

ZONING COMMITTEE STAFF REPORT

FILE NAME: Michaelene Colestock

FILE #: 18-059-805

APPLICANT: Michaelene Colestock

HEARING DATE: May 24, 2018

TYPE OF APPLICATION: Conditional Use Permit and Variance

LOCATION: 903 Beech St, between Mendota and Forest

PIN & LEGAL DESCRIPTION: 33.29.22.22.0013; Lot 22, Stinson's Subdivision of Block 111, Lyman Dayton's Addition

PLANNING DISTRICT: 4

PRESENT ZONING: RT1

ZONING CODE REFERENCE: § 65.161, § 61.501; § 61.601; 61.202(b)

STAFF REPORT DATE: May 17, 2018

BY: Bill Dermody

DATE RECEIVED: May 2, 2018

60 DAY DEADLINE FOR ACTION: July 1, 2018

- A. **PURPOSE:** Conditional use permit and variance for a supportive housing facility to serve 7 adult facility residents and their dependents.
- B. **PARCEL SIZE:** 4,791 sq. ft.
- C. **EXISTING LAND USE:** One-family house
- D. **SURROUNDING LAND USE:** Commercial to the west, and a mix of single-family and duplex residential in other directions.
- E. **ZONING CODE CITATION:** § 65.161 defines and provides standards for supportive housing facilities. § 61.601 lists findings that must be made in order to grant variances from the strict enforcement of the provisions of the Zoning Code. § 61.501 lists general standards for conditional use permits. § 61.202(b) authorizes the Planning Commission to grant variances when related to permits considered by the Planning Commission at the same public hearing.
- F. **PARKING:** Zoning Code § 63.207 requires a minimum of 1.5 off-street parking spaces per every 4 adult supportive housing facility residents. The site has a two car-garage and room for two surface parking spaces accessed via the alley.
- G. **HISTORY/DISCUSSION:** The site has been zoned RT1 two-family residential since 1975.
- H. **DISTRICT COUNCIL RECOMMENDATION:** As of this writing, the Dayton's Bluff Community Council has not provided a recommendation.
- I. **FINDINGS:**
1. Zoning Code § 65.161 lists three standards and conditions for supportive housing that apply to the subject application:
 - (a) *The facility shall be a minimum distance of 1,320 feet from any other of the following congregate living facilities with more than four (4) adult residents, except in B4-B5 business districts where it shall be at least 600 feet from any other such facility: supportive housing facility, licensed correctional community residential facility, emergency housing facility, shelter for battered persons, or overnight shelter. This condition is met. The nearest such facility is about 2,100 feet to the west at 680 Greenbrier Street.*
 - (b) *In RL-RT1 residential districts, the facility shall serve six (6) or fewer facility residents. In RT2 residential, traditional neighborhood, OS-B3 business and IT-I2 industrial districts, the facility shall serve 16 or fewer facility residents. This condition is not met. The applicant has requested a variance from the strict enforcement of this requirement in order to permit a supportive housing facility to serve mothers recovering from substance abuse and their children, including seven (7) adults plus an unspecified number of their dependents, in a single-family house that is zoned RT1 two-family residential.*

