

## ZONING COMMITTEE STAFF REPORT

1. **FILE NAME:** Michaelene Spence **FILE #** 15-170-503  
2. **APPLICANT:** Michaelene Spence **HEARING DATE:** November 5, 2015  
3. **TYPE OF APPLICATION:** Conditional Use Permit  
4. **LOCATION:** 975 Wakefield Ave, between Forest and Cypress  
5. **PIN & LEGAL DESCRIPTION:** 332922310186, Wakefield Place Lot 25  
6. **PLANNING DISTRICT:** 4 **PRESENT ZONING:** RT1  
7. **ZONING CODE REFERENCE:** §65.159 ; §61.501, §61.502  
8. **STAFF REPORT DATE:** October 28, 2015 **BY:** Bill Dermody  
9. **DATE RECEIVED:** October 16, 2015 **60-DAY DEADLINE FOR ACTION:** December 15, 2015
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- A. **PURPOSE:** Conditional use permit for a transitional housing facility serving 6 residents and their minor children with modification in minimum distance from another congregate living facility
- B. **PARCEL SIZE:** 4,960 square feet
- C. **EXISTING LAND USE:** R-Single Family Dwelling
- D. **SURROUNDING LAND USE:**  
Adjacent properties are single-family residential (RT1) within a larger area of single-family, two-family, and occasional multi-family uses (RT1)
- E. **ZONING CODE CITATION:** §65.159 lists the standards and conditions for transitional housing facilities; §61.501 lists general conditions that must be met by all conditional uses; §61.502 authorizes the planning commission to modify any or all special conditions after making specified findings.
- F. **HISTORY/DISCUSSION:** The applicant has operated a facility on this site since 2012 for 4 adult women who have completed treatment for chemical dependency and mental illness. The existing facility operates as a "family" under the Zoning Code.
- G. **DISTRICT COUNCIL RECOMMENDATION:** The District 4 Council supports the use for 4 women and the modification in minimum distance from another facility, but does not make a recommendation on the increase from 4 to 6 residents. See attached letter.
- H. **FINDINGS:**
1. The application requests conditional use permit approval for a transitional housing facility that increases the number of adult residents from 4 to 6 at 975 Wakefield Avenue, which requires modification of the condition requiring separation of 1,320 feet from certain other congregate living facilities as addressed in Findings 2b and 4. The Department of Safety and Inspections has reviewed the proposed facility's characteristics and determined it to be transitional housing as defined in the Zoning Code.
  2. §65.159 lists the standards and conditions for transitional housing facilities serving more than four (4) adult facility residents and minor children in their care:
    - (a) *In residential, traditional neighborhood and OS—B2 business districts, a conditional use permit is required for facilities serving more than four (4) adult residents and minor children in their care. This condition would be met if this application is approved.*
    - (b) *In RL—RT2 residential districts, the facility shall be a minimum distance of 1,320 feet from any other transitional housing facility with more than four (4) adult facility residents, licensed community residential facility, emergency housing facility, shelter for battered persons with more than four (4) adult facility residents, or overnight shelter. This condition is not met. A shelter for battered persons is located less than 800 feet away. The application requests modification of this condition.*
    - (c) *Except in B4—B5 business districts, the facility shall not be located in a planning district in which one (1) percent or more of the population lives in licensed community residential facilities, emergency housing facilities, shelters for battered persons with more than four (4) adult facility residents, overnight shelters, and/or transitional housing facilities with more than*

