



January 24, 2019

Mayor Shawn Reilly
Waukesha City Hall
201 Delafield Street
Waukesha, WI 53188

Dear Mayor Reilly:

The Housing Action Coalition of Waukesha County would like to use Fire Station #3, located at 1210 Sentry Drive, as a temporary emergency overflow shelter for homeless women and women with children. As you are aware, the Housing Action Coalition has an accepted Offer to Purchase on this property, which is expected to close by May 2019. One of the conditions of the offer was the ability to negotiate a rental period before closing for the purpose of opening a temporary shelter. HAC proposes to rent the facility for a very nominal fee of \$1, and will take responsibility for the utility costs during the rental period. HAC estimates the building would be in use as an overnight shelter from approximately February 6, 2019 until April 30, 2019.

The shelter will serve approximately 20 single women or families with children per night. The proposed shelter will be open seven days a week from approximately 5 p.m. to 9 a.m. for three months beginning on February 6, 2019 and closing on April 30, 2019. HAC is planning to contract with Community Advocates, Inc. a nonprofit organization based in Milwaukee that operates emergency shelter among other programs and services. The shelter will have trained staff members. Shelter guests will be provided with sleeping space, bathroom facilities, dinner and a continental breakfast, and hygiene products.

On October 4, City staff had a site visit to the property and created a list of upgrades that would need to be addressed before the building could be used for emergency shelter. The Housing Action Coalition would like to respond to the deficiencies with the following plan, and we would like to request that the City grant an exemption to the building and fire code for this winter.

1. *The building lacks automatic fire sprinkler protection that is required for a homeless shelter operation.*

The Housing Action Coalition is not able to purchase an automatic fire sprinkler protection system. We ask that the City exempt us from this item, as it is a temporary overnight shelter for three months of the year.

The Mission of the Housing Action Coalition is to educate, advocate, and raise awareness while providing a cohesive coordinated response to homelessness and the issues related to it such as affordable housing throughout Waukesha County.



2. *The building currently lacks a functional automatic fire alarm system that is also required for this type of occupancy.*

The Housing Action Coalition is not able to purchase an automatic fire alarm system for this winter. However, we will purchase smoke detectors and put them up in the building.

The Housing Action Coalition will complete the following action items:

- Purchase and install 3 lockable door knobs for the hose tower, apparatus bay and basement door
- Address any HVAC and electrical needs
- Install grab bars in the main bathroom
- Repair the exit signs
- Add emergency lighting to the interior and exterior egress lights
- Purchase and install carbon monoxide detectors as needed
- Purchase fire extinguishers
- Add Wi-Fi

We appreciate the support the City has given us around the issue of the overflow shelter in the past. We had hoped to make this request earlier in the year, but we were unable to find a service provider to run the shelter until this month.

Please consider granting an exemption to allow use of the Fire Station #3 location for this winter, based on our action plan. We would be happy to provide you with more information if necessary.

Sincerely,

A handwritten signature in blue ink that reads "Kristin Silva". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kristin Silva
Vice-President, Housing Action Coalition

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