

APPLICATION REVIEW

Z-22-67

HEARING DATE: October 25, 2022

1. CASE # Z-22-67
Energov # SP-000030-2022
PROPERTY ADDRESS: 1217 Mary
LEGAL DESCRIPTION: Lots 10, B11, B, Block 7, Tinsley Subdivision

2. APPLICANT: Mary Wise and John Calaway, on behalf of Mission Waco, Mission World, Inc.

MAILING ADDRESS: John Calaway, 1315 N. 15th Street, Waco, TX 76707

3. REQUEST:

RENEWAL OF A SPECIAL PERMIT FOR A SHELTER IN A C-5 DISTRICT

Shelter shall mean a facility with support staff who are present at all times the residents are present providing temporary boarding or lodging on its premises to indigent, needy, chronically homeless or transient people.

PLANNING SERVICES REVIEW

NEIGHBORHOOD CHARACTER:

This facility is known as My Brother's Keeper: An Adult Shelter Program that has been in operation since December 2004. The property is located along Mary Avenue, just east of 13th Street, within the Downtown Neighborhood and Council District II. The following uses/businesses are located in the general vicinity of the property: Acts Christian Fellowship Church, Habitat Resale Store, ARC Abatement Inc., John Erwin Contractor, Downtown Storage, and First Methodist Waco Downtown Church.

The original special permit was issued in August of 2004 and has continuously been renewed. The 2009 renewal included the enclosure of a covered porch to add room in the building for a new woman's section of the shelter & to increase the total capacity of the shelter to 56 persons. Hours of operation are 6:30pm to 6:15am. Additional information is available in the attached narrative.

PLANNING SERVICES RECOMMENDATION:

Planning Services recommends *APPROVAL* of the special permit renewal subject to the special provisions and conditions and based on the following findings*:

1. That the proposed use is consistent with the comprehensive plan.
2. That the proposed use is compatible with the appropriate and orderly development of the area in which it is located.
3. That the proposed use would not be more objectionable to neighboring properties because of traffic congestion, noise, fumes, vibrations or any other characteristics than any use permitted in the zoning district without the grant of a special exception.
4. That available community facilities and services, including the road system providing access to the proposed use, are adequate for the proposed use.

* These findings are required for the granting of a special permit as per Section 28-122 of the City of Waco Zoning Ordinance.

NOTICES: 16 mailed;

TRAFFIC OPERATIONS REVIEW

1. Description of the adjacent street system: Mary Avenue
Classification: Local Number of Lanes: 2 travel lanes
Estimated Capacity (at LOSD) 6,000 vpd Avg. Daily Traffic 250 vpd
2. Estimated increase in traffic on adjacent streets at full build out:
Immediate: N/A Future: N/A
3. Will the development's impact be of sufficient magnitude to require mitigation for:
 - a) Access problems: yes/no
 - b) Increased traffic congestion: yes/no
 - c) Pedestrian traffic: yes/no
 - d) Visibility problems: yes/no
4. Traffic Department comments and recommendations:
None. (CM)

ENGINEERING SERVICES REVIEW

1. Street condition: Good Acceptable X Needs Reconstruction
2. Street width: Existing: ROW 70' Pavement 28'
Required: ROW 50' Pavement 28'
3. Curb and Gutter:
Needs to be installed X Exists Needs Reconstruction
4. Offsite Drainage facilities are adequate to meet additional runoff resulting from the rezoning.
5. Water is available to the property, and it will serve the heaviest uses allowed under the requested zoning.
6. Sewer is available to the property, and it will serve the heaviest uses allowed under the requested zoning.
7. Engineering Department comments and recommendations: Drainage is surface via curb & gutter; 6" Water and 8" Sewer serve site. (CM)

INSPECTION SERVICES REVIEW

Comments:

No comment. (GD)

UTILITY SERVICES REVIEW

Comments:

No comment received.

LEGAL SERVICES REVIEW

Comments:

No comment received.

FIRE DEPARTMENT REVIEW:

ANTICIPATED FIRE RESPONSE TIME: ____

IS THE FIRE RESPONSE TIME ADEQUATE?: ____ (Y) YES (N) NO

Fire Department Comments and Recommendations:

No comment received.

