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MEMORANDUM **Transportation & Development - PZ Memo No. 11-093**

DATE: SEPTEMBER 26, 2011

TO: PLANNING AND ZONING COMMISSION

THRU: R.J. ZEDER, TRANSPORTATION & DEVELOPMENT DIRECTOR
JEFF KURTZ, PLANNING ADMINISTRATOR
KEVIN MAYO, PLANNING MANAGER

FROM: ERIK SWANSON, CITY PLANNER

SUBJECT: ZUP11-0013 NEW HORIZON YOUTH HOME - COMMONWEALTH

Request: Use Permit extension approval to operate a behavioral health group home for up to seven residents within a single-family residential home

Location: 2504 E. Commonwealth Circle
South and east of the southeast corner of Chandler Boulevard and 132nd Street

Applicant: Tom Granado, Owner

RECOMMENDATION

The request is for Use Permit extension approval to operate a behavioral health group home for up to seven residents within a single-family residential home. Staff, upon finding consistency with the General Plan and Single Family (SF-8.5) zoning, recommends approval with conditions.

BACKGROUND

The subject site is located south and east of the southeast corner of Chandler Boulevard and 132nd Street, within the Colonia Coronita single-family residential subdivision. An alley is adjacent to the home on the west and north property lines, with single-family homes surrounding the site.

Similar to assisted living homes, the Zoning Code requires a Use Permit for group homes when there are more than five individuals residing at the home that are not related. However, different from assisted living homes, group homes are allowed to have up to four residents per bedroom provided sixty (60) square feet is provided per resident and three (3) feet is provided between

beds. The floor plan shows the capacity for eight beds; the additional bed is to allow for flexibility rather than residency purposes. The home is restricted to no more than seven residents per the Use Permit and the licensure by the State. The home meets the requirements established for room size.

New Horizon Youth Homes is part of the State of Arizona Department of Health Services housing for children at risk program and is licensed through the Office of Behavioral Health Licensure as a Therapeutic Group Home. The children are placed in the home from the Administration Office of the Courts, Child Protective Services, Salt River Pima Indian Community, Gila River Indian Community and various other organizations. The home has an adult staff member at the site at all times, with two staff members present during peak hours which includes the evenings and weekends.

DISCUSSION

The request is to extend a Use Permit for a behavioral health group home. The group home started operations at this location in 2005 with five or fewer residents, and since mid-2006 with a Use Permit for up to seven residents. The Use Permit was granted for one-year in 2006. Notification was sent after one-year that the Use Permit was pending expiration; however, the applicant never submitted for a Use Permit extension. The home has been in operation during this time. In spite of the expiration, Staff continues to support the request citing no direct concerns have been expressed and the continued successful operation of the home.

PUBLIC/NEIGHBORHOOD NOTIFICATION

This request was noticed in accordance with the requirements of the Chandler Zoning Code.

- A neighborhood meeting was held on Monday, August 29, 2011. No neighbors were in attendance.

At the time of this writing, Staff has received two telephone calls expressing concern with the request; however, the callers were unaware that the home has been in operation for a number of years, so direct opposition was not stated.

RECOMMENDED ACTION

Staff, upon finding consistency with the General Plan, recommends approval of ZUP11-0013 NEW HORIZON YOUTH HOMES – COMMONWEALTH, subject to the following conditions:

1. Expansion or modification beyond the approved exhibits (Site Plan, Floor Plan and Narrative) shall void the Use Permit and require new Use Permit application and approval.

2. The Use Permit is non-transferable to any other location.

3. The assisted living home shall have no more than seven (7) residents at any time.

4. The Use Permit to operate an assisted living home is specific to the existing property owner, and if the property should be sold in the future the Use Permit shall be null and void.

5. This Use Permit shall remain in effect for one (1) year from the effective date of City Council approval. Continuation of the Use Permit beyond the expiration date shall require reapplication to and approval by the City of Chandler.

