



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

9/28/2023

To: Mayor and Common Council

From: Paul Braun, City Planner

**Subject: PC 18-2023: Lotus Recovery Homes, Inc; Request for a Conditional Use Permit for the Operation of a Transitional Housing Use at 419 Park Street pursuant to 15.150(3)l.**

At the September 27, 2023 meeting of the Manitowoc City Plan Commission, the Commission unanimously recommended to the Common Council the following action:

***Approve the Conditional Use Permit for the establishment of a Transitional Housing residence pursuant to the attached conditions.***

Lotus Recovery Homes Inc.  
Attn: Terry Bosch  
1111 Marshall Street  
Manitowoc, WI 54220

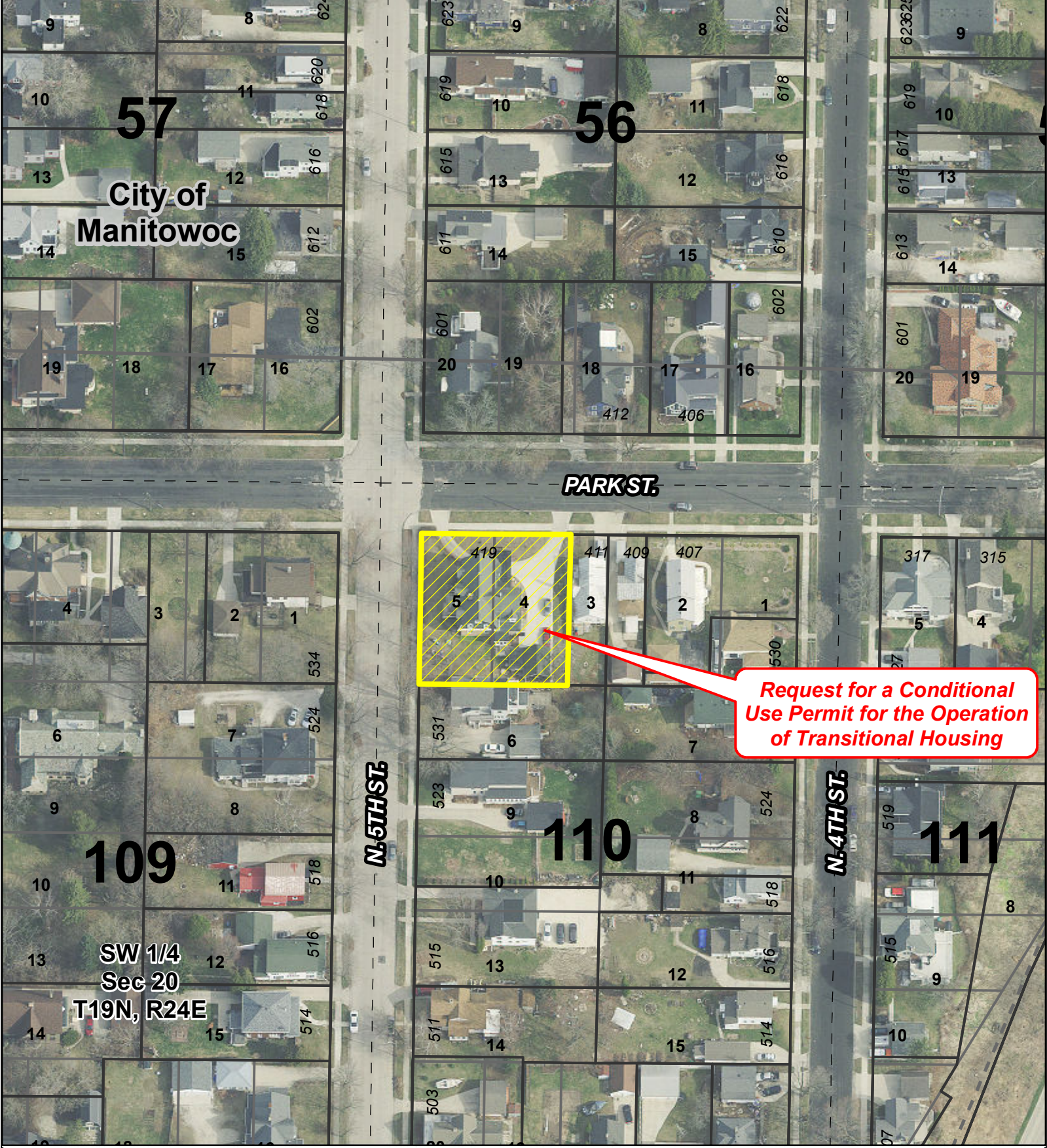
Granicus #: 23-0788  
Attachments: Map & Conditions

REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP)  
TO LOTUS RECOVERY HOMES INC.  
10/16/2023

Re: PC18-2023: Grant to Lotus Recovery Homes Inc (Lotus) a CUP under Section 15.150(3)l of the Manitowoc Municipal Code ("Code") for the operation of a transitional housing Residence for not more than 12 residents (males or females of any age) at 419 Park Street, Manitowoc WI. This CUP shall hereinafter serve as authorization for the location and operation of a transitional housing Residence, and all appurtenant and related functions. The area included in the CUP ("CUP Area") is described on the attached map. Lotus is required to comply with the following conditions:

- A. Lotus shall not allow the Residence to exceed 12 residents at any one time. A resident advocate shall be present in the Residence at all times when residents are present. The resident advocate counts towards the total residence count.
- B. Lotus shall expressly prohibit the use, consumption or possession of alcohol and illegal drugs in the residence or anywhere on the 419 Park Street Property.
- C. All over-night vehicles shall be parked off-street on hard surfaced areas on the 419 Park Street property.
- D. Administration and office support services shall not be located at the 419 Park Street location.
- E. Lotus shall file a report with the Community Development Department by January 31<sup>st</sup> of each calendar year detailing the status of the Residence. This report shall be filed by January 31<sup>st</sup> in each year the CUP is effective, and each report shall detail the activities at the Residence from the prior calendar year. This report shall include, but not be limited to: (i) a summary of the financing in place to operate the Residence including a summary of foundation grants, donations, lender financing and State and/or Federal grants in hand, and volunteer hours worked ; (ii) residence summary identifying the number of residents in the Residence; (iii) a description of the services being provided at the Residence and the number of residents accessing various services; (iv) the number of residents that were at the Residence, but left without notice; (v) a summary of agreements with third party providers for support services for residents at the Residence; and (vi) any other information that may be requested by the Community Development Department to address identification of common characteristics or experiences of residents at the Residence.
- F. Lotus shall, at the written request of the Manitowoc Police Chief, install any required security enhancements into the Residence, on terms and conditions acceptable to Lotus and Chief.
- G. Compliance with all federal, state and local regulations, licensing and code requirements.
- H. No party shall assign or transfer its interest in the CUP to any party without the prior written approval of the Manitowoc Common Council.

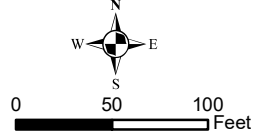
- I. The CUP shall automatically terminate effective the same date Lotus ceases to operate at the Residence. Lotus shall provide the Community Development Department with written notice of its intent to discontinue operation of the Residence not less than 30 consecutive calendar days prior to the date operations are planned to cease.
  
- J. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in October 2024, and during the month of October in each subsequent year of the CUP. The annual review may result in the disclosure of non-compliance issues or the identification of terms and conditions that are no longer necessary or required to maintain the intent or compliance with the CUP, and may result in the modification of the terms and conditions of the CUP, issuance of citations and financial penalties, or immediate revocation of the CUP.
  
- K. At any date and time, non-compliance with the terms of the CUP may result in the modification of the terms and conditions of the CUP, issuance of citations and financial penalties, or immediate revocation of the CUP.




**Request for a Conditional Use Permit for the Operation of Transitional Housing**

# CONDITIONAL USE PERMIT

City of Manitowoc, WI



 Area of Conditional Use Permit for the Operation of Transitional Housing

PC 18-2023  
419 Park St.

DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.

Prepared by City of Manitowoc  
Community Development Department  
www.manitowoc.org  
Map Plotted: 9/18/2023

O:\Planning\PC Plan Commission\PC\_CUP\2023\PC 18-2023 Lotus\_CUP\_419 Park Street\Maps\PC 18-2023 CUP.mxd

City of Manitowoc Plan Commission