



*City Council Memorandum*

**To:** Mayor Fasbender & City Councilmembers  
**From:** Justin Fortney, City Planner  
**Date:** March 2, 2020  
**Item:** Resolution: Change of a Nonconforming Use #2020-06 – Harbor Youth Shelter to an In & Outpatient Substance Use Disorder Facility – 321 6<sup>th</sup> Street East - Haven Chemical Health Systems, L.L.C.

**Council Action Requested:**

Acting as the Board of Adjustment, review the request to allow a change of one nonconforming use to another nonconforming use and act on the attached resolution denying the request.

Action requires a simple majority of Councilmembers.

**Background Information:**

The Property was formerly owned by Saint Elizabeth Ann Seton Catholic Church and operated a convent as a legal nonconforming use until 1993. The Church and Harbor Shelter applied for and were granted approval to change the nonconforming use of the property by the City Council. This change in 1993, is the only time the change of nonconforming use provision of City Code Chapter 155.06 (E)(3) has been used.

The Harbor Shelter closed at the end of September, 2019. Rod Stivland, owner of the Harbor Shelter attributed the closure to severely reduced numbers of court ordered shelter placements, in favor of in-home monitoring. The property will lose its status as a legal nonconforming youth shelter by the end of March (6-months from closure).

Haven Chemical Health Systems, L.L.C. opens and operates both inpatient and outpatient substance use disorder treatment facilities. They are proposing to operate A High Intensity Residential 15-bed women's drug and alcohol inpatient treatment program and Intensive Outpatient Treatment with the following elements:

**Inpatient Treatment**

- Women, 18 years of age or older
- Primary Diagnosis of Substance Use Disorder. These clients may have a co-occurring disorder (depression, anxiety, etc.), but we will not accept any clients that have major mental illness that are not medication managed. We have an RN on-call 24/7 and the RN will make the determination with the client's MD prior to admission.

- Clients typically have a trauma history
- Clients do not have very severe medical issues.
- We do not admit any clients with a history of sexual offending.
- 24 hour on site and on-call staff
- Visiting hours 4 days per week, divided into 2 groups
- Only staff and visitors would have vehicles at the site

**Outpatient Treatment:**

- Woman and men 18 years old and over
- Up to 2 groups, each having up to 14 individuals
- Each group would meet 3 days per week for 3 hours
  - o A group would meet from 6pm to 9pm 3 days per week
  - o A second group would meet from 9am to noon 3 days per week
- Additional staff and about half of the clients may have vehicles at the site

**Review**

If an existing use is lawfully in operation prior to a current zoning ordinance that precludes it, the use may lawfully continue until it has ceased for a period of 6-months. The zoning ordinance allows the consideration of changing from one nonconforming use to another, with the following requirements:

- No structural alterations may be made to the building
- The Board of Adjustment (City Council), must make findings that the proposed use is equally appropriate or more appropriate to the district than the former.

The applicant has stated that no alterations to the building would be made. The district is a medium density residential district, which allows single and two-family homes by right. The following, is the district's purpose statement:

**§ 155.23 R-2 MEDIUM DENSITY RESIDENCE**

(A) Intent. The intent of this chapter in establishing a medium density residence district is to protect those predominately single-family residential areas within Hastings that were developed in most part prior to World War II, encroachment from potential conflicting uses, and to provide for future residential and related development consistent with proper existing development existing neighborhood character and with minimum maintaining standards for the provision of health, light, air, and visual appeal.

To review whether or not the proposed use is equally appropriate or more appropriate to the district than the former, the chart below compares the attributes of the former, proposed, and predominant district use.

There may also be former and preexisting uses in the district that have a higher intensity than the district allows. However, the ordinance requires findings that compare the proposed use to the district.

## X-B-01

	Predominant District Use (R-2)	Harbor Shelter	Haven Chemical Health Systems, L.L.C.
Use	Residential	Youth shelter	High Intensity Residential 15-bed adult women's treatment center and Intensive Outpatient Treatment for adult men and woman
Specific Uses	Single-family and some two-family homes	Residential & counseling of residents	Residential, counseling of residents, treatment of substance use disorder, outpatient large group counseling
Residents	2.98	18 - no cars	15 – no cars
Outpatients	0	0	Up to 28 in 2 groups 3 days/ week ~half drive themselves
Staff	0	Shelter Staff: 9 over 3 shifts	3 daytime alcohol and drug counselors 3 Medication Administrators over 3 shifts
Scheduled Professionals	0	0	1 consulting medical director 2 outpatient councilors 3 days/ week
Visiting Professionals	0	Probation, social workers, therapist up to 2-4 in a day	1 RN On-call 24/7 with 2-3 visits/ week 1 alcohol and drug counselor on call 24/7
Typical hours	Mornings, evenings M-F, weekends	Days Sun -Sat	Days, outpatient until 9:00 p.m. 3 nights/ week
Weekly Visitors	0-5	16-32	Up to 30
Parking Needs	2	~9 + visitors	23 + 14 drop off + visitors
Daily Trips	9.5 *	35	78

