

**CITY OF CHIPPEWA FALLS, WISCONSIN**

**NOTICE OF PUBLIC MEETING**

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

**Committee #3**  
**Transportation, Construction, Public Safety and Traffic**

**Will be held on Tuesday, January 24, 2017 at 4:45 p.m. in the City Hall Council Chambers, 30 W. Central Street, Chippewa Falls, WI**

Items of business to be discussed or acted upon at this meeting are shown on the agenda below:

1. Discuss Special Use Permit from Trinity United Methodist Church (201 W Central Street) for tiny houses. Possible recommendations to the Council.
2. Adjournment

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.  
NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

Please note that attachments to this agenda may not be final and are subject to change. This agenda may be amended as it is reviewed.

**CERTIFICATION OF OFFICIAL NEWSPAPER**

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on January 20, 2017 at 1:50 pm by BNG.

Date Filed: 1-3-2017

Fee Paid: \$25.00 Date: Jan. 3, 2017 TR#: 51182

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ TR#: \_\_\_\_\_

**PETITION FOR A SPECIAL USE PERMIT**

TO THE CITY OF CHIPPEWA FALLS, WISCONSIN:

I/We, the undersigned, hereby petition the Common Council of the City of Chippewa Falls, Wisconsin, for a Special Use Permit as authorized by the Chippewa Falls Zoning Code, Section 17.46, for the following described property:

Address of Property: 201 W. Central St., Chippewa Falls, WI 54729

Lot: 7, 10, 11, 12 Block: 19 Subdivision: Chippewa Falls Plat Parcel# 117<sup>Comp</sup>

Legal Description: Original Chippewa Falls Plat, Block 19, Lots 7, 10, 11, 12. 22058-0642 6001194

Zoning classification of property: C-3 Central business

Purpose for which this Permit is being requested: To locate (or tiny houses) (licensed as a homemade camper) to shelter homeless people on a temporary basis.

Existing use of property within 300 feet of subject property: (List or attach map)  
Commercial and residential. See Map

Recite any facts indicating that the proposed use will not be detrimental to the general public's interest, the purposes of this Chapter and the general area in which it is located:

These tiny houses will be available to shelter people who are homeless. Each could house 1 person/family up to 4 persons (2 adults, 2 children). Occupants will be screened for criminal activity. Each household will be assigned a navigator who will have daily contact. The church will provide bathrooms during their office hours. There is a portable toilet for emergency night time use in the tiny house.  
SEE brochure and agreement and application for more details.

Operational plans of the proposed use:

Hours of Operation: 24 hours  
Days of Operation: 7 days per week  
Number of Employees: NA NA  
Part-time Full-time

Capacity:

Number of Units: 1 or 2 tiny houses  
Size: 8' wide by 22' long  
Number of Residents/Children: 0-4<sup>per house</sup> This will vary based on the need and # of applicants that apply for housing.  
Ages: Any  
Other: Houses may be vacant for periods of time.

Building plans:

Existing buildings: No change.  
Proposed buildings: Mobile, homemade campers, licensed by the WI Dept. of transportation  
Use of part of building: No change.  
Proposed additions: None  
Future additions: None

Change in use: ~~is~~ Temporary Shelters

Outside appearance: Parking Tiny House. Wood frame,  
vinyl siding, metal roof. on wheels

Number of buildings: 1 or 2

Planting & Landscaping:

Type: No Change

Timetable:

Screening:

Type: None

Fences:

Type: None

Height:

Location:

Earth Bank:

Planting: NA

Maintenance: NA

Other: NA

Lights:

Number of lights: one 75 watt outdoor light by front  
door of tiny house(s)

Location: on tiny house front wall.

