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PRICE CITY PLANNING COMMISSION

phone: (435) 636-3184 · Fax: (435) 637-2905

185 E. Main - P.O. Box 893

Price, Utah 84501

PLANNING AND ZONING AGENDA

09/28/2015

THE PRICE CITY PLANNING AND ZONING COMMISSION WILL HOLD THEIR REGULARLY SCHEDULED MEETING ON THE ABOVE DATE AT 6:00 PM IN THE PRICE CITY HALL COUNCIL CHAMBERS (ROOM 104). THE PLANNING AND ZONING COMMISSION CHAIRMAN RESERVES THE RIGHT TO MODIFY THE SEQUENCE OF AGENDA ITEMS IN ORDER TO FACILITATE SPECIAL NEEDS.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. MINUTES of September 14, 2015 -
4. PUBLIC COMMENT ON AGENDA ITEMS -
5. GENERAL BUSINESS -
 - a. PUBLIC HEARING - Public hearing to receive input regarding the potential approval of conditional use permits for location of sober living houses at 160 East 100 South and 178 East 100 South within the Commercial 1 zoning district.
 - b. GENERAL PLAN REVIEW - Review of the proposed updates to Chapter 4 of the Price City General Plan, Economics.
6. CONDITIONAL USE PERMIT -
 - a. SOBER LIVING HOUSES - Consideration and possible approval of a Conditional Use Permit for sober living houses located at 160 E 100 S and 178 E 100 S, within the Commercial 1 zoning district, Foundation for Family Life of Utah-Mentor Works, Mr. Joseph White.
 - b. DAYCARE AND PRESCHOOL LAND USE - Consideration and possible approval of a daycare and preschool land use located at 130 N 200 E within the Commercial 1 zoning district, called Bedtime Stories 24 Hour Child Care Center, Joann Hagen.
 - c. ASSISTED LIVING FACILITY - Consideration and possible approval of concept approval only for an assisted living facility land use at 75 E 500 N within the Public Facilities (PF) zoning district, Beehive Homes of Price - Memory Care Center, Richard Nuffer.
7. UNFINISHED BUSINESS -

Note: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should contact, City Recorder, Sherrie Gordon at 185 E. Main, Price, Utah - Telephone 636-3183 at least 24 hours prior to the meeting. This meeting may be held electronically via telephone to permit one or more of the council members to participate.

**PRICE CITY PLANNING AND ZONING MEETING
MINUTES OF SEPTEMBER 14, 2015**

PRESENT:

Commissioners:

Dale Evans	Nick Tatton, Community Director
Jan Young	Sherrie Gordon, City Recorder
Frankie Sacco	
Nancy Bentley	
Judy Beacco	

EXCUSED: Commissioner Oliver and Commissioner Root

OTHERS PRESENT: John Dester

1. In the absence of Chairman Oliver, Vice Chair Sacco called the meeting to order at 6:00 P.M. She led the Pledge of Allegiance.
2. Roll was called with the above Commissioners and staff present.
3. MINUTES OF August 24, 2015 –
MOTION. Commissioner Evans moved to approve the minutes of August 24, 2015 as presented. Motion seconded by Commissioner Young and carried.
4. PUBLIC COMMENT ON AGENDA ITEMS – No public comment was received.
5. GENERAL BUSINESS –
 - a. PUBLIC HEARING - Public hearing to receive input regarding the proposed 23 lot land subdivision for Parklane Townhomes, located at approximately 450 North 1600 East.

MOTION. Commissioner Evans moved to open the public hearing at 6:03p.m. Motion seconded by Commissioner Young and carried.

Mr. John Dester stated that Phase 1 is finished and the last unit sale closed today. It took longer than expected to complete Phase I due to banking issues beyond his control. Mr. Dester reviewed Phase 2 of the project. The parks are in the center of the townhomes and will be finished with the completion of Phase 2. He anticipates Phase 2 to be completed and sold within two years.

MOTION. Commissioner Young moved to close the public hearing at 6:18 p.m. Motion seconded by Commissioner Bentley and carried.

- b. GENERAL PLAN REVIEW - Review of the proposed updates to Chapter 3 of the Price City General Plan, Urban Design.