HEALTH DEPARTMENT REVIEW

INSPECTION/PERMIT REQUIRED __N__ (Y) YES (N) NO

DATE OF INSPECTION: N/A

Health Department Comments and Recommendations:

No objections. (DL)

POLICE DEPARTMENT REVIEW

Comments:

No comment received.

CASE #Z-22-67

PROPERTY OWNERS LIST

Applicant: Mission Waco, Mission World, Inc.

Owner: Same

Board of Directors:

Lila Chapa

Emily Embry

Steve Fell

Bronscha Harris

Jason Lee

William Lockhart

Dr. Ronda McCarthy

Autumn Outlaw, Board Vice Chairman

Sue Parrigan, Corporate Treasurer

Megan Snipes, Corporate Secretary

Kathryn Thompson



Kristen Thompson, Board Chairman and Corporate Vice President

Corporate President and Executive Director: John Calaway

SPECIAL PROVISIONS & CONDITIONS
FOR A SHELTER

1. The permit hereby granted is to, Mission Waco, Mission World, Inc., and may not be transferred or assigned.
2. At any time if the permittee(s) ceases to use the permit for the purpose for which it has been granted. This permit shall become null and void, and the lawful use of the property listed as the location for the permit shall conform to the use for which it is zoned under the City of Waco's Zoning Ordinance.
3. This permit is for the specific location designated herein and shall not be transferred to another location.
4. This permit may be revoked for failure of the permittee to pay all taxes and/or fees due and owing the State or any political subdivision of the State, or for a violation of this special permit, or any ordinance of the City of Waco, or for good and sufficient cause, upon notice to the permittee and after a public hearing.
5. Permittee shall comply with all building, plumbing, electrical and other related construction codes of the City of Waco.
6. The structure and the grounds shall be maintained and shall be kept in good repair and condition.
7. The permit shall be amendable through the normal process of public hearings before the Plan Commission and City Council.
8. The property shall be developed in accordance with the approved plans.
9. The permit shall authorize a maximum of 56 residents.
10. This permit shall be for a period of five (5) years and expire on November 15, 2027. At expiration of said period the permittee shall make an application for renewal of said special permit. If the permit is not renewed, it will be considered abandoned and terminated and the lawful use of the said premises shall conform to the use for which it is zoned under the City of Waco's Zoning Ordinance

Zoning Case Z-22-67
1217 Mary Ave
Waco TX, 76701
SP Renewal - Shelter
Property Location Map