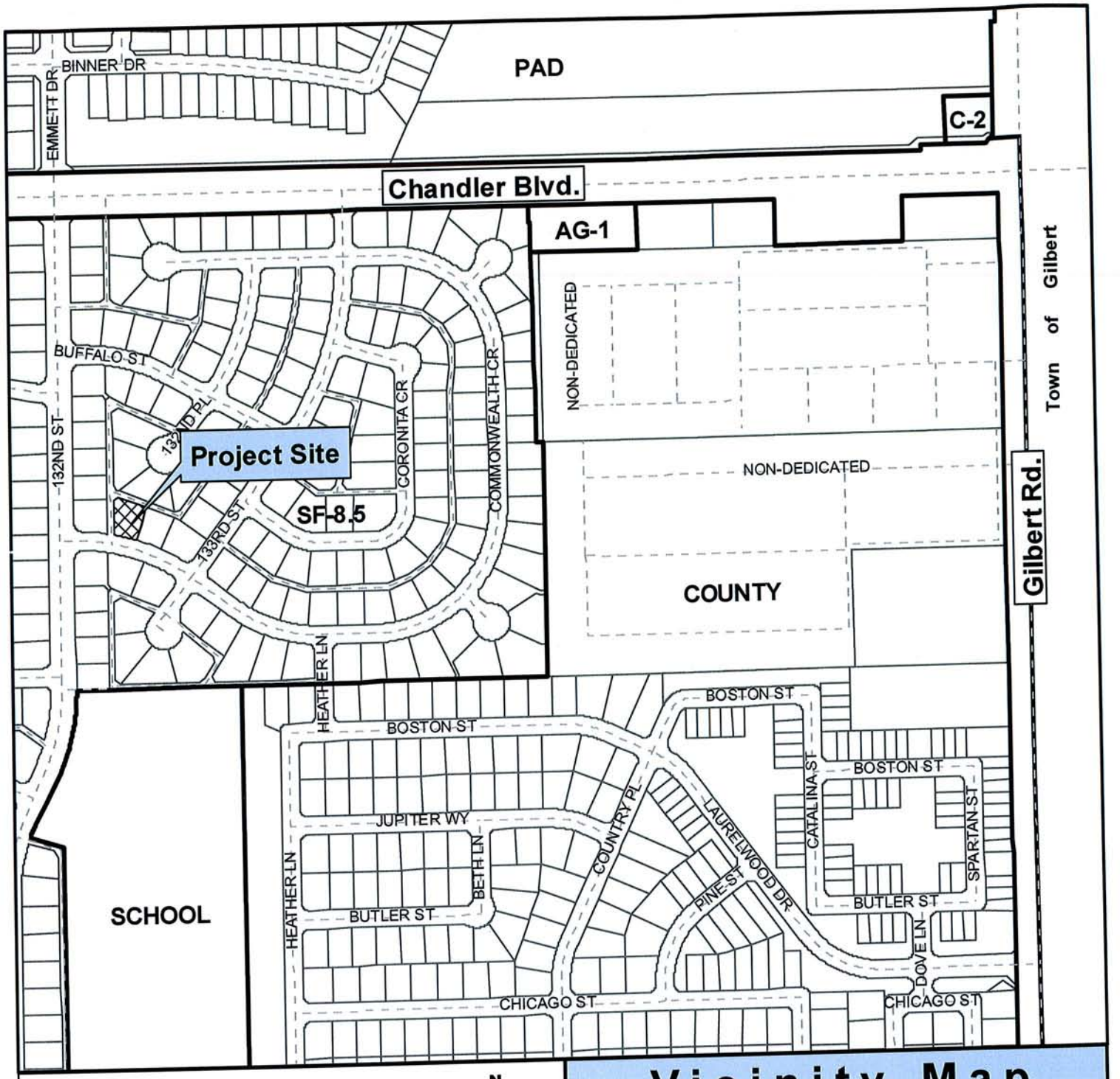
6. The site shall be maintained in a clean and orderly manner.

