

EXHIBIT NO. 1

5
1-25-03

Docket Item # 4
SPECIAL USE PERMIT #2002-0066

Planning Commission Meeting
January 7, 2003

ISSUE: Consideration of a request for a special use permit for a group home facility for adolescent girls and for a parking reduction.

APPLICANT: Potomac Community Development Corporation
by Wilburt Jenkins

LOCATION: 509 North Henry Street

ZONE: CSL/Commercial Service Low

PLANNING COMMISSION ACTION, JANUARY 7, 2003: On a motion by Mr. Komoroske, seconded by Mr. Gaines, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendation. The motion carried on a vote of 7 to 0.

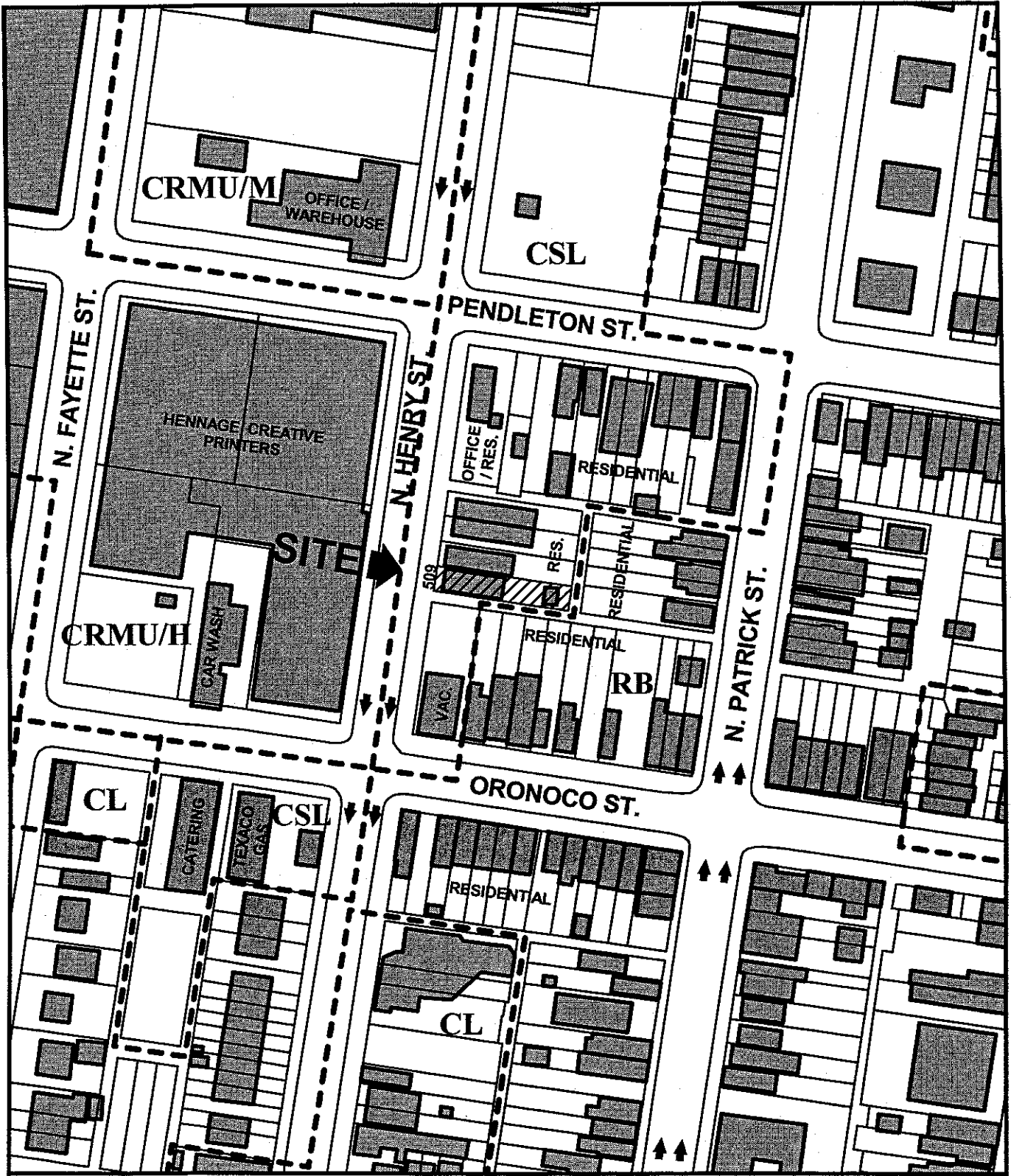
Reason: The Planning Commission agreed with the staff analysis.

Speakers:

There were no speakers on this case.

PLANNING COMMISSION ACTION, DECEMBER 3, 2002: The Planning Commission noted the deferral of the request.

Reason: The applicant failed to comply with the requirements for legal notice.



SUP #2002-0066

01/07/03



STAFF RECOMMENDATION:

Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the following conditions:

1. That the special use permit be issued to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. That the number of persons residing in the group home be limited to a maximum of six persons, as specified by the applicant. (P&Z)
3. An automatic sprinkler system is recommended. (Code Enf)
4. The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department regarding a security survey for the house. This is to be completed prior to the house becoming occupied by the children. (Police)
5. The Director of Planning and Zoning shall review the special use permit one year after the use becomes operational and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions, (b) the director has received a request from any person to docket the permit for review as a result of a complaint that rises to the level of a violation, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)
6. This special use permit shall not be effective unless and until the group home is licensed by the Virginia Department of Social Services. The State license shall be maintained thereafter. (P&Z)
7. The applicant shall require that employees park off the street. (P&Z)

8. A parking reduction is allowed, with no on site parking required, provided that a successful shuttle service system is designated and implemented whereby all staff and visitors are required to park at the Alfred Street Baptist Church. If necessary or desirable, an alternative arrangement for off-street parking may be approved by the Director of Planning and Zoning, provided it establishes a method of parking for the house off-street. (P&Z)
9. Any exterior improvements to the house, including construction or reconstruction of a residential dwelling, shall be to the satisfaction of the Director of Planning and Zoning. (P&Z)

Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

DISCUSSION:

1. The applicant, Potomac Community Development Corporation, represented by Wilburt Jenkins, requests special use permit approval for the operation of a group home for girls located at 509 North Henry Street.
2. The subject property is one lot of record with 22 feet of frontage on North Henry Street, 118 feet of depth and a total lot area of 2,596 square feet. The site is developed with a two-story, vacant single family home.

Henry Street is a heavily traveled, southbound one-way street. The street has a mix of commercial and residential uses. To the north and east of the home are mostly residential uses. Across Henry Street is Hennage Creative Printers, which takes up the entire block between Oronoco and Pendleton Streets. A Texaco Service Station is on the southwest corner of Oronoco and Henry Streets. To the south of the house is a ten foot wide alley, and further south across the alley is a small yard and one-story vacant commercial building.

3. The applicant proposes to operate a residential facility for six adolescent girls, between the ages of 12 and 17 years. The home will operate 24 hours a day, seven days a week. The Potomac Community Development Corporation (PCDC) will operate the facility for the owner and sponsor of the facility, the Alfred Street Baptist Church (see discussion item #11 for information on PCDC).

According to the applicant, the plan is for girls to be accepted from referrals by the local Family Assessment and Planning Teams (FAPT) of the Alexandria Community Policy and Management Team (CPMT) and includes adolescent girls removed from their homes for abuse, neglect or family conflict. The FAPT is a group with representatives from all child-serving city agencies, including representatives from the Community Services Board, that offers family planning assistance in mental health counseling, substance abuse treatment, special education services, transportation to needed services, and home-based counseling. The FAPT works with families to develop a comprehensive individualized plan of services for children who are involved with two or more city agencies and additional help is needed. The CPMT manages the FAPT and makes budget and policy decisions.

