



**Village of Arlington Heights
Department Comments, Round 1
Shelter, Inc. Response – July 26, 2021**

RECEIVED

JUL 27 2021

**PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT**

Shelter, Inc. is pleased to provide the following response to the Department Plan Review regarding its Transitional Living Program proposal at 207 – 209 East Valley Lane. We appreciate your consideration and look forward to working with you on this project.

Building and Life Safety Department

1. Modifications to the dwelling units shall comply with the current adopted codes. A permit for each unit would be required.

Shelter, Inc. will comply with all current codes and will not allow residents to live in the building until all codes are up to date. Permits will be obtained for all work that will be done on both units.

2. Smoke detectors shall be brought up to current requirements: installed in each bedroom, in the hall, on each level, including the basement, and are permitted to be battery operated and shall be wirelessly interconnected.

Shelter, Inc. will obtain and place appropriate smoke detectors. Each smoke detector will be regularly maintained (maintenance will be tracked in writing) by our internal Environmental Improvement Team and will be inspected by the Fire Marshall annually. This is required for Shelter, Inc. to maintain its DCFS license and national social services accreditation.

3. Carbon monoxide detectors shall be brought up to current code: installed within 15 feet of all sleeping areas.

Shelter, Inc. will obtain and place appropriate carbon monoxide detectors. Each carbon monoxide detector will be regularly maintained (maintenance will be tracked in writing) by our internal Environmental Improvement Team and will be inspected by the Fire Marshall annually. This is required for Shelter, Inc. to maintain its DCFS license and national social services accreditation.

4. Periodic fire drills are recommended for residents and staff.

Fire drills are conducted monthly for staff and residents for Shelter, Inc. to maintain its DCFS license and national social service accreditation status.



Engineering Department

Shelter, Inc. acknowledges and accepts the recommendations of the Engineering Department.

Arlington Heights Fire Department

Shelter, Inc. acknowledges and accepts the recommendations as outlined by the Building and Life Safety Department.

Arlington Heights Police Department

1. Character of use:

The fact that there have been police calls to our existing TLP home proves just how safe we are. We take no chances with the safety of our young people, our neighbors, and our community. We enforce strict behavioral requirements for our participants, and any young people who do not comply are immediately reported to DCFS and oftentimes the local police. We also take the health and wellbeing of our young people seriously, especially since many of the participants in our program have faced significant trauma such as abuse, neglect, and homelessness. Roughly 90% of our police calls have been for curfew violations, mental health checks and other non-criminal reasons.

Over the past 5 years, we have worked to make our program and neighborhood even safer by implementing enhanced screening and proactive accountability measures for the young people residing at the home. As a result, police calls to the TLP home have been reduced 75% the past 5 years. In fact, criminal calls to the Circle Hill Apartments down the street have been 66% higher than the TLP.

2. Are lighting requirements adequate?

Shelter, Inc. will update all lighting to ensure that it is up to current Village codes. Exterior lighting will include motion detectors to ensure the safety of the neighborhood while being as little nuisance to its immediate neighbors.

3. Present traffic problems?

None.

4. Traffic accidents at particular location?

None.

5. Traffic problems that may be created by the development.

None.



6. General comments:

- Shelter, Inc. will provide updated emergency contact information. No form was attached.
- Shelter, Inc. will ensure that landscaping is conducive to the highest level of safety.
- To comply with DCFS licensing standards, Shelter, Inc. must maintain a minimum of a 1:6 staff to resident ratio at all times. In order to provide the most effective staffing, one unit will be occupied by the first six residents. As additional residents (and subsequent staff) are accepted into the program, Shelter's Clinical staff will more evenly disburse the residents into two units. The Clinical staff knows the individual residents well and are able to appropriately determine who best to reside together.

Health Services Department

Shelter, Inc. acknowledges and accepts the recommendations of the Health Services Department.

Planning and Community Development Department

7. The following approvals are required:

- a. Special Use Permit to allow a "Shelter Care Home" on the subject property.
- b. Variation to the Chapter 28 of the Municipal Code, Section 6.12-1(3), to waive the requirement for a traffic and parking study from a qualified professional engineer.
- c. Variation to Chapter 28 of the Municipal Code, Section 10.4, to reduce the required off-street parking spaces from 10 spaces to 2 spaces.

The above applications are all currently under review.