PROPOSED MOTION

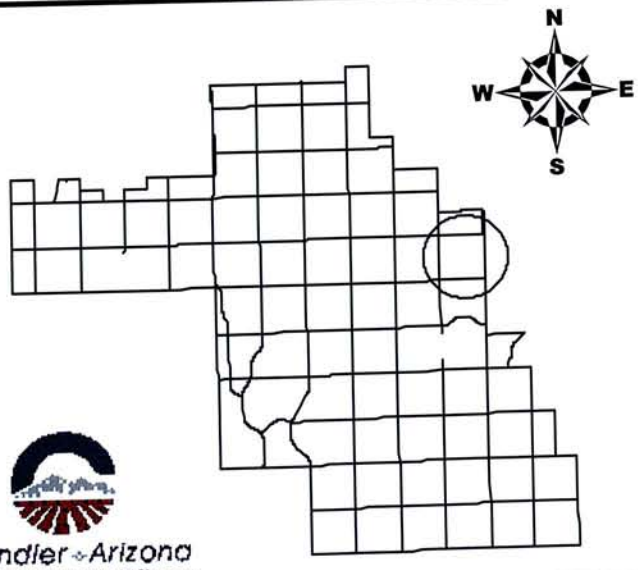
Motion to recommend approval of ZUP11-0013 NEW HORIZON YOUTH HOMES - COMMONWEALTH, Use Permit extension approval to operate a group home for up to seven residents within a single-family residential home; subject to the conditions recommended by Staff.

Attachments

1. Vicinity Maps
2. Site Plan
3. Floor Plan
4. Applicant Narrative



Vicinity Map



ZUP11-013

New Horizon Youth Homes-Commonwealth Circle

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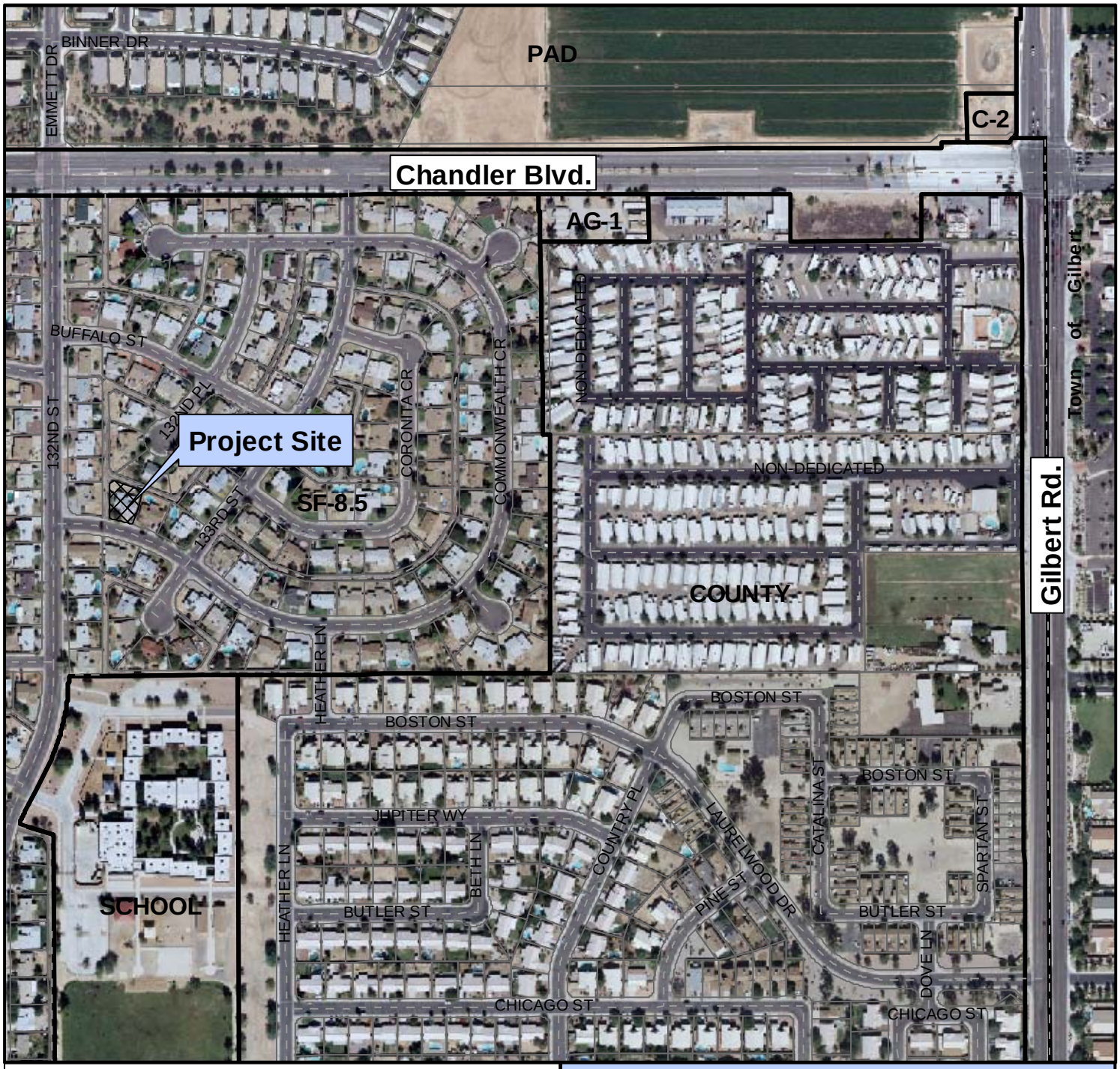
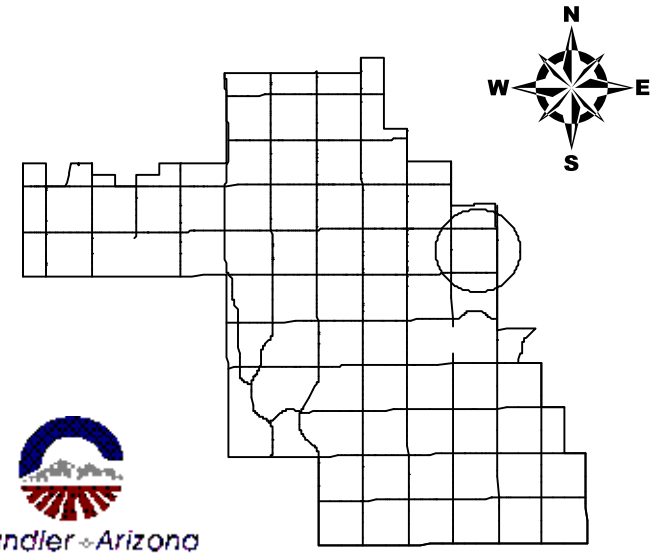