 Z-22-67
 200' Property Notice Buffer

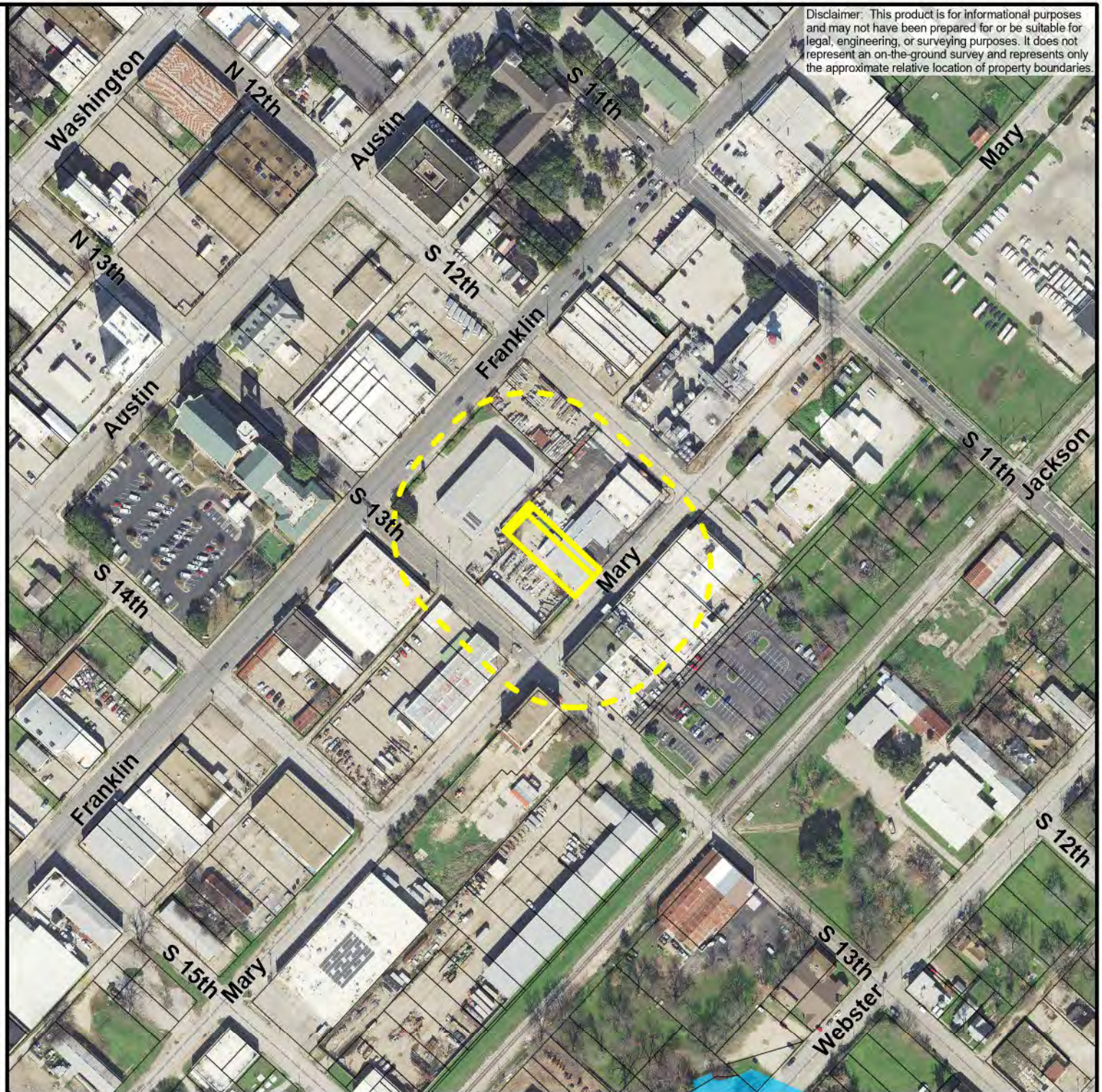


October 2022

0 75 150 300
Feet



Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

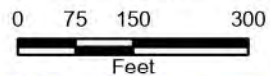


Zoning Case Z-22-67
 1217 Mary Ave
 Waco TX, 76701
 SP Renewal - Shelter
 Location Map and
 Surrounding Zoning Categories