- four (4) adult facility residents. This condition is met. If the application is approved, the planning district would have 0.75% of its population in such facilities.*
- (d) *In RL—RT1 residential districts, the facility shall serve six (6) or fewer adult facility residents and minor children in their care. In RT2 residential, traditional neighborhood, OS—B3 business and IT—I2 industrial districts, the facility shall serve sixteen (16) or fewer adult facility residents and minor children in their care. This condition is met. The facility would serve 6 adult facility residents and is zoned RT1.*
- (e) *In RL—RT2 residential districts, the facility shall not be located in a two-family or multifamily dwelling unless it occupies the entire structure. This condition is met. The facility is located in a single-family home – not a two-family or multifamily dwelling.*
- (f) *In residential districts, facilities serving seventeen (17) or more facility residents shall have a minimum lot area of 5,000 square feet plus 1,000 square feet for each guest room in excess of two (2) guest rooms. This condition is met. The facility serves less than 17 residents.*
3. §61.501 lists five standards that all conditional uses must satisfy:
- (a) *The extent, location and intensity of the use will be in substantial compliance with the Saint Paul Comprehensive Plan and any applicable subarea plans which were approved by the city council. This condition is met. The proposed transitional housing use is consistent with the Comprehensive Plan's Housing Chapter, which supports a broad range of housing types in city neighborhoods (Strategy H1.1). The Land Use Chapter (Figure LU-B) designates the site as part of an Established Neighborhood, in which the existing character should be maintained (Strategy LU1.5).*
- (b) *The use will provide adequate ingress and egress to minimize traffic congestion in the public streets. This condition is met. The site has a two-car garage accessed via the alley and can use on-street parking on Wakefield Avenue. The traffic impact of the 6-resident facility is anticipated to be similar to residential uses allowed in the zoning district.*
- (c) *The use will not be detrimental to the existing character of the development in the immediate neighborhood or endanger the public health, safety and general welfare. This condition is met. The proposed use is similar in anticipated traffic and noise impact to the site's previous use. Additionally, there is substantial nearby on-street parking available. No building expansion is proposed. The use will not be detrimental to the existing character of development in the area or endanger the public health, safety and general welfare.*
- (d) *The use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. This condition is met. The surrounding area is developed and the proposed use will have no effect on improvement of surrounding property.*
- (e) *The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. This condition is met. The proposed use requires two (2) off-street parking spaces, which are provided in a rear yard detached garage accessed via the alley. All other applicable regulations are met, as well.*
4. The planning commission may approve modifications of special conditions when specific criteria of §61.502 are met: *strict application of such special conditions would unreasonably limit or prevent otherwise lawful use of a piece of property or an existing structure and would result in exceptional undue hardship to the owner of such property or structure; provided, that such modification will not impair the intent and purpose of such special condition and is consistent with health, morals and general welfare of the community and is consistent with reasonable enjoyment of adjacent property. This finding is not met. Strict application of the 1,320 foot minimum separation from certain other congregate living facilities does not unreasonably limit or prevent otherwise lawful use of the property, such as operation with four (4) or fewer residents, and does not result in exceptional undue hardship. Modification of the condition to allow the facility to locate less than 800 feet from a shelter for battered persons would impair the intent and purpose of the condition by contributing to overconcentration and an institution-like environment, rather*

than a true community environment that facilitates the normalization of congregate living residents.

- I. **STAFF RECOMMENDATION:** Based on the above findings, staff recommends denial of the conditional use permit for a transitional housing facility serving 6 residents and their minor children with modification in minimum distance from another congregate living facility (a shelter for battered persons).



**CONDITIONAL USE PERMIT APPLICATION**

Department of Planning and Economic Development  
Zoning Section  
1400 City Hall Annex  
25 West Fourth Street  
Saint Paul, MN 55102-1634  
(651) 266-6589

Zoning Office Use Only
File # 15-170503
Fee 800.00
Tentative Hearing Date 11-5-15

PD-4

332922310186

APPLICANT

Name Michaelene Spence  
 Address 762 Willow Grove Ln  
 City Vadnais Hgts St. MN Zip 55127 Daytime Phone 6512549443  
 Name of Owner (if different) \_\_\_\_\_  
 Contact Person (if different) \_\_\_\_\_ Phone \_\_\_\_\_

PROPERTY LOCATION

Address / Location 975 Wakefield Ave.  
 Legal Description Single family dwelling Current Zoning RT1  
 (attach additional sheet if necessary)

TYPE OF PERMIT: Application is hereby made for a Conditional Use Permit under provisions of Chapter \_\_\_\_\_, Section 65.159 Paragraph \_\_\_\_\_ of the Zoning Code.

SUPPORTING INFORMATION: Explain how the use will meet all of the applicable standards and conditions. If you are requesting modification of any special conditions or standards for a conditional use, explain why the modification is needed and how it meets the requirements for modification of special conditions in Section 61.502 of the Zoning Code. Attach additional sheets if necessary.

See attachments

Required site plan is attached

Applicant's Signature M. S. Date 10/11/15 City Agent Corrine Tilley

pd 10-13-15

September 26, 2015

Department of Planning and Economic Development  
Zoning Section  
1400 City Hall Annex  
25 West Fourth Street  
Saint Paul, MN 55102-1634

Michaelene Spence, Owner  
Spence Specialties LLC  
762 Willow Grove Lane  
Vadnais Heights, MN 55127

Dear Zoning Decision Committee;

My name is Michaelene Spence. I am the owner of 2 properties in St. Paul that are transitional homes for women with chemical dependency and mental illness who have completed treatment. I am writing this letter to apply for a Conditional Use Permit for each of these properties.

The addresses of the properties are as follows. Kelly's Place is located at 975 Wakefield Ave. St. Paul, MN 55106. This house is in the Dayton's Bluff District. Lynette's Loft is located at 453 White Bear Ave. St. Paul, MN 55106. This house is located in the Battle Creek District.

I am a Licensed Alcohol and Drug Counselor (LADC) and a Licensed Practical Clinical Counselor (LPCC). I have over 13 years of experience working in the addiction treatment field. I have owned and operated my own sober houses since 2009. Currently, I operate 3 sober houses.