Hours: As needed

Type: 75 Watt bulb light

Signs:

Type: None

Lighted: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Setbacks: \_\_\_\_\_

Drives:

Number of: No change

Location: \_\_\_\_\_

Width: \_\_\_\_\_

Parking:

Number of stalls: No change

Location of stalls: \_\_\_\_\_

Setbacks: \_\_\_\_\_

Surfacing: \_\_\_\_\_

Screening: \_\_\_\_\_

Drainage:

Storm sewer: No change

Rock beds: \_\_\_\_\_

Detention pond: \_\_\_\_\_

Retention pond: \_\_\_\_\_

**Submit site plan showing property line, buildings and other structures.**

List any additional information being submitted with this permit application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN ORDER FOR THIS PETITION TO BE CONSIDERED, THE OWNER(S) OF THE PROPERTY MUST SIGN BELOW:**

Owner(s)/Address(es):

Pastor Terri Koca  
\_\_\_\_\_

Phone #: 715-923-2806  
Email: tkoca729@gmail.com  
Signature: Pastor Terri Koca

\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

Petitioner(s)/Address(es):

\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

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Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_





Date \_\_\_\_\_

This agreement is between Hope Village-Tiny Housing Alternatives (here after known as "HOPE Village") and \_\_\_\_\_ (Hereafter known as "the Steward").  
First Name, Middle Initial and Last Name

The agreement will contain the expectations that the Steward will need to agree to before staying in a Hope Village Tiny House:

1. The Steward must follow the Stable Housing Plan developed with the Hope Village Navigator.
2. The Steward must maintain daily contact with the Hope Village Navigator while being sheltered.
3. The Steward understands that this agreement is for emergency housing - this means the duration of the stay is 7 days or less. This agreement can be renewed for an additional time period, determined by Hope Village.
4. The Steward will keep the tiny house clean and presentable.  
The steward will empty the Porta-potty daily. The porta-potty is meant for emergency use only. The Porta-potty can be emptied in the bathroom of the church hosting the Tiny House. Hope staff will show you how to empty and maintain the porta-potty.

There is a zero tolerance policy for any of the four following issues causing your immediate removal:

- No illegal activities may take place on the property.
- Alcohol is not permitted on the property.
- Illegal Drugs are not allowed on the property.
- No guns or other weapons are allowed on the property.

The Steward will disclose any police record that they may have. Anyone with an open warrant will need to clear it up before being allowed access to a Hope Village house. The local Police Department will be notified of your occupancy,

The steward will notify Hope Village of any police contact within 12 hours of said contact.

8. Additional rules include:

- \* No guests allowed in the shelter.
- \* Cars must be parked in parking lots and not on the lawns.
- \* Smoking is not allowed in the house.
- \* No open flames are allowed in the house.
- \*\* Hope Village reserves the right to enter the unit without notice if there is an immediate or emergency concern for the well-being of the steward or for concerns for the condition of the property. Hope Village also reserves the right to inspect the unit for general issues with a two hour notice.
- \* All possessions need to be kept inside the house.
- \* Steward will lock the door whenever they leave the premises -

Contact Information for the HOPE Village Navigator is: \_\_\_\_\_

The Steward understands they must follow the rules of this agreement in order to stay in the Tiny House.

Steward \_\_\_\_\_ Hope Village \_\_\_\_\_

Date \_\_\_\_\_

Agreement duration from \_\_\_\_\_ to \_\_\_\_\_

Date \_\_\_\_\_ Contact/cell # \_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Middle Initial

DOB: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Other Members of your household:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email/Other media contact: \_\_\_\_\_

Last Address \_\_\_\_\_

How long did you live there: \_\_\_\_\_

Do you have a Driver's License? \_\_\_\_\_

Do you own a vehicle? Type & License Number: \_\_\_\_\_

How Long have you been without housing: \_\_\_\_\_

What happened that you lost your housing: \_\_\_\_\_

\_\_\_\_\_

Have you experienced homelessness before this? for how long? \_\_\_\_\_

\_\_\_\_\_

Do you have any special health care needs: \_\_\_\_\_

\_\_\_\_\_

Do you have any current criminal issues/charges pending? circle YES / NO\_

List: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

\_\_\_\_\_

Are you a veteran? \_\_\_\_\_ Receive VA Benefits? Yes/NO Amount \_\_\_\_\_

When did you serve: \_\_\_\_\_

Are you currently working with a VA Rep/Counselor: \_\_\_\_\_

VA Contact/Location: \_\_\_\_\_

What do you feel are your greatest barriers to securing or keeping housing? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you Disabled: YES / NO Disability: \_\_\_\_\_