4. Although the zoning ordinance does not use the term "group home," it does address and regulate residential facilities for a group of more than four unrelated individuals under its definition of "family" at Section 2-143. Such groups are typically allowed only with a special use permit. Under State law, however, group homes licensed by the Virginia Department of Mental Health, Mental Retardation and Substance Abuse (MHMRSA) cannot

be subjected to the SUP requirement. The 1992 zoning ordinance went beyond what the State required and exempted homes licensed by the Virginia Department of Social Services as well as by MHMRSA. Out of a concern that such homes may be created without adequate notice to neighborhoods, Council amended the zoning ordinance in 2000 (Text Amendment #2000-0001) exempting group homes licensed by the Virginia Department of Social Services only if the home complies with the Community Service Board's (CSB) Policy #13. The Policy defines the intention of the Board with regard to housing for persons in need of residential support. It specifically addresses the issue of over-concentration in certain neighborhoods and identifies those neighborhoods where new homes should be sited.

In this case, the applicant intends to file an application with the Virginia Department of Social Services and according to Section 2-143 (C) must also be in compliance with the CSB Policy #13. The proposed group home is not in an area of the City that is in the greatest need. The area where the proposed group home is to be located is ranked as the fourth lowest concentration of the City out of five, the fourth priority area in the City for locating a group home (see attached memo from Dr. William Claiborn and Table I and map). Therefore, the proposed group home is not in compliance with Policy #13 and requires a special use permit.

5. There may be up to six staff members present, however, the applicant expects no more than three to four staff members present at the facility. Staffing will consist of up to five full time and five part time positions including: a program manager who will be present at the facility between 8:00 a.m. and 5:00 p.m., counselors and/or social workers who will also be available between 8:00 a.m. and 5:00 p.m., and client service workers who will stay overnight (see attached job descriptions). No nurses or doctors will be on staff, however, a licensed psychologist and a psychiatrist will be employed, as required, to sustain a therapeutic program for the girls.
6. According to the applicant, each child will have individualized treatment plans catering to her needs and may include individual, group and family therapy by a licensed clinical social worker, a licensed psychologist and a psychiatrist. Counselors will supplement the clinical treatment through daily counseling, skills building and modeling to ensure that each girl's emotional, social, physical and spiritual needs are being met. Individualized treatment plans will be developed according to each child's history, current needs, cultural background, skill level, and aftercare plan. An after care program will be designed to assist the girls who leave or graduate from the facility and may provide rental assistance, counseling, mentoring and support.

7. The applicant has attended a meeting of the Inner City Civic Association to discuss its proposal. Questions were raised about house rules and potential requirements for a girl's admittance into the home. The applicant added material to its SUP application to address these issues (see attached application supplement), including (1) some basic rules of the household, such as a bed time curfew, a requirement that the girls finish daily homework responsibilities, and a requirement to work with counselors in skill building; and (2) material regarding eligibility and criteria for admission. (See attached material).
8. The applicant intends to obtain a license to operate the home for adolescent girls from the Virginia Department of Social Services consistent with Chapter 10 of Title 63.1. Some of the State licensing requirements include a staff development plan, the identity and qualifications of key staff, job descriptions (attached), a statement of philosophy and objectives for the facility, a balance sheet and a working budget which projects revenue and expenses for the first year of operation, Articles of Incorporation, By-laws, Certificate of Incorporation, a list of members of the Board, references for the three officers of the Board, documentation of funds or a line of credit sufficient for 90 days of operations, and report of health and fire inspectors. The applicant is already working on preparing many of these items to apply for a State license.
9. The zoning ordinance does not specify a parking requirement for group homes, however, according to Section 8-200 (A) (1) of the zoning ordinance, a single-family detached dwelling has a parking requirement of two spaces. Staff estimates that the number of spaces actually needed for the group home will be higher considering that there will typically be three or four employees present.

The applicant initially proposed parking for three vehicles in the area behind the house with access from the alley adjacent to the home. This option proved infeasible because there would be insufficient room for vehicles to turn from the alley into the lot in order to access the parking spaces. The applicant then sought to secure off-site parking at a nearby location, but was not successful.

The applicant now proposes that parking for all employees be at the Alfred Street Baptist Church at 301 South Alfred Street, where there are a number of parking spaces available at the church. According to the applicant, two passenger vehicles, available at the Church will shuttle employees back and forth between the church and the group home. The custodial service chief at the church will be available at 7:30 a.m. daily for shuttling the employees and the normal shuttling times will be at 7:45 a.m. and 5:00 p.m., however, the shuttle will be available from 7:30 a.m. to 8:00 p.m. daily. The requirement to use the shuttle will be included in the employment contract. Parking at the Church for visiting employees will be coordinated by the program manager who will work with the custodial supervisor.

10. Trash is expected to be the same as what is typically generated in a residential living environment. Weekly trash collection is expected. Noise is expected to be minimal.
11. The Potomac Community Development Corporation, a 501 (c)(3) non-profit corporation, was incorporated on September 4, 1994, with a goal of assisting low and moderate income persons attain affordable housing, and assisting persons living in low and moderate income areas improve their quality of life. In furtherance of its mission, PCDC has been an active member of such prior projects as: a mentoring program for inmates at the Alexandria City Jail; assisting persons living in the Samuel Madden Project in organizing a community organization; assisting persons in the Samuel Madden Project to find places to live prior to redevelopment of the project; and conducting mentoring programs for at-risk youth.
12. The applicant is proposing to improve the property and has submitted elevations of the proposed facade and interior layout.
13. According to section 2-143 (D) of the zoning ordinance, a housekeeping unit requiring issuance of a special use permit shall not exceed nine persons.
14. Zoning: The subject property is located in the CSL/Commercial service low zone.
15. Master Plan: The proposed use is located in the Braddock Road/Metro Station area chapter of the Master Plan.

STAFF ANALYSIS:

Staff does not object to the proposed residence for adolescent girls located at 509 North Henry. For much of the day, the proposed home has impacts similar to any residential home in the area. To the extent there may be additional impacts because of the staff activity, the home's location on a busy street in a commercial area should buffer the impacts. In addition, there will be little activity at the home during the day because the resident girls will be in school. Finally, the facility will provide a service to adolescent girls in need.

Staff is concerned, however, because the details of the operation are still unclear. The applicant provided an abundance of general information on the staffing and on the program and admissions procedures; however, there is no concrete information on exactly how the home will operate. Additionally, it is unclear as to the actual need for this type of home and as to the process by which girls will actually be referred to the facility. Nevertheless, staff is sensitive to the fact that the applicant is still working with State licensing, and is aware that these details will have to be worked out with the State in order to operate. Additionally, the information that has been provided,

including hours of operation, number of staff, proposed house rules, potential property improvements, and a proposal to address the parking needs, is sufficient for staff to make a land use determination.

Although impacts from the use are buffered because it is in an area with commercial uses and along a busy street, these same reasons make the location not ideal for a residence. In addition, the Hennage Printing business will be redeveloping in the near future which will bring construction noise and activity to the area. Despite these potential use conflicts, the proposed home is consistent with the residential uses that existed at the home and are in the near vicinity.

In regard to parking, staff has concerns with the proposed parking arrangement with the church, again because there are very few details about how this arrangement will operate. The application does not specifically address how parking issues, such as for part-time employees, psychologists or other support workers and for visitors, will be addressed. Additionally, staff is skeptical about the success of the proposed arrangement with the church given that there are public two-hour spaces available across Henry Street which will be much more convenient for employees to use when going to work. However, the applicant assures staff that the requirement to use the shuttle to go to work at the group home will be included in the employment contract. In addition, staff does not find that the two-space technical parking reduction is significant and is willing to allow the applicant to attempt the shuttling option. Staff recommends that the applicant implement the shuttling arrangement as described in this report, but to allow for an alternative off-street arrangement with approval from the Director of Planning and Zoning, so that as details of the operation are more clearly defined, an alternative arrangement that is catered to the specific needs of the home may be proposed. Staff has included a one-year review in order to ensure that a State license is obtained and that a successful off-street parking arrangement is implemented.

Staff recommends approval of this application with conditions.

STAFF: Eileen P. Fogarty, Director, Department of Planning and Zoning;
Barbara Ross, Deputy Director;
Valerie Paterson, Urban Planner.

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.
- F-1 T&ES believes this facility will have a negligible impact on available on-street parking, and supports the applicant's request for a parking reduction.