Vicinity Map



ZUP11-013

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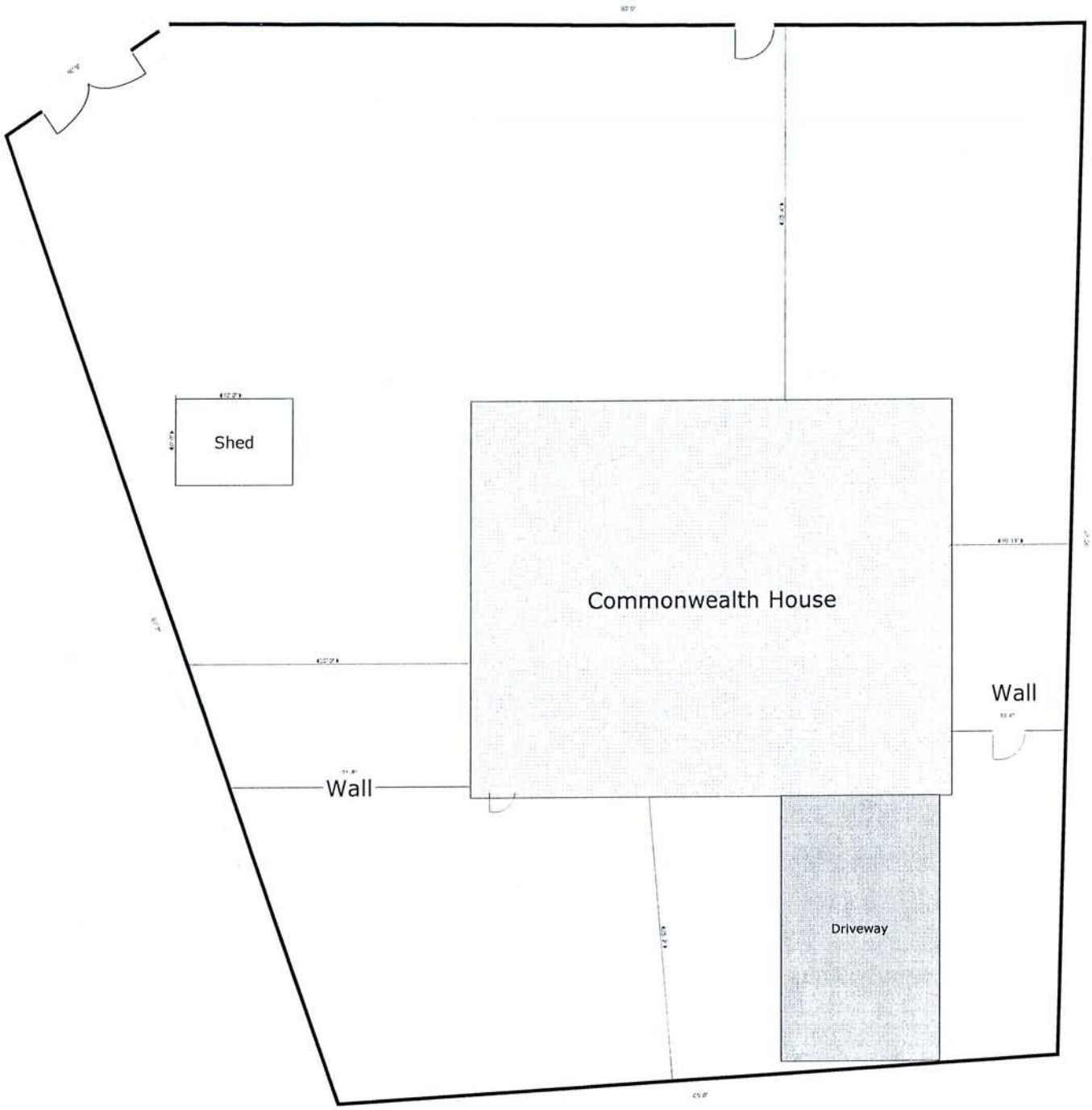