Nick Tatton, Community Director, advised the Commissioners to send him additional edits if needed. Commissioner Bentley expressed concern within the chapter and would like to continue editing this chapter and commented that it seems that the plans in place and approved are not followed by Price City. The General Plan update will be reviewed for potential final approval at the Price City Planning and Zoning Commission Training Retreat scheduled for December 7, 2015.

6. CONDITIONAL USE PERMIT –
 - a. LAND SUBDIVISION - Consideration and possible approval of a 23 lot subdivision for Parklane Townhomes, within a Planned Unit Development, located at approximately 450 North 1600 East, Georgetown Development, Mr. John Dester.

A Conditional Use Permit (CUP) application was submitted by, and on behalf of, John Dester, Georgetown Development, Inc., for the Parklane Townhomes, Plat B, a previously approved Planned Unit Development (PUD), located in the vicinity of 1600 E 450 N, within the Residential 1-6 (R1-6) zoning district. The general land use evaluation criteria is listed in Section 10.1 of the Price City Land Use Management and Development Code (Code), the specific land use evaluation criterial is in Section 10.1.m of the Code. The PUD, previously approved, is a conditional land use and listed in Section 10.3.14 of the Code, the land subdivision is conditional and listed in Section 10.3.13 of the Code.

The Planning Commission discussed the subdivision with the applicant, including the proposed build-out timing. Vice Chair Sacco read aloud the following conditions of approval and led a discussion with the applicant:

- a. Recording of the final plat with the Carbon County Recorder's office timely finding that properly approved and recorded plats and land records mitigate misunderstandings and serve to keep property records accurate.
- b. Completion of, or amendment to, a public infrastructure development agreement with the Price City Public Works Department and submission of the required financial surety finding the properly agreed to public infrastructure development and financial guarantees protect the financial interest of the community.
 - i. Development elements may include: curb, gutter, sidewalk, street lighting, fire hydrants, water lines, sewer lines, electric lines, ADA access, paint striping, street signage.
- c. Completion of, or amendment to, a private utility agreement with the Price City Public Works Department finding that properly agreed management and operation of private utility systems connected to the public system protect the health, safety and welfare of the community.
- d. Connection of all utilities to the development in compliance with direction from the respective utility providers including Price City Electric, Price City Water and Sewer and Price City Storm Water Management finding that properly connected and installed utility connections prevent service and maintenance issues.
- e. Completion of all storm water management plans and development consistent with plans submitted and with any direction from the Price City Engineer finding that properly controlled storm water flows mitigate the potential for flooding and property destruction.

ACCEPTANCE: The applicant acknowledged that he is aware of the conditions of approval, understands the conditions of approval and intends to comply with the conditions of approval.

MOTION. Commissioner Bentley moved to recommend the Price City Council provided final approval for Parklane Townhomes, Plat B, a 23 lot land subdivision, based on the previously approved Planned Unit Development (PUD) based on the general land use evaluation criteria is listed in Section 10.1 of the Price City Land Use Management and Development Code (Code), the specific land use evaluation criterial is in Section 10.1.m of the Code, the conditional use of a land subdivision in Section 10.3.13 of the Code. Motion seconded by Commissioner Young and carried.

7. UNFINISHED BUSINESS – Nick Tatton, Community Director, advised the Commissioners that two training were scheduled toward the end of the year and suggested if their schedules permit, they attend:

November 5, 2015 – Ken Young from Utah Community Planners will conduct a Small Town Planning Workshop (Held at City Hall from 8:00 A.M. to 3:00 P.M.). All Price City Planning and Zoning Commissioners are encouraged to attend. Price City will pay the registration fee.

December 7, 2015 - Price City Planning and Zoning Commission Training (Held at City Hall from 7:00 A.M. to 6:00 P.M.). All Price City Planning and Zoning Commissioners are encouraged to attend. Nick Tatton requested that RSVP's be made to Mrs. Gordon.

Meeting adjourned at 6:29 p.m. pursuant to a motion by Commissioner Young. Motion seconded by Commissioner Bentley and carried.

APPROVED: _____
Vice Chair, Frankie Sacco

ATTEST: _____
City Recorder, Sherrie Gordon

NOTICE OF PUBLIC HEARING

THE PRICE CITY PLANNING AND ZONING COMMISSION WILL CONDUCT A PUBLIC HEARING ON MONDAY, SEPTEMBER 28TH, 2015 AT 6:00PM IN THE CITY COUNCIL CHAMBERS LOCATED AT 185 EAST MAIN STREET TO RECEIVE INPUT REGARDING THE POTENTIAL LICENSING AND APPROVAL OF SOBER HOUSE LAND USES LOCATED AT 160 E 100 S AND 178 E 100 S.