\* National residential average, includes all trip impacts like mail deliveries, services, etc

As shown above, the proposed treatment center by Haven Chemical Health Systems, L.L.C. has much more activity than the Harbor Shelter. The number of daily trips is based on the weekly trips divided by seven. Days including visitation and outpatient service will be very busy and require parking on the area streets. The applicant said they will work to assure parking on the streets would not block driveways, fire hydrants, etc. New uses have always been required to provide off street parking for needs beyond previous uses.

City Code Chapter 155.06 (E) (3) only allows for the changing of a nonconforming use if findings can be made that a new use is equally appropriate or more appropriate to the district. Based on the number of daily trips, parking, and activities doubling, the intensity of the site is less appropriate to the district.

Prior to submission of the application, staff conveyed the requirements of the ordinance to the applicant. Staff further commented that the proposed use, as explained, appeared to be much more intense than the current use.

Due to the proposed increase in intensity of the proposed use, staff recommends denial of the request. If denied, the site will lose its legal nonconforming status as a youth shelter

by the end of March. The site may be utilized as a single or two-family residence, apartment, neighborhood commercial, funeral home, or residential care facility, as regulated under City Code chapter 155.23.

**Financial Impact:**

N/A

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

- Resolution – Denial to Changing of Nonconforming Use
- Photos of Existing Haven Chemical Health Systems, L.L.C. Facilities and The Subject Property
- Application Materials Provided by the Applicant

**HASTINGS CITY COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION WITH FINDINGS OF FACT, CONCLUSIONS AND DECISION  
OF THE CITY COUNCIL OF THE CITY OF HASTINGS ACTING AS THE  
BOARD OF ADJUSTMENT AND APPEALS DENYING A REQUEST FOR A  
CHANGE OF THE NONCONFORMING USE OF PROPERTY LOCATED AT  
321 6<sup>TH</sup> STREET EAST**

Council member \_\_\_\_\_ introduced the following Resolution and moved its adoption:

**FINDINGS OF FACT**

1. By a Land Use Application dated January 23, 2020 (the “Application”) which is incorporated into the record by reference, Haven Chemical Health Systems, L.L.C. (the “Applicant”) has applied to allow the change of one nonconforming use to another nonconforming use, as regulated in Hastings City Code Chapter 155.06 (E)(3) – Nonconforming uses of structures or of structures and premises in combination at the subject property generally located at 321 6<sup>th</sup> Street East, legally described as Lots 7 and 8, Block 34, TOWN OF HASTINGS BLKS 1 THRU 99, Dakota County, Minnesota (“Subject Property”).
2. Hastings City Code Chapter 155.06 (E)(3) provides, in part, as follows:

*(E) Nonconforming uses of structures or of structures and premises in combination.* If lawful use involving individual structures or of structure and premises in combination, exists at the effective date of adoption or amendment of this chapter, which would not be allowed in the district that it is located under the terms of this chapter, the use may be continued while it remains otherwise lawful, subject to the following provisions.

\* \* \*

(3) If no structural alterations are made, any nonconforming use of a structure or structure and premises may be changed to another non conforming use provided that the Board of Adjustment, either by general rule or by making findings in the specific case, find that the proposed use is equally appropriate or more appropriate to the district that (*sic*) the existing nonconforming use. In permitting the change, the Board of Adjustment may require appropriate conditions and safeguards in accord with the provisions of this chapter.