975 Wakefield Avenue is located in the RT1 residential zoning district. The existing structure is being used as a single family dwelling servicing 4 unrelated adult women. I have been operating a transitional housing facility at this location since 2012. I am proposing to serve 6 adult women and their minor children in this location. My operation meets the definition of transitional housing as defined by Zoning Code Section 65.159. I plan to meet the conditional use requirements in the following manner:

Zoning Code Section 65.159

- a) In a residential, traditional neighborhood a conditional use permit is required for facilities serving more than 4 adults and children. I am applying for the conditional use permit to meet this requirement.
- b) In a RT1 residential district a facility shall be a minimum of 1,300 feet from any other transitional facility. In addition to the conditional use permit (CUP) I am also applying for a modification to this separation requirement. (see modification details below)
- c) The facility shall not be located in a planning district in which 1% or more of the population lives in community residential facilities. I have met this condition. Adding 2 residents to the 4 that I currently serve will have no impact on the 1% requirement.

- d) In RT1 the facility shall serve six or fewer adult facility residents and minor children. I am proposing to serve 6 or less adults, therefore this condition is met.
- e) The facility shall not be located in a two-family or multifamily dwelling unless it occupies the entire structure. At this time this standard and condition are met. I am proposing to serve up to 6 adult facility residents in a single-family dwelling.
- f) In residential districts, facilities serving 17 or residents shall have a minimum lot area of 5,000 square feet plus 1,000 square feet for each guest room in excess of two guest rooms. These standards and conditions do not apply. I am only proposing to serve 6 residents.

453 White Bear Avenue (Lynette's Loft) is located in the R3 one family residential zoning district and the White Bear Avenue Overlay District. The existing structure is being used as a single family dwelling serving 4 unrelated adult women. I have been operating a transitional housing facility at this location since 2013. I am proposing to serve 5 adult women in this location. My operation meets the definition of transitional housing as defined by Zoning Code Section 65.159. I plan to meet the conditional use requirements in the following manner:

- a) In a residential, traditional neighborhood a conditional use permit is required for facilities serving more than 4 adults. I am applying for the conditional use permit to meet this requirement.
- b) In a R3 residential district a facility shall be a minimum of 1,320 feet from any other transitional facility. 453 White Bear Avenue is not located within 1320 feet from any other transitional housing facility with more than four adult facility residents, licensed community residential facility, emergency housing facility, shelter for battered persons with more than four adult facility residents, or overnight shelter.
- c) The facility shall not be located in a planning district in which 1% or more of the population lives in community residential facilities. I have met this condition. Adding 1 resident to the 4 that I currently serve will have no impact on the 1% requirement.
- d) In R3 the facility shall serve six or fewer adult facility residents and minor children. I am proposing to serve 5 or less adults, therefore this condition is met.
- e) The facility shall not be located in a two-family or multifamily dwelling unless it occupies the entire structure. At this time this standard and condition are met. I am proposing to serve up to 5 adult facility residents in a single family dwelling.
- f) In residential districts, facilities serving 17 or residents shall have a minimum lot area of 5,000 square feet plus 1,000 square feet for each guest room in excess of two guest rooms. These standards and conditions do not apply. I am only proposing to serve 5 residents.

### **Program Description and History:**

Spence Specialties LLC was developed in 2009 by owner operator Michaelene Spence MA LADC, LPCC. Mrs. Spence has over 13 years of experience providing MI/CD treatment services to women as a counselor, Director of Clinical Services at Wayside House Inc., and now Program Manager at Regions Hospital Alcohol and Drug Abuse Program. It is important to note that Spence Specialties LLC is a completely separate entity from Regions (Resume attached).

Mrs. Spence purchased a home in North Minneapolis, MN to provide sober housing to women coming out of treatment who needed a safe place to live. Since 2009 this home located at 1627 Newton Avenue N. Minneapolis, MN 55411 has been successfully open to women who are paying for their own housing. Rent is inexpensive in this location and no county or government assistance is available to the residents.

Mrs. Spence purchased a second home in St. Paul, MN at 975 Wakefield Ave in November 2012 as a chemical free housing facility. We have been serving 4 adult women and their minor children who have completed inpatient treatment (at any treatment center) in a base rate GRH housing program. Residents of this location have diagnosed chemical dependency issues and mental health issues. Residents are required to be involved in at least 20 hours of productive activity each week including but not limited to volunteering, going to school, being involved in outpatient treatment or therapy, attending to psychiatric and chemical health recovery programs, and any other individualized services they need.

Finally, in 2013 Mrs. Spence added a third location at 453 White Bear Avenue in St. Paul. Since that time this home has been operating in the same manner as 975 Wakefield Ave.

#### **Detailed Outline of Service Plan:**

Attached to this proposal is the “Resident Agreement” that we use with all residents of “Lynette's Loft” and Kelly’s Place”. It describes all expectations for the women to reside including the services Spence Specialties will provide. Services provided my Spence Specialties LLC include, but are not limited to:

- On site Recovery Coaching- Spence Specialties LLC contracts with a recovery coach trained through the Minnesota Recovery Connection. She provides weekly one hour recovery groups on site and any recovery assistance residents request in addition to that.
- House Management Services- Michaelene and Lynette Spence provide onsite problem solving, general oversight of house activities, and resident compliance to rules and expectations.
- Community Meetings- Michaelene Spence, owner and operator, provides weekly, mandatory community meetings with the group of residents. Meetings are one hour in length every week. Residents report their weekly recovery activities to the entire group in these meetings. Residents are encouraged to talk about any problems they are experience inside or outside of the residence so we can problem solve to ensure a continuous healing environment.
- Individual Phone Support- Michaelene Spence provides phone support as needed to all residents of “Kelly’s Place” and “Lynette’s Loft”. Each resident will have the private cell phone number of Mrs. Spence and can call at any time to discuss issues, struggles, and successes they are experiencing to get support and coaching.