THE PRICE CITY COUNCIL WILL CONDUCT A PUBLIC HEARING ON WEDNESDAY, SEPTEMBER 30TH, 2015 AT 6:00PM IN THE CITY COUNCIL CHAMBERS LOCATED AT 185 EAST MAIN STREET TO RECEIVE INPUT REGARDING THE POTENTIAL LICENSING AND APPROVAL OF SOBER HOUSE LAND USES LOCATED AT 160 E 100 S AND 178 E 100 S.

COMMENTS MAY BE SUBMITTED IN ADVANCE TO NICK TATTON AT P.O. BOX 893, PRICE, UTAH, 84501 AND WILL BE PROVIDED TO THE PLANNING COMMISSION AND CITY COUNCIL.

PUBLISHED IN THE SUN ADVOCATE SEPTEMBER 17, 22, 2015



KEY POINTS

- Downtown revitalization efforts
- Economic development pursuits
- Tourism promotion
- Community Image
- Economic Goals

4.1. INTRODUCTION

Price City is interested to pursue and maintain a healthy and attainable level of economic growth. Such growth is a means of providing a balanced, healthy economy in Price. It is a means of expanding the tax base for better homes, better schools and better public services. It is a means of providing more employment opportunities and keeping graduating students at home in the community.

Promoting and seeking economic diversity has been identified as the highest priority of community goals in the recent General Plan update process, which involved city officials and community stakeholders. Below is a list of the important economic focus issues that Price City should pursue:

Economic Focus Issues (listed by priority):

1. Promote and seek economic diversity
2. Cooperate with BEAR and USU-E for expansion and retention of businesses
3. Promote the positives of fossil fuels
4. Develop and use good marketing tools
5. Provide equal attraction and opportunity for new businesses
6. Promote renewable energy
7. Promote import and export enterprises
8. Establish good housing and workforce goals
9. Promote a “Buy Local” campaign for retail and services

The City also recognizes the importance of establishing and maintaining an appropriate level of community sustainability. While total sustainability is not possible, any reduction in the percentage of imported goods and services strengthens the community’s ability to survive both economically and environmentally. The export of

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native goods and services to nearby communities, if it does not denigrate the quality of life and impact the natural environment, will also provide long-term benefits to Price City. Those benefits will be in terms of business opportunities, stable employment and increased economic well-being.

Price acts as a regional center for commercial needs and services in Carbon County and surrounding areas. Building upon existing opportunities and services becomes important as Price continues to fill this important role in the region.

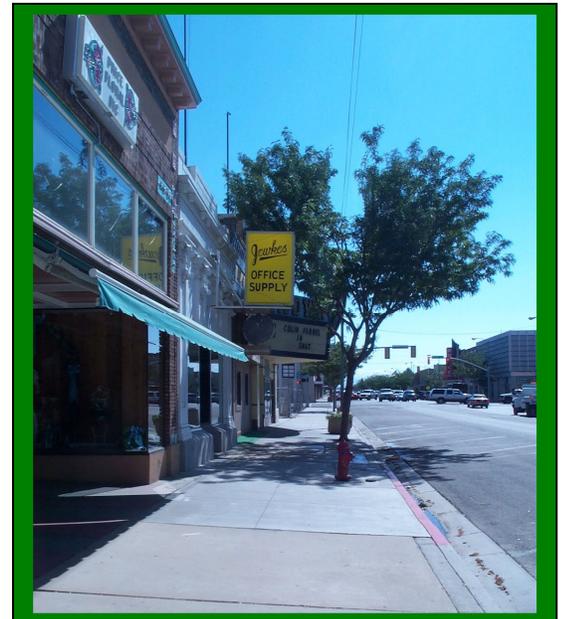
4.2. DOWNTOWN REVITALIZATION

The revitalization of the core of the community is one of the paramount economic activities of the City. Downtown Price is currently a functioning and valuable economic area of the city, although it is generally recognized as needing greater support and improvement through investment into buildings and property. The downtown area brings together the convergence of the three most important business corridors in Price, which are Main Street, 100 North Street, and Carbon Avenue. Each of these corridors connect to U.S. Highway 6, providing the backbone for business opportunities and the economic success of the community.