- (c) *In residential and T1 traditional neighborhood districts, a conditional use permit is required for facilities serving seven (7) or more facility residents.* The applicant has requested a conditional use permit for a supportive housing facility to serve mothers recovering from substance abuse and their children, including seven (7) adults plus an unspecified number of their dependents, in a single-family house that is zoned RT1 two-family residential.
2. In December 2015, the City of Saint Paul approved a congregate living zoning study that combined three types of congregate living into the single category of “supportive housing facility.” One type, “health department licensed community residential facility” was not permitted in the RT1 zoning district. Another type, “human services department licensed community residential facility” was limited to six (6) facility residents (of any age) in the RT1 zoning district, which became the model for the new umbrella category of “supportive housing facility.” The third type, “transitional housing facility” was limited to six (6) adult facility residents and minor children in their care. The subject application’s use would have been categorized as “transitional housing facility” prior to December 2015, as were two other facilities operated by the same applicant that were approved earlier in 2015. If the old transitional housing facility rules still applied, the subject application would require a conditional use permit because it exceeds four (4) adult facility residents and would be limited to six (6) adult facility residents because it is in an RT1 residential district.
3. Zoning Code § 61.601 states that the Planning Commission shall have the power to grant variances from the strict enforcement of the provisions of this code upon a finding that:
- (a) *The variance is in harmony with the general purposes and intent of the zoning code.* This finding is met if the number of adult facility residents is limited to six (6). The general purposes and intent of the zoning code include promoting and protecting the general welfare of the community, encouraging a compatible mix of land uses that reflect the character of Saint Paul’s existing traditional neighborhoods, and providing housing choice and housing affordability. The variance application states that there is an extensive need for supportive housing for mothers recovering from substance abuse and their children; providing such housing promotes the general welfare of the community. Limiting the use to six adult facility residents is consistent with the intent and purpose of the code to limit the occupancy to six facility residents in the RT1 district to be compatible with the surrounding land use. Providing for their children is consistent with the general welfare of the community and with economical use of this large, 6-bedroom house to provide affordable housing for mothers and their children.
- (b) *The variance is consistent with the comprehensive plan.* This finding is met. The proposed variance is consistent with the Comprehensive Plan’s Housing Chapter, which supports a broad range of housing types in city neighborhoods (Strategy H1.1), and with the Land Use Chapter (Figure LU-B) designation of the site as part of an Established Neighborhood in which the existing character should be maintained (Strategy LU1.5). Full use of this large 6-bedroom house with the addition of children will not change the character of the neighborhood.
- (c) *The applicant has established that there are practical difficulties in complying with the provision; that the property owner proposes to use the property in a reasonable manner not permitted by the provision. Economic considerations alone do not constitute practical difficulties.* This finding is met. The variance would allow reasonable use of the house for families rather than separating mothers from their children or serving only people without children.
- (d) *The plight of the landowner is due to circumstances unique to the property not created by*

the landowner. This finding is met. This uniquely large, 6-bedroom, 2-bathroom house is well-suited to the proposed supportive housing for 6 mothers and their dependent children.

- (e) *The variance will not permit any use that is not allowed in the zoning district where the affected land is located.* This finding is met. Supportive housing facilities are allowed in the RT1 zoning district.
- (f) *The variance will not alter the essential character of the surrounding area.* This finding is met if the number of adult facility residents is limited to six (6). The addition of children will not alter the essential character of the surrounding area.

4. Zoning Code § 61.501 lists five general standards that must be met for the Planning Commission to grant approval of a conditional use permit:

- (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 supportive 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), and with the Land Use Chapter (Figure LU-B) designation of the site as part of an Established Neighborhood in which the existing character should be maintained (Strategy LU1.5). The addition of children will not change the character of the area.
- (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 and room for two surface parking spaces accessed via the alley and can use on-street parking on Beech Street. The traffic impact of the 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.* Subject to limiting the number of adult facility residents to six (6) and to the variance discussed in Finding 3 to provide for the dependent children in their care, the use will conform to all other applicable RT1 district regulations.

J. STAFF RECOMMENDATION: Based on the above findings, staff recommends approval of a conditional use permit and variance for a supportive housing facility to serve up to six (6) adult facility residents, along with the dependent children in their care, at 903 Beech Street, subject to the following condition:

- (1) The facility shall be limited to six (6) adult facility residents, along with the dependent children in their care.



APPLICATION FOR ZONING VARIANCE

Department of Planning and Economic Development
Zoning Section
1400 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102-1634
(651) 264-6389

Zoning office use only

File number: _____
Fee: \$ _____
Tentative hearing date: _____
Section(s): _____
City agent: _____

APPLICANT

Name Michaeline Colestock company Spence Specialties LLC
Address 15028 Farmham Ave N.
City Hugo State MN Zip 55122 Phone (651) 402-4055
Property interest of applicant (owner, contract purchaser, etc.) Lease
Name of owner (if different) Green Jacket LLC

PROPERTY

Address/Location 903 Beech St. St. Paul 55106
Legal description _____
(attach additional sheet if necessary)
Lot size _____ Present Zoning _____ Present Use _____
Proposed Use Supportive housing for women and their minor children

Variance(s) requested: We are requesting a variance from the current approved number of occupants of 4 adults to include 7 adults and their minor children.

Supporting Information: Supply the necessary information that is applicable to your variance request, provide details regarding the project, explain why a variance is needed. Duplex/triplex conversions may require a pro forma to be submitted. Attach additional sheets if necessary.