Code Enforcement:

- F-1 The proposed structure does not reflect the existing structure on the property. The applicant shall indicate if renovation of the existing structure or the construction of a new structure is indicated. Renovation or construction of a structure will require the following:
 - C-1 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
 - C-2 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Code (USBC).
 - C-3 A soil report must be submitted with the building permit application.
 - C-4 All exterior walls within 3 feet from an interior property line shall have a fire resistance rating of 1 hour, from both sides, with no openings permitted within the wall. As alternative, a 2 hour fire wall may e provided.
 - C-5 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11. Handicapped accessible bathrooms shall also be provided.
 - C-6 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Enforcement that will outline the steps that will taken to prevent the spread of rodents from the construction site to the surrounding community and sewers.

- C-7 Smoke detectors shall be provided in all sleeping areas.
- C-8 Fire extinguishers shall be provided at this facility.
- C-9 A certificate of occupancy shall be obtained prior to occupying this facility.
- R-1 An automatic sprinkler system is recommended.

Health Department:

- C-1 No objections, in that this department has no regulations governing child care homes.

Police Department:

- R-1 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department regarding a security survey for the house. This is to be completed prior to the house becoming occupied by the children.

Human Services - Social Services:

- F-1 No comments.

4P
APPLICATION for SPECIAL USE PERMIT # 2002-0066

[must use black ink or type]

PROPERTY LOCATION: 509 North Henry Street

TAX MAP REFERENCE: 064.01-04-28 ZONE: CSL

APPLICANT Name: Potomac Community Development Corporation

Address: 301 South Alfred Street, Alexandria, VA 22314

PROPERTY OWNER Name: Alfred Street Baptist Church

Address: 301 South Alfred Street, Alexandria, VA 22314

PROPOSED USE: Residential facility for adolescent girls

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Wilburt Jenkins
Print Name of Applicant or Agent


Signature

301 South Alfred Street
Mailing/Street Address

703-683-2222 703-683-1718
Telephone # Fax #

Alexandria, VA 22314
City and State Zip Code

June 25, 2002
Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Application Received: _____ Date & Fee Paid: _____ \$ _____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is (check one) the Owner Contract Purchaser
 Lessee or Other: _____ of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

- Yes. Provide proof of current City business license
 No. The agent shall obtain a business license prior to filing application, if required by the City Code.

2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8½" x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

ATTACHMENT A

3. The Potomac Community Development Corporation (PCDC) requests permission to operate a group home to provide a community-based, therapeutic program for adolescent girls, between the ages of 12 and 17 years, in a family-like environment of a lovely home. The home will operate 24 hours per day and will be staffed by 5 full-time and 5 part-time employees. Individualized treatment plans, nurturance, structure and creativity are key to the home's client-centered care. Each child will receive individual, group and family therapy by a licensed clinical social worker, a licensed psychologist and a psychiatrist. Counselors will supplement the clinical treatment through daily counseling, skills building and modeling to ensure that each girl's emotional, social, physical and spiritual needs are being met. Individualized treatment plans will be developed according to each child's history, presenting issues, cultural background, skill level and aftercare plan.

The group home staff will work closely with the local social workers to ensure that each child is provided with an educational experience that meets her individual needs and promotes a positive learning experience.

The program goals are to:

- Provide a safe and secure environment in which children can acknowledge their feelings without criticism or fear, while developing strategies for self control;
- Establish an individualized visitation program based on the family capacity for healthy interaction;
- Improve interpersonal skills and foster relationships with family members, teachers, employers and peers;
- Address the child's past history, enabling her to live in the present and plan for the future;
- Promote recreational activities that enable children to benefit from community resources such as youth groups, school extra-curricular activities, sports and cultural events.
- Teach independent skills needed for successful transition into a resourceful, self-reliant and productive adulthood.

Referrals will be accepted from the local Family Assessment and Planning Teams of the Alexandria Community Policy and Management Team for adolescent girls removed from their homes for abuse, neglect or family conflict.

Three parking spaces will be available at the home. If there is a requirement for additional spaces, persons will park at the Alfred Street Baptist Church (ASBC) and will be transported to the home on the ASBC van.

It is anticipated that no noise will be generated from the home.

The Potomac Community Development Corporation (PCDC) is a 501c(3) non-profit corporation that was incorporated on September 4, 1994. Its goal is to assist low and moderate income persons in attaining affordable housing, and to assist persons living in low and moderate income areas in improving their quality of life. The PCDC, an Alfred Street Baptist Church organization, has been active in a number of projects to assist low and moderate income persons. Some examples follow:

- Conducted a mentoring program for inmates at the Alexandria City Jail. This program assisted inmates in attaining a high school GED; provided counseling and job placement after release from the facility;
- Assisted persons living in the Samuel Madden Project (downtown Alexandria) in organizing a community organization.
- Assisted persons in the Samuel Madden Project to find places to live prior to redevelopment of the project.
- Conducted mentoring programs for at-risk youth.

In accordance with the *Code of Virginia, Chapter 10 of Title 63.1*, the PCDC will submit an application to the Virginia Department of Social Services to operate the facility for adolescent girls.

USE CHARACTERISTICS

4. The proposed special use permit request is for: (check one)

- a new use requiring a special use permit,
- a development special use permit,
- an expansion or change to an existing use without a special use permit,
- expansion or change to an existing use with a special use permit,
- other. Please describe: _____

5. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

Six clients, 24 hours per day/7 days per week

B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

Staff will consist of 5 full time and 5 part time persons

^{XP}
3/4 staff persons during the day; 1-2 persons during the night

6. Please describe the proposed hours and days of operation of the proposed use:

Day:

Hours:

Sunday through Saturday

24 hours

7. Please describe any potential noise emanating from the proposed use:

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

No abnormal noise anticipated from clients or staff

B. How will the noise from patrons be controlled?

Procedures will be established that will specify that all residents
are in bed by 10:30 p.m. No loud music will be allowed. Time
period will be specified to allow clients to study and receive
counseling.

8. Describe any potential odors emanating from the proposed use and plans to control them:

No potential odors will emanate from the facility.

9. Please provide information regarding trash and litter generated by the use:

A. What type of trash and garbage will be generated by the use?

The same type trash and garbage generated by a normal residential
living environment.

B. How much trash and garbage will be generated by the use?

Normal weekly trash accumulation is expected.

C. How often will trash be collected?

Weekly collection is expected.

D. How will you prevent littering on the property, streets and nearby properties?

Residents will not be allowed to dispose of trash on the property,
streets or nearby properties.

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

Yes. No.

If yes, provide the name, monthly quantity, and specific disposal method below:

11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

Yes. No.

If yes, provide the name, monthly quantity, and specific disposal method below:

12. What methods are proposed to ensure the safety of residents, employees and patrons?

ALCOHOL SALES

13. Will the proposed use include the sale of beer, wine, or mixed drinks?

Yes. No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

PARKING AND ACCESS REQUIREMENTS

14. Please provide information regarding the availability of off-street parking:

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

3 spaces

B. How many parking spaces of each type are provided for the proposed use:

 x Standard spaces

 Compact spaces

 Handicapped accessible spaces.

 Other.

C. Where is required parking located? on-site off-site (check one)

If the required parking will be located off-site, where will it be located:

Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

D. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

15. Please provide information regarding loading and unloading facilities for the use:

A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? _____

B. How many loading spaces are available for the use? _____

C. Where are off-street loading facilities located? _____

D. During what hours of the day do you expect loading/unloading operations to occur?

E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? Yes No

Do you propose to construct an addition to the building? Yes No

How large will the addition be? _____ square feet.