Recognizing the importance for a vital and effective downtown, revitalization efforts through redevelopment and other programs are being shaped by the City and the business community. Several concepts have been recently introduced which will serve to make downtown Price more viable. They include:

- Streetscape improvements (see page 20)
- Historic preservation (see page 21)
- Special events held in the downtown area
- The attraction of additional retail and commercial services
- Potential expansion of the USU-E Prehistoric Museum
- Revised historic district parking scheme with possible center lane parking or shared parking agreements among owners of parking locations.

The downtown area is no longer included in a redevelopment area of the Price City Economic Development and Urban Renewal Agency (EDURA). Funding for improvements and business assistance in downtown was formerly administered through the City for several years. It is recommended that tax increment be considered within the existing project area as individual projects may occur.





Holding special events, such as farmers markets, art festivals and other street fairs can be an effective method to draw more attention and business to the downtown area. Combining the efforts of the City with that of downtown business owners, the Carbon County Chamber of Commerce as well as local resident volunteers and other public agencies can create successful special event ventures.

With the help of economic and planning consultants, the City has identified several unmet commercial and retail demands and community needs that can and should be met downtown. These include:

- Additional retail anchors
- Restaurants - for lunchtime as well as nighttime dining
- Apparel stores- including specialty clothing and shoes
- Specialty shops such as sporting goods, nurseries/ garden supplies, sewing, hobbies, crafts, stationery, and books
- Entertainment - such as bowling, theaters, live music.
- Parking
- Housing - such as mixed use developments

This data is further supported by the results obtained through the comprehensive business visitation program, the Castle Country Business Expansion and Retention (BEAR) program. Price City should continue to actively support and utilize the BEAR program for the economic benefit to the community that may be created or enhanced.

4.3. ECONOMIC DEVELOPMENT

Historically, the economy of Price and surrounding areas has had a strong relationship with the development and production of energy resources, such as coal mining. As energy uses and needs change, and new resources are utilized, reliance on the economy of energy production can create difficulties for the community. Diversity into the various fields of business and manufacturing are the growing trend for successful economic pursuits in Price.

It is the City's intent to achieve the most desirable results in economic development pursuits. The economic development plan should be followed and updated as needed by the City in order to achieve the results desired by the community. The economic development plan should work in concert with the goals and efforts of other regional economic development goals and efforts.

The economic development plan should continue to focus on:

- Encouraging the attraction and development of business and industry that offer Price new jobs and diversified economic vitality,
- Continuing and improving upon assistance programs and funding for the retention and development existing businesses,

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- Promoting tourism to Price and regional attractions, and
- Improving the image of the community as a great place to live, work and play.
- Increasing the positive economic impact of Utah State University-Eastern.

A second City motto, intended for use in economic development pursuits, is:

“Price City, A Place of Value”

City economic development marketing materials and promotional programs should focus on the use of this motto in practice and theory to showcase the city and its economic development opportunities.

An effective tool for assisting new business ventures and the expansion of existing businesses is found in the Price City Economic Vitality Fund, administered by the City. Providing loans of up to \$10,000, the City’s program emphasizes the need for loan recipients to improve local property values, generate employment and increase local economic activity. This program should be continued and strengthened when possible. Additionally, the City should continue to actively promote its Economic Activity Security Price City (EASY) program in which tangible business property investments may be partially reimbursed and incentivized.

4.4. TOURISM

Continued development of tourism to Price and regional attractions is another opportunity to positively impact the local economy. Working in association with the Carbon County Office of Tourism and regional agencies, the City can actively assist the promotion of tourism. To do this effectively, marketing strategies need to be defined, and the necessary resources need to be dedicated. Efforts should be increased toward promoting Price, with its plethora of nearby attractions and recreation opportunities, as a destination for travelers and outdoor sports enthusiasts.

Unique characteristics of the community and the surrounding areas need to be identified and emphasized. Continued and increased emphasis should occur in promoting and building upon existing special amenities and themes, such as the Prehistoric Museum and native peoples.