- Property Management- Spence Specialties contracts with a local “handyman” to maintain the property to keep it up to excellent standards including but not limited to making any repairs that need to be made, painting, appliance upkeep, a/c and furnace servicing, yard work, and any other basic home issues that arise.
- Program Management- Lynette Spence oversees programs and services on site. This includes but is not limited to the following: teaching residents basic living skills including managing checking accounts, grocery shopping, basic house keeping skills, tours and collaboration with treatment centers, and connections with local community resources.

### **Future Program Goals:**

On September 14, 2015 we attended our second Dayton’s Bluff Community Council meeting to request support for our increase in numbers from 4 to 6 as well as to obtain support to provide supportive services on site. Their letter and a petition signed by neighbors is included as an attachment to this letter. In addition to the services we are currently providing our goal for 2016 is to add the following services:

1. Art Therapy
2. Parenting Classes
3. Group Therapy
4. Individual Therapy
5. Chemical and Mental Health Education

The committee voted to support our provision of these services. Services will be provided by licensed professionals in the field of addiction and mental illness.

### **Service Philosophy and Values:**

The service philosophy of Spence Specialties LLC is very humanistic in nature. We believe that people genuinely want to be good and do good things. Addiction and mental illness often get in the way of people’s natural potential to be positive. Spence Specialties believes that if you put women in a positive healing environment they will begin the process of healing and through their relationships with other women will continue to grow and become healthy.

The values of Spence Specialties LLC are support, recovery, safety, community effectiveness and giving back. We believe safety is essential to recovery, especially for women that have experienced abuse (which often goes hand in hand with addiction). Therefore our number one value is safety. We also believe that if the right support is given to our residents they will be able to achieve recovery and become active productive members of their community. Eventually, these women will be able to give back and help others recover as well.

SPENCE SPECIALTIES LLC.

Resident Housing Application  
(651) 402-4055

Spence Specialties is a sober housing program with locations in St. Paul and Minneapolis, Minnesota. The mission of this sober house is to provide an affordable, safe and sober living environment for women coming out of treatment. It is designed to help women stay sober through community living and accountability. A weekly community meeting is required for all residents to attend to ensure the house is running smoothly.

Admission Requirements:

- Must be an addict or alcoholic by admission
- Must be completely detoxed
- Must be at least 60 days sober
- Must have completed a Residential Treatment Program
- Must work a program of recovery
- Must be a woman age 18 or older
- Must be doing something supportive of recovery at least 2 times per week (ie self help groups, church, etc.)
- No house arrests
- Must be employed, looking for employment, enrolled in school, volunteering, or doing some structured activities at least 20 hours per week
- It is requested that residents stay a minimum of 3 months and maximum of 1 year

Living Quarters:

Each resident will have her own semi-private bedroom at the price of \$400.00 per month. The entire house is meant to be accessible to all residents. Due to the shared living/community atmosphere all residents will be expected to contribute to house upkeep and chores.

Residents of this sober house will cook for themselves, clean up after themselves, purchase their own groceries, and participate in all house chores weekly. Provided on the premises are free laundry, linens,

bedding, towels. Residents shall provide their own personal cell phones.

Residents will be expected to participate in monthly bill paying meetings so they can begin to understand all requirements of independent living. Residents will be encouraged to open a checking and savings account to begin to build credit and pay rent and bills via these accounts.

Resident Agreement:

1. **Rent is due on the first of each month.** If a resident moves into the house after the first of the month rent will be required in full prior to move in on a prorated basis (i.e. \$50/week). If a resident moves out before the end no portion of the rent will be refunded.
2. **Curfew:** All residents will be expected to return to the house by 12:00 am Sunday through Thursday and 1:00 am Friday and Saturdays.
3. **Medication:** Spence Specialties does not dispense medication. Residents are encouraged to take all medications as prescribed by their medical doctors and psychiatrists. Mood altering medications are strictly prohibited. **No narcotic medications are allowed. Do not fill these prescriptions!** (unless you have received permission from Michaelene Spence).
4. **Drug and Alcohol Use:** The house is to be at all times drug and alcohol free. If any resident has drugs or alcohol or is suspected of having these substances local law enforcement will be notified. Should a resident consume drugs or alcohol they will be banned from the premises until they are completely sober. At that time it will be determined by the whole house whether the resident will be readmitted to the program. All residents should report any use or suspected use to the owner and house manager immediately.
5. **House Liability:** Spence Specialties LLC. is not liable for any personal property during or after the resident's discharge from the house. Spence Specialties LLC. will dispose of all personal property after 30 days of discharge from the program unless other arrangements have been agreed upon. Spence Specialties LLC assumes no responsibility for the personal property of residents. Upon discharge or termination from the program Spence Specialites will not hold belongings more than 30 days. If you leave things longer than that you will be required to pay \$50 per week to obtain belongings at a later date. **It is highly recommended that you get renters insurance.**
6. **No resident will:** Install anything on floor, walls, ceilings, windows, doors, or outside of home. Residents will not drill or attach items to walls. Each resident will be allowed to put their own picture frames and personal items on flat surfaces in their.
7. **Music:** Please be respectful of your roommates by keeping your music at a level that can be heard only by you. Headphones, walkmans, iPods, etc. are permitted.
8. **Visitation:** Male visitors are permitted with approval from all roommates. Children are allowed to visit any day of the week. Visitors may visit between 12:00pm and 8:00pm daily. Visitors are allowed to stay for 5 hours or less at a time. You may have the same person visit only 3 times per week.
9. **Intimidation/Violence:** These behaviors will not be tolerated and are grounds for discharge.
10. **Smoking:** Smoking is permitted outside only and in the garage. No smoking in the house.
11. **Sexual Activity:** No sexual activity is permitted.