3. The Subject Property was formerly owned by Saint Elizabeth Ann Seton Catholic Church and was operated as a convent as a pre-existing nonconforming use until 1993.
4. On August 31, 1993 the City of Hastings Board of Adjustment approved an application by the Church and Harbor Shelter to change the nonconforming use on the Subject Property from a convent to a youth shelter as authorized by Hastings Ordinance Section 10.06, subd. 5(C) which was subsequently codified as City Code Chapter 155.06 (E)(3). This approved change in 1993 is the only time the change of nonconforming use provisions of City Code Chapter 155.06 (E)(3) has been applied in Hastings.
5. The youth shelter was operated by Harbor Shelter continuously on the Subject Property from 1993 until those operations ceased on September 30, 2019. The Harbor Shelter Mission Statement and a Summary of Previous Use were submitted by the Applicant with the Application and are incorporated into the record by reference as evidence of the scope and intensity of the nonconforming youth shelter use that was previously conducted on the Subject Property.
6. The Subject Property will lose its nonconforming status after the nonconforming use is discontinued for a period of six consecutive months, ending on March 31, 2020, pursuant to Hastings City Code Chapter 155.06 (E)(5) which provides as follows:
  - (5) When a nonconforming use of a structure, or structures and premises in combination, is discontinued or abandoned for 6 consecutive months (unless government action impedes access to the premises), the structure, or structures and premises in combination shall not thereafter be used except in conforming with the regulations of the district in which it is located.
7. The Application contains as an attachment a comprehensive description of the proposed uses the Applicant proposes to conduct on the Subject Property if the Application is approved and that information is incorporated into the record by reference as evidence of the scope and intensity of the nonconforming use that is being proposed for the Subject Property.
8. City Staff has summarized the scope and intensity of: (1) predominant uses within the R-2 Zoning District (the current zoning district for the Subject Property); (2) the known nonconforming uses of the Subject Property by Harbor Shelter; and (3) the proposed nonconforming uses for the Subject Property by the Applicant. That summary is as follows:

	Predominant District Use (R-2)	Harbor Shelter	Haven Chemical Health Systems
Use	Residential	Youth shelter	High Intensity Residential 15-bed adult women's treatment center and Intensive Outpatient Treatment for adult men and woman
Specific Uses	Single-family and some two-family homes	Residential & counseling of residents	Residential, counseling of residents, treatment of substance use disorder, outpatient large group counseling
Residents	2.98	18 - no cars	15 – no cars
Outpatients	0	0	Up to 28 in 2 groups 3 days/ week ~half drive themselves
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Scheduled Professionals	0	0	1 consulting medical director 2 outpatient councilors 3 days/ week
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Daily Trips	9.5 *	35	78

\* National residential average, includes all trip impacts like mail deliveries, services, etc.

9. The Board of Adjustment finds that the proposed nonconforming uses of the Subject Property would be more intense in scope and impact on the surrounding neighborhood than the known prior nonconforming uses of the Subject Property by Harbor Shelter.

**CONCLUSIONS**

The nonconforming use of the Subject Property proposed by the Applicant is less appropriate to the R-2 Zoning District than the prior nonconforming uses of the Subject Property conducted by Harbor Shelter and based on the criteria contained in Hastings City Code Chapter 155.06 (E)(5), the Application should be denied. The Board of Adjustment bases this conclusion on the foregoing findings of fact, and has determined specifically the following:

1. The number of daily trips to and from the Subject Property that would occur with the proposed use is more than double that of the former nonconforming use.
2. The number of patients and customers proposed is nearly 2.5 times the number of the former nonconforming use.

3. The number of services proposed is significantly higher and more intense than the former nonconforming use.
4. The parking needs of the proposed use cannot be accommodated on the site, as was previously accommodated by the former nonconforming use.

Based on the type and intensity of the proposed use and limitations of the Subject Property, the negative impacts on the surrounding neighborhood cannot be sufficiently mitigated through imposition of reasonable conditions of approval and as such, the proposed use cannot be made more appropriate to the R-2 Zoning District than the prior nonconforming uses of the Subject Property conducted by the Harbor Shelter through imposition of conditions of approval.

The Subject Property may still be operated as a youth shelter, if resumed prior to March 31, 2020.

The permitted uses of the R-2 Zoning District under Hastings City Code Chapter 155.23 allow the Subject Property and building to be utilized for a number of permitted uses, including the following:

- Single-family home
- Two-family home
- Apartment
- Neighborhood commercial
- Funeral home
- Residential care facility

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HASTINGS, SITTING AS THE BOARD OF ADJUSTMENT AND APPEALS, AS FOLLOWS:**

The City Council hereby denies the Application to change the nonconforming use of the Subject Property from a youth shelter to an inpatient and outpatient substance use disorder facility as described in the Application.

Council member \_\_\_\_\_ moved a second to this resolution and upon being put to a vote adopted by \_\_\_\_\_ present.

Adopted by the Hastings City Council on March 2, 2020, by the following vote:

Ayes:

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Mary Fasbender, Mayor

\_\_\_\_\_  
Julie Flaten  
City Clerk



I HEREBY CERTIFY that the above is a true and correct copy of resolution presented to and adopted by the City of Hastings, County of Dakota, Minnesota, on the 2<sup>nd</sup> day of March 2020, as disclosed by the records of the City of Hastings on file and of record in the office.