We have currently applied for a Conditional Use permit at this site. We have an approved MN Dept. of Health lodging license and approved contract with Ramsey Co. for Housing Support funding. We originally applied for Reasonable Accommodations at this site but that would not allow for children. The need for sober housing for women and kids is extensive. We are one of the only programs to meet this need. That is the reason we are requesting to have 7 approved beds (adult) here. I've attached other supportive documents to the CUP application. This is a 6 bedroom 2 bath home.

Attachments as required: Site Plan Attachments Pro Forma

Applicant's signature M. J. Date 5/10/18



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 # 18-059805
Case # 34000
Permittee Name
Permittee Address
Permittee Phone
Permittee Email
Permittee Date
5-24-18

PD=4

Tent: Hearing

APPLICANT

Name Michaelene Colestock 332922220013
Address 903 Beech St. 15028 Farnham Ave N.
City St. Paul Hugo St. MN Zip 55106⁵⁵⁰³⁸ Daytime Phone 651 402 4053
Name of Owner (if different) Green Jacket LLC
Contact Person (if different) _____ Phone _____

PROPERTY LOCATION

Address / Location 903 Beech St. St. Paul, MN 55106
Legal Description _____
Current Zoning RTI
(attach additional sheet if necessary)

TYPE OF PERMIT:

Application is hereby made for a Conditional Use Permit under provisions of Chapter 65, Section 161, 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.

This is a rental property in which we will serve women in recovery with their children in residence. We have obtained a Lodging License through the MN Dept. of Health to serve 7 participants at this property with their dependents. We have also been awarded a Housing Supports (formerly GRH) grant from Ramsey County to fund the beds here. We had previously obtained Reasonable Accommodations from zoning. However, now will proceed with the request for Conditional Use Permit to serve more than 4 unrelated adults.

over →

Required site plan is attached

Applicant's Signature _____

Date 5/2/18

City Agent pdh

5-2-18

Standards and Conditions

- a) We request the zoning inform us if we are within 1320 feet of another congregate living facility. We are requesting ~~7~~ 7 beds in a ~~6~~ 6 bedroom single family home.
- b) We propose to serve 7 women, which is less than 10.
- c) We are requesting CUP for 7.
- d) ~~It~~ Does not apply.

Additional Use General Standards

- a) unknown - I have not read the comprehensive plan
 - b) Traffic congestion will be impacted minimally. 85% of our residents take the bus. We also have 3 off street parking spots.
 - c) The residents are sober and have wellness goals. They will live in the home for up to 2 years. They will be contributing positively to the community. They will get part-time jobs and raise their children. Many are also attending college. Many attend outpatient CD treatment 15 hours/wk.
- We have been in business with this same type of operation at 975 Wakefield Ave 55106 since 2012, and 453 White Bear Ave, 55106 since 2013. We do not have any complaints or violations at either property, we are good standing community partners there and will mirror that standard at this property.
- 1) We believe we enhance and improve the neighborhood through sobriety and keeping our property tidy. Each home has a live in manager
- see attached

e) We intend to comply with all fire, safety, zoning, city, county and community standards

We have been providing sober housing to women and children since 2009. We are well versed in health and wellness. The owner is an LADC and licensed therapist with 17 years of experience working with women and children



ANEW

Outpatient Treatment for Women

651.404.7644 office

651.402.4055 cell

651.504.7243 fax



Sober Housing for Women and Children

Michaelene Colestock MA LADC LPCC, CEO

GRH Houses

Kelly's Place, The Loft, Mary Kay's Manor

Sober Homes

Beech House and Hyacinth

www.spencespecialtiesllc.com

Paul Dubriel
Planning and Economic Development
1400 Annex
25 W. Fourth St.
St. Paul, MN 55101

Michaelene Colestock MA LADC LPCC
Owner/Operator Spence Specialties LLC.
15028 Farnham Ave N.
Hugo, MN 55038

May 2, 2018

RE: Conditional Use Permits 903 Beech and 884 Hyacinth Ave. E.

Dear Mr. Dubriel;

Please accept this as my written proposal for Conditional Use Permits to be able to serve adult women in recovery who have regained custody of their children.

