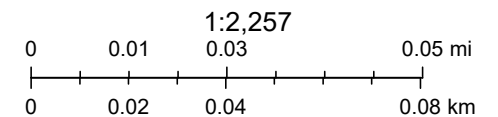
COUNTOURS

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Parcel Labels

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Parcel Mapping

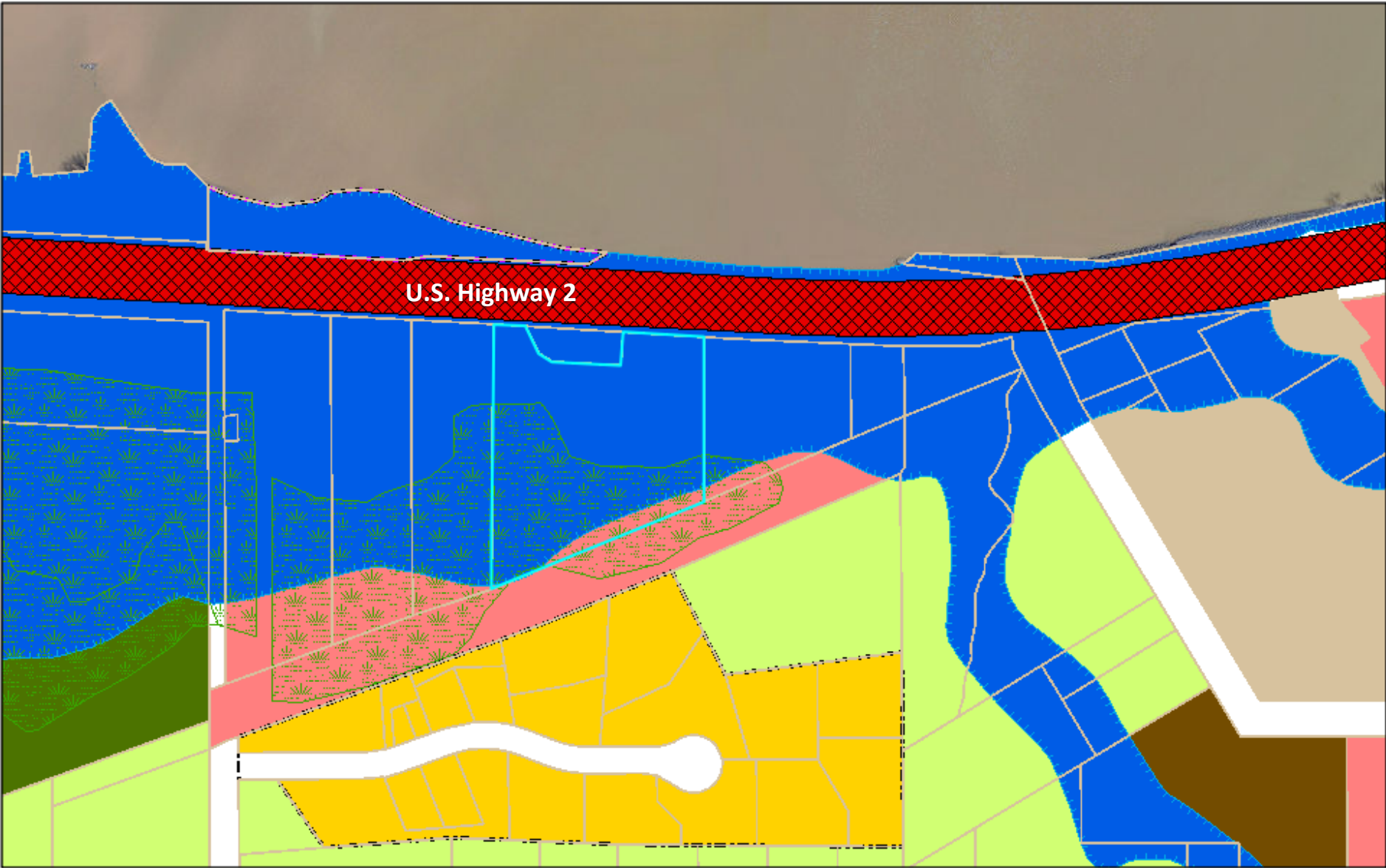


City of Ashland Public Works Department, GIS Division, City of Ashland
Public Works, GIS Division, PICTOMETRY INTL

Department of Public Works Engineering

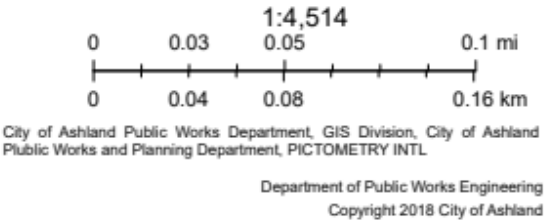
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2300 Lake Shore Dr W Zoning Map



Legend

	Waterfront-Overlay (W-O) District		Regional Commercial (RC)
	Gateway-Overlay District (GTWY-O)		Residential Estate (RE)
	Wetland-Overlay (WET-O)		Single- and Two-Family Residential (R-2)





Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



Homeless Definition

RECORDKEEPING REQUIREMENTS



RECORDKEEPING REQUIREMENTS	Category 1	Literally Homeless	- Written observation by the outreach worker; <u>or</u> - Written referral by another housing or service provider; <u>or</u> - Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; - For individuals exiting an institution—one of the forms of evidence above <u>and</u>: - discharge paperwork <u>or</u> written/oral referral, <u>or</u> - written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	- A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> - For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> - A documented and verified oral statement; <u>and</u> - Certification that no subsequent residence has been identified; <u>and</u> - Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	- Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> - Certification of no PH in last 60 days; <u>and</u> - Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> - Documentation of special needs <u>or</u> 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	<i>For victim service providers:</i> - An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. <i>For non-victim service providers:</i> - Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> - Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> - Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

D. Conditions that may be Attached to Conditional Use Permit

The Common Council may attach any conditions to the approval of a conditional use permit that it deems necessary to address any of the following conditions or other applicable conditions not herein listed. Conditions as to the permit's duration, transfer, or renewal may also be included. All conditions must be reasonable and, to the extent practicable, measurable. Any condition imposed must be related to the purpose of the evidence and be based on substantial evidence.

1. Minimize any adverse impact of the development upon other land, including the hours of use and operation and the type and intensity of activities that may be conducted;
2. Control the sequence of development, including when it must be commenced and completed;
3. Control the duration of use of development and the time within which any structures must be removed;
4. Ensure that development is maintained properly in the future;
5. Designate the exact location and nature of development; and
6. Establish more detailed records by submission of drawings, maps, plats, or specifications.

(Unified Development Ordinance Section 3.9D)