18. What will the total area occupied by the proposed use be?

_____ sq. ft. (existing) + _____ sq. ft. (addition if any) = _____ sq. ft. (total)

19. The proposed use is located in: (check one)

a stand alone building a house located in a residential zone a warehouse

a shopping center. Please provide name of the center: _____

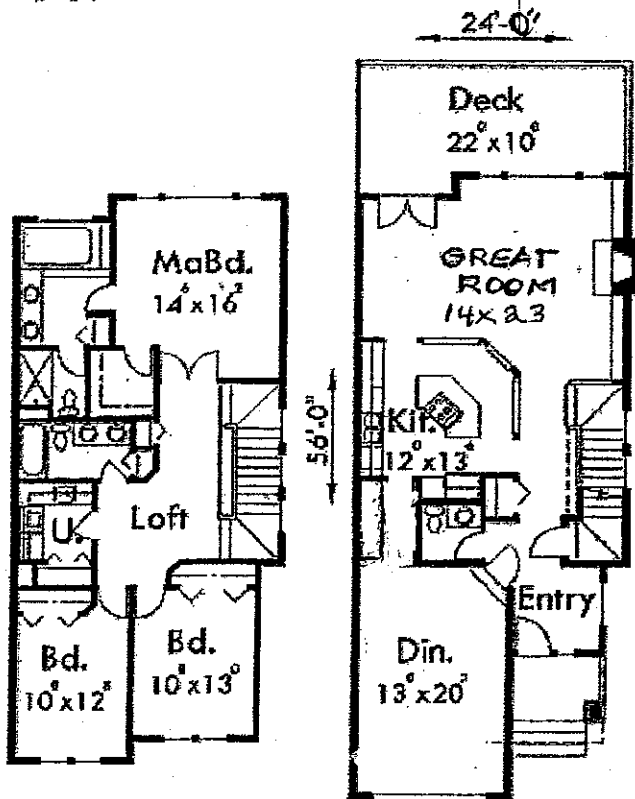
an office building. Please provide name of the building: _____

other, please describe: _____

SUP 2002-0066



509 North Henry Street
Alexandria, VA 22314
Ref#064.01-04-28



PLAN #D-427

MAIN FLR. 1184
UPPER FLR. 1062 SQ. FT.
TOTAL 2246 SQ. FT.

NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary)

SEE ATTACHMENT A

SUP 2002-0066

Potomac Community Development Corporation

301 South Alfred Street
Alexandria, VA 22314

September 27, 2002

Ms. Valerie Peterson
Urban Planner
Department of Planning and Zoning
City Hall
301 King Street, Room 2100
P.O. Box 178
Alexandria, VA 22313

Dear Ms. Peterson:

As requested, I have attached supplemental information to support our application for a Special Use Permit to operate a group home for adolescent girls at 509 North Henry Street, dated June 25, 2002. Additionally, a Parking Reduction Supplemental Application requesting special use permit approval of a reduction in required parking is attached.

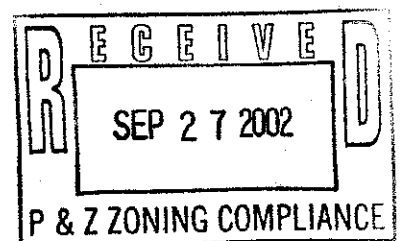
Thank you in advance for your assistance.

Sincerely,



Wilburt L. Jenkins
President
Potomac Community Development Corporation

Wlj:rtg



SUP 2002-0066

Potomac Community Development Corporation

301 South Alfred Street
Alexandria, VA 22314

September 27, 2002

Supplemental Information To Support Application For A Special Use Permit to Operate a Group Home for Adolescent Girls, dated June 25, 2002

Attached are job descriptions for our employees which outline duties and responsibilities. There will be no nurses or doctors employed. If required, girls will be transported to local medical facilities for health care. However, licensed psychologist and a psychiatrist will be employed, as required, to sustain a therapeutic program for the adolescent girls.

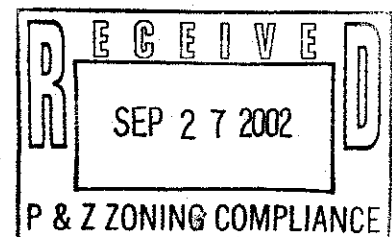
Once the home is fully operational, there will be a maximum of six girls and they will be supervised seven days a week, twenty four hours a day.

The program manager will be at the home daily between 8:00 a.m. and 5:00 p.m., or later, if required. Client service workers will work overnight. Counselors will work the day shift, 8:00 a.m. until 5:00 p.m. A social worker will be on the day shift. As stated in the application, all girls are required to attend school. After school, they will be required to complete homework before any interaction with counselors during week days.

The Potomac Community Development Corporation (PCDC) will operate the facility for the Alfred Street Baptist Church.

In addition to a bed time curfew, girls will be required to complete home work daily and work with counselors in skill building and modeling to ensure that each girl's emotional, social, physical and spiritual needs are met.

An aftercare program will be designed to assist these girls who leave/graduate from the facility. We will provide rental assistance, counseling, mentoring and support whenever they contact us.



PROGRAM MANAGER

Reports to: Director of Programs
Department: Shelters and Homes
Classification: Exempt

Summary:

This is a full-time professional position requiring skills in supervision, interpersonal communication, pre-crisis and crisis intervention, multi-modal approaches, and child/adolescent growth and development. The Program Manager is responsible for the day-to-day operation of the program, and for supervision of the on-line staff.

Duties and Responsibilities:

Program:

1. Provides feedback on client intake and discharge processes.
2. Supervises and monitors on-line staff in regards to day-to-day operations.
3. Responsible for program scheduling.
4. Coordinates school related issues and the scheduling and follow-up on all medical and dental appointments, as necessary.
5. Assures all necessary documentation and reporting.
6. Participates in group facilitation, as necessary.
7. Addresses program maintenance and home improvement needs.
8. Delegates and coordinates minor maintenance and repairs.
9. Performs other duties as assigned.

Administrative:

1. Actively participates in weekly staff meetings, supervision sessions, and other meetings, as necessary.
2. Prepares and submits program reports, as necessary.
3. Monitors and administers program's budget and petty cash.
4. Provides on-call responsibilities, as assigned.
5. Approves and submits purchase authorizations and requests for support services coverage payment to Director of Programs.
6. Assures program's compliance with all state and local standards, and reports to the Director of Programs on the same.
7. Provides regular, on-going feedback to the Director of Programs on all aspects of program operations.

Personnel:

1. Ensures orientation and training of on-line staff and volunteers, as necessary.
2. Ensures staff supervision.
3. Evaluates staff and establishes individual training and performance goals.
4. Informs Director of Programs of staff needs and coordinates staff attendance at training sessions.
5. Monitors program's volunteers and interns, provides supervision, as necessary.
6. Responsible for staff coverage, and ensures proper coverage of the program at all times.

Agency and Community Relations:

1. Maintains positive relations with neighbors and local community groups.
2. Assures that on-line staff are kept informed of agency issues and policies.
3. Holds annual open house.

Qualifications:

Minimum: Bachelor's degree with an emphasis in Child Development and Counseling from an accredited four-year college/university, two years experience working with children and/or adolescents, and one year supervisory experience. Must be CPR and First Aid certified. Must be computer literate or data processing skills.

Preferred: Master's degree with an emphasis in Child Development and Counseling, three years of related experience, and two years of supervisory experience in a related field.

COUNSELOR

Reports to: Director of Clinical Services
Department: Clinical Services
Classification: Non-exempt

Summary:

This is a professional position requiring skills in clinical assessment, management, case consultation, multi-modal approaches, child/adolescent growth and development, and report writing

Duties and Responsibilities:

Program:

1. Acts as liaison between program, placing agency, family, probation officers, and related professionals. (Regarding client's status, special incidents, current functioning).
2. Coordinates and facilitates family visitation and contact.
3. Contributes to the development of treatment plans with staff, client, and placing agent.
4. Attends court as necessary.
5. Refers clients to community resources for additional services, as necessary.
6. Assists with the development, coordination and documentation of discharge plans.
7. Performs other duties as assigned.

Direct Services:

1. Responsible for leading groups and providing some group facilitation training to on-line staff.
2. Consults with Program Manager and Social Worker weekly and, as necessary, to insure the smooth operation of the program.
3. Assures follow through on treatment plan action steps through consultation with on-line staff.
4. Monitors all educational discharge summaries.
5. Provides on-call consultation for client related emergencies.
6. Provides crisis counseling and intervention, as necessary.
7. Provides on-line program support, as necessary.

Administrative:

1. Actively participates in weekly staff meetings, supervision sessions, and other meetings, as necessary.
2. Develops and maintains confidential case files in accordance with state licensing standards and procedures set forth by the Girls Home.
3. Provides Social Worker information on referrals, placements, removals, special payments, etc.
4. Provides on-call responsibilities, as assigned.