Currently I have 20 approved housing support (formerly GRH) beds located at 975 Wakefield Ave, 453 White Bear Ave, and 773 Armstrong Ave in St. Paul with approved Conditional Use Permits. I provide housing to women who have completed Residential Substance Use Disorder treatment and their children in my homes. Some of the women have children, some do not, some are working towards reunification with children and need a safe environment in which to complete that process.

I have 2 other properties in St. Paul located at 903 Beech St. and 884 Hyacinth Ave E in which I am applying for Conditional Use Permits so I can provide the same services at these locations. The need for sober housing for women and children is great. I have been approved for housing supports funding (see attached award letter) and have obtained lodging licenses from the MN Department of Health (see attached licenses). The final step in this process is obtaining approval from zoning. I am applying to serve 7 women at The Beech House and 6 at Hyacinth Ave E. Please see attached hand written document in which I identify how we plan to meet the zoning standards and conditions.

I have recently been approved for my 254.G (formerly Rule 31) Outpatient Treatment License. I will be able to offer the women living in my homes off site treatment services if they fit the need. Best practices suggest that Outpatient MI/CD treatment plus lodging is a highly effective model for helping clients maintain recovery efforts. I have the ability to provide these treatment services to the residents in my program. The need for chemical free housing for women continues to rise and housing for women to reside with their children is practically non-existent. It is the goal of my organization to contribute to the success of this population and to remove barriers for women while keeping their families together.

Thank you for your attention to my proposal. If you have any questions please feel free to contact me at (651) 402-4055.

Regards,

Michaelene Colestock MA LADC, LPCC

Program Description and History:

Spence Specialties LLC was developed in 2009 by owner/operator Michaelene Colestock, MA LADC, LPCC. Ms. Colestock has over 17 years of experience providing MI/CD treatment services to women as a counselor, Director of Clinical Services at Wayside House Inc., and Program Manager at Regions ADAP. It is important to note that Spence Specialties LLC is a completely separate entity from either of the programs mentioned. In 2009 Ms. Colestock purchased a home in North Minneapolis, MN to provide sober housing to women coming out of treatment who needed a safe place to live. Ms. Colestock purchased a second home in St. Paul, MN at 975 Wakefield Ave in November 2012 as a chemical free housing facility. In 2015 Spence Specialties added another location at 453 White Bear Ave in St. Paul. Finally, Ms. Colestock purchased a duplex at 773 Armstrong Ave in St. Paul in 2017. Therefore, Spence Specialties LLC currently has a contract with Ramsey County for 20 Base Rate GRH beds since 2013. We also have active and in good standing Food, Pools, and Lodging Licenses at the current GRH establishments.

The new goal is to serve up to 13 more women age 18 and up who have completed inpatient treatment (at any treatment center) in a base rate housing support program. Residents of this location will be in recovery from chemical dependency issues and mental health issues although they need not have MI with their CD. Residents will be 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.

Michaelene Colestock and Spence Specialties LLC provides a unique service to the community in that we are one of the only housing support programs that allows children to reside with their mothers in the home. Our homes are helping to bring families together and raise children in a safe, chemical free environment, while the women share their struggles and triumphs with not only their sobriety, but motherhood.

Michaelene Colestock and Spence Specialties LLC has extensive experience working with women from diverse backgrounds, low socioeconomic statuses, races, cultures, sexual orientations, and ages from 17 years of experience in the field as an LADC (Licensed Alcohol and Drug Counselor) and LPCC (Licensed Practical Clinical Counselor). We are dedicated to helping women overcome barriers and adversity. We welcome all women into our homes. Our experience as a current a housing support providers uniquely qualifies us for continued work housing women who seek recovery.

Spence Specialties understands the zoning and Department of Health regulations to be successful. We currently have 3 Rooming and Boarding Licenses, Department of Health Food, Pools, and Lodging Licenses, and have applied for and been granted Conditional Use Permits. The final locations we need CUP's at are 903 Beech St. and 884 Hyacinth Ave. E. both in St. Paul, MN 55106.

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.