Commonwealth

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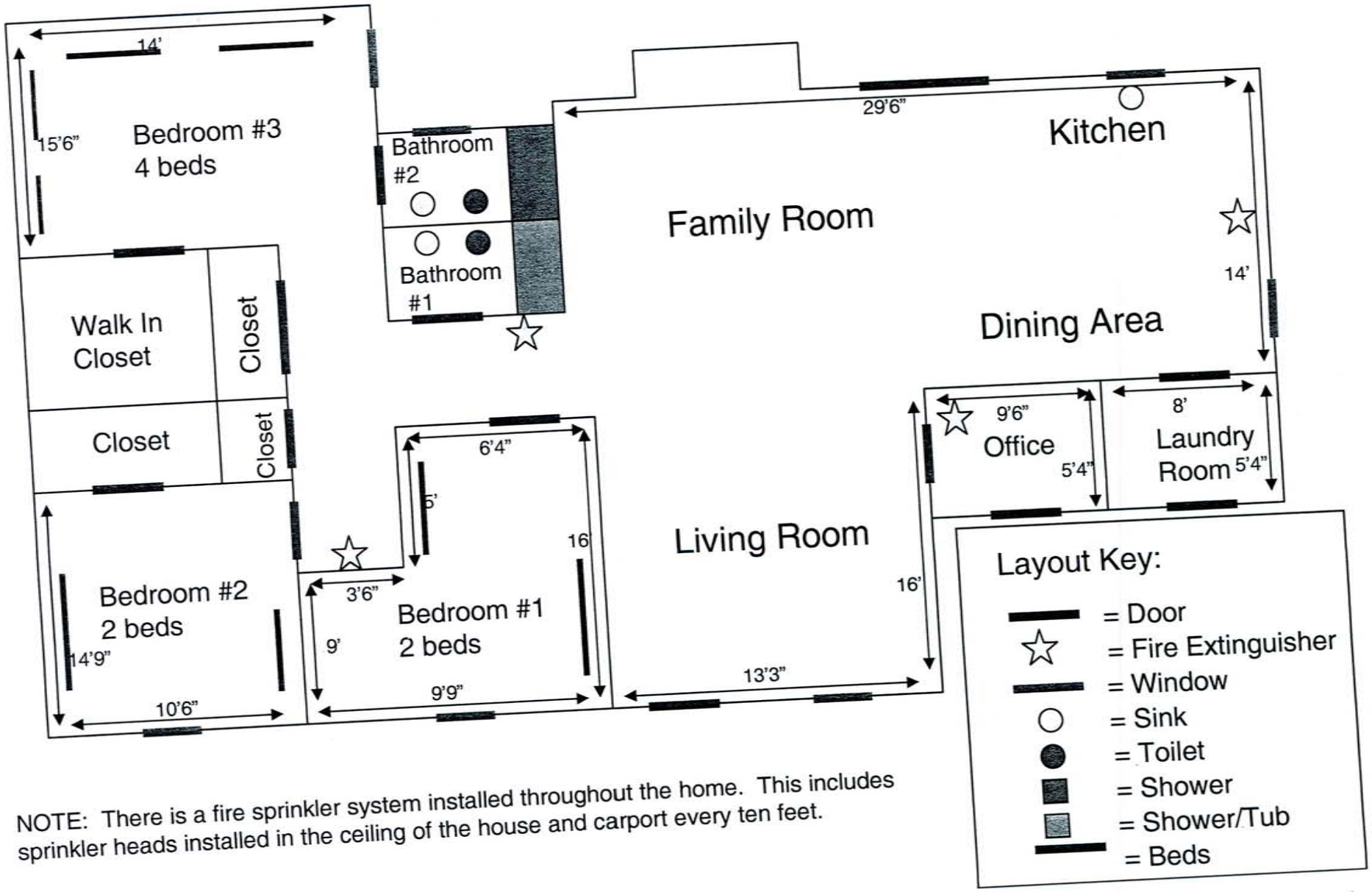
SITE PLAN N