Personnel:

1. Provides feedback to Director of Clinical Services, Program Manager, and Social Worker regarding on-line staffs' intervention skills.
2. Assists with the assessment of on-line staffs' training needs.
3. Keeps current on issues in the field, and keeps staff informed of the same.

Qualifications:

Minimum: Bachelor's degree in Social Sciences and Education with certification in Child and Adolescent Development and Counseling and two years experience in a related field. (MA in Counseling and one year experience preferred). Must be CPR and First Aid certified. Must be computer literate or have data processing skills. Flexibility in days and hours, availability for scheduled work, and weekend work.

CLIENT SERVICES ASSOCIATES

Reports to: Program Manager
Department: Girls Home
Classification: Non-Exempt

Summary: This position requires skills in reality-based counseling, interpersonal communication, pre-crisis and crisis intervention, multi-modal approaches, and child/adolescent growth and development.

Duties and Responsibilities:

Program:

1. Maintains a positive environment, which is supportive to the clients' growth and development.
2. Orients new clients to the program.
3. Facilitates or co-facilitates in-house groups, as needed.
4. Assures the cleanliness and general good repair of the house.
5. Plans, implements, and documents group recreational and cultural activities.
6. Provides written and/or verbal reports on all activities.
7. Assures the provision of health meals that are planned, posted, prepared, and offered in compliance with *USDA* standard.
8. Conducts and documents monthly emergency evacuation drills.
9. Performs tasks as necessary or as assigned by the Program Manager to ensure the smooth functioning of the program.
10. Provides first aid, distributes medication as prescribed, and assures the timely provision of emergency medical services.
11. Follows through on service plan objectives and action steps.
12. Assures safety and security of clients and program.
13. Performs on-call responsibilities as assigned.
14. Performs other duties as assigned.

Client Approaches:

1. Pre-crisis and crisis intervention.
2. Supervises and interacts with clients.
3. Implements the program behavioral system daily.
4. Monitors programs' multi-modal system and clients' general progress.

Administrative:

1. Actively participates in weekly staff meetings, supervision sessions, and other meetings, as necessary.
2. Community advocacy for program with neighbors, as necessary
3. Provides feedback on the performance of Support Services Workers and volunteers to the Program Manager.
4. Documents medication administration.
5. Completes communication/log entries, progress notes, multi-modal notes, USDA tally sheets, and other reports, as necessary.
6. Completes documentation such as Special Incident Report and Community Contract forms, as necessary.

Qualification:

Graduation from an accredited four-year college or university with a bachelors degree in Child and Adolescent Development and Counseling or a related field, an interest in working with children and/or adolescents, and two years of related experience, or equivalent combination of education and experience. Must be CPR and First Aid certified. Flexibility on days and hours; availability for scheduled work, and weekend work. Must have valid driver's license.

SOCIAL WORKER

Reports to: Director of Clinical Services
Programs: Long-Term Home
Classification: Non-exempt

Responsibilities:

1. Provides services utilizing several methods of intervention requiring a well defined and relevant frame of reference, techniques, and special skills. These services shall include crisis intervention and other specific interventions tailored to the population.
2. Performs evaluations of clients based on standard diagnostic tools and culturally relevant concepts and principles.
3. Participates in unit case presentations and training programs, as needed.
4. Develops liaisons with community agencies and compiles a resource files for the staff.
5. As assigned, may be required to serve as a team leader for special projects.
6. Is responsible for carrying a caseload and provides emergency services/ crisis intervention, as needed.
7. Screens referrals and coordinates intakes.
8. Maintains case files in accordance with State Licensing standards and procedures set forth by Girls Home
9. Schedules medical appointments, medications, discharge planning, placements, educational assessments, external therapeutic services and substance abuse assessments, and special medical needs.
10. Maintains contact and positive relationships with referral sources, apprising them of vacancies.
11. Performs additional related duties as assigned by the Director of Clinical Services.

Qualifications, Skills and Abilities

1. Clinical experience in crisis intervention with individuals families, and groups. Extensive knowledge of the theories, principles, practices, and techniques of clinical social work as evidenced by a Masters degree in social work from an accredited CSWE University. Minimum two years experience.
2. Licensed to practice social work in the state of Virginia as a Licensed Independent Clinical Social Worker.
3. Skills in working with youths and families undergoing psychiatric distress.
4. Skills in diagnosis and assessment.
5. Ability to work as part of a comprehensive service delivery team.
6. Skills in supervising, evaluating, and coaching staff.
7. Familiarity with community support systems, health care and human service agencies, and court and police activities.
8. Good organizational skills and administrative abilities.
9. Flexibility in days and hours; availability for scheduled work, weekend work, and on-call emergency work.
10. Knowledge of and ability to adhere to the social work professional code of ethics.
11. Possession of a valid driver's license and access to a private vehicle for day-to-day job performance.
12. Computer literacy and data processing skills.

SUPPORT SERVICES WORKER

Reports to: Program Manager
Department: Girls Homes
Classification: Non-exempt

Summary: This is a support position that provides relief coverage. This position requires flexibility in scheduling, reality-based counseling, interpersonal communication, pre-crisis and crisis intervention, multi-modal approaches, and child/adolescent growth and development. Must have the ability to work with both children in long-term setting.

Duties and Responsibilities:

1. Maintains a positive environment supportive of clients' growth and development.
2. Implements group recreational and cultural activities, as assigned.
3. Monitors and oversee programs' multi-modal system.
4. Assures cleanliness of the house.
5. Assists with meals and snacks.
6. Performs other tasks as assigned by the Program Manager
7. Provides first aid, distributing medication as prescribed, and assuring the provisions of emergency medical services, as necessary.

Client Approaches:

1. Pre-crisis and crisis intervention
2. Supervises and interacts with clients
3. Supervises and implements daily schedule
4. Monitors programs' multi-modal system and clients' general progress.

Administrative:

1. Medication Administration
2. Completes Communication/Log entries, progress notes, multi-modal system notes and USDA tally sheets.
3. Completes as needed documentation to include Special Incident Reports and Community Contact forms.

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Qualifications:

A.A. degree or bachelors degree in Child and Adolescent Development and Counseling or a related field with two years of related experience, or an equivalent combination of education and experience. Must be CPR and first Aid certified.

Flexibility in days and hours; availability for scheduled work, and weekend work.

AWAKE OVERNIGHT CLIENT SERVICES WORKER

Reports to: Program Manager
Department: Girls Home
Classification: Non-exempt

Summary:

This position requires skills in general household management, interpersonal communication, pre-crisis and crisis intervention, multi-modal approaches, and child/adolescent growth and development.

Duties and Responsibilities:

Program:

1. Maintains a positive environment supportive of clients' growth and development.
2. Completes chores and minor maintenance, as necessary.
3. Assures the safety and security of the residents and program.
4. Provides first aid, distributes medication as prescribed, and assures the timely provision of emergency medical services.
5. Performs bed checks throughout the night.
6. Supervises bedtime routine with CSW, as necessary.
7. Performs other duties as assigned.

Client Approaches.

1. Pre-crisis and crisis intervention; support to CSW, as necessary.
2. Monitors programs' multi-modal system and clients' general progress.
3. Supervises and interacts with the clients.
4. Provides one-on-one and group intervention and support, as necessary.

Administrative:

Actively participates in supervision sessions.

Takes phone referrals, as necessary.

Documents medication administration.

Completes communication/log entries, progress notes, multi-modal system notes, and bed checks forms.

Completes documentation such as Special Incident Reports and Community Contact forms, as necessary.

Qualifications:

Minimum: High School Graduate with experience and interest in working with children/adolescents. CPR and First Aid certified.

Preferred: Graduation from an accredited college or university with a bachelors degree in Child Adolescent Development and Counseling or a related field. Experience working with children/adolescents in a community-based residential setting.

