

Report to the Manitowoc Plan Commission

Meeting Date: November 20, 2024

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

Existing Land Use for Subject Property: Transitional Housing for The Crossing Home

Existing Zoning for Subject Property: R-4 Single and Two Family Residential

Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
North, West, East, South	Residential	R-4 Single & Two Family

Report:

Update: The Common Council issued a conditional use permit to Lotus in October of 2023. One of the conditions was an annual review of the operation. Attached is an email from Terry Bosch detailing the demographics and activities of Lotus over the past year. The Police, Fire and Building Inspection Departments reported no issues or concerns at the location.

General Background Information: Lotus currently operates the transitional housing use at 419 Park Street for up to 12 mothers and their children. The Crossing used to operate the transitional housing service but turned this service over to Lotus Recovery Homes, Inc in 2023 because Lotus was better equipped to serve the residents on their path of getting back to independent living. The Crossing is still a partner with Lotus.

Lotus is a non-profit organization that works with Manitowoc County Drug Court and Human Services providing safe and secure housing and support services for individuals in drug and/or alcohol recovery programs. Lotus is not a treatment center, but provides transitional housing while residents continue their recovery process. The residents will have gone through extensive addiction treatment before going to the 419 Park St residence. Residents are monitored and are required to follow strict house rules. Lotus will focus on providing housing for mothers with children but if the need decreases or another agency provides this service the lease allows them to convert to a men's home but at no time will both men and women reside in the home at the same time.

The property is zoned R-4 Single and Two Family Residential and transitional housing is permitted after issuance of a conditional use permit.

Transitional housing is defined as: *“housing intended to provide the support needed for temporary occupants who lack a fixed, regular and adequate nighttime residence to move into long-term housing, and which is usually offered as part of a transitional program that helps homeless*

individuals and families become independent through counseling, job training, child care, skills training, and health care assistance.”

Staff recommends moving the annual review date to January starting in 2026 to be consistent with the annual review dates for Lotus' two other transitional housing locations on Marshall Street and Lake Street.

Recommendation: Approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for the transitional housing use located at 419 Park Street and revising the annual review date to January 2026.

REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO LOTUS RECOVERY HOMES INC.
40/16/2023–12/16/2024

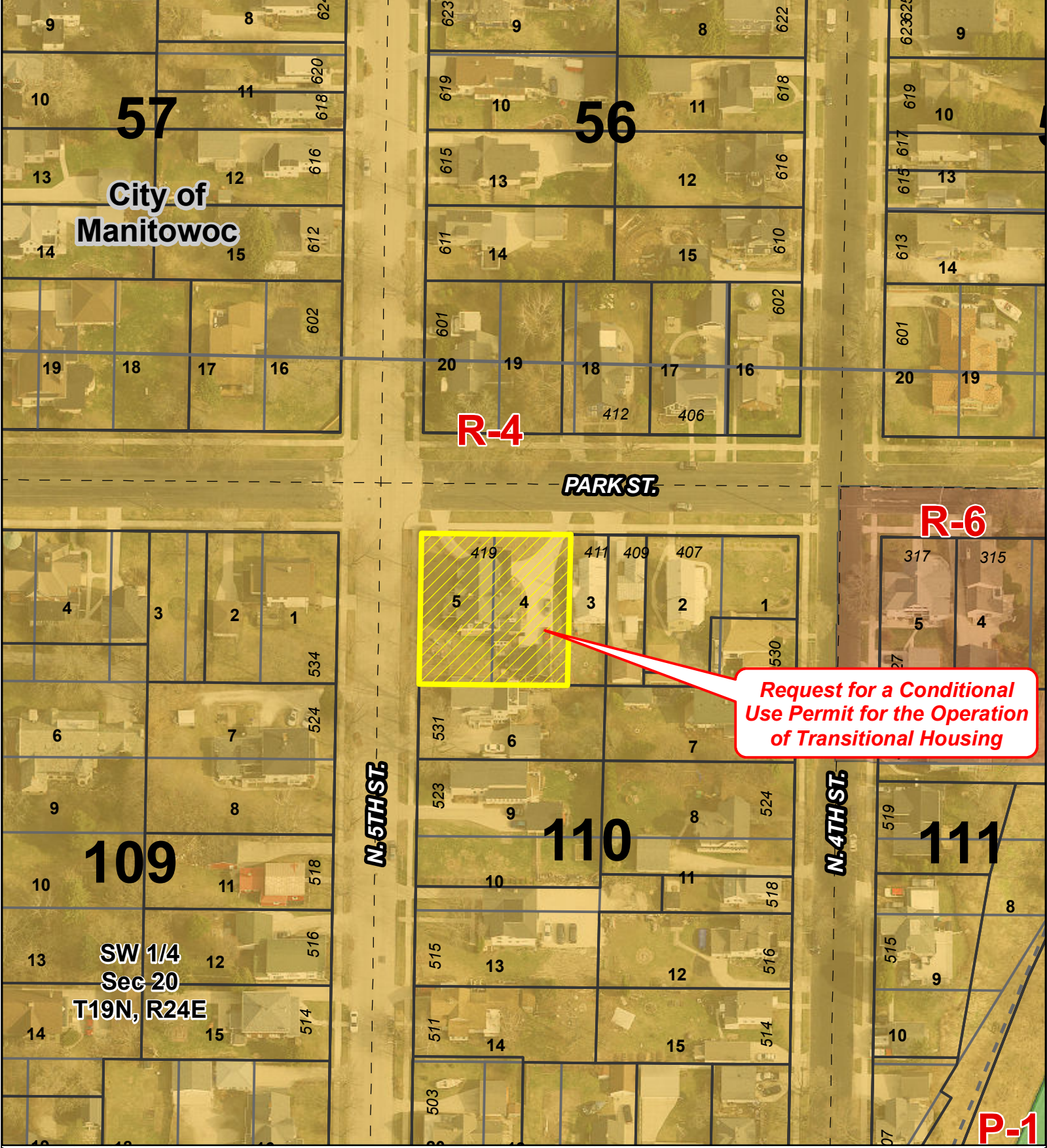
Re: PC 18-2023: Grant to Lotus Recovery Homes Inc (Lotus) a CUP under Section 15.150(3)l of the Manitowoc Municipal Code (“Code”) for the operation of a transitional housing Residence for not more than 12 residents (males or females of any age) at 419 Park Street, Manitowoc WI. This CUP shall hereinafter 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 31st of each calendar year detailing the status of the Residence. This report shall be filed by January 31st 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 January, 2026 and in each subsequent January. ~~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.