8. A neighborhood meeting is tentatively scheduled for Tuesday, August 24 at 7pm at the Wynburg Café (306 East Rand Road). Upon completion of the meeting, Shelter, Inc. will provide a summary of the meeting, including the estimated number of attendees, a sign-in sheet, the questions asked and the concerns raised, and the responses given.
9. The required list of properties included with the application was obtained by a title company.
10. All revised documents that have been resubmitted as a result of this review have been updated to include a revision date.



Transitional Living Program Information:

11. A list of interview questions for resident screening is attached. The interview is conducted by a case manager, therapist, and the Clinical Director. They review the resident's file(s) from previous programs and agencies to ensure that there is no history of violence, juvenile/adult sexual assault or significant criminal history. The interviewers have the ability to accept or refuse the application of anyone who isn't a good match with the current residents or is otherwise determined not to be a good fit for the program.
12. Additional details regarding the supervision of the residents:
 - During waking hours, staff will be in the units engaging and working with residents. There will be times when staff will need to complete paperwork and will be in their office on the first floor of the property. During the overnight shifts, staff must do hourly room checks to ensure that all residents are on the property. Residents must walk past the staff office to leave the building and security lighting and cameras will alert staff if a resident leaves the property without prior notification. Staff must be on the property with the residents at all times.
 - There are three shifts for staff that provide around the clock supervision for the residents: 7:00am to 3:00pm, 3:00pm to 11:00pm and 11:00pm to 7:00am.
 - All TLP staff must at least 25 years old and have a bachelor's degree in a related field. After completing a week-long agency orientation, all staff must complete mandatory training on an annual basis that includes: CPR, mandated reporter training, Crisis Prevention Intervention training, and Think Trauma training/trauma informed care. All new hires must complete 40 hours of on-site training that is supervised by current staff. In addition, all staff must complete a minimum of three professional development courses annually. All trainings are tracked by Shelter, Inc.'s Human Resources Department and are required to maintain our DCFS license and national social service accreditation.
13. It is more effective to supervise residents if they are living in one unit, rather than spreading them into two units. Clinical staff can reorganize rooms if there are issues that arise. The six current residents share three bedrooms and have had no altercations or police interactions.
14. As previously stated, it is not best practice to have staff supervise six residents in each unit on the property. It is also important that the residents learn the life skills needed to interact with each other and deal with conflict as these are situations that they will encounter once they graduate from the program. This is a life skill needed to be able to live independently, post emancipation from DCFS.



15. If a resident is unable to take public transportation to school, the district is required by law under the McKinney-Vento Act to provide appropriate transportation to and from school and all school related activities. Each resident is allotted a monthly transportation stipend. If a resident is unable to walk or take public transportation to their place of employment, they can use these funds to use an Uber or Lyft service.
16. There are three bedrooms in the Golf Road residence, limiting the maximum the number of residents to six. A minimum of one staff person must be always present at the Golf Road residence, maintaining the 1:6 staff to resident ratio.
17. Staff will be required to park in the driveway of the property. The garage will be converted into a common use area, i.e., recreation, group therapy, etc. The rear storage area of the residence will be converted into staff office space. The laundry area will remain for the residents' use.

Zoning

18. Shelter, Inc. takes the safety of its residents and our community very seriously. Mandatory training has been implemented for all staff to address the growing needs of this population including: Crisis Prevention Intervention, providing strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage; and Think Trauma training, helping staff to understand trauma, its impact on youth, and appropriate care. In addition, Shelter, Inc. has created its own Clinical program, ensuring that there are no barriers to mental health services for any of the residents. Enhanced screening of incoming residents, increased training of staff and Shelter's new Clinical program have led to a decrease in police calls to the TLP home by 75% in the last five years.
19. The staff and residents of the TLP already live, work and go to school in Arlington Heights and are members of the community. This location allows for the residents to fully and positively integrate into the neighborhood as there are many opportunities for employment and entertainment.
20. Special Use Criteria
Please see attached.
21. Parking and traffic variation
Please see attached.
22. The requested document has been revised and is attached.



23. Residents will not be permitted to park cars at the property. Should a resident own a car, they will be responsible for finding appropriate off-site parking. Parking at the property will be limited and staff will be required to park in the driveway.

24. Shelter, Inc. will provide additional information as requested.

Building

25. Square footage information

- a. First floor unit: 1755 sqft
- b. Second floor unit: 1755 sqft
- c. Overall building: 3510 sqft

26. The existing shed will be removed prior to occupancy.

Landscape and Tree Preservation:

The overall landscaping will be enhanced to provide for the safety of the neighborhood and residents.

Thank you for your consideration. We are happy to supply you with any additional information and we look forward to working with you.