SUP 2002-0066

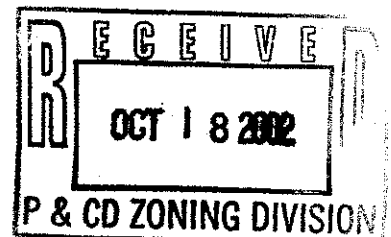
Children's Residential Home Proposal

Criteria for Admission

Revised September 18, 2001

Prepared for Potomac Community Development Corporation
by Jacqueline H. Lewis

Filename: C:\MyFiles\pcdc criteria report.wpd



SUP 2002-0066

Criteria for Admission

1. What unmet needs are we going to offer?
2. What services will we be offering?
3. What is the age group we will service?
4. Identify gender we will offer services to.
5. Will the home operate as a temporary care facility?

The above issues must be addressed before a criteria can be set that will:

6. Describe the population to be served
7. Describe intake & admission procedures
8. Describe services to be offered
9. Establish categories for admission
 - a. Gender
 - b. Age
 - c. Service Needs (drug rehabilitation, homelessness, teenage pregnancy, mental retardation)
 - d. Demographic requirements & restrictions
 - e. Long-term or short-term stay
 - f. Economic status requirements & restrictions

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What unmet needs are we going to address?

The children targeted for the home are females between 13 and 18 years of age, who are unmarried, homeless, possibly going through an approved drug rehabilitation program, and/or may have been incarcerated for a minor offense (misdemeanor). We will provide an affordable, safe, clean and morally sound living environment that will serve as a model for the community and the state.

What services will we be offering?

Our objective is to (1) provide them with a safe environment which cultivates their self-esteem; (2) promote good study habits by providing them with adequate study space and tools; (3) provide appropriate sleeping quarters; (4) provide a family style living environment which teaches them good work ethics, promotes teamwork and comradery; (5) provide on-site counseling, tutoring and mentoring; and (6) provide other services (exposure to cultural programs, artistic development, college prep courses, etc.) that will encourage them to take advantage of the opportunities afforded to them, according to their abilities, in order to develop a more proactive approach to a productive lifestyle.

What is the age group we will service? Identify the gender we will offer services to.

Our target group is females, ^{12 17}13 to 18 years of age. They are the most vulnerable and are at a pivotal stage in their development mentally, emotionally and socially.

Will the home operate as a temporary care facility?

No. It will continue to operate on a continuous basis as a service to the community-at-large.

How will clients be admitted to the home?

The Standards for Interdepartmental Regulation of Children's Residential Facilities for the State of Virginia, VAC 42-10-530C requires the home to accept and serve only those children whose needs are compatible with the services provided through the home unless a child's admission is ordered by a court of competent jurisdiction. Referrals by state social service agencies, public school officials, guardians or legal caretakers will be accepted when all required documentation is complete, which include the following:

- Application for admission (Attachment A)
- Mental Health Assessment/Psychological Testing
- Social History
- Educational History
- Educational Records
- Previous Residential Placement Reports
- Medical History

SHP 2002-0066

Categories of eligibility for admission are:

- Gender (must be female) *12 17*
- Age (must be between *13* and *18* years of age)
- Must be enrolled in school
- Must have ability to interact with community
- Must be willing to receive supervision and instruction
- Must pass anger management and other assessment tests given during evaluation process to prove ability to live in an independent living environment
- Must not exhibit any of the following behavior: chronic and severe aggressive behavior, recent fire setting, actively suicidal or homicidal, actively psychotic or actively abusing substances.
- Placement with previous caretakers has proven ineffective or unfeasible

There are no demographic restrictions or requirements that would prohibit any qualifying client from being admitted into the home.

Describe the intake and admission procedures.

The process for screening referrals will be as follows:

- Initial assessment evaluation will be performed by the home's staff to determine if eligibility into the program has been met.
- Histories must be submitted by the referral agency for evaluation before there is contact with the prospective client. Once received and reviewed, the staff will schedule an evaluation interview within 3-5 days, offering two possible appointment times to the prospective client.
- Completion of anger management, substance abuse and depression assessments by the prospective client must be included in the evaluation process.
- A pre-placement weekend visit by the prospective client is later set up for final evaluation.
- If a prospective client is accepted, an orientation is set up in order to establish goals for the client and to assess her needs.
- An entry contract is signed and the following documents are requested:
 - ✓ Birth Certificate
 - ✓ Emergency Medical Authorization
 - ✓ Court Custody Papers
 - ✓ Current Physical Examination and TB Test (if available)
 - ✓ Immunization Record
 - ✓ Medicaid Card
 - ✓ Insurance Information
 - ✓ Release of Information Forms
- Placement will take place within 24 hours of final evaluation. Written confirmation of the placement decision is provided to the referral agency, case worker or guardian. The client is instructed to bring clothing and any personal items such as books, music, posters, etc. that would contribute to making her feel at home.

SUP 2002-0066

Potomac Community Development Corporation

301 South Alfred Street • Alexandria, Virginia 22314

APPLICATION FOR ADMISSION TO CHILDREN'S RESIDENTIAL HOME (ATTACHMENT A)

Name of Applicant _____

Last

First

Middle Initial

Last Known Address _____

City/State/Zip

Date of Birth _____ SSN _____

School Currently Attending _____

Address _____

City/State/Zip

Grade Level _____ Course of Study _____

Mother's Full Name _____

Father's Full Name _____

Do you have children? _____ If so, how many? _____

Are you pregnant? _____ If so, when are you due to deliver? _____

Please list and describe any disabilities that you may have: _____

Referral Agency _____

Address _____

City/State/Zip

Contact Name and Phone No. _____

In case of emergency contact: _____

FOR OFFICE USE ONLY	
Date Received _____	Received by _____
Date Approved _____	Approved by _____

Children's Residential Home Proposal 4

PARKING REDUCTION SUPPLEMENTAL APPLICATION

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)

SEE ATTACHED

2. Provide a statement of justification for the proposed parking reduction. _____

3. Why is it not feasible to provide the required parking? _____

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces? Yes. No.

5. If the requested reduction is for more than five parking spaces, the applicant must submit a Parking Management Plan which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.

6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

Potomac Community Development Corporation

301 South Alfred Street
Alexandria, VA 22314

September 27, 2002

Special Use Permit # 2002-0066

PARKING REDUCTION SUPPLEMENTAL APPLICATION

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

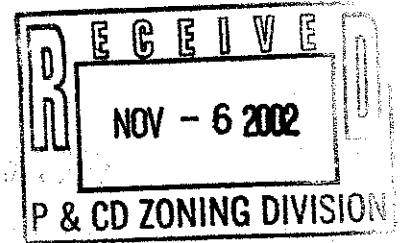
1. **Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)**
Three parking spaces are required for use by staff. The off-site location is the Alfred Street Baptist Church, 301 South Alfred Street. The off-site location consist of 21 parking spaces.
2. **Provide a statement of justification for the proposed parking reduction.**
The proposed on-site parking is not feasible due to insufficient turning radius from the alley parallel to the facility onto parking spaces in the rear of the facility. There are no available parking spaces within walking distance of the facility.
3. **Why is it not feasible to provide the required parking?**
Parking is not allowed on Henry Street, which is in front of the facility. As stated in paragraph 2, parking is prohibited in the rear of the facility due to a narrow alley parallel to the facility.
4. **Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?**
No
5. **If the requested reduction is for more than five parking spaces, the applicant must submit a Parking Management Plan which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.**
N/A
6. **The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.**
The parking reduction will not have a negative impact on the surrounding area. No parking spaces in the immediate vicinity will be utilized.

ADDENDUM:

1. There are two passenger vehicles available at the Alfred Street Baptist Church to shuttle employees – one 17 passenger van and one 25 passenger bus. Three employees will use the shuttle.
2. The custodial service chief will be available at 7:30 a.m. daily.
3. The normal shuttling schedule will be 7:45 a.m. and 5:00 p.m. The shuttle is available from 7:30 a.m. to 8:00 p.m. daily.
4. The requirement to use the shuttle to go to work at the group home will be included in the employment contract.
5. Parking at Alfred Street Baptist Church for visiting employees will be coordinated by the program manager. He/she will schedule visits with the custodial supervisor.

