

Memorandum

City of Lawrence

Planning & Development Services

TO: David L. Corliss, City Manager

FROM: Planning and Development Services

CC: Scott McCullough, Planning and Development Services Director

Date: June 8, 2010

RE: SUP-10-10-09; Lawrence Community Shelter located at 214 W. 10th Street; Management Plan review.

SUP-10-10-09, approved by the City Commission on February 23, 2010, requires that a management plan be submitted and approved by June 17, 2010. The condition requires approval of the management plan by a $\frac{3}{4}$ vote of the full membership of the City Commission.

The Land Development code requires specific elements to be included in a management plan per Section 20-544.

Key highlights of this management plan for 214 W. 10th street are as follows:

- The shelter is a dry shelter by prohibiting any guest from drinking, possessing, or distributing alcohol or controlled substances on the premises. [The Director has publically stated that alcohol is not returned to guests when they depart the shelter.]
- Evening dinner meals are provided only for guests staying in the shelter.
- The shelter maintains a newsletter and website for providing information to the public and engages in a twice annual meeting with the public. The Shelter Director or his designee meets with any neighbor upon request.

A management plan for the current site was provided in April 2010. Minor changes to the plan were completed by the applicant and staff during a meeting on May 21, 2010. Staff has reviewed the attached management plan based on the above criteria.

Findings:

I. Narrative description of the nature and characteristics of the use and descriptions of all services provided.

A narrative description is provided.

II. Interior floor plan showing sleeping areas, common areas, emergency exits and bathrooms.

This is a requirement of site planning and is part of the adopted Special Use Permit.

III. Rules of conduct for guests.

Rules for guests are included in the management plan.

IV. Maintenance plan that establishes standards for regular building and site maintenance, including regular removal of litter.

The plan specifically states:

- Daily maintenance of the building and grounds will be completed by a housekeeping staff and by individual guests.
- All guests will participate in the daily lottery for jobs to clean shelter interior and exterior spaces, mats, and bathrooms. All guests are otherwise expected to help with cleaning, building interior and exterior, assisting in the kitchen, and maintaining cleanliness of their personal area.
- Building maintenance and repairs will be accomplished by the network of plumbers, carpenters, HVAC, and other specialists who have worked for the shelter in the past.

V. Communications plan that establishes how the shelter will regularly communicate with neighbors and police.

The Shelter format for communication is set out in the Good Neighbor Agreement that includes twice annual public meetings, mailed copy of the LCS newsletter and access to the shelter's website.

VI. Response plan for emergencies that may occur at the site.

The management plan includes a safety plan to address specific emergencies that may arise.

VII. Adequate staffing levels given the number of guests served and the nature of the facility and population served.

Staffing levels are as follows:

Administrative Operating Hours (Monday through Friday)	Evening Hours (Monday through Friday)	Overnight Hours (Monday through Friday)	Weekend Hours (Saturdays and Sundays)
8:00AM to 5:00 PM; 4-7 staff, interns and volunteers	5:00 PM to 10:00 PM; 3 Staff and 2-3 volunteers	10 pm to 8 am 3 staff or experienced volunteers	8:00 AM to 8:00 PM 2 staff 8:00 PM to 10:00 PM 3 staff and 2-3 volunteers 10:00 PM to 8:00 AM 3 staff

Action Requested: Review, and approve management plan (requires ¾ vote), if appropriate, or direct applicant as to changes desired.