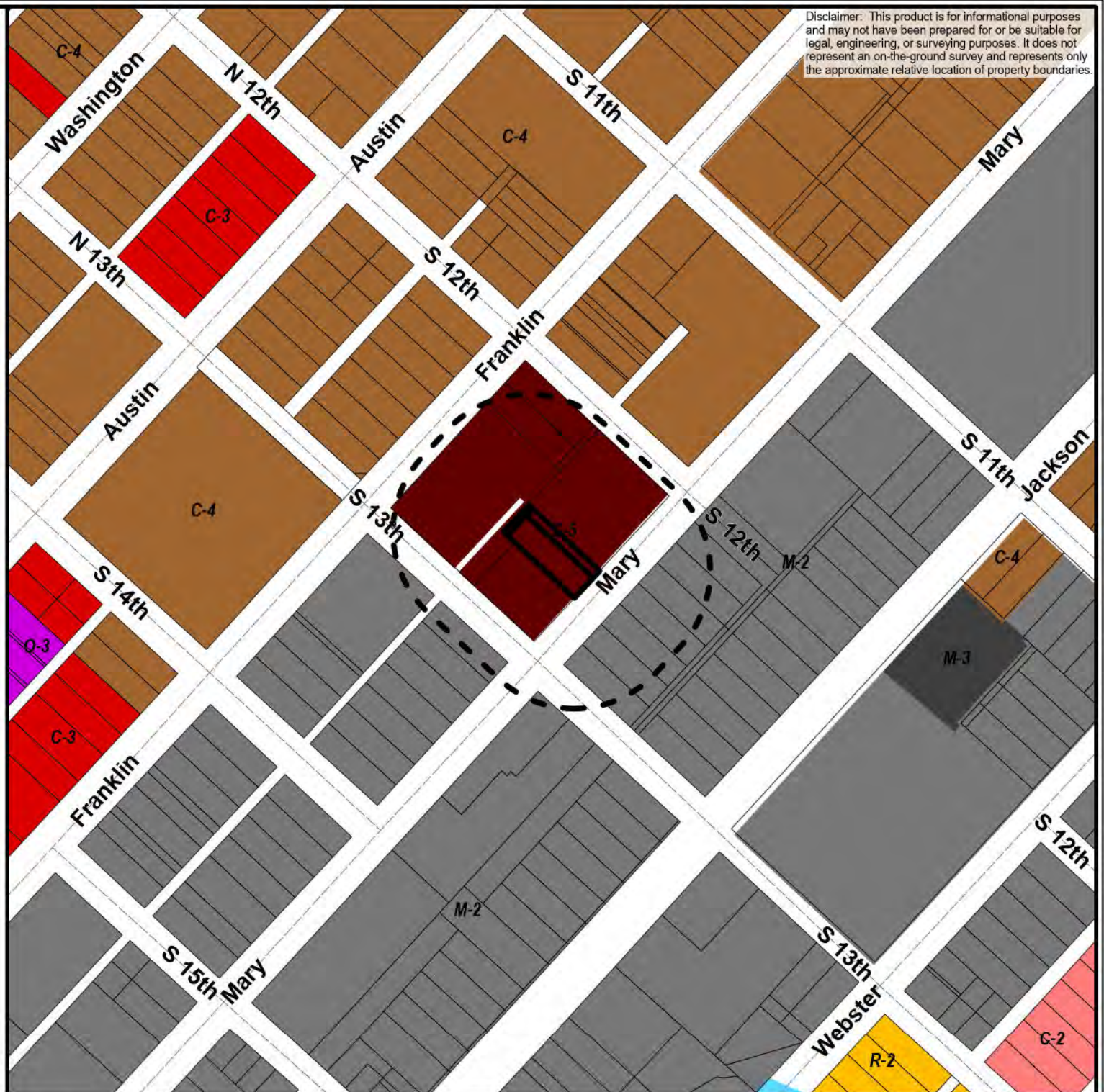
- Z-22-67**
 200' Property Notice Buffer
- R-1A
 - R-1B
 - R-1C
 - R-2
 - R-3A
 - R-3B
 - R-3C
 - R-3D
 - R-3E
 - O-1
 - O-2
 - O-3
 - C-1
 - C-2
 - C-3
 - C-4
 - C-5
 - M-1
 - M-2
 - M-3
 - PUD



October 2022



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Special Permit Request for My Brother's Keeper:
An Adult Shelter Program
Of Mission Waco Mission World (MWMW)

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CRITERIA FOR GRANTING SPECIAL PERMIT

- Comprehensive Plan
- Compatible to neighborhood
- Not objectionable to neighboring properties
- Road systems
- Special District Regulations

PROGRAM

DESCRIPTION: Currently a 56-bed emergency shelter facility for adult men and women experiencing homelessness. At least one staff member is on-site at all times that the shelter is open. Hours are 7 days/week, 6:30pm-6:15am. (There was some exception for this when additional funding was available due to COVID to provide "day center" space at either the Meyer Center or My Brother's Keeper. This ended June 2022.). The location is owned by MWMW and has operated as an emergency shelter since it opened in December 2004. Shelter participants are provided breakfast (at Meyer Center), and a small locker for their belongings.

PROGRAM GOAL: To provide emergency shelter for those experiencing homelessness; a safe, clean, quiet place to rest and sleep at night in a culture of Christian hospitality. Our focus is particularly helpful to those in the chronic homelessness cycle (repeat periods of homelessness who often have untreated substance abuse or mental health issues), as the length of time they can stay allows the person to rebuild trust with themselves and others, get connected with other social services and treatment options, and obtain employment or other resources to increase or stabilize their income to prepare for longer-term housing.

Some of the program specifics include:

- Nightly check-in between 6:30-8:30pm
- Awake staff monitor on-site during all hours of operation
- Volunteer-led informal chapel from 7-7:45pm; optional for participants to attend
- Lights out at 10pm