- 12. Housekeeping:** Each resident will be responsible to complete house jobs on a weekly basis. Residents will be assigned a weekly job and are responsible for that job for the entire week. Jobs will include, but are not limited to include: lawn mowing, snow shoveling, cleaning the bathroom, sweeping the floors, mopping the floors, raking leaves. Residents are responsible for their own areas. They agree to keep their bedroom neat and tidy, do their own laundry, do dishes immediately after use, keep bathroom items in the appropriate closet and not on the vanity, and pick up after themselves in community living areas.
- 13. Healthy Lifestyle:** Spence Specialties LLC encourages residents to eat three nutritious meals daily, exercise twice weekly, get 7-9 hours of sleep each night, take medications as prescribed, and have good personal hygiene.
- 14. Utilities:** It is the expectation that each resident of Spence Specialties will conserve energy and practice the concepts of “reduce, reuse, and recycle” whenever possible. Residents agree to turn off lights when not in use, do only full loads of laundry, and keep the house at a temperature no greater than 72 degrees in the winter. Residents will not have hot plates, microwaves, heaters, air conditioners, small or large appliances in their personal rooms.
- 15. Out of Bounds:** You may enter another resident’s room only with their permission.
- 16. Overnights:** Residents are encouraged to plan ahead. They may have two overnights per week and they must inform their roommates by 7pm that they are not coming home on nights they are having an overnight.
- 17. Work/Volunteer/School:** Residents are expected to be actively going to school, working, volunteering or some combination of the three for at least 20 hours per week and no more than 40 hours per week. All sobriety commitments should take priority.
- 18. Sleeping:** Please do not sleep in the living room. Leave one light on in the living room at all times.
- 19. House Meeting:** All residents will participate in a weekly house meeting with the owner of Spence Specialties. The purpose of this meeting is to gather together and discuss positive and negative goings on in the house.
- 20. Self Help Groups:** Attendance at two or more AA, NA, CA, DRA, OA, Al-anon, Women for Sobriety, Church, or other self help group meetings is expected on a weekly basis.
- 21. Sponsors:** All residents will have a sponsor, spiritual advisor, mentor, or recovery guide whom they meet with on a regular basis.
- 22. Outpatient Treatment Programs:** Each resident is responsible to attend any professional obligations while living in the program. These professional appointments will vary based on each individual resident but may include: therapy, psychiatry, medical appointments, court/probation appointments, outpatient treatment, recovery maintenance, and any other appointments.
- 23. Telephones:** Each resident is responsible to have their own cell phone.
- 24. Weapons:** No weapons are permitted at any time.
- 25. Notice to vacate:** The owner of Spence Specialties LLC may at any time and for any reason ask any resident to immediately vacate the property. Typical reasons a resident may be asked to leave include use of a mood altering chemical, non- payment of rent, lack of follow through on program rules and expectations, violence toward self or others. It is expected that you give 30 days notice when you are planning to terminate your residence.

**26. Problem Resolution:** If there are any problems between residents it is expected that these will be discussed directly, openly, and honestly in the weekly house meeting or before if the residents are comfortable doing so. Residents will not talk about each other behind backs or call owner to complain about each other. Problems will be resolved respectfully by each party stating their perspective and feeling and each party coming to some sort of agreement. **I have read and understand Spence Specialties policies, procedures, rules, and expectations and I am hereby making a commitment to follow them for the purpose of housing and recovery:**

**Please note: Michaelene Spence is an LADC and LPCC. Her role in the capacity as Spence Specialties LLC owner is that of a landlord, not a therapist. Professional responsibilities do not apply to Ms. Spence in this role and capacity.**

**Printed name of Resident:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Resident:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# CITY OF SAINT PAUL

## AFFIDAVIT OF PERSON CIRCULATING PETITION

STATE OF MINNESOTA)

:SS

COUNTY OF RAMSEY )

Michaelene Spence, being first duly sworn, deposes and states that he/she is the person who circulated the consent petition consisting of 2 pages; that affiant is informed and believes that the parties described on the consent petition are the owners of the parcels of real estate described immediately before each name, and that each of the parties described on the consent petition is an owner of property within 100 feet of the subject property described in the petition and all property contiguous to the subject property that was owned, purchased or sold by the petitioner within one (1) year preceding the date of the petition; that the consent petition was signed by each said owner; and that the signatures are the true and correct signatures of each and all of the parties so described.