Are You receiving any type of Disability Benefits: Yes/No Amount: \_\_\_\_\_

Type of Disability: \_\_\_\_\_

Treatment Plan: \_\_\_\_\_

\_\_\_\_\_

Do you have any other type of Income: Source: \_\_\_\_\_

Amount: \_\_\_\_\_ Per Week/Bi-weekly/Month: \_\_\_\_\_

Are you Employed? YES / NO What is your Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

How long have you worked there? \_\_\_\_\_

How long have you been unemployed: \_\_\_\_\_

What type of work are you looking for: \_\_\_\_\_

Are you working with any employment agencies or programs: \_\_\_\_\_

Is there anything else you would like us to know? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Person:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

The Information I/We have provided on this application is true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Signature Date Signature Date

Statistical Information:

Male / Female

\_\_\_ Single Parent M / F

\_\_\_ Vet

\_\_\_ Disabled

\_\_\_ Senior 62 or +

\_\_\_ Household w/ Children

\_\_\_ Homeless due to D/V

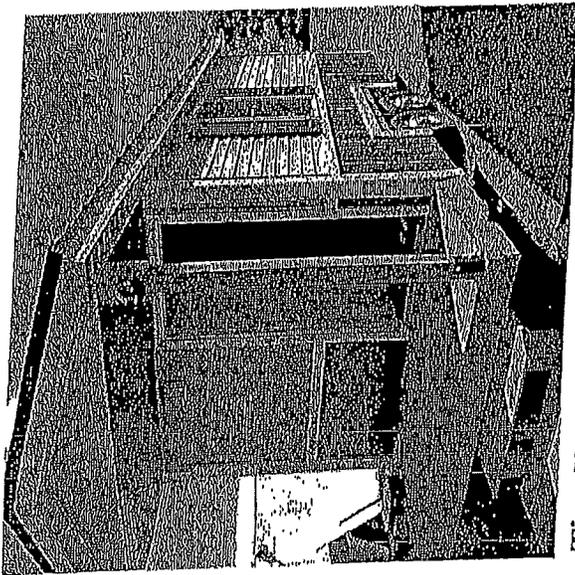
Gross Month Income \_\_\_\_\_

\_\_\_ Two-Parent Household

\_\_\_ Adult Couple w/o kids

\_\_\_ Teen Parent (under 21)

Ethnicity: \_\_\_\_\_



### Tiny Houses in Chippewa County

Tiny Houses is a project that addresses the need for temporary shelter for the growing number of Chippewa Falls residents facing homelessness.

Making tiny houses began as a mission of a group of local churches to help fill a service gap to local individuals and families. This project grew into HOPE Village-Tiny Housing Alternatives, and is now supported by churches, many groups, private and public agencies throughout the county.

The tiny houses are small, mobile, one room structures built by volunteer teams. Each house is self-contained with hook-ups and services similar to a portable camper. The units provide short-term shelter for one person or for families who have nowhere to stay.

The plan is to have ten houses complete by the Fall of 2017.

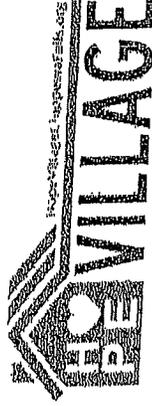
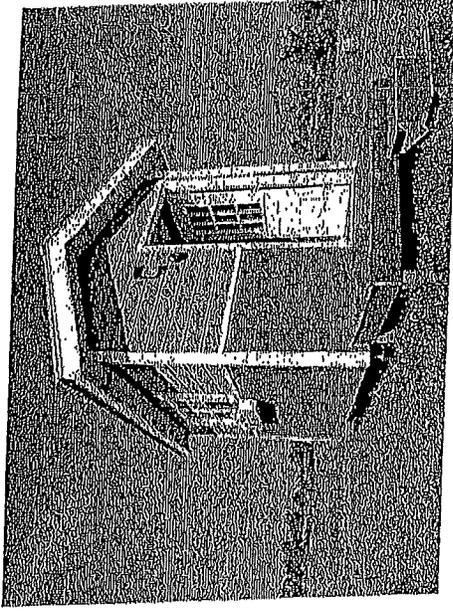
Having a warm, safe place to eat and sleep is our most basic need. The Tiny House Project is our attempt to help our community members whose lives have become unsteady and need emergency help.