- If a participant works an evening-shift or job that would have them coming in late, they can make pre-arrangements with the case manager to allow for that.
- Daily dismissal around 6:15am. Breakfast is served at Meyer Center (3 blocks away) at 6:30am Mon-Thurs and Saturday, and 7am on Fridays.
- Bed sign-up for returning participants takes place at the Meyer Center during the weekday or Saturday mornings, or physically at MBK any night of the week for new participants.
- Personal 1-on-1 intake interview for all new participants; completed by a staff member; rules, policies, etc. are covered during intake as well as gathering information about the person.
- Steps are taken to reduce risks and create a safe space for all staff and participants:
 - No consumption or possession of alcohol or illegal drugs on site.
 - Personal medications and/or valuables are logged in upon arrival and kept in the main office under camera and/or supervision for the time period that the participant is overnight at MBK.
 - No weapons, threatening or vulgar language, racial or other discrimination.
 - Specific behaviors (such as non-participatory behavior, stealing or disrespect of property, verbal threats or assault, substance abuse) are outlined in detail during intake along with the related consequences that may occur if those behaviors are exhibited.
 - Personal lockers and locks are provided at MBK and also at Meyer Center.
- MBK and Meyer Center staff and volunteers are prepared to assist when extremely cold or inclement weather creates more need for emergency shelter.

LENGTH OF PROGRAM: McLennan county residents are allowed to stay up to 63 days, as they cooperate with their case manager to find a more stable housing environment. Participant's time can be extended in cases approved by their case manager to be in "Extended Stay" (participants are working on budget/income goals and housing search so that they are ready to sustain permanent housing as soon as it can be located). Non-McLennan County residents are allowed to stay for three free nights. During extreme cold weather (i.e. near-or-below freezing temperatures or wind chill) MBK adjusts the standard length of stay or other restrictions so that adult men and women can stay overnight inside from the cold.

COST TO PARTICIPANTS: The first three nights are free to anyone. For those eligible to stay beyond that, the next 30 days are \$2/night, and the following 30 days are \$5/night. If a participant does not have the funds, they can request to be assigned a volunteer chore (light cleaning, folding towels/sheets, etc.) because one of the cornerstones of our work is that everyone has something to give, and the dignity of giving \$2 or volunteering helps to empower and build the dignity of the person. Should a participant be approved for our "extended stay" program, they pay \$300/month. For up to 5 months of "extended stay", \$100/month of that fee can be matched by MWMW toward payment of first-month's rent or rent/utility deposits for housing.

PROGRAM FOLLOW-UP: My Brother's Keeper works in cooperation with the Meyer Center's overall goal of providing social services to our participants. As such, upon arrival at MBK, participants are assigned to a caseworker who assists them with a range of services geared toward improving their quality of life and ability to thrive. Moreover, they have access to other Meyer Center services: counseling, clinic, computer lab, job readiness/search/placement, intake for substance abuse residential program, showers, laundry, breakfast etc. The Meyer Center also connects with Veterans Administration and other local members of the Homeless Coalition or related agencies and churches to maximize opportunities for success in readiness for and obtaining of permanent housing.

VEHICLE PARKING:

There are typically 3-5 vehicles parked in front of MBK overnight, and randomly a staff vehicle or two will be parked there during the day. There is room inside the fence for more vehicle parking as needed.

STAFFING:

Jerrod Clark, LMSW, MDiv, Director of Meyer Center and Social Services. Jerrod joined MWMW as a student intern in the early 2000's, and has been on our social services staff since 2003.

Samuel J. Doyle, MDiv, Director of My Brother's Keeper and MPowerment. Rev. Doyle came to MWMW to 2018. In his current role, he provides leadership to the shelter staff, and is on-call to provide employment assistance to participants who need it, and pastoral care to participants who request it.

Dahron Mize and Granville Crayton, Night Monitors. The night monitors ensure that the shelter is staffed 7 days a week, year round. Their basic function is to ensure the safety, cleanliness and security of the building and for the residents.

Other Counselors and Professionals. MBK is an entity of Mission Waco's Meyer Center for Urban Ministries, which is overseen by a staff of 3 case managers. Other staff includes front desk workers, HMIS (Homeless Management Information System) staff, job trainers, job developers, counselors, and two health professionals who run our clinic. Mission Waco also partners with Baylor University to provide a 20-hour/week part-time practicum to a doctoral student in the Psychology department. Local attorneys voluntarily help with a legal advice clinic.

Volunteers. Volunteers and service groups help with leading chapel, performing service projects and assisting the monitors with their duties.