Michaelene Spence

NAME

975 Wakefield Ave.

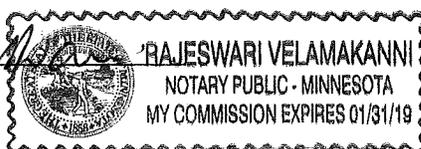
ADDRESS

651-402-4055

TELEPHONE NUMBER

Subscribed and sworn to before me this  
13th day of October, 2015

V. Rajeswari  
NOTARY PUBLIC



# Neighborhood Petition for Conditional Use Permit

(Attach description of permit being requested)

Name	Address	Phone	E-mail	Yes, I approve (X)	No, I do not approve (X)	Date
Kayla + Stefan Theimer	976 Wilson Ave	651-280-9183	Kaylabrutkman@gmail.com	X		6/29/15
Joc + Linda OLCARY	971 Wakefield Ave	651-778-9164		Intentionally left blank		6/29
Katya + Lindsay Hennings	987 Wakefield	970-590-4401	khwinter@gmail.com	X		6/30
Heidi Soderberg	979 Wakefield	651-208-8732	hsoderberg05@gmail.com	X		6/30
Matthen Oorweiler	970 Wilson Ave St. Paul MN 55106	952-484-3712	scoby01005500@gmail.com	X		7/1/15
Nancee Whitesell	943 Wakefield	651-776-3219	nwhitesell@gmail.com	X		7/27
Marta Puentes	941 Wakefield Ave. E. St. Paul MN. 55106	612-986-7360	NONE	X		7/27



To: Dayton's Bluff Community Council

From: Michaelene Spence, Owner  
Spence Specialties LLC

Date: September 14, 2015

RE: 975 Wakefield Avenue St. Paul MN

Dear Committee Members;

The reason for my visit today is two fold. I am requesting your support for my sober housing project at 975 Wakefield Ave for two purposes:

1. Increase the number of residents from 4 unrelated adults to 6 plus minor children.
2. Allow for the provision of supportive services on site including:
  - a. Parenting Classes
  - b. Recovery Coaching
  - c. Group Therapy
  - d. Individual Therapy
  - e. Chemical Health Education

I visited the Community Council in July and you requested I gather some more information prior to making a decision regarding my request. I have completed the tasks you asked for. Those items are included in this report.

1. Petition signed by all (or as many as possible) neighbors on both sides of Wakefield Ave on the 900 block.
2. Letter of support from the St. Paul Fire Inspector stating that the house is large enough to support the requested number of people.
3. Fire safety plan for resident in attic bedroom.

In regards to the petition, we received many more signatures of support. There were some houses that we went to several times, but were unable to get a response. Please see petition.

The fire safety plan for the house included doing a fire drill with all residents. Having all fire extinguishers on each floor inspected by a fire inspection company to ensure full charge. Lastly, we purchased an escape ladder for the attic bedroom that is 3 stories in length. The attic resident is a physically capable woman who can exit the egress window located at the back of the house and climb down the safety ladder.

The council members asked who would provide the services on site. All services will be provided by individuals who are licensed professionals in the area in which they are providing services. Those individuals are as follows:

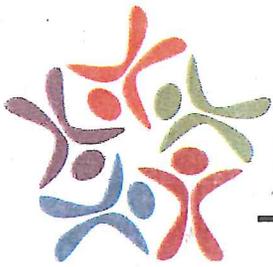
Individual and Group Therapy	Sesany Fennie-Jones LADC (Licensed Alcohol and Drug Counselor)
Recovery Coaching	Sharon Huffman, Certified Recovery Coach and LADC student.
Art Therapy	Lisa Lounsbury, LAMFT (Licensed Marriage and Family Therapy)
Parenting Classes	Contracted through local parenting community (Hopefully Family Wise on Maria Ave.)
Chemical Health Education	Michaelene Spence MA, LADC, LPCC (Licensed Practical Clinical Counselor)

Although we are not quite ready to provide services on site, this is one of our goals for 2016.

Thank you for taking the time to consider this request. If you have further questions please feel free to contact me at 651.402.4055 or [michaelenespence@hotmail.com](mailto:michaelenespence@hotmail.com).