Your neighborhood meeting is scheduled for:

January 3<sup>rd</sup> at 6:00pm at  
Trinity United Methodist  
Church  
201 W. Central St

The church plans to host a Tiny house and we would like to share information with you about how that would look.

Hope to see you there!



HOPE Village - Tiny Housing Alternatives  
c/o Landmark Christian Church  
4140 - 126th Street  
Chippewa Falls, WI 54729  
[www.HopeVillageChippewaFalls.org](http://www.HopeVillageChippewaFalls.org)  
715-210-5405

## Who will Tiny Houses Serve?

Tiny Houses will be occupied by families or individuals who have lost their housing. They are members of our own community. Past statistics tell us most people who have lost their housing have work history, but low-wages or a job loss, or financial crisis played a role in their housing emergency.

Each person/family is unique, and will have their own challenges and barriers to overcome to secure permanent housing. A Service Navigator will assist them in making and achieving a stable housing plan.

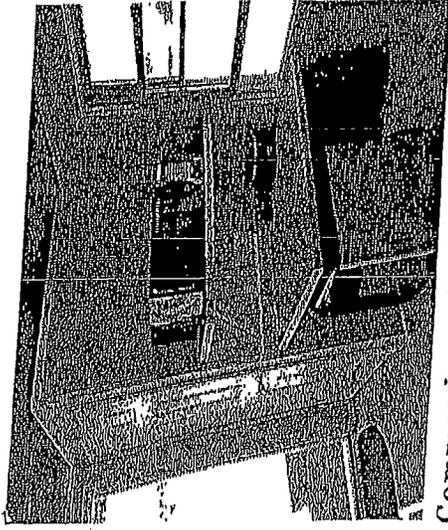
## How are Tiny Houses Financed?

All of the money for the construction of the tiny houses has been raised within our community. Donations have come from local churches, clubs and organizations, community foundations, businesses and individuals. This is another great example of our communities working together. We have raised the majority of the \$60,000 in funding needed to build 10 tiny houses, at a cost of \$6,000 per unit.

Trained Volunteers provide the daily contact and support to the guests, and assist them in achieving their goals to secure and maintain permanent housing for themselves and their families.

For now, each of the hosting churches will pay for the utilities while the unit is located on their site.

Down the road as the program grows, there will be the cost for a staff person; called a Navigator; to perform the intake and provide the social services.



Community collaboration is key to help these community members get through one of the hardest times in their lives. Together, we can make a difference.

## How does this Benefit our Community?

All members of our community should have a safe and decent place to live, even in their times of trouble. Tiny houses offer...

- A safe and decent place for people to recover from their housing emergency.
- An affordable way for a community to support them as they solve their housing problems and secure permanent housing. We spend less in social services and alcohol enforcement costs if we can house people safely instead of in their cars.
- Tiny houses are mobile and allow us to service guests throughout Chippewa County allowing children to stay in their own school districts and adults to be closer to their job sites.
- Allows the community to share the work of helping those in need rather than depending on one agency or one facility.

## Where are Tiny Houses Located?

Tiny houses will be located on the property grounds of area churches in Chippewa and Lake Hallie. Each participating church will "host" a tiny house. They will provide electricity hook-ups for the unit and provide day-time bathroom amenities for the guest.