TESTIMONIALS FROM CURRENT NEIGHBORS:

"Waco Habitat for Humanity is pleased to support Mission Waco's application for a special use permit to continue to operate My Brother's Keeper at 1217 Mary Avenue. Waco Habitat's ReStore operates on the same block at 1224 Franklin Avenue. My Brother's Keeper has been a great neighbor throughout the years. The services they provide for homeless men are needed in our community." – John Alexander, Executive Director, Habitat for Humanity

"It is the pleasure of Acts Church to offer this statement of support for My Brother's Keeper. We believe in the mission of this shelter's program to provide a needed place for those finding themselves in a place of homelessness. Acts Church ministers on the same block as My Brother's Keeper and they have been great to work with." – Bonita Eckhardt, Admin Assistant, Acts Church (at the direction of pastor David Booker)

"Caritas of Waco is pleased to send this statement of support for My Brother's Keeper. This shelter program provides a much-needed place for those experiencing homelessness. MBK serves some of the same clients as Caritas, which makes it convenient for those staying in the facility to walk to our pantry to receive food and other services. We also know we can refer our clients who are in need of emergency shelter. They are wonderful neighbors and we have never had any concerns with having them just a few blocks down the street. We are grateful for My Brother's Keeper and wholeheartedly endorse them." – Ann Owen, Executive Director, Caritas of Waco

"Balcones Distilling is pleased to provide a statement of support for a special use permit for My Brother's Keeper. The shelter provides a wonderful and necessary service to the community and we are proud to call them a neighbor." – Eric Kukla, Director of Retail Operations, Balcones Distilling

TESTIMONIALS FROM PARTICIPANTS:

"I am a Waco native and have been in Waco my whole life. In the beginning of my journey here, I had a lot of thoughts that I was not going to make it out. God is the main reason why I have made it to where I am today. I also thank God for the workers at both the Meyer Center and My Brother's Keeper Homeless Shelter. This Christian environment has been

good for my faith walk and the one thing I want people to know about Mission Waco is this: If you give Mission Waco a chance, they will help you.” R.W.

“I am truly thankful for being here. I can confidently say if it was not for MBK I would be on the street somewhere. I get along with everyone mainly because of the Christian community aspect. I enjoy chapel and its volunteers as well. The workers at the facilities have been phenomenal, my greatest experiences being with Mr. Granville and Mr. Jeremy.” - M.L.

“As long as I have been here, I am thankful for the Meyer Center and MBK. They have helped keep me off the streets and as a result out of trouble. It’s very good to know that there will always be a shelter open at MBK when the days are the hottest or when the nights are the coldest. – J.H.

“I have absolute respect for the workers at both MBK and the Meyer Center. Ms. Bobbi, Ms. Lisa, D.J., and Mr. Granville are just some to name a few that have went beyond their way to simply help me. I did not expect it, but I have also made a lot of friends while being here. I have gotten connected with several other residents because of how similar we think about life, and for that I am appreciative.” J.S.

CRITERIA FOR GRANTING SPECIAL PERMIT

CONSISTENT WITH COMPREHENSIVE PLAN

Here are some points that this project is consistent with the Comprehensive Plan:

- Goal 1 Economic Development, Objective 1.03: Encourage and develop employment opportunities for all segments of Waco’s population. *My Brother’s Keeper program includes components for the participants to go through MWMW’s empowerment programs to gain employment, which also helps them gain income to prepare to leave the shelter for stable housing. My Brother’s Keeper shelter also provides monitor jobs (two of these are full-time with benefits, and one is part-time) at the shelter, and more are employed at the Meyer Center for supportive services for MBK (case managers, cook, job developers, counselors, clinic coordinators).*
- Goal 1 Economic Development, Objective 1.11: Encourage employers to locate in the inner city to directly alleviate the transportation barrier faced by many residents. *1217 Mary Avenue is four blocks from the main downtown terminal of Waco Transit.*
- Goal 2 Growth Management, Objective 2.02: Develop strategies to arrest and reverse deterioration within transitional neighborhoods and to maintain and preserve stable neighborhoods. *The space for the shelter was renovated in 2003-2004 by repurposing an older building that had housed a machine shop.*
- Goal 5 Housing, Objective 5.02: Provide appropriate housing to accommodate all age groups. *My Brother’s Keeper accepts adult men and women ages 18 years through senior adults.*
- Goal 5 Housing, Objective 5.04: Expand progressive housing options for individuals with serious mental illness or addiction. *Around 75% of people experiencing homelessness (as well as 25% of the general population) are facing mental illness or addiction issues. MBK shelter provides up to 63 days of emergency housing, followed by up to six months of “extended stay” housing while participants are pending permanent housing solutions. Based on the “Housing First” research, it says that when someone has safe housing the person is more likely to keep that roof over his or her head. MBK gives them an opportunity to practice consistency in a supportive environment with accountability to bridge them to permanent housing solutions. People facing issues related to mental health and/or recovery/addiction/alcoholism need supportive accountability and community to break those habits. Though this will be transitional housing, it will be showing the participants a path to success and let*

them experience a safe, stable environment for a period of time as they rebuild trust in themselves as well as in others.