Personnel Qualifications:

Michaelene Colestock Bio:

Michaelene Colestock has 17 years of experience in the Addiction Treatment field. Most recently, Michaelene was the Program Manager of Regions Hospital Alcohol and Drug Abuse Program and former Director of Clinical Services; Wayside House Inc. Michaelene has a Master's Degree in Counseling Psychology from the University of St. Thomas. After completing her internship at Wayside House in 2002 she obtained her License for Alcohol and Drug Counseling and was hired onto the staff as a full time counselor. She worked at Wayside House, an all-women's residential treatment facility and housing program, for over twelve years in a variety of positions including Intern, Counselor, Program Manager, Clinical Director, and in 2012 promoted to Director of Clinical Services at all Wayside programs. Michaelene left Wayside in August 2013 to take a position with Regions Hospital Alcohol and Drug Abuse Program (ADAP) as the Program Manager. Michaelene has facilitated trainings at Metro State University on Co-Occurring Disorders, Family Supportive Housing Center on a variety of topics, MARRCH Conference, Washington DC Conference to Prevent Homelessness, all required Rule 31 trainings for other treatment centers, and many more informal trainings. In 2013 Michaelene obtained her LPCC (Licensed Practical Clinical Counselor) and started teaching classes at the University of Minnesota and Adler Graduate School. Michaelene owns and operates 3 GRH programs for women in St. Paul and is adding behavioral health treatment services off site in May 2018

Detailed Outline of Service Plan:

Scope of Services:

Residents of Spence Specialties LLC will be given the following required services.

1. Food preparation and service for 3 nutritional meals per day on site.
2. Bed, bedding, dresser, towels and linens, and access to free laundry on site.
3. Residents are expected to do their own cleaning with supplies provided by Spence Specialties.
4. Maintenance and operation of the building will be completed by contracted providers. The residents are expected to assist with basic yard work and household chores.

Attached to this proposal is the "Resident Agreement" that is used with all residents of Spence Specialties LLC. It describes all expectations for the women to reside including the services Spence Specialties will provide. Services provided by Spence Specialties LLC include, but are not limited to:

- House Management Services- A senior peer will provide onsite problem solving, general oversight of house activities, and resident compliance to rules and expectations.
- Community Meetings- Michaelene Colestock and Sesany Fennie-Jones will provide weekly, mandatory community meetings with the group of residents. Meetings will be at least one hour in length every week. Residents will be required to report their weekly recovery activities to the entire group in these meetings. Residents will also be encouraged to talk about any problems they are experiencing inside or outside of the residence so we can problem solve to ensure a continuous healing environment.
- Individual Phone Support- Michaelene Colestock and Sesany Fennie-Jones will also provide phone support as needed to all residents of Colestock Specialties. Each resident will have the private cell phone number of Ms. Colestock and can call at any time to discuss issues, struggles, and successes they are experiencing to get support and coaching.
- Property Management- Contracted providers will 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.
- Off Site Therapeutic Services- Michaelene Colestock obtained a Rule 31 Treatment License to provide off-site group therapy, individual therapy, and MI/CD education, as well as will contract with other providers to alternative therapeutic methods like yoga, acupuncture, and Art Therapy
- Program Management- Michaelene Colestock and Sesany Fennie-Jones will oversee programs and services on site. This includes but is not limited to the following: teaching residents basic living skills, basic housekeeping skills, tours and collaboration with treatment centers, and connections with local community resources.

April 24, 2018

Notice of Intent to Award Letter

Spence Specialties, LLC
15028 Farnham Ave. North
Hugo, MN. 55038

Attention: Michaelene

We are pleased to notify you that Ramsey County intends to award a Housing Support (formerly Group Residential Housing) Agreement contingent upon:

Receipt and acceptance of the required documentation below highlighted in **RED**.

Before an Agreement can be finalized, you must complete the documents requested below, and attached, and return them to us within 60 business days.

Upon receipt and verification of the required documentation, the Agreement with your original signature shall be signed by Ramsey County. A copy will be returned to you, for your record while a secondary copy will be submitted to the Minnesota Department of Human Services for their records as well.

This letter does not constitute a final acceptance or an Agreement award and should not be construed as such. Any and all communications regarding the final Agreement should be directed to the contact handling this award.

Required documentation:

- Proof of current license and/or registration from state, or authorization from tribe. **(Received)**
- A list of residency requirements that could result in eviction. **(Please re-send for new sites)**
- DHS Housing Support Agreement for Group, Community, or both Group and Community Settings. **(On file)**
- DHS Housing Support Vendor Profile Form (A Vendor Profile Form must be filled in for each service site). **(Please verify information on the attached Vendor Profile Forms and return the completed copies)**

NOTE: In order to ensure efficient processing, the vendor organization's name and address shall match on all submitted documentation.