4.5. COMMUNITY IMAGE

Related to the promotion of tourism and economic development are efforts to improve the overall image of the community. Promotion should focus on the community as a great place to live, work and play, which offers opportunities and services in all areas of life. Strong quality of life factors existing in Price should be emphasized, such as the availability of recreation and outdoor adventures, strong educational resources, the

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fairgrounds and special events, the USU-E Prehistoric Museum, high quality medical facilities, a lower cost of living than in major metropolitan areas, and a safe atmosphere.

Beautification efforts in downtown, along main corridors and at community entryways, as described in Chapter 3, will have significant impact on improving the community image. Improved community image can have positive long-term economic benefits on the city. New residents, including both work force and retirement-aged people will be attracted to consider making Price their home. More travelers will look to Price as a nice, fun destination rather than a place they bypass. More businesses will look to Price as an attractive community in which to do business.

CHAPTER 4 - ECONOMIC GOALS

Goals	Strategies	Actions	Timing	Agency
1. Support the long term viability of the coal industry, while also diversifying and strengthening other economic drivers.	A. Increase Price's status as a regional center for retail, office, industrial, governmental, and service uses.	i. Establish a City economic development advisory committee to work with county regional and state agencies.	0-5 years	City Council, Community Director
		ii. Establish, review and follow up on Price City Strategic Economic Development Goals, to include promoting the positives of fossil fuels, renewable energy, and import and export enterprises.	0-4 years	City Council, Community Director
		iii. Continue to encourage regional retailers to locate in existing business corridors in Price.	Ongoing	City Council, Community Director
		iv. Encourage the development of all Highway 6 off-ramps to maximum capacity	Ongoing	City Council, Community Director
		v. Develop and promote a "Buy Local" campaign for retail and services.	0-2 years	Community Director, Chamber of Commerce
		vi. Develop a Price City Economic Development Committee and hold regular meetings to further economic development projects and initiatives within Price City	1 year then ongoing	Community Director, City Council

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CHAPTER 4 - ECONOMIC GOALS

Goals	Strategies	Actions	Timing	Agency	
1. (cont.) Support the long term viability of the coal industry, while also diversifying and strengthening other economic drivers.	B. Encourage the attraction, retention, and development of business and industry that gives Price economic vitality.	i. Continue to strengthen and expand the effective use of the Economic Vitality Fund.	Ongoing	City Council, Community Director	
		ii. Make business retention a priority by making regular visits to Price businesses.	Ongoing	City Council, Community Director	
		iii. Continue to operate a formal community-wide Business Retention and Expansion (BRE) program.	Ongoing	City Council, Community Director	
		iv. Promote new business that brings capital from outside the region into Price's economy, such as e-commerce, online business, manufacturing that markets to national and international consumers.	Ongoing	City Council, Community Director	
	C. Establish business, arts and industrial services incubator programs.	i. Actively work with the BTAC to increase community incubation capacity.	0-3 years	City Council, Community Director , Main Street Coordinator	
		ii. Work closely with the USU-E regional development program.	Ongoing	City Council, Community Director , Main Street Coordinator	
	D. Promote entrepreneurial education in the community.	i. Promote K-12+ entrepreneurial education programming.	0-7 years	City Council, Community Director	
		ii. Support community based entrepreneurial education programming such as SBDC, BTAC, UACP, etc.	0-2 years	City Council, Community Director , Main Street Coordinator	
	2. Encourage the revitalization of the downtown area and main business corridors.	A. Establish specific goals for economically revitalizing the downtown area.	i. Create and pursue plans for attracting new retail and dining and other businesses in the downtown area.	0-5 years	City Council, Community Director, Main Street Program