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Julie Flaten  
City Clerk

**(SEAL)**

This instrument drafted by:  
City of Hastings (JJF)  
101 4th St. E.  
Hastings, MN 55033

## **Haven Chemical Health Systems, L.L.C. Existing Facilities**

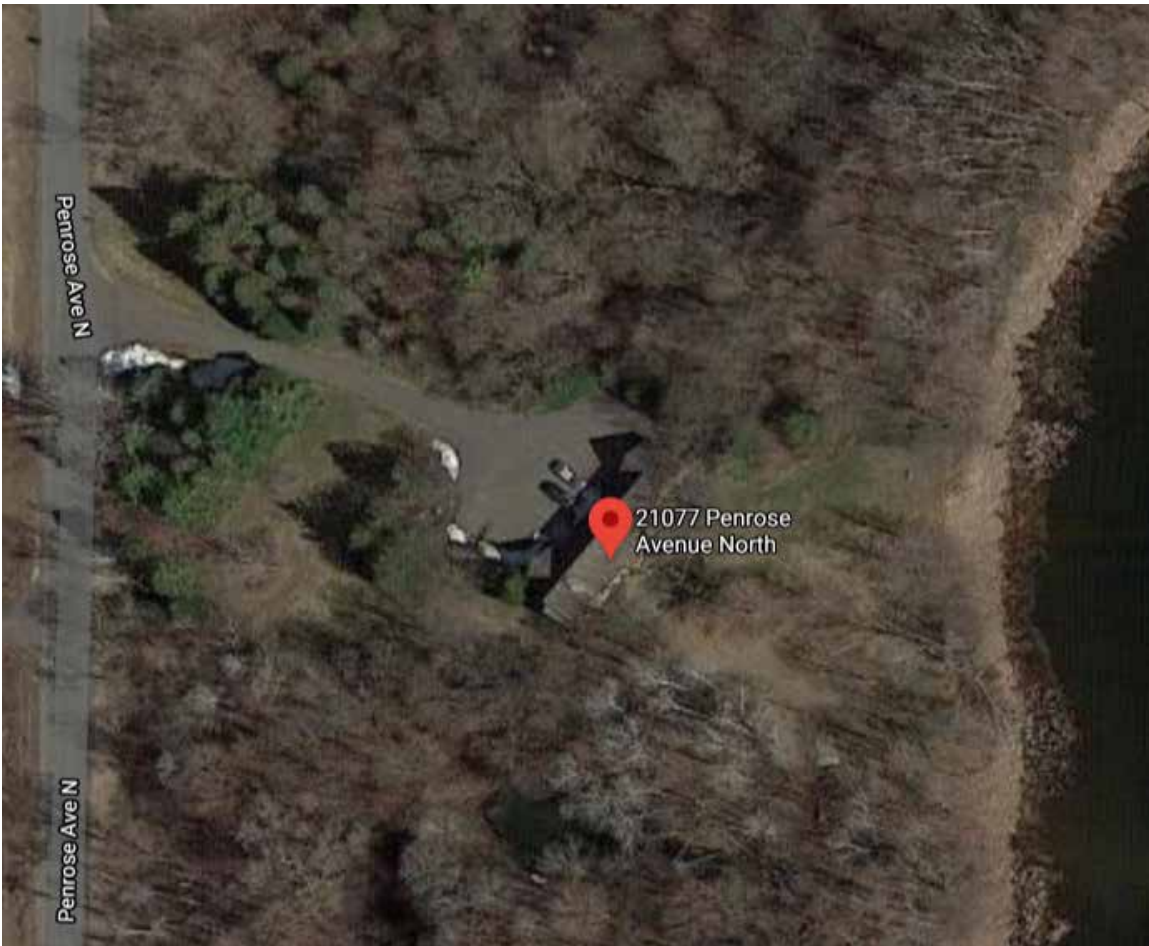
They do not have any existing facilities that operate both inpatient and outpatient services.

### **3 Inpatient facilities**

Margaret's House opened in 2001, a 10-bed women's facility  
2535 Condon Ct, Mendota Heights



Rebecca's Residence opened in 2004, a 10-bed women's facility  
21077 Penrose Avenue North, Scandia, MN 55073



Paul's Place opened in 2008, a 6-bed men's facility  
22355 Albatross Cir, Farmington, MN 55024