New Horizon Youth Homes, Inc.

Commonwealth House BH-2565

2504 E. Commonwealth Circle Chandler, AZ 85225



NOTE: There is a fire sprinkler system installed throughout the home. This includes sprinkler heads installed in the ceiling of the house and carport every ten feet.

FLOOR PLAN

New Horizon Youth Homes
Daily Schedule

Commonwealth House

Monday—Friday School Schedule

Start	End	Schedule
6:00am		Wake Up
6:00am	6:15am	Hygiene/ Pass out meds
6:15am	6:45am	Chores
6:45am	7:15am	Breakfast
7:15am	8:00am	Transport to School
3:00pm	4:00pm	Quiet Time/Homework
4:00pm	5:00pm	Prepare Dinner/Free Time
5:00pm	6:00pm	Dinner
6:00pm	7:00pm	Chores
7:00pm	8:00pm	Homework/hygiene/pass out meds
8:00pm	8:30pm	BHT Group
8:30pm	9:00pm	Relax/Prepare for bed
9:00pm		Lights Out

Staff follow the schedule, clients should not be leaving the house for recreational activities unless their homework, reading time and groups are done.

NHYH Inc.
Commonwealth House – Activities Calendar
August 2011

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	1 • Life/Ind Skills • Evening – Recreation • Homework	2 • Life/Ind Skills • Evening – gym • Homework	3 • Library • Life/Ind Skills • Evening – Group • Homework	4 • Library • Life/Ind Skills • Evening – Group • Homework	5 • Peer Group • Evening – Recreation • Homework	6 • Life/Ind Skills • Evening – Recreation
7 • AM - Chores • PM – Church or R&R	8 • Life/Ind Skills • Evening – Recreation • Homework	9 • Life/Ind Skills • Evening – gym • Homework	10 • Library • Life/Ind Skills • Evening – Group • Homework	11 • Library • Life/Ind Skills • Evening – Group • Homework	12 • Groups/ILS • Recreation • Goals • Homework	13 • AM gym • Life/Ind Skills Evening – Recreation
14 • AM – Chores • PM – Church or R&R	15 • Library • Life/Ind Skills • Evening – Group • Homework	16 • Life/Ind Skills • Evening – Gym • Homework	17 • Library • PM quiet time • Evening – Group • Homework	18 • Groups/ILS • Recreation • goals • Homework	19 • Life/Ind Skills • Evening – Recreation • Peer Group • Homework	20 • Life/Ind Skills • Evening – Recreation
21 • AM – Chores • PM – Church or R&R	22 • **Early Dismissal-P/T Conference** • Life/Ind Skills • Evening – Recreation • Homework	23 • Life/Ind Skills • Evening – gym • Homework	24 • Library • Evening – Group • Homework	25 • Groups/ILS • Recreation • Goals • Homework	26 • Peer Group • Evening – Recreation • Homework	27 • Life/Ind Skills • Evening – Recreation
28 • AM – Chores • PM – Church or R&R	29 • Life/Ind Skills • Evening – Recreation • Homework	30 • Life/Ind Skills • Evening – gym • Homework	31 • Library • Evening – Group • Homework			

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New Horizon Youth Homes, Inc.

