



Minutes
Committee #3

Transportation, Construction, Public Safety and Traffic

Committee #3 met Wednesday, February 1, 2017 at 4:45 pm in the City Hall Council Chambers, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Paul Olson, CW King and Robert Hoekstra

Council Members present: Chuck Hull

Others present: Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Police Chief Matthew Kelm, Fire Chief Mike Hepfler, Building/Zoning Inspector Paul Lasiewicz, City Clerk Bridget Givens, and those on the attached sign-in sheet.

The meeting was called to order at 4:45 pm.

- 1. Discuss communication received from Dwayne Lambert concerning the intoxicating liquor license for Dewey's Roadhouse located at 1 E Canal Street. Possible recommendations to Council.**

Clerk Givens recapped the history of the intoxicating liquor license for Dewey's Roadhouse stating his premises has been closed since May 2016. Mr. Lambert indicated the property is still for sale and they are entertaining potential offers. Councilor Olson questioned if any building permits were pulled or if any remodeling was done as that was the reason he requested to be closed. Mr. Lambert stated that no remodeling was done, but they want to be back in operation. They need until March to get things in order prior to re-opening. Olson asked that an update on progress be provided to the Clerk at the end of February.

Motion by King/Hoekstra to recommend Council approve granting the request of Dwayne Lambert to keep his premises, Dewey's Roadhouse, closed until March 17, 2017 at which time he must re-open. **All present voting aye, motion carried.**

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

The draft Special Use Permit (SUP) was presented to the Committee. City Engineer Rubenzer and Inspector Lasiewicz made the changes/inclusions suggested at the last meeting. This is a specified permit with a set of conditions that apply to this site only.

Discussion was had relative to the water supply in the tiny homes with Mr. Cohoon stating there is a gravity fed water supply for hand washing with no drain, just a spout and pan. He further stated that the sink and toilet are there for emergency use only and that the Church's facilities would be used when they are open.

Motion by Hoekstra/King to recommend Council approve the Special Use Permit for Trinity United Methodist Church and proceed with a public hearing.

Rubenzer shared that he had questioned the City Attorney to determine if the City would have any liability should there be a fire or if a guest would spill waste when emptying it in the church. Thoughts were that as the church was hosting, they would be liable. Olson stated he would like any future tiny houses to be inspected by the City Inspector while they are being built. The SUP was used in this instance as tiny homes are outside of the scope of the building and zoning codes.

Councilor King called the question, hearing no objection, **all present voting aye, motion carried.**

3. Adjournment

Motion by Hoekstra/King to adjourn at 5:06 pm. **All present voting aye, motion carried.**

Minutes submitted by:
Paul Olson, Chair

COMMITTEE #3 ATTENDANCE SHEET - February 1, 2017

NAME	ADDRESS
DWAYNE LAMBERT	1 E CANAL ST C.F.
Miles Cohoon	463 Glenwood Ct CF
Larry Lawson	19806 Co. Hwy S Jim Falls

Date: January 25 2017

To: City of Chippewa Falls Committee 3 members and Members of the City Council

From: Dwayne Lambert 1 East Canal Street Chippewa Falls WI 54729

This letter is in response to the request for information from Bridget Givens, Chippewa Falls City Clerk, dated January 23 2017 in regards to the license and tavern operation at 1 Eat Canal Street. I am requesting an extension of time to remain closed until March 17 2017. There are several active buyer's I am in negotiations with. We did not have the opportunity to renovate over the winter. Our plan is to immediately start preparing the interior for opening on March 17 2017 if an offer to purchase is not made. With an active offer to purchase I ask to remain closed until the purchase moves the license to the new property owner or agent thereof.

If no active offer is being exercised the location will be opened March 17 2017 and maintained for business in accordance with Section 12.03.12 of the Chippewa Falls Municipal Code going forward from that date.

Regards:

Dwayne Lambert

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
TO LOCATE ONE OR TWO TINY HOUSES AT 201 WEST CENTRAL STREET, ON
PARCEL 117, LOTS 7, 10, 11, AND 12,
BLOCK 19, CHIPPEWA FALLS PLAT**