## 4 Outpatient Facilities

1003 Cloquet Ave. Suite 117  
Cloquet, MN 55720



233 First St. West, Waconia, MN 55387



275 First Avenue East, Shakopee, MN 55379



2042 Wooddale Drive Suite 220, Woodbury, MN 55125



Subject property 321 6<sup>th</sup> Street East, Hastings MN





# City of Hastings Community Development Department

## Land Use Application

Address or PID of Property: 321 6th St. E, Hastings MN 55033

Applicant Name: Haven chemical Health Systems LLC

Property Owner: Rodney L. Stivland

Address: 2042 Wooddale Dr. Ste. 220  
Woodbury MN 55125

Address: 5387 Nolan Ln N.  
Stillwater MN 55082

Phone: 651-734-9633

Phone: 952-250-0909

Fax: 651-734-9533

Fax: \_\_\_\_\_

Email: rebecca.haven@havenchemicalhealth.com

Email: rodstivland@msn.com

Description of Request: Use of property for residential and outpatient  
substance use disorder treatment.  
- see attached documents

If requesting site plan review of multi-family units (three or more attached), are the units intended to be for sale or rental units? \_\_\_\_\_

Check Applicable Line(s)

Please Note: All Fees and Escrows are due at time of application.

- Rezone \$500
- Final Plat \$600
- Variance \$300
- Vacation \$500
- House Move \$500
- Prelim Plat \$500 + escrow
- Site Plan \$500 + escrow

- Minor Subdivision \$500
- Special Use Permit \$500
- Comp Plan Amend. \$500
- Lot Split/Lot Line Adj. \$75
- Annexation \$500 plus legal expenses
- EAW \$500 + \$1,000 escrow
- Interim Use Permit \$500

Total Amount Due: \$ 500.00

Make checks payable to City of Hastings.  
Most credit cards also accepted.

Please ensure that all copies of required documents are attached.

[Signature] 1/22/2020  
Applicant Signature Date

[Signature] 1-23-2020  
Owner Signature Date



Rebecca Haven, COO  
Applicant Name and Title - Please Print

Rodney L. Stivland  
Owner Name - Please Print

**OFFICIAL USE ONLY**

File # 2020-06  
Fee Paid: 500

Rec'd By: JH  
Receipt # 396980

Date Rec'd: \_\_\_\_\_  
App. Complete X on 2/11/2020

**Background**

Haven Chemical Health Systems, LLC was incorporated in April 2000 and is a local family-owned and operated for-profit company whose focus is opening and operating substance use treatment programs. Our mission is to assist in changing people's lives by giving them education and tools to recover successfully.

The current owner of the company, Robert Haven, has been in the Substance Use field since 1970 where he began his career at Hastings State Hospital. He was a Licensed Alcohol and Drug counselor who managed and developed treatment programs throughout the country for over 40 years. Bob is currently assisted by an Executive Team headquartered in the Woodbury office and is helmed by Rebecca Haven, Chief Operating Officer, Jennifer Frazer John, Administrator, and Allen Johnson, LADC, Executive Director.

Haven Chemical Health Systems, LLC currently operates seven treatment locations.

Three locations are High Intensity Residential locations, all are licensed by the MN Dept. of Human Services (DHS) and have Supervised Living Facility Licenses from the MN Dept. of Health:

- Margaret's House opened in 2001, a 10-bed women's facility in a Residential home in Mendota Heights
- Rebecca's Residence opened in 2004, a 10-bed women's facility in a Residential home in Scandia
- Paul's Place opened in 2008, a 6-bed men's facility in a Residential home in Farmington

Four are outpatient locations that have all been operating for over 15 years. All of these locations offer MN Dept. of Human Services' licensed Intensive Outpatient treatment programs to adult men and women over the age of 18:

- The Haven in Woodbury
- The Haven in Shakopee
- The Haven in Waconia
- The Haven in Cloquet

The program that we are proposing in Hastings is modeled after our current programs, which are highly structured, and will be suitable for the building space located at 321 6<sup>th</sup> Street East in Hastings. Programs require intensive interaction between clients and staff and are highly scheduled. Our current referrals for our programs are about 75% either Medicaid or County referrals with CCDTF (Consolidated Chemical Dependency Treatment Fund) funding and about 25% private insurance. On average, 85% of clients come from the seven county metro area and 15% come from counties outside of that in Minnesota and Wisconsin. We work closely with both Washington and Dakota Counties to ensure proper placement of clients. Our current Residential programs typically have waiting lists for admission.

Dakota and Washington Counties have both expressed a need for additional Residential beds. Hastings has a history of supporting the recovery community and this program will serve the city. Haven Chemical Health prefers that clients participate in scheduled volunteering as a supervised group while in the program. We hope to partner with local organizations so clients may serve the local community if the opportunity arises.

**Proposed Residential Program**

We are proposing a Residential Program that will be a 15-bed highly structured women's program. The daily schedule will begin at 7am and has activities and groups scheduled until around 9pm depending on the specific activities scheduled for the evening. This will be a High Intensity Residential Program as characterized by DHS and will offer a minimum of 30 hours of structured treatment per week to the clients. Our typical schedule currently offers between 33-36 hours of group and individual treatment.

