

## Report to the Manitowoc Plan Commission

**Meeting Date:** January 28, 2026

**Request: ANNUAL REVIEW**

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

**Current 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. The Plan Commission did an Annual Review in November of 2024 and at that time there were no concerns or patterns of issues at the location. The Plan Commission again is performing the annual review for 2025; the Police, Fire and Building Inspection Departments reported no issues or patterns of concern at the location for the 2025 calendar year.

**Original Report:**

**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.”*

**Recommendation:** Approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for a transitional housing use located at 419 Park Street including an amendment to condition “E” and elimination of condition “J”.

REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP)  
TO LOTUS RECOVERY HOMES INC.

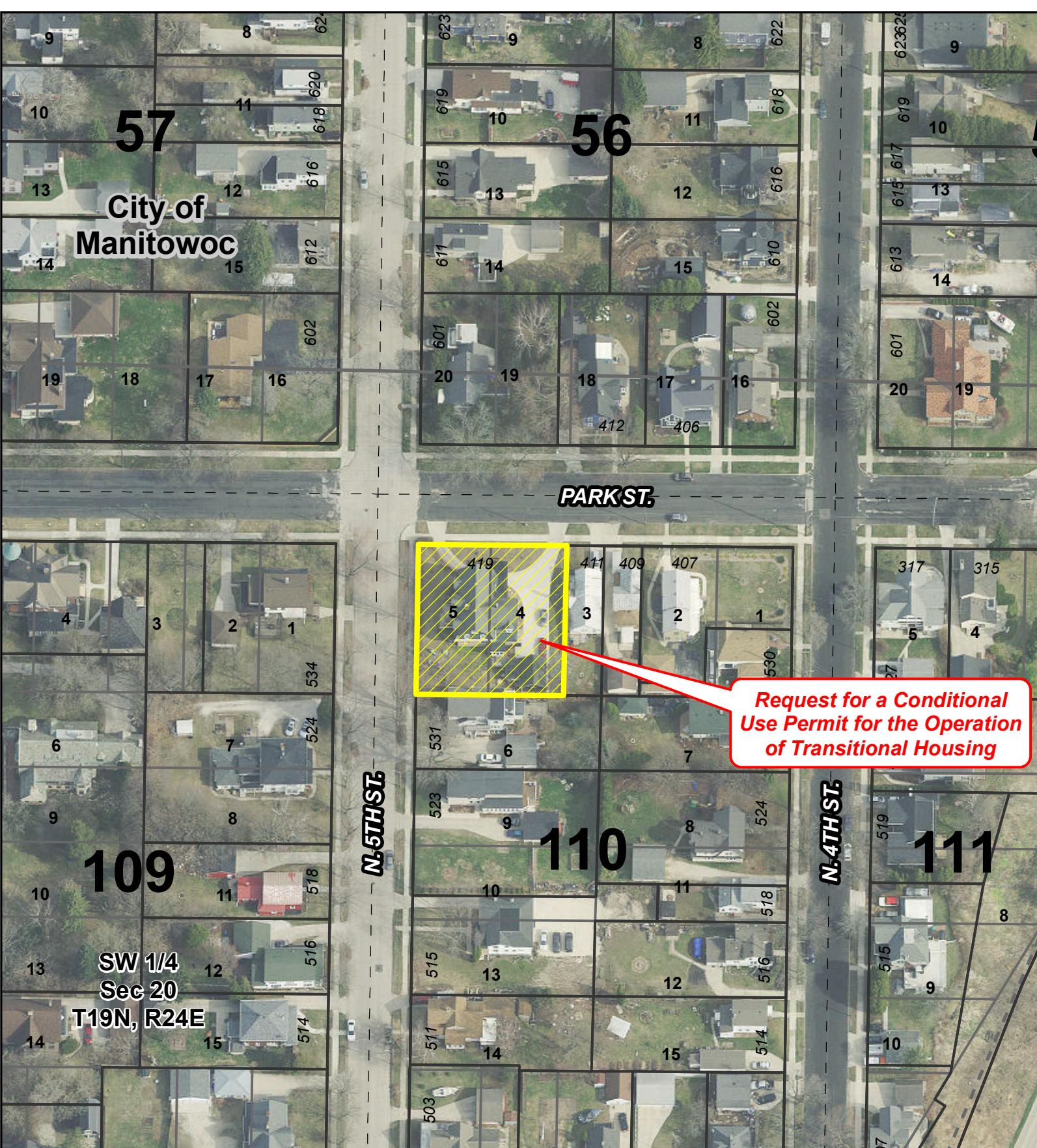
10/16/2023 - 12/16/2024

2/16/2026

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:

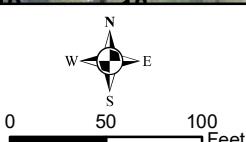
- A. Lotus shall not allow the Residence to exceed 12 residents at any one time. A resident advocate shall be present in the Residence at all times when residents are present. The resident advocate counts towards the total residence count.
- B. Lotus shall expressly prohibit the use, consumption or possession 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 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.~~ ***Upon request from the City, Lotus shall provide a report detailing the activities of the transitional housing use.*** 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.



## CONDITIONAL USE PERMIT

City of Manitowoc, WI



**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](http://www.manitowoc.org)  
Map Plotted: 9/18/2023  
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 Area of Conditional Use Permit for the Operation of Transitional Housing

PC 18-2023  
419 Park St.