Sincerely,

Pam Sanchez
Planning Specialist
651-266-4112
pamela.sanchez@co.ramsey.mn.us

Cc: Bridget Blomer, FASD Manager
Tim Hammond, Contract Manager
Julie Jones, Clerk IV

SPENCE SPECIALTIES LLC.

Resident Housing Application
(651) 402-4055

Spence Specialties offers sober housing and housing supports programs in St. Paul Minnesota. The mission of this sober house is to provide an affordable, safe and sober living environment for women coming out of residential treatment. Women may or may not have custody of their children or be working towards reunification with their children. 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 (i.e. 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. 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. Housing Support residents will have their food purchased for them and delivered at the rate of \$200 per month.

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. **Program Fees:** There are two funding/payment mechanisms for Spence Specialties. Some residents may qualify for Ramsey County Housing Support monies while others are self-pay residents. Housing Support fees cover room and board at a rate of \$893/month. Self-pay fees are \$600 per month to be paid on the 1st of each month. \$550 of your monthly rent may be paid for

you by NuWay Treatment Center if you attend 20 hours of Outpatient Treatment at their facility each week.

2. **Gossip:** Gossip hurts everyone involved. It will make your living environment toxic. Do not talk about anyone who is not present.
3. **Secrets:** Do not keep secrets. If someone is doing something that is against the rules on counterproductive to their recovery inform house staff immediately. If it is found out that you have known about another peer violating rules, using chemicals, doing things that are not good for their recovery and you have not told staff your own housing may/will be in jeopardy
4. **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.
5. **Medication: DO NOT SHARE MEDICATIONS WITH EACH OTHER. IF YOU DO YOU WILL BE DISCHARGED FROM THE PROGRAM.** 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 Colestock).
6. **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.
7. **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 Specialties 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.**
8. **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.
9. **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.
10. **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.
11. **Intimidation/Violence:** These behaviors will not be tolerated and are grounds for discharge.
12. **Smoking:** Smoking is permitted outside only and in the garage. No smoking in the house.
13. **Sexual Activity:** No sexual activity is permitted.
14. **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.

15. **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.
16. **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, and air conditioners, small or large appliances in their personal rooms.
17. **Out of Bounds:** You may enter another resident’s room only with their permission.
18. **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.
19. **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.
20. **Sleeping:** Please do not sleep in the living room. Leave one light on in the living room at all times.
21. **House Meeting:** All residents will participate in a weekly house meeting with the owner of Spence Specialties or designated house manager. The purpose of this meeting is to gather together and discuss positive and negative goings on in the house.
22. **Self Help Groups:** Attendance at two or more AA, NA, CA, DRA, OA, Al-anon, and Women for Sobriety, Church, or other self help group meetings is expected on a weekly basis.
23. **Sponsors:** All residents will have a sponsor, spiritual advisor, mentor, or recovery guide whom they meet with on a regular basis.
24. **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.
25. **Telephones:** Each resident is responsible to have their own cell phone. There is no telephone for the home.
26. **Weapons:** No weapons are permitted at any time.
27. **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 may include but are not limited to a use of a mood altering chemical, non- payment of program fees, 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.
28. **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.

Release and Hold Harmless Agreement

This Release and Hold Harmless Agreement is executed this day of _____ 20____. Between _____, Participant, and Spence Specialties.

Participant hereby releases, waives, and discharges Spence Specialties, its owners, its officers, employees, or advisors, from all liability to Participant for any and all loss or damage to Participant on account of injury to the Participant or the Participant's personal property, even injury resulting in the death of Participant, while the Participant is participating in any of the activities provided or living in the dwellings owned by the Spence Specialties.

Participant is fully and adequately informed of the nature of the programs in which Participant wishes to participate, and hereby assumes full responsibility for the risk of injuries, whether due to the negligence of Spence Specialties or otherwise, and agrees to indemnify Spence Specialties from any loss, liability, damage, or cost Spence Specialties may incur due to the injuries suffered by Participant. Participant agrees to never institute suit or action against Spence Specialties for damages, cost, expenses, or loss of services resulting from injuries.

Participant releases Spence Specialties from any claim whatsoever on account of first aid, treatment, or service rendered to Participant as a result of injuries.