Clients will live in the program, on average, between 21-45 days. Treatment is individualized and we determine treatment plans and completion of the program based upon client need and how they are progressing through the program. We use several different treatment modalities in group and individual settings such as the Covington method, cognitive skills building, motivational interviewing, and the principles of Alcoholics Anonymous.

Clients are not allowed to have a car during the Residential program. If a client needs to be transported somewhere, staff from the program will transport them or they will arrange for transportation.

The program is voluntary and the doors will be locked for safety, but clients may voluntarily leave the program and be discharged at their request at any time. This means that we will work with them to find a safe place to go and transport them there if necessary—we do not discharge clients without ensuring someone will pick them up or they have somewhere safe for them to go, even if they have not completed the program.

***Client population***

- Women, 18 years of age or older
- Primary Diagnosis of Substance Use Disorder. These clients may have a co-occurring disorder (depression, anxiety, etc.), but we will not accept any clients that have major mental illness that are not medication managed. We have an RN on-call 24/7 and the RN will make the determination with the client's MD prior to admission.
- Clients typically have a trauma history
- Clients do not have very severe medical issues. Because we do not have an MD on site 24/7 there are some acute medical issues our programs are not equipped to handle. The RN will review and make the determination with the Client's MD prior to admission.
- We do not admit any clients with a history of sexual offending.

***Goals***

Clients can expect to develop life management and coping skills as they are assisted in:

- Recognizing the consequences of their use
- Recognizing self-defeating behavior patterns and distorted thinking
- Making a commitment to recovery
- Building on personal strengths
- Learning to implement strategies to prevent relapse
- Initiating behavior changes necessary for an abstinence based lifestyle



***Staffing pattern***

The Residential program will have a total of 3 Licensed Alcohol and Drug Counselors (LADC, licensed by MN Board of Behavioral Health and Therapy (BBHT)). One of these LADC's will act as the Program Director/Clinical Supervisor. The LADC's will be on-site full time to cover programming each week. An LADC will be available on call 24-hours per day. We will also have at minimum 1 Trained Medication Administrator/Tech per shift to cover a 24-hour day (3 shifts). All Tech staff is awake staff and will be on-site with the clients for all shifts.

The program will have a consulting Medical Director who may perform the admission history and physical or will review the chart and records if the client opts to have the physical performed at their own MD or another medical provider. An RN will be available on call 24 hours per day and will be on site as we admit clients into the program or if any medical issues present while the client is in the program. The RN is typically on site 2-3 times per week depending on need.

The program will coordinate care with client's providers such as mental health, MD, and dental providers if necessary. Typically coordination is done over the phone during the clients stay or the client will go to that provider during the program. Because we have the clients in our program for such a short period of time we do try to encourage them to schedule appointments before admission or after discharge unless the doctor/provider determines it is absolutely necessary for them to attend appointments during treatment.

All staff will be backed up by the Administrative staff in our Woodbury business office.

***Visitors***

The program will have family/support network visiting time each week, on weekends, for two hours at a time. Clients will only be allowed to have visitors that are approved by the staff and a maximum of two visitors at a time. Visiting time will be split and tentatively scheduled as listed:

- Group A, 7 clients

Subgroup 1: 3 client may have visitors from 1:00pm-3:00pm Saturdays

Subgroup 2: 4 Clients may have visitors from 3:00pm-5:00pm Saturdays

- Group B, 8 clients

Subgroup 1: 4 client may have visitors from 1:00pm-3:00pm Sundays

Subgroup 2: 4 Clients may have visitors from 3:00pm-5:00pm Sundays

***Proposed Outpatient program***

We are also proposing offering either one or two Outpatient groups in addition to the Residential program on site, based on need.

Many clients that are exiting Residential treatment need continued treatment and support in a lower level of care in order to succeed. There they continue learning and using the coping skills and tools that

they have begun in Residential treatment. Clients also need guidance and encouragement as they change their own support networks to sober support and make changes to their relationships and daily living that supports their progress and ability to abstain from substances.

Typically a client is more successful if they can work their way through a continuum of care. It also helps those clients to be around others that have been through different journeys and are in different places with their treatment work.

We would like these outpatient groups to be primarily for those clients in the Residential program that may need continuing treatment, along with allowing those in the community that may need outpatient treatment to enter the program if they meet the admission criteria and have a need for Intensive Outpatient Treatment.

We will consider doing gender specific programming if there is enough interest from clients and referral sources in that option, but would like the flexibility to include all people in the community looking for treatment.