**THE COMMON COUNCIL OF THE CITY OF CHIPPEWA FALLS, WISCONSIN, DO
ORDAIN AS FOLLOWS:**

1. That a request by Trinity United Methodist Church for a Special Use Permit was received by the City of Chippewa Falls Plan Commission for consideration and action on January 9, 2017 and has been duly considered.
2. That the City of Chippewa Falls Common Council conducted a public hearing on February 7, 2017 after proper notification of adjacent property owners and heard all those wishing to comment.
3. That a Special Use Permit is hereby issued, pursuant to Chapter 17.48 of the Municipal Code of Chippewa Falls, for one or two tiny houses located at 201 West Central Street. This property is zoned C-3 Central Business District.
4. That the Special Use Permit is hereby granted and shall be expressly subject to and conditioned upon the following:
 - a) Tiny houses shall conform to NFPA 70 National Electrical Code and be properly connected to the Trinity United Methodist Church Electrical system.
 - b) Each tiny house shall have an operating smoke detector, carbon monoxide detector and fire extinguisher, (maintained annually).
 - c) Only electric heat sources will be permitted in the tiny houses.
 - d) No tents, canopies or tarps associated with the tiny houses shall be permitted on site. Tents or tarps associated with Trinity United Methodist Church events or celebrations are permitted.
 - e) No outdoor fires shall be permitted on the site. Grills are permitted but must maintain a minimum 10' setback from any structure.
 - f) No smoking shall be permitted inside the structure.
 - g) Sanitary facilities maintenance and disposal and access to potable water supply.
 - The sanitary facilities in the tiny houses/RV shall consist of a porta potty type toilet similar to those found in a small RV. The porta potty shall have a fresh water tank and a waste tank. The porta potty shall be properly emptied daily(except days when the church is not normally open such as holidays and weekends) in the Trinity United Methodist Church restroom by Tiny House Guests. Potable water shall be made available from Trinity United Methodist Church. Dishes shall be washed inside Trinity United Methodist Church. Showers shall be made available at the homes of volunteers, and at the Chippewa Valley Family YMCA.
 - h) Trinity United Methodist Church shall provide garbage and recycling bins.
 - i) Mike Cohoon, (715) 210-5405 shall be the designated contact in charge of maintenance

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and supervision and shall address concerns. The Hope Village Board shall designate a backup person for cases when Mr. Cohoon is unavailable.

- j) Standard operating procedures for placement of residents within the facilities including the screening, contract and other required documentation are as follows:
- The Career Development Outreach Center(CDC) in Chippewa Falls will perform initial intake; the CDC is the central intake for all homeless in Chippewa County. If CDC staff believes that a person is a good fit for a tiny house then Hope Village will do a separate intake/background check prior to a person being given the keys to a tiny house. The third check is done by local law enforcement. The Chippewa Falls Police Departments shall be given license and identification information for each Guest occupying a tiny house.
- k) Trinity United Methodist Church will designate 1 ½ offstreet Guest parking stalls per tiny house.
- l) Trinity United Methodist Church will carry liability insurance for the tiny houses located on church property.
- m) Tiny house habitants are unsheltered individuals and will be known as Guests and the attached agreement with Hope Village will be executed prior to occupancy.
- n) Tiny House Guests will be screened according to the attached agreement document.
- o) Tiny houses are temporary housing and Guests duration of stay shall be seven days or less, (with additional seven day stays available upon approval), as outlined in the attached agreement.
- p) That the attached location map and Special Use Permit Notice and pictures become part of the Special Use Permit Ordinance and available for inspection in the City of Chippewa Falls Engineering and Inspection Offices.
- q) That this permit shall expire upon transfer of ownership of these premises.
- r) That Chapter 17.48 (14), (15) and (16) of the Chippewa Falls Code of Ordinances regarding lapse of permit, automatic termination of permit and revocation of permit shall apply.
- s) As enumerated in Municipal Code Chapter 17.48(17), this Special Use Permit shall be reviewed by the City of Chippewa Falls Common Council every five years in consideration of health, safety, morals, comfort, prosperity and general welfare of the City.
- t) Except as specifically provided herein, all regulations of the City Zoning Ordinance shall apply.
- u) That this permit shall become null and void by non-compliance with this permit or related Codes or by application to the Board of Appeals for any Code variance at these premises.
- v) That all changes or modifications to this permit shall be by the Common Council only after review and recommendation by the Plan Commission and after public notice and hearing as required for a Special Use Permit.

5. That this Ordinance shall take effect from and after its passage and publication.

Dated this 7th day of February 2017.

FIRST READING: February 7, 2017

SECOND READING: February 21, 2017

APPROVED: _____
Mayor

Council President

ATTEST: _____
City Clerk

PUBLISHED: _____





Date _____

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

The Guest understands Tiny Houses are Temporary Housing - the duration of the stay is 7 days or less, (with additional seven day stays available upon approval).

This agreement contains the expectations that the Guest(s) will need to agree to and follow to stay in a Hope Village Tiny House:

1. The Guest must follow the Stable Housing Plan developed with the Hope Village Navigator.
2. The Guest must maintain daily contact with the Hope Village Navigator while being sheltered.
3. The Guest will keep the tiny house clean and presentable.
4. The Guest 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 Village 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.

6. The Guest 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,

7. The Guest will notify Hope Village of any police contact within 6 hours of said contact.

Date _____

Contact/cell # _____

Name _____
Last Name First Middle Initial

DOB: _____ Social Security Number: _____

Other Members of your household:

Name: _____	Age: _____	Relationship: _____
Name: _____	Age: _____	Relationship: _____
Name: _____	Age: _____	Relationship: _____
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: _____