Participant agrees to be financially liable and responsible for any medical cost related to injuries.

In the event that Participant is a minor or in any way incapacitated, this Release and Hold Harmless Agreement shall be executed by a parent or legal guardian of Participant, and shall be binding upon said parent or legal guardian as well as upon the Participant. Said parent or legal guardian, by the execution hereof, waives all claims in their individual or derivative capacity, as well as claims on behalf of Participant.

By initialing this paragraph, I certify that I am empowered to act on my own behalf or on behalf of Participant.

Participant expressly agrees that this Release and Hold Harmless Agreement be as broad and inclusive as permitted by the laws of the State of Minnesota, and that if any portion hereof is held invalid it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

In witness whereof, this Release and Hold Harmless Agreement is executed in the city of St Paul, the state of Minnesota.

Summary

This is a legal and binding document, please read it very carefully and initial the blank lines – doing so indicates that you have read and understand each statement.

I realize that this sober house to which I am applying for residency has been established in compliance with the conditions of 2036 Federal Anti Drug Act of 1988, P.L. 100-690 as amended which provides that the house require the house residents to:

1. Prohibit all residents from using or possessing any alcohol or illegal mind-altering substances;

Release and hold harmless agreement cont.

2. Expel any resident who violates such prohibition;
3. Share household expenses, including the monthly program fees, among residents; and

_____ I have been provided with a copy of, have read and fully understand the rules, regulations and expectations of Spence Specialties.

_____ I am currently of sound mind and not under the influence of any drugs or alcohol;

_____ **I agree that I am a participant in a program and not a tenant. I agree that I am not protected by, nor will I invoke any protections of local landlord tenant laws. If it is found that local landlord tenant law applies, I hereby renounce any rights that I may or may not have relating to same;**

_____ I agree that I will participate in the Spence Specialties Program and will abide by all its rules and regulations;

_____ I specifically agree that if I violate any of the rules and regulations of Spence Specialties I can be expelled from the property and forfeit any rights to my sober deposit and prepaid program fees. I agree that final determination for any disciplinary action will be made by Spence Specialties and may not be appealed;

_____ I agree that if I am expelled from a property owned by Spence Specialties, I forfeit my compliance deposit and prepaid program fees; and;

_____ I agree that if I default on any portion of this contract and Spence Specialties has to go to any court to collect program fees, I am liable in full for the payment of these fees.

I hereby release and hold harmless Spence Specialties, LLC, it's employees and its owner, from any and all lawsuits that may be brought by me, any member of my family and heirs in perpetuity for any tort or action whatsoever.

The undersigned also acknowledges that residency in a Spence Specialties sober house is in the capacity of lodger's sharing a housing unit and not as a tenants with rights or possession of space exclusively. This is a lodger's agreement and not a lease or landlord/tenant arrangement.

Printed name of Resident: _____ Date: _____

Signature of Resident: _____ Date: _____

Signature of Manager: _____ Date: _____



IRIS Picture Printout

Location: MN ~ Ramsey County, Minnesota

Description: 02/01/1996 - Street View - PropertyKey

2

Address: 903 BEECH ST ST PAUL





FILE NAME: Michaelene Colestock (903 Beech)