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CHAPTER 4 - ECONOMIC GOALS

Goals	Strategies	Actions	Timing	Agency
		ii. Develop plans for holding more special events in the downtown area, involving the business community.	0-5 years	City Council, Community Director, Chamber of Commerce, Main Street Program
		iii. Re-establish the downtown redevelopment agency as soon as possible.	0-2 years	City Council, Community Director
		iv. Potentially use a mixed use zoning approach or overlay district to encourage downtown customer visitation	0-2 Years	Planning Commission, City Council
	B. Establish goals for revitalizing Carbon Avenue, First North, Airport Road and Fairgrounds Road.	i. Add south Carbon Avenue as a new RDA area.	0-5 years	City Council, Community Director
		ii. Create and pursue plans for attracting new business opportunities on Carbon Avenue, First North, Airport Road and Fairgrounds Road.	0-5 years	City Council, Community Director
3. Increase travel and tourism to Price and the area.	A. Work in association with the Carbon County Office of Tourism and regional agencies.	i. Meet with regional travel agencies on a regular basis.	Ongoing	City Council, Community Director
		ii. Develop and define tourism marketing strategies in which the City can participate.	0-5 years	City Council, Community Director
		iii. Dedicate as much as possible the necessary resources, financial and otherwise, to meet the objectives of the tourism marketing strategies.	Ongoing	City Council
4. Enhance the image of the community.	A. Develop a plan for media promotions, marketing strategies and community improvement activities.	i. Re-establish a citizens advisory team (CAT) for community improvement to review the issues and make recommendations for strategies and projects.	0-5 years	City Council

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CHAPTER 4 - ECONOMIC GOALS

Goals	Strategies	Actions	Timing	Agency
		ii. Promote the strong quality of life factors existing in Price, with a focus on the community as a great place to live, work and play, offering opportunities and services in all areas of life.	Ongoing	City Council, Community Director, all departments
		iii. Encourage beautification projects to be developed throughout the community including highway Entryways (see also Chapter 3 goals).	Ongoing	City Council, Planning Commission, Community Director
		iv. Develop, promote and fund an image improvement marketing campaign.	0-5 years	City Council, Community Director

Mayor
JOE L PICCOLO
City Attorney
NICK SAMPINOS
Community Director
NICK TATTON
City Recorder
SHERRIE GORDON
Public Works Director
GARY SONNTAG



185 EAST MAIN • P.O. BOX 893 • PRICE, UT 84501
PHONE (435) 637-5010 • FAX (435) 637-2905
www.pricacityutah.com

Price City Planning & Zoning Commission

**Planning & Zoning
Commissioners**
ROBERT OLIVER, CHAIR
FRANKIE SACCO, VICE CHAIR
JUDY BEACCO
DALE EVANS
NANCY BENTLEY
RICHARD ROOT
JAN YOUNG
ALTERNATE: ERROLL HOLT

DATE: SEPTEMBER 2, 2015

TO: PRICE CITY PLANNING & ZONING COMMISSION

FROM: NICK TATTON, PRICE CITY 

RE: CUP – FOUNDATION FOR FAMILY LIFE – MENTOR WORKS

Please find attached a Conditional Use Permit (CUP) application submitted by Joseph White, The Foundation for Family Life – Mentor Works. This organization organizes and provides transitional housing for various groups. They have applied to receive a CUP for two (2) locations within Price City: (1) 160 E 100 S, within the Commercial 1 (C-1) zoning district; and (2) 178 E 100 S, also within the C-1 zoning district. The proposed locations are next door to each other. They are proposing housing for released drug and alcohol dependent inmates to acclimate them back into society. The land use activity may be considered protected under the Americans with Disabilities Act and/or Fair Housing Act as the persons entering the homes may be considered to have a disability. Based on the application received the land use has been determined to be ‘boarding house’ within the C-1 zoning district rather than a ‘group home’, however, it has been determined that the occupancy limits identified in the Price City Land Use Management and Development Code (Code) for group home licensing provide a functional, reasonable and rational basis regarding the occupant capacity condition of approval. The general nature of the land use also lends itself to that of a group home as defined and detailed in Chapter 8 of the Code and thus the applicant is required to obtain a business license for each location for location and tracking purposes. The conditions of approval consistent with group homes may also be taken in to consideration during deliberations by the planning commission as the land use is similar.

General land use evaluation criteria for both locations is found in Section 11.1 of the Code and the specific land use evaluation criterial/land use checklist is found in Section 11.1.m of the

Code. These locations may be considered under the following Code Sections: Rooming and Boarding Houses, Code Section 11.3.2.1.3 (Conditional Use); and, Boarding House, Code Section 11.3.2.1.5.8 (Conditional Use). A reasonable accommodation consideration has also been requested for the locations consistent with the land use consistent with a Large Group Home as defined in the Code and detailed in Chapter 8 of the Code since the locations are situated within the C-1 zoning district and not within a residential zone, which is traditionally where residential oriented facilities are sited.