"Share the values you grew up with"

www.nhyh.org

June 14, 2011

Mr. Erik Swanson
City of Chandler
Planning and Development Dept.
P. O. Box 4008, MS 105
Chandler, AZ 85244-4008

RE: Use Permit Application
New Horizon Youth Homes
2504 E. Commonwealth Circle
Chandler, AZ 85225

Dear Mr. Swanson:

New Horizon is respectfully requesting a user permit for our group home located in Chandler, which is licensed for seven boys ages 11 to 17. NHYH established our first group home in January 2000 and have expanded to six group homes in the Phoenix metropolitan area, three of which are in Chandler. Commonwealth House has been operating since 2005. NHYH is part of the State of Arizona Department of Health Services (ADHS) housing for children at risk program and are licensed through the Office of Behavioral Health Licensure (OBHL) as a Therapeutic Group Home. The children are placed in our homes from the Administration Office of the Courts, Child Protective Services, Salt River Pima Indian Community, Gila River Indian Community and various other organizations.

Our program objective is the successful reintegration of a young man into the community. At New Horizon we have designed our program to get our young men involved in normal environments with added supervision and structure; we currently have boys attending public high school, GED programs and alternative high schools. We focus on teaching these young men the skills necessary to function as a young adult. Our major topics include money management, transportation, recreation, mental health, housing, chemical dependency, health, meals and employment. We teach these young men skills in obtaining and maintaining jobs. In addition, we have a licensed Clinical Director and staff who meets with our young men several times a week, providing individual and group therapy covering many different topics and issues.

Our homes operate 24 hours a day, seven days a week. We have rotating adult staff on duty supervising clients 24 hours a day and during peak hours we have two staff on duty. Staff members are awake at all times. Our peak hours are in the evening and on the weekends. Our staff team is very experienced and competent in working with the children in our care. We make weekly contacts with all parties involved in

Mailing Address: P.O. Box 2754 • Chandler, Arizona 85244-2754
Office Phone: 480-722-2730 • Fax: 480-664-4296

the lives of our boys; teachers, probation officers, case managers, family, and employers. As a staff team we meet every week to discuss treatment plans, progress, issues and concerns.

Traffic generated from this home would be equivalent of any other single-family residence within the neighborhood. During the week our Program Coordinator travels between the different homes and also a Clinical Director meets with the boys. The boys activities include attending school, church, various activities outside the home, including a job, if they are of age. The children's families do occasionally visit, mainly to pick up the children from the home. Additionally, there is a company vehicle that transports the teenagers throughout the community.

The site intensity is also equivalent to any other single-family residence within the neighborhood. Noise levels generated at this home do not differ from other residences within the neighborhood. The activities that take place on site are no different to those of any other single-family residence. There is a pool table and a TV inside the home and the backyard is fenced.

In summary, we request this permit be granted in order for us to continue to assist more children. NHYH understands the concerns of having at risk youth in the community, however, the key to successful reintegration of youth in the community is directly tied to the program objectives and it's structure. Our staff team welcomes any community member into our home for a tour and overview of the program.

Respectfully Submitted

Thomas B. Granado
Executive Director
New Horizon Youth Homes
602-380-8407 - cell phone
480-722-2730 -NHYH Admin.

Attachments:
Use Permit Application
Use Permit-Letter of Authorization
Vicinity map
Fire Evacuation floor plan

New Horizon Youth Homes, Inc.

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August 9, 2011

Erik Swanson
City of Chandler
Planning and Development Dept.
P.O. Box 4008, MS 105
Chandler, AZ 85244-4008

RE: Use Permit 2504 E. Commonwealth Circle

Dear Mr. Swanson:

In response to your letter dated July 12th we are submitting the requested documents and answers for your review of our Use Permit for the above address.

1. Site Plan of home as it sits on the lot, including structures, sidewalks, fences, etc., and drawing of lot information

2. and 4. Floor Plan including dimensions of the rooms; outlining location of beds, noting full or half baths, doors, windows, and fire extinguishers. Also included is the evacuation plan.

