

Report to the Manitowoc Plan Commission

Meeting Date: January 22, 2024

Request: PC 24-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 404, 406 & 408 N. Lake Street.

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

Existing Zoning for Subject Property: R-7 Central Residence

Surrounding Property Land Uses and Zoning

Direction	Existing Land Use	Existing Zoning
North, West, East, South	Residential	R-7 Central Residence

Report:

Update: The Common Council issued a conditional use permit (CUP) to Lotus in November 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 404, 406 and 408 Lake Street for up to 15 female individuals. The site consists of one building which is divided into 3 individual living areas. The CUP permits up to no more than 15 individuals at the location with no more than 5 individuals at each address.

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 Lake St residence. Residents are monitored and are required to follow strict house rules. Lotus will focus on providing housing for females at the Lake Street location.

The property is zoned R-7 Central Residence 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 404, 406 and 408 N. Lake Street.

Lotus Recovery Homes
2024 Conditional Use Permit Report
December 30, 2024

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

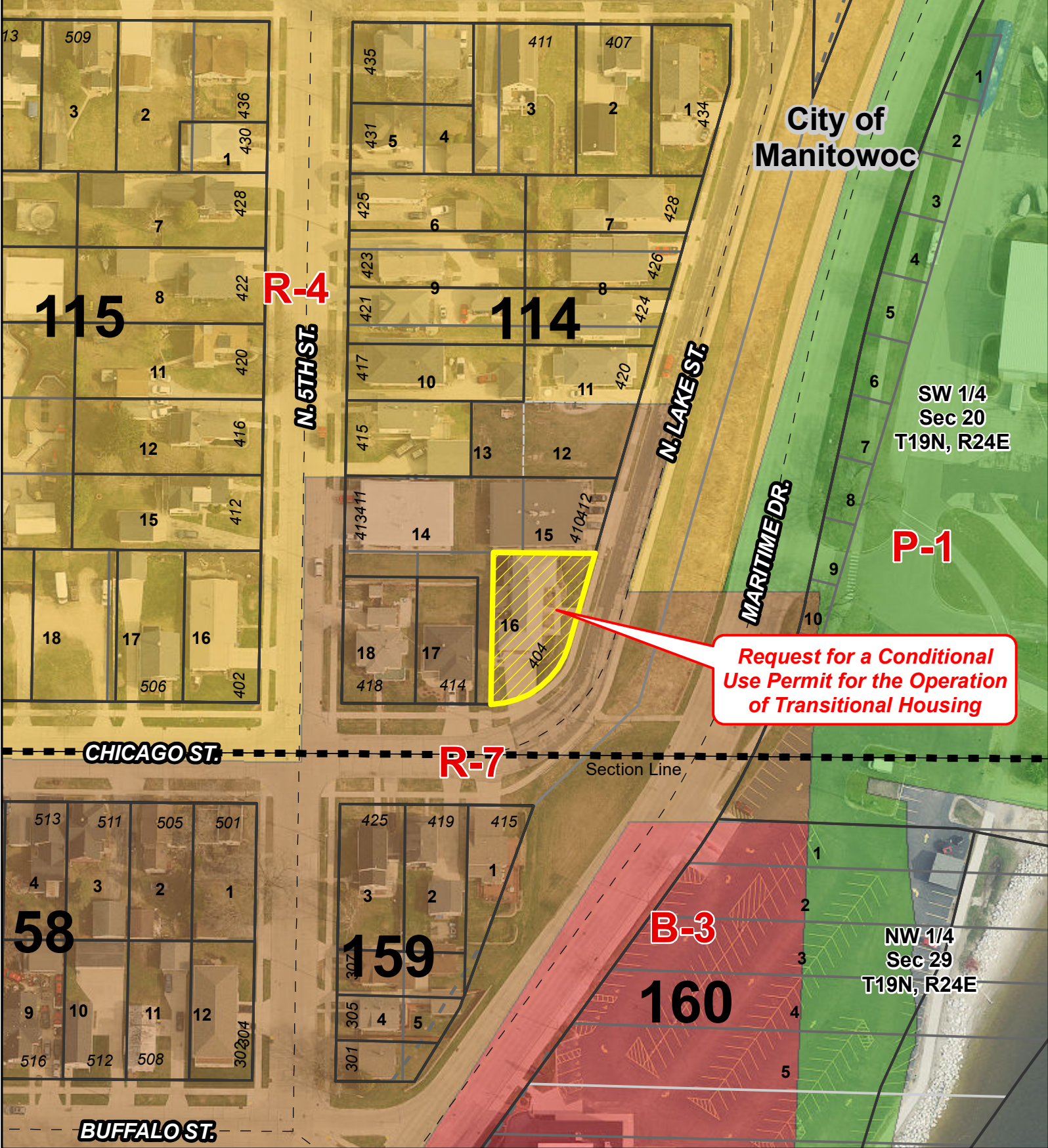
REQUIREMENTS FOR
CONDITIONAL USE PERMIT (CUP)
TO LOTUS RECOVERY HOMES INC.
11/20/2023

Re: PC24-2023: 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 15 residents at the location (parcel # 000-114-160) with a maximum of 5 individuals allowed at each address 404, 406 and 408 N. Lake Street (Lake St. property), 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 CUP Area to exceed 15 residents at any one time with a maximum of 5 residents per addressed dwelling unit/apartment at a time. A resident advocate shall be present in the residence at all times when residents are present. The resident advocate 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 Lake St. property by the residents.
- C. Beginning in 2024, Lotus shall file a report with the Community Development Department on or before December 31st of each calendar year detailing the status of the Residence. This report shall be filed by December 31st 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.
- D. 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.
- E. Compliance with all federal, state and local regulations, licensing and code requirements.
- F. No party shall assign or transfer its interest in the CUP to any party without the prior written approval of the Manitowoc Common Council.
- G. 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.

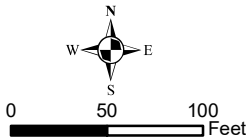
- H. Compliance with the terms and conditions of the CUP shall be reviewed by the Plan Commission and Common Council in January 2025, and during the month of January in each subsequent year of the CUP. The annual review may result in the disclosure of non-compliance issues or the identification of terms 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.
- I. 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: 10/16/2023

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PC 24-2023
404/406/408 Lake St.

City of Manitowoc Plan Commission