It is the recommendation of staff to thoroughly discuss the proposed land uses with the applicant including the potential impacts of the land use in the neighborhood and any concerns raised by the neighbors.

The Planning Commission may potentially recommend the Price City Council provide final approval for the proposed land uses including the following recommended conditions of approval. Issues and matters to discuss with the applicant include:

- Restriction prohibiting on-site counseling and group therapy sessions and medical treatments.
- Requirement to have a full-time, on-site house manager at each location.
- Fire and building safety inspections and compliance with recommendations stemming from the inspections, for both locations.
- Americans with Disabilities Act (ADA) inspection of both locations and compliance with all recommendations stemming from the inspection.
- Maximum occupancy at each location, including the house manager.
- Submission of residents' information to Price City Police Department prior to occupancy.
- Submission of list of all mentors and volunteers to Price City Police Department.
- Restriction against all signage at locations.
- Requirement for maintenance of property and structures in full compliance with Price City Property Maintenance Code.
- Neighbor concerns raised and documented.

Based on the level of difficulty to interact through the application process with the Utah Foundation for Family Life/Mentor Works and to obtain full, accurate and complete

application information from Mr. Joseph White, two additional options that the planning commission may avail itself to, if needed, and based on the community input/neighbor concerns and discussion with the applicant, Mr. Joseph White, are listed below.

- 1. Table any action on the application pending the submission of any additional information deemed necessary by the Planning Commission to fully evaluate the land use and identify appropriate conditions of approval to mitigate potential impacts created by the land use.**
- 2. Recommend the denial of the application and land use, based on Section 7.1.7.2 of the Code and finding that the applicant has not presented by way of his application materials or comments, a reasonable assurance to the Planning Commission that the conditions of approval will be followed.**
 - a. Incomplete and/or inaccurate application, including inaccurate site plans, submitted.**
 - i. Site plan indicates garbage cans located in the street. This is an unacceptable site element.**
 - ii. Business licensing application requirements for each location not met.**
- 3. If the Planning Commission chooses to recommend approval of the Conditional Use Permit it is the recommendation of staff to include the following conditions of approval:**

RECOMMENDED MOTION(S):

1. Move to recommend the Price City Council authorize a reasonable accommodation, based on the applicant's request, finding that other suitable locations for the land use may not currently exist in the community as it relates to 160 E 100 S and 178 E 100 S only.
2. Move to recommend the Price City Council provide final approval for the land use of Rooming and Boarding Houses, Code Section 11.3.2.1.3 (Conditional Use); and, Boarding House, Code Section 11.3.2.1.5.8 (Conditional Use) at 160 E 100 S and 178 E 100 S only within the Commercial 1 (C-1) zoning district, based on the general land use evaluation criteria listed in Section 11.1 of the Code, the specific land use evaluation criteria/land use checklist in Section 11.1.m of the Code, and subject to the following conditions of approval:
 - a. Acceptance and approval of a reasonable accommodation request finding that interpretation of the Code for the land use of a group home, a related land use to a

rooming and boarding house, is restricted in the C-1 zoning district and a reasonable accommodation is warranted based on property availability within the community and the use is located in a residential structure within the C-1 zoning district and the group home standard provides a functional, reasonable and rational basis for the land use evaluation, conditions and permitting.

- b. No on-street parking by residents or house manager finding that restricted on-street parking mitigates the potential for vehicle and pedestrian accidents and congestion in the neighborhood.
 - i. No unusual traffic (delivery trucks, commercial vehicles, heavy equipment) permitted on or off site finding that restricted unusual traffic mitigates negative impacts in the neighborhood.
 - ii. Total parking limited to two (2) traditional vehicles parked off street in the driveway for each location.
- c. Garbage collection and service frequency arranged so as to not permit accumulations of garbage beyond capacity of on-site receptacles and receptacle quantity and service frequency to be adjusted to avoid accumulations of garbage or other related nuisances in the neighborhood.
 - i. No unusual waste, debris, residential or otherwise to be generated, no unusual electronic interference generated, no unusual dust, smoke, odors, noise, discharge or other contamination generated finding that restricted unusual generation of potential nuisances conditions mitigates negative impacts in the neighborhood.
- d. No on-site individual or group counseling or medical treatments to be provided finding that the location is not licensed or permitted as a counseling or treatment center nor is it permitted as a Home Occupied Business for the provision of those services.
- e. Fire and building safety inspection of subject properties to be completed by the Price City Fire Chief and Price City Building Inspector and compliance with all safety requirements and recommendations stemming from the inspection(s) finding that fire and building safety improvements protect the health, safety and welfare of the community.
- f. Inspection of the subject properties by a qualified American's with Disabilities Act (ADA) inspection provider and compliance with all access and safety requirements stemming from the inspection finding that inspected and accessible

housing ensures compliance with the ADA laws and is in the best interest of the potential residents occupying the structures.