SUP 2002-0066

**Department of Mental Health, Mental Retardation and
Substance Abuse**



Date: Tuesday, November 5, 2002

To: Valerie Peterson

From: William L. Claiborn

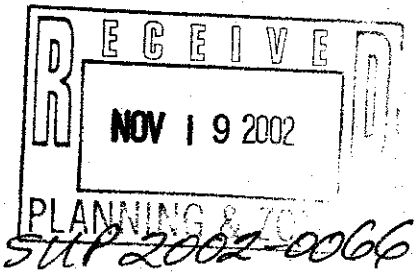
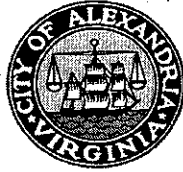
Subject: Comment on SUP request for 509 N. Henry Street

I have looked over the application and did not see any indication that the applicant had indicated that it would obtain a license, accept indirectly in response to the Q: How will clients be admitted to the home. In the answer the applicant refers to requirements of VAC 42-10 530C, but does not state that a license will be obtained, or, under the current regulation whether the license will be issued by Department of Human Services, the Department of Mental Health, Mental Retardation, or Substance Abuse, or other state authority.

This is relevant, because if the applicant is to seek this license from DHS, then you may require an SUP. If the license is to be sought from DMHM RSA, the applicant must be treated as a family would be treated.

Absent a license, I would expect that you would recommend against an unlicensed entity, which would, presumably, be operating in violation of state law.

For the record, the applicant has not sought with the Alexandria Community Services Board to apply the principles for program siting outlined by the Board, as referred to in the section of the ordinance addressing DHS licensed facilities.



ALEXANDRIA COMMUNITY SERVICES BOARD

Phillip Bradbury
Chair

720 North Saint Asaph Street
Alexandria, Virginia 22314-1941

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TDD: (703) 838-5054

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E-mail: acsb@ci.alexandria.va.us

William L. Claiborn, Ph.D.
Executive Director

MEMORANDUM

DATE: NOVEMBER 12, 2002

TO: BARBARA ROSS, DEPUTY DIRECTOR, PLANNING & ZONING

FROM: WILLIAM CLAIBORN, PH.D., DIRECTOR

SUBJECT: SUP #2002-0066 FOR GROUP HOME AT 509 NORTH HENRY STREET

I have reviewed the SUP application from The Potomac Community Development Corporation for the proposed group home to be located at 509 North Henry Street. I have also met with Mr. Jenkins, the representative of the corporation to advise him regarding his intention to comply with the Alexandria Community Services Board Policy #13 related to public activities and siting of group homes. He indicated to me that the corporation would not be seeking an SUP waiver based upon CSB Policy #13 compliance.

Please contact me if you need additional information.

Thank you.

Alexandria Community Services Board

New Group Home Siting in Alexandria as of May 22, 2002

On June 23, 1998, City Council approved the Board=s current Five Year Housing Plan effective July 1, 1999 through June 30, 2003. This plan includes five new group homes. If established, these group homes will provide a combined total of 35 additional beds for Alexandrians with mental disabilities or a substance abuse problem to live in their own community.

Board policy requires that Board owned and operated special needs housing be distributed throughout the City. Therefore, when siting for new housing, the Board begins its search in areas of the City with the lowest concentration of existing special needs residences to other residences. At this time, the Board plans to begin its search for new group homes for which it may obtain funding as shown below in Table I. This rank ordering for the siting of new group homes in based on information provided in Table II on the following page titled *City-wide Concentration by Board Housing Planning Area of special Needs Group Homes*.

Table I	
May 22, 2002	
Board Housing Planning Areas¹ Designated for Initial Siting of the Five New Group Homes Included in the FY 1999 - 2003 Housing Plan	
<i>Affected Board Housing Planning Area</i>	<i>Siting will begin for the...</i>
Alexandria West	1 st new group home
Northridge, Rosemont, Fairlington and Bradlee	2 nd and 3 rd new group homes
Old Town and Southeast	4 th new group home
Taylor Run and Duke Street	5 th new group home

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¹ The Board uses eight Board Housing Planning Areas which are based on a combination of the *Small Area Plans* used by the City=s Department of Planning and Community Development

Table II Alexandria Community Services Board (Board) - May 22, 2002 City-wide Concentration by Board Housing Planning Area of Special Needs Group Homes (for persons with mental illness, mental retardation or a substance abuse problem or other type of special housing need)							
A	B	C	D	E	F	G	H
Board Housing Planning Areas (Areas)	Existing city stock of single family units ¹	Location, by area, of Board operated special needs group homes	Number of persons, by area, residing in Board operated special needs group home	Location, by area, of special needs group homes operated by others ²	Number of persons, by area, residing in group homes operated by others	Total special needs group homes by area (sum of column C and column E)	Concentration by area of special needs group homes per 1000 single family units
I. Alexandria West	1,288	0	0	0	0	0	0
II. Landmark/Van Dorn; King Street and Eisenhower Avenue	609	0	0	1	64	1	1.64
III. Northridge, Rosemont, Fairlington and Bradlee	3,076	1	7	0	0	1	.33
IV. Old Town and the Southeast	2,740	0	0	2	33	2	.73
V. Braddock/Metro; North East; Old Town North; Potomac Yard and Potomac Green	2,271	0	0	2	90	2	.88
VI. Potomac West	5,295	4	27	4	59	8	1.51
VII. Seminary Hill and Strawberry Hill	2,851	4	28	2	16	6	2.10
VIII. Taylor Run and Duke Street	1,326	1	7	0	0	1	.75
Totals	19,456	10	69	11	262	21	1.08

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- 1 Source of information for the number of existing city stock of single family units (includes townhouses): Alexandria Department of Planning and Zoning, September 17, 1999.
- 2 Source of information for location of special needs group homes operated by others (than the Board): Alexandria Office of Housing, March 2002

07

SUP 2002 - 0066

ALEXANDRIA COMMUNITY SERVICES BOARD**BOARD POLICY #13**

- I. **SUBJECT:** Alexandria Community Services Board Housing Policy
- II. **PURPOSE:** To define the intention of the Board with regard to housing support for persons with mental illness, mental retardation and who are recovering from substance abuse.
- III. **STATEMENT OF POLICY:** The Alexandria Community Services Board seeks to provide housing opportunities for its residents with mental illness, mental retardation and those who are recovering from substance abuse in order that they may live successfully in the community and share in the benefits of the community. The Board seeks to obtain and offer a variety of forms of supported housing which may be required for persons with mental illness, mental retardation and who are recovering from substance abuse in a manner which enhances the person's ability to function effectively in the community. The policy seeks to balance the value of openness and public awareness of Board actions with the protection of the rights of persons with disabilities to live and work without discrimination. Board owned or controlled housing should be located throughout the City.

The Board will administer its housing programs in a manner which contributes to the well being and safety of the residents and the greater community. The Board seeks community acceptance of its housing efforts.

IV. PROCEDURES:**A. Ongoing Activities:**

- I. **Housing Plan:** The Board shall periodically develop a housing plan which identifies the highest priority housing needs and offers a proposed means by which these housing needs can be met. This plan shall identify the type of housing and preferred general locations in a manner consistent with the intent and requirements of the Fair Housing Act. This plan shall be presented to City Council for consideration, either separately, or as a part of the Board's plan of services. Prior to the presentation of the plan to City Council, the Board shall circulate its plan to the major civic associations within the City and provide an opportunity to receive input to the plan.

**Board Policy #13
Housing Policy
Page 2**

2. **Community Education Plan:** The Board shall develop and maintain a "speakers bureau" offering a presentation on Board programs and services. It shall offer such a presentation, at least annually, to Civic Associations and other interested groups.
3. **Annual Public Hearing:** The Board will solicit input into its plan of services at least annually. The request shall solicit comment on the Board's Housing Plan.
4. **Plan of Services:** The Board shall distribute the Council approved plan of service annually to Civic Associations, City libraries and other interested parties.
5. **Funding:** The Board will seek funding and commence direct planning for housing upon approval of the housing plan by City Council.

B. Siting Policy:

The Board's Siting Policy includes two aspects of the siting process: (1) financial and physical criteria that must be met by the intended housing, and (2) the basis for location of the housing within the City.