- Goal 5 Housing, Objective 5.12: Promote neighborliness and reduce polarization within the community by encouraging economically and racially balanced residential development. *My Brother's Keeper shelter welcomes participants of any race. Volunteers from the community interact with shelter participants during informal evening "chapel" times, offering an opportunity for people who would typically not be in proximity to each other to spend time and learn from each other.*
- Goal 6 Community Livability, Objective 6.12: Strengthen the enforcement of City codes and regulations pertaining to property maintenance, upkeep and appearance. *My Brother's Keeper shelter has an Austin-stone façade on the front that adds an attractive element to the street-view of the block.*

COMPATIBLE TO THE NEIGHBORHOOD

The physical structures will maintain a commercial/business look that is fitting and compatible in the neighborhood. The participants and staff maintain the physical property in an orderly and attractive manner. In summary, we think that the Mary Avenue property is a good location because it is located where the zoning request and special permit request are allowed and not disruptive to a neighbors, but also is in proximity to the city bus network and other services available at MWMW's Meyer Center for Urban Ministries (social services, clinic, job search/placement, breakfast for shelter participants, showers/laundry, legal advice, etc).

NOT OBJECTIONABLE TO NEIGHBORING PROPERTIES

Traffic congestion, noise, fumes, vibrations or other use characteristics will be consistent with current use of the property, and will be consistent with that of a commercial/business neighborhood. MWMW has a history of being accountable neighbors at all of our properties, and will continue to do so at 1217 Mary Ave.

We will implement the following plan for Community Outreach to the neighbors around 1217 Mary Ave, with initial attempts of contact made in October 2022:

- Reach out to Downtown Neighborhood Association officers (if available, as there are no officers listed on the City of Waco neighborhood association website) to inform them about the application and see if they have any questions, and,
- Attempt by mail or in person or by phone to contact property owners within 1 block each direction to inform them and see if they have any questions.

ROAD SYSTEMS

The vehicle traffic to/from the property for the intended use will not exceed anything typical for other similar-sized commercial or business properties in the area. The road system is sufficient for adequate use and access in our opinion.

SPECIAL DISTRICT REGULATIONS

We checked with the city planning staff to identify what type of permit to apply for, and it was reported to us that "Shelter" is the appropriate term, and consistent with our previous city permits that have been issued for this same purpose at this same location.