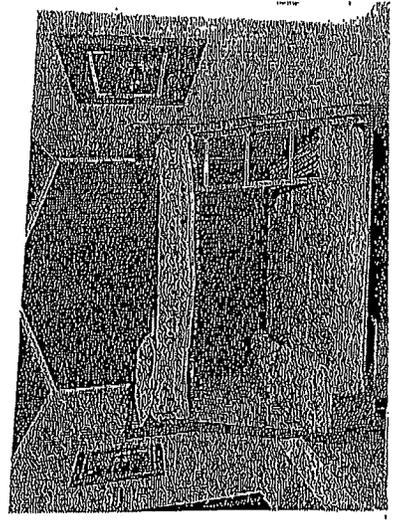
Many of the churches will also interact with the guests, along with Service Navigators and HOPI Village volunteers who will stay in daily contact. Food and personal care items will be provided by food pantries, and guests will attend local meal sites.

## How are People Selected for Tiny Housing?

Each person is screened for criminal history and has an intake interview. They must be approved for tiny housing. Guests will sign a contract outlining the rules for occupancy.

Each guest working with a Navigator will develop a stable housing plan to secure and maintain permanent housing. The Navigator will help access resources and needed services to help families accomplish their goals. The Navigator works in partnership with community agencies and churches.

The navigator and volunteers will have daily contact with the guest.



## 17.48 - SPECIAL USE REGULATIONS.

- (1) PURPOSE. The formulation and enactment of a comprehensive zoning ordinance is based on the division of the entire City into districts in each of which are permitted specified uses that are mutually compatible and specified conditional uses subject to public review and Plan Commission approval.

In addition to such permitted and conditional uses, however, it is recognized that there are other uses which it may be necessary or desirable to allow in a given district, but which because of their potential influence upon neighboring or public facilities, need to be carefully regulated with respect to location or operation for the protection of the community. Such uses are classified in this chapter as "special uses."

The City Council may by ordinance grant a special permit for special uses in any district subject to conditions as hereinafter designated.

- (2) APPLICATION FOR SPECIAL USE PERMIT. A request for special use grant shall be submitted in writing to the City Clerk by the person requesting such action on forms furnished by the Administrative Officer. The person requesting such action shall provide all information requested on the application including:
  - (a) Name and street address of applicant.
  - (b) Legal description of the property.
  - (c) The proper location of the building or buildings on the lot.
  - (d) Purpose for which the Special Use Permit is requested.
  - (e) Reciting of facts indicating that the proposed use will not be detrimental to the general public interest, the purposes of this chapter and the general area in which it is located.
  - (f) Building, site and operational plans of the proposed use.
  - (g) Architectural and landscaping treatment.
  - (h) Parking and circulation plan.
  - (i) Drainage and sewage disposal plans.
  - (j) Planting screen and operational control devices plan, where necessary, to eliminate noise, dust, odor, smoke, glare from lighting or other objectionable operating conditions.
  - (k) Signs.
  - (l) Any further information requested on the application which may be required by the City Council to render its decision.

Failure to supply such information shall be grounds for dismissal of the application.

- (3) Before authorization of any special use, the request therefore shall be referred to the Plan Commission for study and report concerning the effect of the proposed use on the comprehensive plan and on the character and development of the neighborhood.
- (4) Upon referral of the petition, the Plan Commission may schedule a public hearing thereon as soon as practical, if the Commission so desires, and notice and publication of the time and place shall conform to the procedure prescribed herein.
- (5) Following the necessary study and investigation, the Plan Commission shall report its recommendations to the Council as promptly as possible.
- (6) Upon referral of the application and Plan Commission recommendation, the City Council shall hold a public hearing before granting any special use permit, and notice and publication of the time, and place shall conform to the procedure set forth for amending the Zoning Code.
- (7) At least 7 days prior to the public hearing, abutting property owners within 150 feet of the subject property shall be notified of the proposed Special Use Permit and public hearing by First Class Mail.
- (8) if no report is transmitted by the Plan Commission within 30 days of notification, the City Council may take action without further awaiting such report.
- (9) Following public hearing and necessary study and investigation, the City Council shall as soon as practical, render its decision by ordinance and a copy made a permanent part of the City's records and recorded in the office of the City Clerk.
- (10) **AUTHORITY TO IMPOSE CONDITIONS.** The Plan Commission may recommend and the City Council may attach certain conditions and safeguards to protect the comprehensive plan, and to conserve and protect property and property values in the neighborhood. The applicant must then agree to the conditions prior to the issuance of a Special Use Permit. These conditions may include, but are not limited to, changes in building design, lot or building setback lines, excess of district regulations, landscaping, screening, hours of operation, number of employees, sign and lighting limitations, and increased parking.
- (11) **STANDARDS.** The Plan Commission shall base their recommendation and the City Council shall base their determination on the general consideration as to the effect of such grant on the health, general welfare, and safety and economic prosperity of the City and specifically of the immediate neighborhood in which such use would be located, including such considerations as the effect on established character and quality of the area, its physical