1. **Financial and Physical Criteria for Board Housing:**
Housing to be owned by or controlled by the Board shall meet the following criteria:
 - a. Affordability
 - b. Reasonably convenient to transportation, employment, food, pharmacy, shopping and recreation
 - c. Suitable size for intended use
 - d. Adequate ceiling heights, windows, room sizes to meet regulatory requirements and normal standards of comfort
 - e. Reasonably modified for handicapped accessibility where required
 - f. Permits practical installation for sprinklers (for group homes only)
 - g. Purchase price shall be confirmed by independent appraisal
 - h. Readily conforms to applicable building codes
 - i. Resultant building changes improve or do not detract from community appearance
 - j. Location reasonably safe or does not present exceptional risk
 - k. Best "fit" of properties currently available

2. Basis for Locating Board Housing:

Housing to be owned or controlled by the Board must be located in accordance with the following:

- a. The Board uses eight Board Housing Planning Areas which are based on a combination of the Small Area Plans used by the City's Department of Planning and Community Development.
- b. Board policy requires that Board owned and operated housing be located throughout the City. Every attempt is made to place new Board owned and operated housing in Areas with the lowest proportion of existing special needs housing.
- c. Condominium purchases shall be limited to two units per condominium development
- d. If appropriate housing is not available in an Area that is designated as having the lowest proportion of special needs housing, the Board may search other Areas, beginning with the Area having the next lowest proportion of special needs housing and so on.
- e. If affordable housing is not available in an Area with the lowest proportion of special needs housing, the Board may either: (i) request additional funds from City Council to purchase or lease appropriate housing in that area, or (ii) seek housing in the Area with the next lowest proportion of special needs housing.

C. Community Notification and Communication Procedures for Group Homes:

Once a site is selected and a binding contract negotiated, the Board will notify by mail City Council, the affected Civic Association and the immediate neighbors within two working days. The notification shall consist of a statement of the intended use, notice of an opportunity for community meeting to be held within two weeks of notification and identification of who to call for additional information.

When requested by Civic Associations or other groups, the Board will respond to questions relating to the project in an open way. Information which may relate to pending negotiations, legal matters, client identities and other related matters shall not be disclosed.

**Board Policy #13
Housing Policy
Page 4**

The Board will have assembled, prior to the contract, the following packet of information which shall be available upon request:

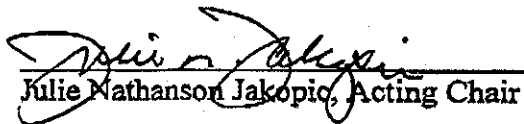
1. List of all Board controlled or owned group homes
2. List of all houses considered
3. List of criteria used to select home
4. Proposed house rules
5. Staffing plan
6. Resident eligibility criteria
7. Plan for Neighborhood Advisory Committee
8. Summary of literature on impact of group homes
9. Fair Housing Act information

The Board will also identify a group of Board members responsible for communication with the community.

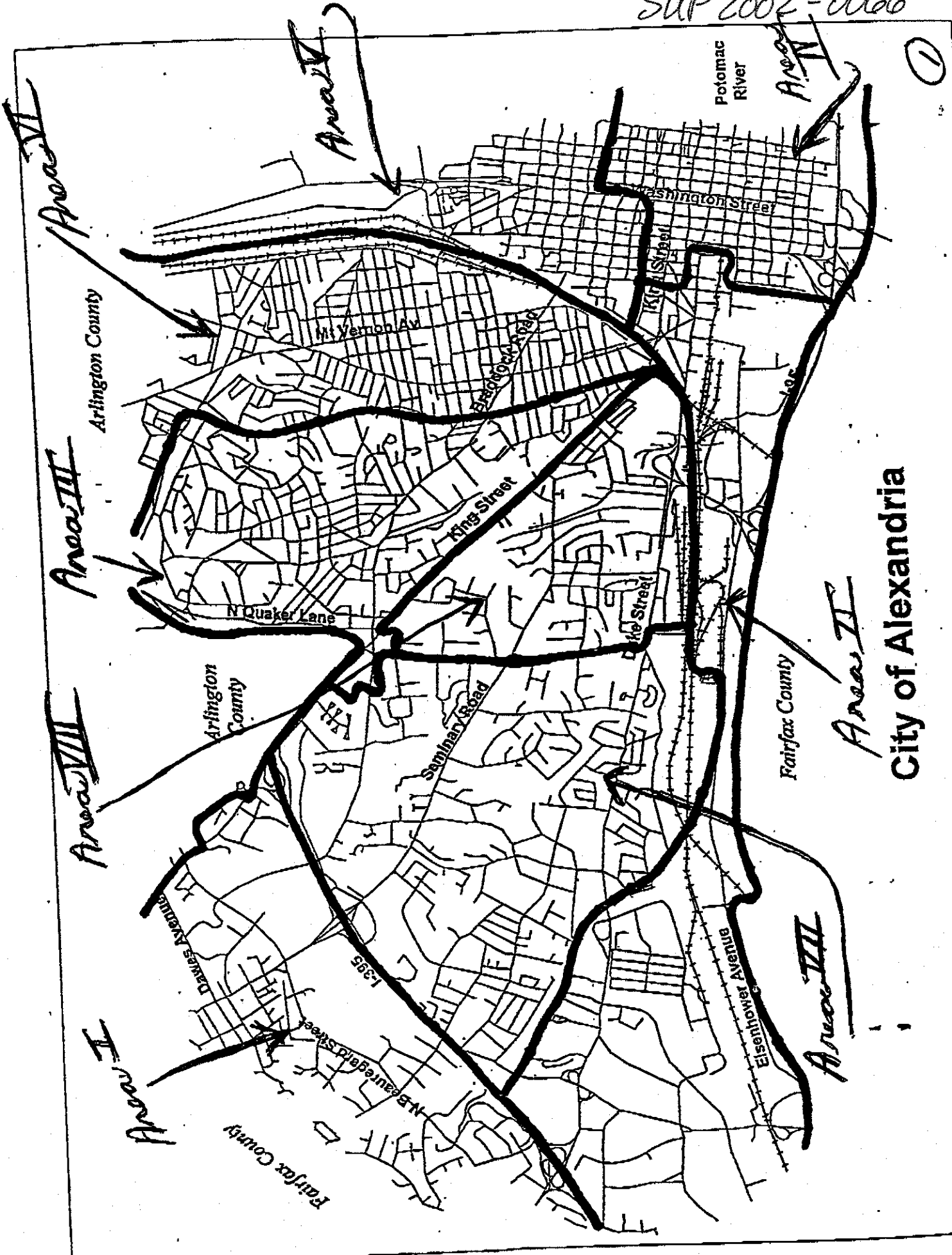
D. Neighborhood Advisory Committee:

The Board will participate in a neighborhood advisory committee consisting of Board members, program staff and interested community members to coordinate information about the start up and operation of the group home to ensure a successful program for the residents and community.

Adopted November 7, 1996
Revised September 10, 1998
Revised April 6, 2000
Revised September 14, 2000


Julie Nathanson Jakopic, Acting Chair

①



4P
APPLICATION for SPECIAL USE PERMIT # 2002-0066 5

[must use black ink or type]

PROPERTY LOCATION: 509 North Henry Street

TAX MAP REFERENCE: 064.01-04-28 ZONE: CSL

APPLICANT Name: Potomac Community Development Corporation

Address: 301 South Alfred Street, Alexandria, VA 22314

PROPERTY OWNER Name: Alfred Street Baptist Church

Address: 301 South Alfred Street, Alexandria, VA 22314

PROPOSED USE: Residential facility for adolescent girls

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Wilburt Jenkins
Print Name of Applicant or Agent


Signature

301 South Alfred Street
Mailing/Street Address

703-683-2222 703-683-1718
Telephone # Fax #

Alexandria, VA 22314
City and State Zip Code

June 25, 2002
Date

=====DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY=====

Application Received: _____ Date & Fee Paid: _____ \$ _____

ACTION - PLANNING COMMISSION: 01/07/03 RECOMMEND APPROVAL 7-0
12/3/2002 DEFERRED

ACTION - CITY COUNCIL: 01/25/03PH--CC approved the Planning Commission recommendation.