

## Report to the Manitowoc Plan Commission

**Meeting Date:** January 22, 2025

**Request:** PC 23-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 1111 Marshall Street.

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

**Existing Zoning for Subject Property:** B-1 Office – Residential

### Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
North East, South, West	Park Single & Two Family Residential, & Office	P-1 Conservancy B-1 Office - Residential

### Report:

Update: The Common Council issued a conditional use permit to Lotus in November of 2023. One of the conditions was an annual review of the operation. Attached is an email from Terry Bosch, Executive Director of Lotus; 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 1111 Marshall Street for up to 12 residents. 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 Marshall St residence. Residents are monitored and are required to follow strict house rules. Lotus will focus on providing housing for males at the Marshall Street location.

The property is zoned B-1 Office – 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.”*

**Recommendation:** Approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for the transitional housing use located at 1111 Marshall Street.

**1111 Marshall Street Men's House:**

Number of Individual Residents Served - 37

Number of Residents ranged from a low of 6 to a high of 9

Full compliance with all off-street parking requirements, and all codes and regulations.

Residents chose 2 resident advocates. When one left, a new one would be elected so that two advocates were maintained.

There were no illegal drugs or alcohol in the residence or anywhere on the property by the residents. There were no police or fire calls.

**404, 406, and 408 Lake Street Women's Houses:**

Number of Individual Residents Served - 39

Number of Residents at Lake Street ranged from a low of 7 to a high of 14, but never more than 5 in an individual house.

Each of the three houses had an elected resident advocate. When one left, another was elected.

There were no illegal drugs in the residence or anywhere on the property by the residents. Once a resident brought alcohol into the house for herself, and she was directed to leave (she is currently sober again, but not at Lotus). There were no police or fire calls.

**Both Houses:**

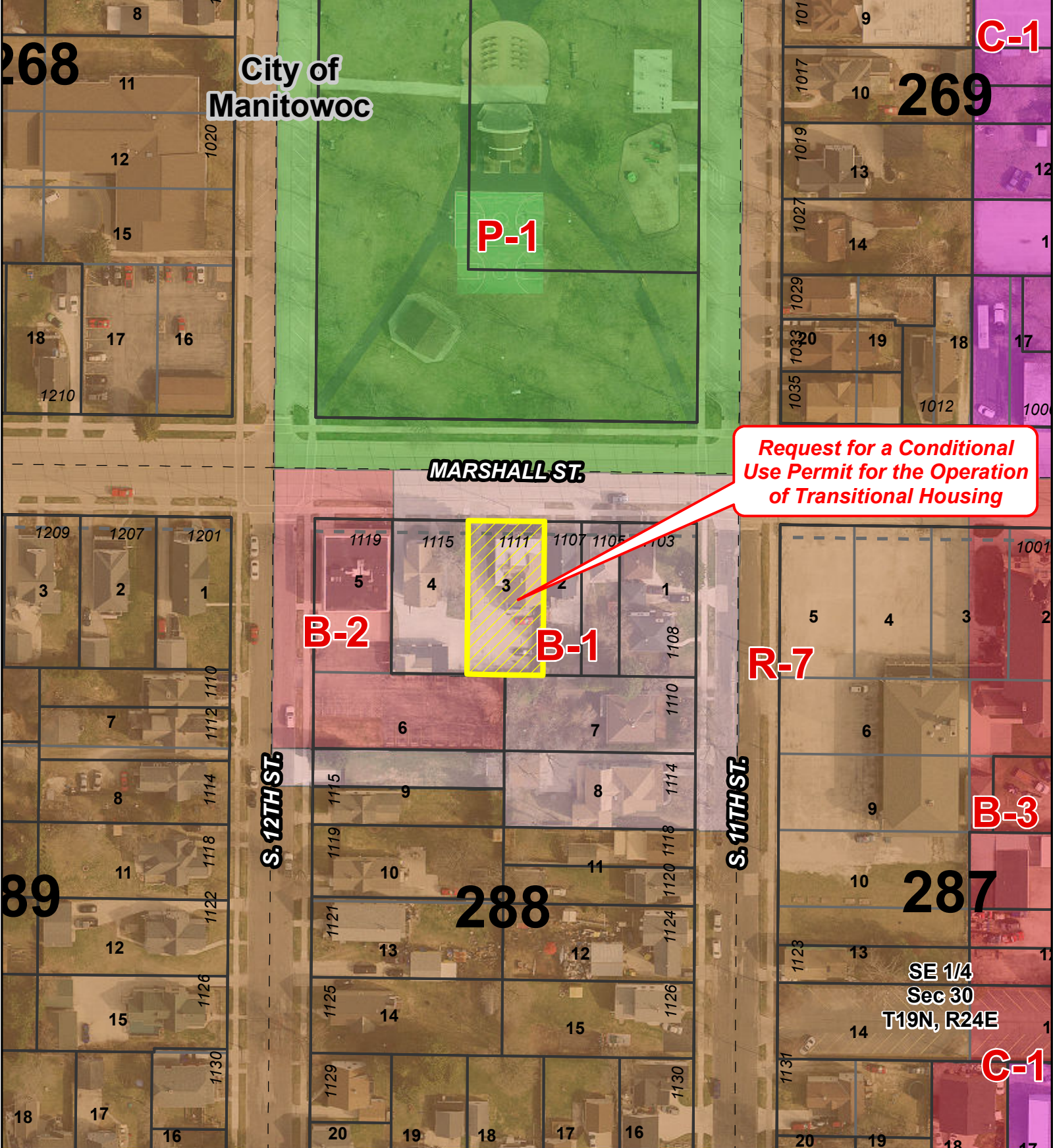
Funding was provided for services through Opioid Settlement Grants through County Contracts, Manitowoc County Contract for CCS (Comprehensive Community Services) primarily supporting drug court participants, and Lakeshore CAP Vouchers.

We have no debt. We will pursue grants in 2025 as County funding has decreased.

Services provided include life skills training, transportation to counseling and group appointments, recovery coaching, assistance with obtaining employment and long-term housing.

Respectfully submitted,

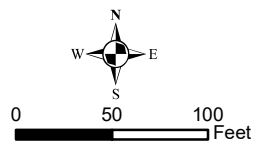
Terry Bosch, Executive Director




**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: 10/16/2023  
O:\Planning\PC Plan Commission\PC\_CUP\2023\PC 23-2023 Lotus CUP\_1111 Marshall Street\Maps\PC 23-2023 CUP Zoning.mxd

PC 23-2023  
1111 Marshall St.

REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP)  
TO LOTUS RECOVERY HOMES INC.  
11/20/2023

Re: PC23-2023: Grant to Lotus Recovery Homes Inc (Lotus) a CUP under Section 15.370(27) of the Manitowoc Municipal Code ("Code") for the operation of a transitional housing residence for not more than 12 residents at 1111 Marshall 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 house lead shall be present in the residence at all times when residents are present. The house lead is part of 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 1111 Marshall Street Property.
- C. All over-night vehicles shall be parked off-street on hard surfaced areas on the 1111 Marshall Street property.
- D. Beginning in 2024, Lotus shall file a report with the Community Development Department on or before December 31<sup>st</sup> of each calendar year detailing the status of the Residence. This report shall be filed by December 31<sup>st</sup> in each subsequent 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.
- E. 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 the Chief.
- F. Compliance with all federal, state and local regulations, licensing and building code requirements.
- G. No party shall assign or transfer its interest in the CUP to any party without the prior written approval of the Manitowoc Common Council.
- H. 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.

- I. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in January 2025, and during the month of January 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.
- J. 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.