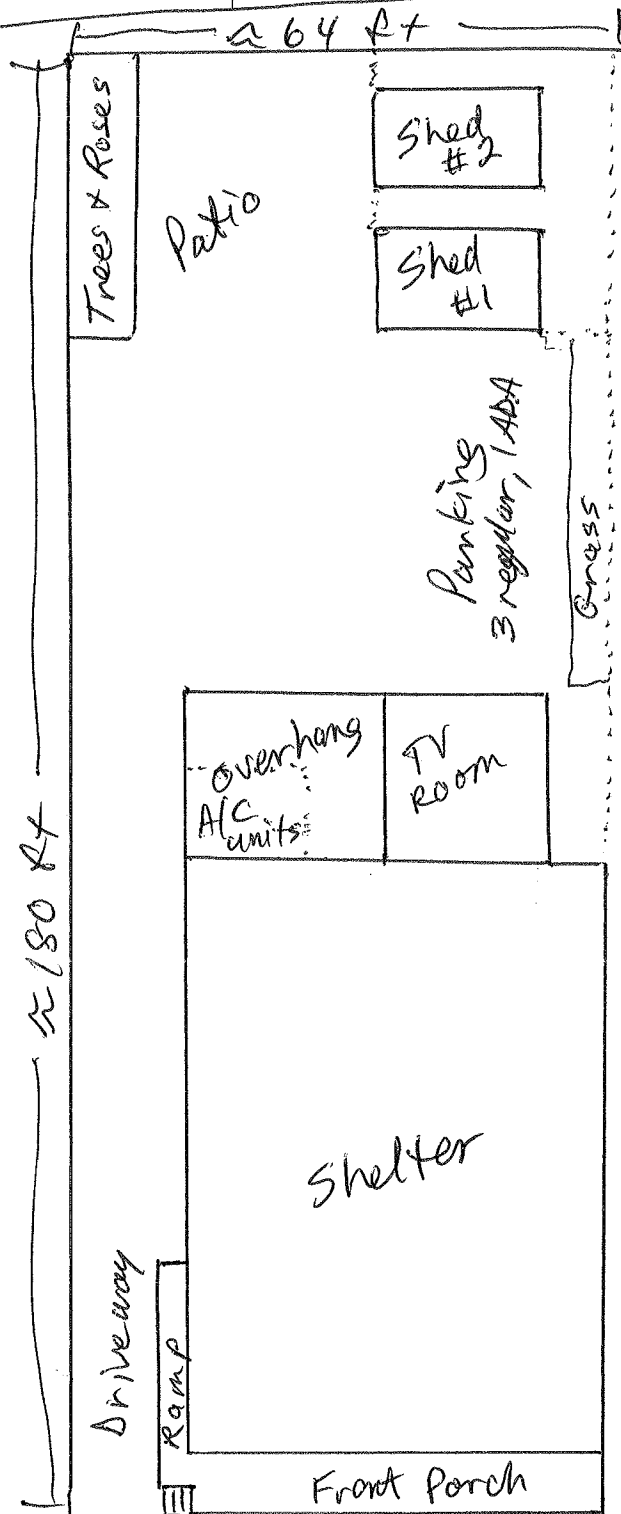
>>>>>>>>>>
View along
rear wall –
at back of
property.
(Standing in
front of rear
shed)



>>>>>>>>>
Shed #2
(between
Shed #1 and
Rear Wall)



1217 MARY AVE. - MY BROTHER'S KEEPER



.....Fencing

Shed #1
18' x 12'

Shed #2
18' x 12'

Driveway
10' at narrowest
14.5' at widest

Front Porch
50' x 8.5'

TV Room
20' x 20'

Shelter
50' x 72'

Overhang
24' x 20'

Front-in Parking
5 spaces (plus room for 1 more)

← Mary Ave →



To be mailed early October 2022

Dear Downtown Waco Neighbor,

We are writing to you to offer clarity in regard to City of Waco mail-in notifications for our Special Permit application for My Brother's Keeper shelter located at 1217 Mary Ave. Since December 2004, we have provided an emergency shelter program for adult men and women at this location. MBK is primarily for McLennan County residents and provides overnight shelter and breakfast, as well as access to a full complement of social services (case management, health clinic, job search and placement, legal advice, mental health counseling, etc.) through our Meyer Center for Urban Ministries located at N. 13th & Washington Ave.

Current neighbors say this about the My Brother's Keeper shelter:

"Waco Habitat for Humanity is pleased to support Mission Waco's application for a special use permit to continue to operate My Brother's Keeper at 1217 Mary Avenue. Waco Habitat's ReStore operates on the same block at 1224 Franklin Avenue. My Brother's Keeper has been a great neighbor throughout the years. The services they provide for homeless men are needed in our community." – John Alexander, Exec. Dir., Habitat for Humanity

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As a direct neighbor to this resource, we believe in providing the appropriate medium for any questions you may have regarding this program. Please feel free to reach out to me directly at jcalaway@missionwaco.org.

Your neighbor,

John Calaway
Executive Director

June 16, 2022

City of Waco
Planning and Zoning Department

Re: Special Permit request for 1217 Mary Avenue

Dear City of Waco,

Please accept this letter as authorization for Mission Waco, Mission World, Inc. (dba Mission Waco) to apply for Special Permit for Transitional Shelter Type II. Our board voted at our regular meeting on June 16, 2022 to move ahead with this application.

John Calaway, as the corporation's President and Executive Director and per our by-laws, is authorized to sign for Mission Waco Mission World, Inc. Mary Kathryn (Kathy) Wise, Associate Executive Director of Operations, is assigned by John to initiate the application processes and be point of contact.

Sincerely,

Kristen Thompson
Chairman, Board of Directors
Mission Waco, Mission World, Inc.

Megan Snipes
Corporate Secretary
Mission Waco, Mission World, Inc.