APPLICATION TYPE: CUP^{pw}/VARIANCE

FILE #: 18-059805 DATE: 5/8/2018

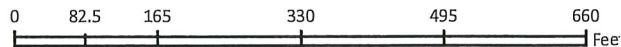
PLANNING DISTRICT: 4

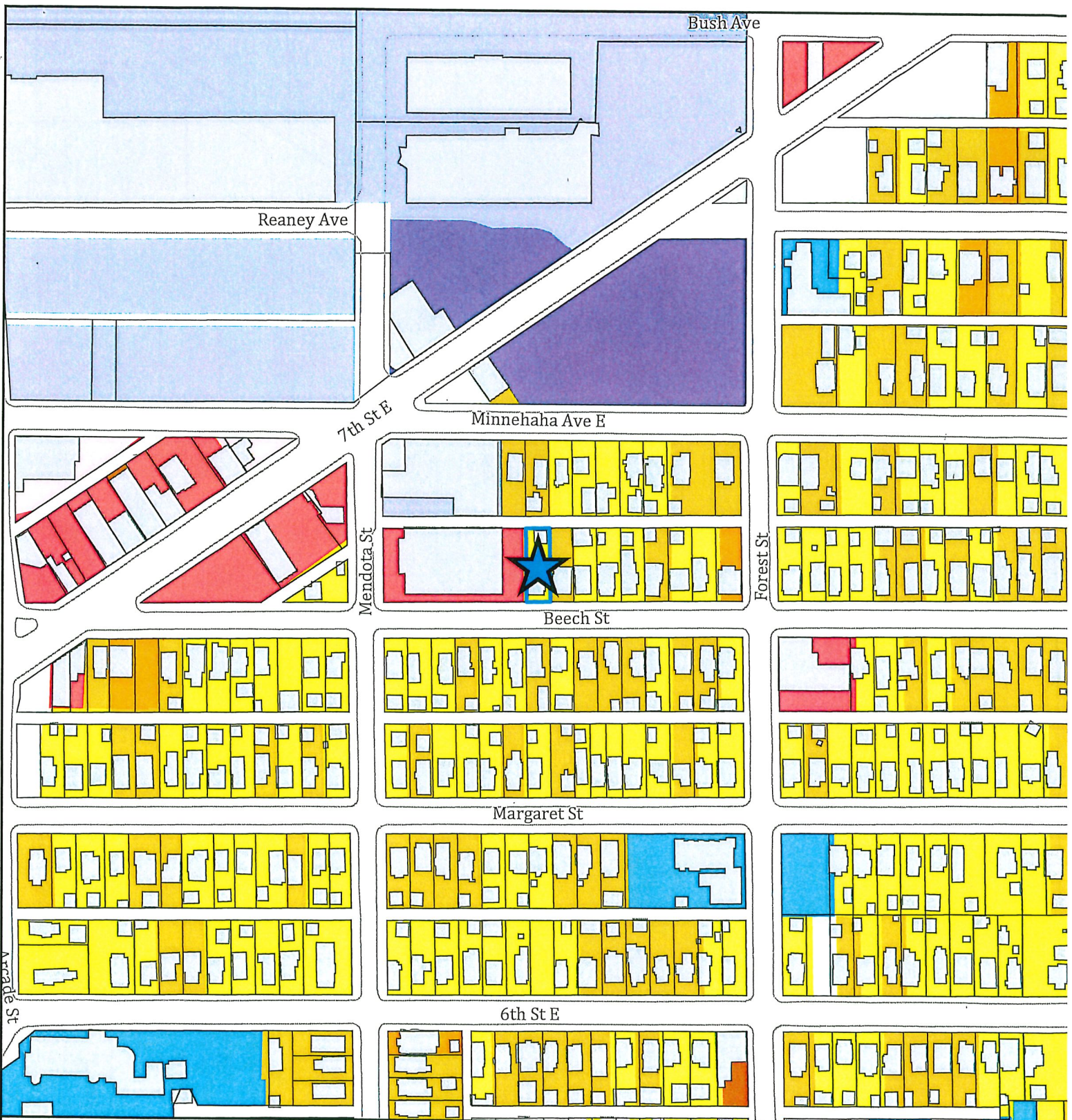
ZONING PANEL: 11

Saint Paul Department of Planning and Economic Development and Ramsey County

Aerial

 Subject Parcels





FILE NAME: Michaelene Colestock (903 Beech)

APPLICATION TYPE: CUP w/VARIANCE

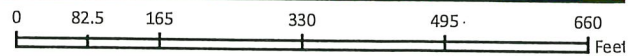
FILE #: 18-059805 DATE: 5/8/2018

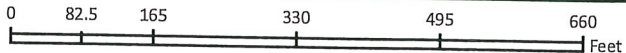
PLANNING DISTRICT: 4

ZONING PANEL: 11

Land Use

- Single Family Detached
- Single Family Attached
- Multifamily
- Office
- Retail and Other Commercial
- Mixed Use Residential
- Mixed Use Industrial
- Industrial and Utility
- Institutional
- Undeveloped
- Subject Parcels





FILE NAME: Michaelene Colestock (903 Beech)

Zoning

APPLICATION TYPE: CUP w/VARIANCE

 Subject Parcels

FILE #: 18-059805 DATE: 5/8/2018

PLANNING DISTRICT: 4

ZONING PANEL: 11