Sincerely,

Michaelene Spence



dayton's bluff  
COMMUNITY COUNCIL

804 Margaret St. Saint Paul, MN 55106 . Phone 651-772-2075

Visit our website at [www.daytonsbluff.org](http://www.daytonsbluff.org)

September 24, 2015

Department of Planning and Economic Development  
Zoning Section – Conditional Use Permits  
1400 City Hall Annex  
25 Fourth Street West  
Saint Paul, MN 55102

Re: 975 Wakefield

Dear PED Representatives:

Dayton's Bluff Community Council Land Use Committee met on Monday, September 14 to hear the matter presented by Michaelene Spence. Ms. Spence operates a transitional living residence at 975 Wakefield Avenue located in the RT1 residential zoning district. The existing structure is being used as a single family dwelling with four unrelated adult with young children. Such a dwelling is permitted in the RT1 zoning district. Ms. Spence has requested a CUP to increase number of unrelated adults from four (for which it is now zoned) to six.

The Dayton's Bluff Community Council Land Use committee took the following actions:

1. Voted unanimously to approve the modification in the distance between sober houses of 1350 feet.
2. Voted to allow for the provision of supportive services on site.
3. On granting a variance for increasing residency from four persons to six persons, the committee gives neither support nor denial.

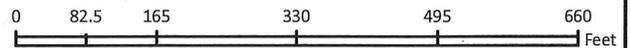
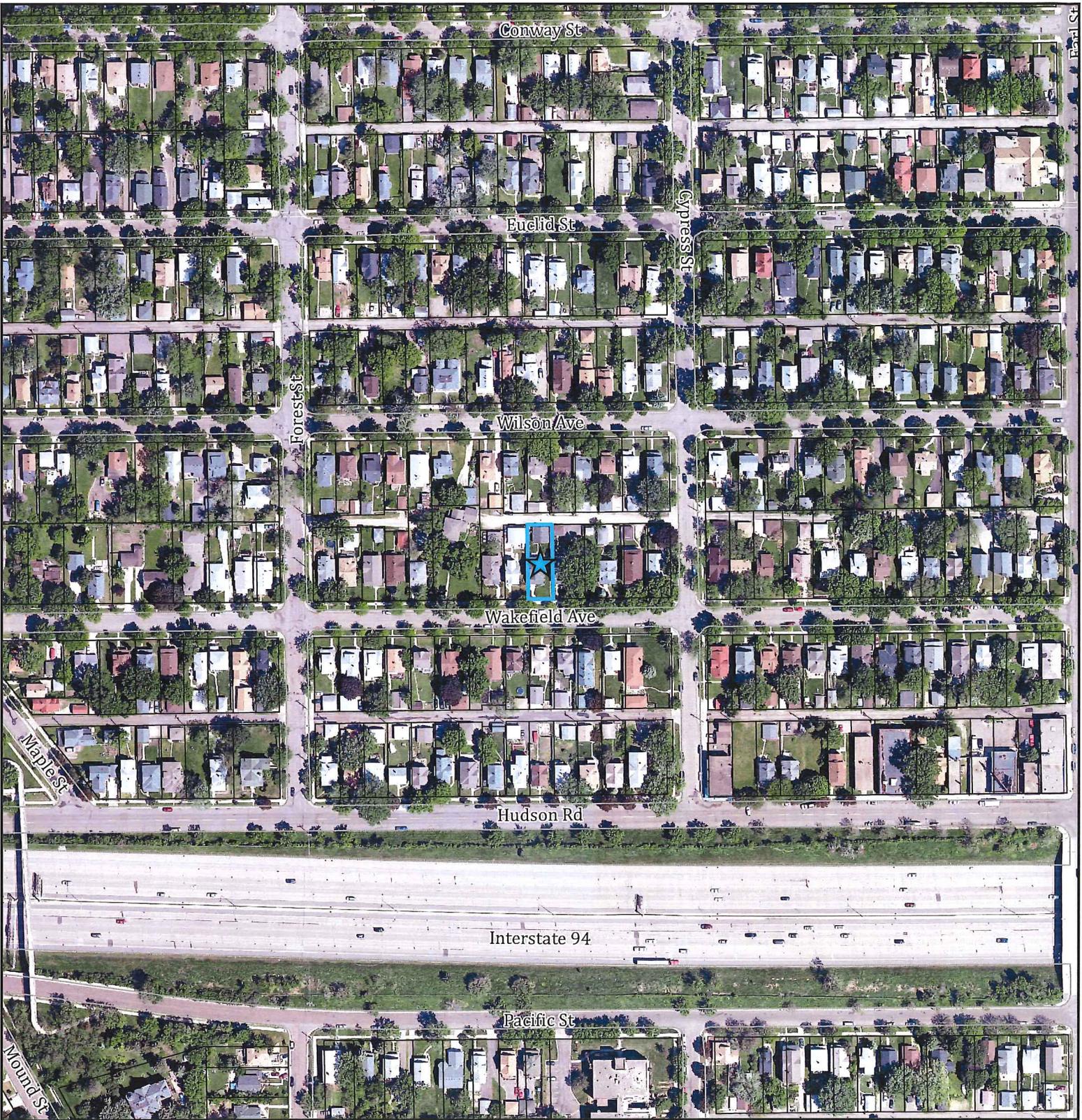
Respectfully,

Deanna Abbott-Foster  
Executive Director

Cc: Michaelene Spence  
Attachment



This is not an official document or survey.