attractiveness, the movement of traffic, the demand for related services, the possible hazardous, harmful, noxious, offensive, or nuisance effect as a result of noise, dust, smoke or odor and such other factors as would be appropriate to carry the intent of special use grants.

- (12) When a special use grant is approved, the building, occupancy and zoning use permits shall be appropriately noted and such grant shall be applicable solely to the structures, use and property so described. Indication of such grant shall also be made on the Zoning District Map by appropriate symbol.
- (13) Except as may be specifically otherwise provided, any special use shall otherwise comply with all the regulations set forth in this chapter for the district in which such use is located.
- (14) LAPSE OF SPECIAL USE PERMIT. A Special Use Permit shall lapse and become void one year after passage by the City Council unless the special use is fully established or a building permit has been issued and/or construction has commenced and is being pursued diligently according to the requirements of the permit. A Special Use Permit may be renewed for an additional period of one year by application to and approval of the City Council.
- (15) AUTOMATIC TERMINATION OF SPECIAL USE PERMIT. In the event the use for which the permit was granted shall cease or be abandoned for a period of 2 continuous years, the Special Use Permit granted herein shall automatically cease.
- (16) REVOCATION OF SPECIAL USE PERMIT. If, in the opinion of the City Council, the terms of a Special Use Permit have been violated, the City Council shall, following notice to all parties, hold a public hearing on the revocation of the permit. If, upon finding of fact that the terms of the permit have been violated, the City Council may revoke, modify, or leave the permit unchanged. The City Council may thereafter direct the City Attorney to secure such additional court orders as are necessary to implement its action.
- (17) A term of 5 years may be attached as a condition of the Special Use Permit where deemed necessary to promote the health, safety, morals, comfort, prosperity and general welfare of the City. Where Special Use Permits are issued for a 5-year term the City Council shall review such permits at the end of the term for compliance with: (Am. #93-7)
- (a) The standards as prescribed in subsection (11) above.
- (b) Any conditions attached to the permit as prescribed by subsection (10) above.
- The Council may renew the Special Use Permit provided the terms of the permit have not been violated without a public hearing, but may conduct a hearing at its option. In the event it is found that complaints have been registered by any citizen or official, the Council shall initially determine whether said complaint indicates a reasonable probability that the subject special use is in violation of either one or more of the standards set forth in subsection (11)

above, a condition of approval or other requirement imposed hereunder. Upon reaching a positive initial determination, a public hearing shall be held upon notice as provided in §17.49. Any person may appear at such hearing and testify in person or represented by an agent or attorney. The Council may, in order to bring the subject special use into compliance with the standards set forth in subsection (11) above or conditions previously imposed by the Council, modify existing conditions upon such use and impose additional reasonable conditions upon the subject special use. In the event that no reasonable modification of such special use can be made in order to assure the standards set forth in subsection (11) above or conditions previously imposed by the Council (subsection (10) above) will be met, the Council may revoke the subject Special Use Permit and direct the Zoning Administrator and the City Attorney to seek elimination of the subject use. In any event, prior to a public hearing, the matter shall be referred to the Plan Commission for study and recommendation.

- (18) All special use regulations shall be accompanied by the appropriate fee to defray the cost of giving notice, investigation and other administrative processing.