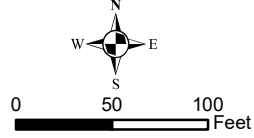
- K. At any date and time, non-compliance with the terms of the CUP may result in the modification of the terms and conditions of the CUP, issuance of citations and financial penalties, or immediate revocation of the CUP.




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

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

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PC 18-2023
419 Park St.

City of Manitowoc Plan Commission

Paul Braun

From: Terry Bosch <tbosch@lotusrecoveryhomesinc.com>
Sent: Thursday, November 14, 2024 9:10 AM
To: Paul Braun
Subject: External: Re: Annual Review

Paul

Here is our annual update:

1. We currently have 5 residents, 3 adults and 2 children. We also have 1 child who is present for visits only at this time, as the mother is working toward obtaining custody. At all times, one of the residents has served as the Resident Advocate.
2. The maximum number of residents at any point in time has been 8, 4 adults and 4 children.
3. Six different adult women have stayed in the house over the past year.
4. There has never been any illegal drugs or alcohol in the house or on the property this past year. All random UA's have been negative.
5. There have never been any vehicles belonging to residents parked overnight on the street (we have a huge driveway).
6. We do not have an office in the building; it is located at 1111 Marshall St.
7. We have complied with all safety recommendations and local licensing and code requirements.
8. There have been no issues requiring police or fire assistance.

Residents at the home are typically at an advanced stage in their recovery, and getting their children back is a huge motivation to stay clean. When a resident leaves, they have a full-time job, a safe place to live, and have made provisions for childcare (if necessary) for when they are working. They stay connected to the support system for those in recovery, which helps them maintain their recovery.

Let me know if you need anything else.

Terry Bosch
Executive Director
Lotus Recovery Homes
920-629-4351

From: Paul Braun <PBraun@manitowoc.org>
Sent: Tuesday, November 12, 2024 10:50 AM
To: Terry Bosch <tbosch@lotusrecoveryhomesinc.com>
Cc: Adam Tegen <ategen@manitowoc.org>; Jennifer Bartz <jbartz@manitowoc.org>
Subject: Annual Review

Hi Terry, the Plan Commission will be doing the annual review at their November 20th meeting of LOTUS's Conditional Use Permit for the 419 Park Street location. At this stage we do not send out notices to the neighbors, if internal departments raise issues then we could move to a more formal neighborhood meeting with sending out notices. We check with Building Inspection, Police and Fire to see if there have been any complaints reported over the past year, we

assume if there are concerns from the neighbors they will contact those departments; if there are no complaints or concerns on file we assume that everything is fine.

Could you review item E. and provide that information or any other important information before noon on Thursday November 14th so I have time to write the reports. Contact me if you have any questions. Thanks Paul



Paul Braun | City Planner/Harbor Master, Community Development
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manitowoc.org

City Hall Hours

Monday – Thursday: 7:30am – 5pm | Friday: 7:30-11:30am

Be Alert !

This is External or System generated Email. Please verify before opening any links or attachments.