FILE NAME: Michaelene Spence

**Aerial**

APPLICATION TYPE: CUP w/modification

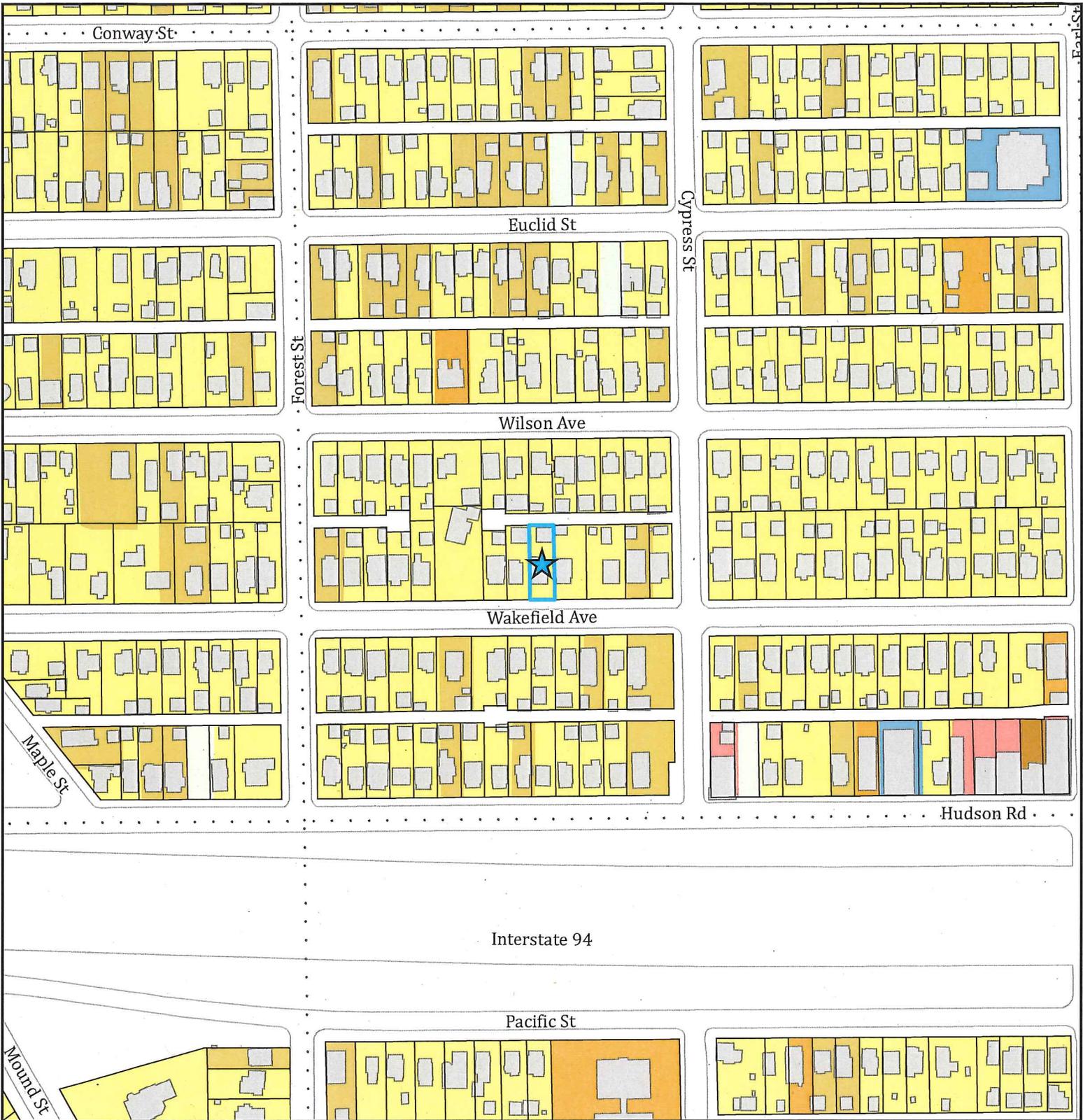
 Subject Parcels

FILE #: 15-170503      DATE: 10/16/2015

PLANNING DISTRICT: 4

ZONING PANEL: 17





FILE NAME: Michaelene Spence

APPLICATION TYPE: CUP w/modification

FILE #: 15-170503      DATE: 10/16/2015

PLANNING DISTRICT: 4

ZONING PANEL: 17

**Land Use**

- Single Family Detached
- Single Family Attached
- Multifamily
- Retail and Other Commercial
- Mixed Use Residential
- Institutional
- Undeveloped

- Subject Parcels
- Section Lines





FILE NAME: Michaelene Spence

APPLICATION TYPE: CUP w/modification

FILE #: 15-170503      DATE: 10/16/2015

PLANNING DISTRICT: 4

ZONING PANEL: 17

- Zoning**
- R4 One-Family
  - RT1 Two-Family
  - B1 Local Business
  - B2 Community Business
  - VP Vehicular Parking
  - Subject Parcels
  - Section Lines