3. Daily schedule and activity calendar

5. Fire drills are conducted on a monthly basis to familiarize staff and clients with evacuation procedures in case of fire or emergency. A copy of the evacuation plan is posted in the home, which is attached.

In the event of an emergency or disaster involving NHYH residents and or employees, the senior-ranking employee currently on the premises is responsible for handling the emergency according to this procedure and their best judgment. The priorities of an emergency at New Horizon Youth Homes shall be:

1. Safety and accountability of the clients and staff
    a. The staff on duty will return back to the residential agency that he/she is responsible for.
    b. All clients need to be accounted for. If a client is on a home pass, the staff member must contact the client with the responsible guardian and

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assure the client is all right and instruct the child to stay there versus attempting to come home during the emergency.

2. Acquire assistance
    a. The Administrator on call is to be notified as quickly as possible in the event of an emergency, in order to begin any required action and follow-up, by notifying those who need to be informed.
    b. Staff member is to contact the Program Coordinators and/or Executive Director and provide a count of who is physically in the home and who will remain on home pass. Client's and staff member are to remain on site, following directions provided by the Emergency Broadcast System.
    c. Administration Office will remain in contact with Program Coordinators to provide any updates and give clearance to return to normal routine.
3. Minimize the destruction of facility property

Unauthorized Exit

In the event a client leaves without permission, efforts to return the client will be pursued through the clients' parents/guardian, case manager, and local police. The following protocol must take place after an incident in this nature:

A. Inform administrator
B. Create Incident Report
C. NOTE: All AWOLs, regardless of length of time the child is unaccounted for, needs to be reported to Arizona Department of Health Services, OBHL Dept following the NHYH incident reporting procedure
D. Notify Local Police
E. Notify Placing Agency
F. Take an Inventory of all personal possessions and clothing left behind by client. Items will be locked up in staff office or maybe transferred to administration office.
G. NOTE: ADJC requires that a registered letter be sent to parent/guardian and a copy to parole office that provides notification that personal property will be maintained for 45 days. The letter must also explain where the parent/guardian can pick up property and how it will be disposed of if they do not pick it up within the required 45 day time frame.
H. In the event that the clients returns, the Administrator on call or his delegate will inform all parties previously of unauthorized exit; ie. Police and Placing agency.

6. Calls for service are on a "need to" basis as in the procedure noted in #5 above regarding AWOL clients.

7. We opened NHYH as a facility to help both boys and girls. The original Use Permit for Commonwealth was for female residents. It was decided after a period of time that we would limit our residents to male-only population and close Commonwealth House

in December 2006. It was re-licensed and re-opened as a Level III residential agency for males ages 11 to 17 in 2009. The person that was responsible for resubmitting was negligent in her duties of renewing the Use Permit and no longer works at NHYH. Due to this oversight NHYH has implemented a procedure to check the status of all Use Permits on an annual basis when licensing applications are due. Also expirations are added to an electronic calendar.

8. In 2006 the Commonwealth House, girls program, was closed down due to its continuous struggle with the female population. NHYH felt the program was not going well and felt it was the responsible thing to do out of respect for our community, our immediate neighbors and the courts. In 2009 there was a need for additional boys program therefore NHYH reopened and licensed Commonwealth House as a boy's level III program.

9. NHYH provides a family-like atmosphere where young men have the opportunity to grow as individuals, establish positive interpersonal relationships and learn key independent living skills. Typical behaviors the average resident may have vary from depression, anxiety to ADD/ADHD, truancy and anger management. NHYH's typical resident is usually placed with us because they are not getting the supervision or stability that they should be at home. NHYH provides programming in order to aid in the development and behavior management of clients in our care. We focus on the development of goals, independent living skills, employment skills, decision making, counseling and the development of a strong work ethic.

10. The average stay of a child depends on the individual's needs, which are different with each client. The age of the child, educational and physical needs, family environment, if any, and a variety of other examples factor into the length of the stay. Some clients are here for 3 months others are with us 1-2 years.

11. A copy of the Open House letter that was mailed to neighborhood and HOA members.

12. Attached are the mailing lists for property owners within a 600-foot radius, including contacts for the Registered Neighborhood Organization.

If there is additional information required please feel free to contact me.

Respectfully,

Thomas B. Granado
Executive Director, MA,LASAC