***Client population***

- Women and Men, 18 years of age or older.
- Primary Diagnosis of Substance Use Disorder that has a need for Intensive Outpatient Treatment per assessment.
- We do not admit any clients with a history of sexual offending.

We will begin with one evening group and expand to two groups if there is a demand for the program.

***Group 1:***

3 days per week, 6pm-9pm

Maximum of 16 clients on the roster, groups typically average between 12-14 clients each group.

Clients will be male and female adults, over the age of 18.

1 counselor on-site from 1pm-9pm

***Group 2:***

3 days per week, 9am-noon

Maximum of 16 clients on the roster, groups typically average between 12-14 clients each group.

Clients will be male and female adults, over the age of 18.

1 counselor on-site from 8am-4pm

**Licenses**

Our Residential Program will be licensed by the MN Dept. of Health as a Supervised Living facility. This will drive the policies that surround meals, living areas, medication administration, etc. Our RN and Medical Director are involved in this process and will work with the State to get approval.

Both our Residential and Outpatient programs will be licensed by the MN Dept. of Human Services.

The MN State Fire Marshall must approve the building for use in order for us to be compliant with both MN DHS and MN Dept of Health.

**The Building**

We do not plan to make any changes to the existing building. The most work that we see may be necessary is paint and carpet replacement at some point in time. We do not plan to do any construction to the interior of the property.

We will ensure that clients do not congregate outside in the front of the building for any reason. If they are outside for recreational purposes, they will be in the back of the property or off site at an approved outing.

**Parking**

The current owner has confirmed that there is currently enough space for at minimum a van and 6 cars on property, not including the backyard space for the basketball court.

Haven Chemical Health could also remove the basketball court that currently exists in the backyard and turn those into parking spaces if needed for staff or outpatient clients. The current owner mentioned that there is also open street parking on two sides of the property for those that would drive to the property.

The program will address parking with all clients, staff, and visitors to ensure that no one is parking in front of neighbor's property, blocking sidewalks, and also that everyone is following local parking rules (snow emergencies, etc.).

It's important to note that for outpatient groups, not all clients typically drive to group. Usually about 50% of outpatient clients drive to group, several will get rides, or arrive in medicab, uber, or taxi.

**Overall Summary**

Haven Chemical Health is proposing two programs for approval with a total of three groups for approval. We are open to these programs being approved either together or separately by the Council.

- High Intensity Residential, 15-bed women's facility
- Intensive Outpatient:

-1 evening group 6pm-9pm, to start when the program opens

-1 day group 9am-noon, to expand if there is a community need

**Contact Information and Website**

Haven Chemical Health Systems, LLC

2042 Wooddale Dr. Ste 220

Woodbury, MN 55125

Phone: 651-734-9633 Fax: 651-734-9533

Email: [Rebeccahaven@havenchemicalhealth.com](mailto:Rebeccahaven@havenchemicalhealth.com)

Website: [www.havenchemicalhealth.com](http://www.havenchemicalhealth.com)

## SUMMARY OF PREVIOUS USE

321 6<sup>th</sup> St. E Hastings, MN 55033

Harbor Shelter housed up to 18 male and female clients. They were referred by the police, social workers, probation officers, or court ordered. Clients were referred because of family problems, behavior problems, and a variety of mental health issues. The average length of stay was ten days, recently, but some clients were there up to 90 days. Most clients were not at Harbor Shelter voluntarily. The clients were separated by sex and were not permitted to interact with each other. Each group had group sessions 5 days a week and individual counseling was provided as needed. The clients had a very structured day which was a combination of attending school, therapy, and recreational activities. They also had educational sessions weekly, on chemical dependency and cultural diversity.

Parent visits were scheduled for the male group on Wednesdays from 6:30 – 8:30pm and Saturdays from 3 – 5pm. And the female group had visits on Thursdays from 6:30 – 8:30pm and Sundays from 3-5pm. Typically, we'd have four to eight people visiting their children.

On Wednesdays from noon – 2pm we held staff meetings and all staff would attend. This could be up to fourteen people. Parking did not appear to be an issue.

Probation officers and social workers, along with therapists would visit with their clients at the shelter. Typically, two to four people visiting for an hour each day. At times, those visits included family members.

In the late 1990's we had a group of adults that met for a group session weekly, for approximately one year. Typically, seven to ten people attended this group. This was held 6:30pm – 8pm on Wednesdays.

Originally, the school conducted classes in-house. Therefore, a teacher and one or two assistants added to the total number of staff in the building. Approximately five years ago the school provided classes in the Hastings Middle School, thus eliminating the number of staff at the shelter. Typically, we staffed the shelter with 3 staff in the morning, and four staff in the evening, with two on overnight shifts. At shift change there would be six staff in the building.

