



Shelter Inc. is requesting a Special Use Permit for the property along East Valley Lane for our Transitional Living Program (TLP). The following is our written response to the concerns of the Conceptual Plan Review Committee. We appreciate the opportunity to work with you on this special project.

On page 2 of the staff report, it is recommended that each of the two units within the home be staffed by Shelter, Inc. at all times. The Department of Children and Family services, which licenses this program, requires that a staff person be on site 24 hours a day. At this time, there are no plans to modify the property and each duplex unit would remain separate. However, staffing and program requirements are put in place to maintain the highest level of safety and security. Those requirements are as follows:

Zoning and Comprehensive Plan

- A Shelter staff member must be on site and awake at all times. We are mandated by the Illinois Department of Children and Family Services (DCFS) to have one staff person on site for every six (6) residents, 24 hours a day. Therefore, if both units are occupied, there is a dedicated staff person for each unit. Additional staff are on site as needed to provide other resources to the residents, i.e., counseling sessions, case management.
- Shelter staff must conduct and document a check on all residents at least once an hour. This includes the overnight hours and bedroom checks. All monitoring must be documented in daily logs and shift notes. These notes document which youth are present in the home, the time youth enter or leave the home, where the youth have gone. These notes are shared/emailed at the end of each shift to all TLP staff to ensure that all staff are familiar with the activities and whereabouts of each youth.
- Security cameras will be installed throughout the property including the outside and common areas to assist in monitoring the youth while staff may be in their office.
- Each youth is required to sign a contract that outlines the rules and expectations for the TLP. Residents over the age of 18 are allowed to leave the home for work, school or personal reasons. The TLP does have a curfew, even for youth over 18 years old, which is 12am. Each youth is allowed to attend overnight visits with family and friends; however, they are expected to fill out an overnight form which indicates the name, address, and phone number of who they will be visiting and when they will return. If a youth has not completed one of these forms, and they have not returned to the program by the curfew time of 12am and staff are unable to reach them on their cell phone, the staff are instructed to file a missing person's report with the police department and the DCFS missing person unit is notified.
- The Interview Questions that are used screen a youth for our TLP is attached. The TLP does not accept any youth who are required to register as a juvenile or adult sex offender.
- The TLP Youth Handbook and Resident Contract forms which include the rules and regulations for the home.



- Shelter, Inc. will hold a neighborhood meeting to allow for communication with the surrounding neighbors.

Building, Site and Landscaping

- We do not propose any changes to the interior or exterior of the building or site at this time.
- Shelter, Inc. will reach out to the Building Department to determine if any upgrades are needed to comply with building code requirements.

Parking and Traffic

- The proposed use of the property will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
- While residents are allowed to own a car as a means to help them establish their goal of independence, only two (2) residents in 12 years have ever owned a car. If needed, Shelter would require that only the first two (2) residents would be allowed to have a car on the property on a first come, first served basis. This property was selected because of its close proximity to businesses and public transit so that residents can work and/or go to school without the use of a car.
- Staff would have a car on the property (up to two cars) that would be in the garage/driveway during overnight hours. Any additional staff or visitors would be during normal business hours and would only be at the residence for a short period of time, allowing for street parking.
- Overnight visitors are not allowed, so additional overnight parking is not needed.
- One bike parking space would be provided in the garage.