See also attachment: Statement of Intended Use



## **STATEMENT OF INTENDED USE**

### **Mission Statement**

The mission of Harbor Shelter is to feed, clothe, counsel, and protect adolescents through a safe, secure, and structured environment. The program promotes a sense of pride, self-control, and hope for adolescents to develop a better understanding of themselves. It is our vision to enable clients to move forward with their lives confidently and productively.

### **Expertise**

Harbor Shelter has significant expertise and qualifications to provide shelter services. The CEO holds a masters degree in social work with an emphasis on group work. His experience includes 40+ years of working with teenagers. He is licensed by the State of Minnesota as a LICSW. He has over 20 years experience providing outpatient counseling to individuals and the families.

The Program Director and the two supervisors have B.A. Degrees. The Program Director has 23 years experience working at Harbor Shelter. Supervisors have BA degrees and have been with the program from 2-12 years.

### **Target Population**

Male and female adolescents between the ages of 12 through 17, will be accepted who have committed acts of delinquency, runaway, who have been abused, neglected, abandoned, are mentally ill, or for some other reason are unable to reside with their families and who are waiting to return to the family, foster care, or other placement. Clients must be able to function in a non-locked and non-medical setting.

Clients who are emotionally disturbed to the point of requiring hospitalization or actively suicidal will not be served. Clients who are violent and are determined to be a real danger to other clients and staff will not be served. Clients who are intoxicated or impaired by other drugs will not be accepted. We do not accept insulin-dependent clients, or medically fragile clients. Clients who are substantially limited in major life activities: self-care, understanding use of language, learning, or mobility, will not be accepted. Referrals may be made with any staff member on duty in the facility.

Clients may be placed through CHIPS petition, delinquency, court order, 36 hour and 72 hour police holds, or voluntary placement agreements.

## **Primary Needs**

The clients need a safe place to temporarily live. Clients need their physical needs met. They are in need of counsel and guidance in managing their emotional needs and responding to their life situations.

Who Provides: The staff of Harbor Shelter and Counseling Center provide services required to meet the basic needs of the clients. This includes room and board, group counseling and individual counseling. Services provided outside the program include 1) case management provided by social workers and probation officers 2) school program is provided by Hastings School District #200. 3) some clients have private therapists that they work with while in the program. 4) Psych evaluations and chemical dependency assessments can be arranged with services outside of the program

Where and When: Harbor Shelter and Counseling Center East is located at 321 - 6th St. E. Hastings, MN 55033. Harbor Shelter is open twenty-four hours per day, 365 days per year.

Coordination with other providers/data privacy practice: As required by the Minnesota Department of Human Services, we have a Release of Information form that is signed by the legal guardian giving permission to share information with other agencies.

## **Cultural Diversity**

### Individual Clients:

- Every effort will be made to help minority clients make contact with people who represent their race. This will include contacting parents or case managers to see if there are people already involved with the client in this area as well as attempting to contact agencies within the community that can provide mentoring or other educational services to minority clients.
- Cultural issues will be addressed in therapy groups as well as through individual assignments and education.
- Clients will be allowed and encouraged to practice their own religious beliefs with efforts made to provide access to religious instruction outside the shelter if possible.
- Appropriate foods will be provided should the regular shelter menu conflict with a client's cultural diet.
- If an interpreter is required, Harbor Shelter will work with the referring agency to obtain this service.
- Harbor Shelter will make every effort to keep clients connected to cultural groups they are already associated with.

### Client Group:

- We will encourage clients with similar backgrounds to relate to each other and discuss relevant cultural/racial issues.
- Cultural education will be provided for the client group as a whole, to expose them to the different cultures they may encounter in their lives. This will be accomplished by weekly presentations that will involve:
  - Presentations done by staff about specific cultural issues
  - The use of videos that present specific cultural education.
  - Assignments geared towards cultural topics.

**Extent & Limitations of Program**

Clients must be able to function in a non-locked and non-medical setting. Clients who are emotionally disturbed to the point of requiring hospitalization or are actively suicidal will not be served. Clients who are violent and are determined to be a real danger to other clients or staff will not be served. We do not accept insulin-dependent clients or medically fragile clients. Clients who are substantially limited in major life activities: self-care, understanding use of language, learning, or mobility, will not be accepted. Restrictive procedures can be used to prevent a client from doing harm to self or others. Staff are trained in the use of a T-hold and a Basket Hold. Clients may also be physically escorted. It is used to control a client who needs to be guided to a safe place to help de-escalate interactions between the client and others. Restraint or physical escorts are only to be used when verbal de-escalation efforts have failed.