- g. Maintain a minimum of one full-time, on-site house manager at all times at both 178 E 100 S and 160 E 100 S, respectively, finding that the nature of the housing occupancy necessitates full-time, on-site management to mitigate neighborhood impacts created by the occupancy type.
- h. Occupancy limit on each home not to exceed six (6) total persons including full-time, on-site house manager finding that the occupancy limits for a large group home licensing provide a rational basis for approval of the land use and mitigate the potential for overcrowding in the structure or neighborhood and the physical bedroom and bathroom space in the structure does not support additional occupancy levels.
 - i. Occupancy to comply with Transitional Housing as defined in Section 1.13.278 of the Code: TRANSITIONAL HOUSING FACILITY. A facility owned, operated or contracted by a governmental entity or a charitable, not for profit organization, where, for no compensation, temporary housing (usually three to twenty four months, but in no event less than thirty days) is provided to homeless persons, while they obtain work, job skills, or otherwise take steps to stabilize their circumstances. A transitional housing facility shall not include a shelter for the homeless, and a dwelling unit provided to a family for the exclusive use as part of a transitional housing program, for more than thirty days, shall not be considered to be a transitional housing facility.
 - ii. No persons to reside, visit, or congregate at the either home or property who are listed on any sex offender registry or who have committed a crime involving weapons or violence or persons known to currently be using drugs in an illegal manner finding that children may be present in the neighborhood and restricting registered sex offenders and those who have committed crime(s) involving weapons or violence from the location protects the health, safety and welfare of the community.
 - iii. Only persons originally or [formerly] permanently based in Carbon County for a minimum of a six (6) month period to reside in either home finding that limiting occupancy of the home to persons from Carbon

County serves to mitigate the community concern regarding imported residents with criminal histories.

- iv. Official supervision of each resident in the home to be provided by Adult Probation and Parole or, at Mentor Works expense for costs and reimbursement, the joint supervision by the Price City Police Chief and/or the Carbon County Sheriff, or through a court appointed private probation provider, finding that official law enforcement supervision increases the opportunity for success of the residents and mitigates potential issues within the neighborhood.
 - 1. Supervisory visits to be completed at a minimum of weekly.
- v. No gathering in excess of ten (10) individuals at the home, inside or outside finding that restricting large gatherings of people mitigates disturbances within the neighborhood.
- vi. No children under the age of eighteen (18) years of age permitted to enter either yard or home, regardless of relationship, connection to resident or status finding that restricting access by children protects the health, safety and welfare of the community.
- i. Conduct information dissemination and program operation meetings with members of the neighborhood, at a location within the neighborhood or immediately adjacent to the neighborhood, a minimum of annually, finding that interaction between the operation and the neighborhood limits misinformation and serves to mitigate misunderstandings as well as provide the basis for correction of problem situations in advance.
- j. Provision of a list of residents, managers, volunteers, updated from time-to-time as may be necessary, to the Price City Police Department, Carbon County Sherriff Department and any neighbors requesting finding that public safety knowledge of high-risk individuals or situations in the community mitigates the potential for criminal or civil violations.
 - i. Compliance with all community safety requirements or recommendations provided by the Price City Police Department finding that community safety directives protect the health, safety and welfare of the community.
 - ii. Certify, by way of accepting these conditions of approval, and the applicants acknowledgement, that: (1) all American's with Disability Act and Fair Housing Act requirements will be followed; and, (2) Certify, via

the submission of the Conditional Use Permit Application, that no person will be placed or remain in either location whose prior or current behavior, actions and/or criminal incidents or convictions, has demonstrated that such person is or may be a direct threat to the health or safety of other individuals, or whose said behavior, actions and/or incidents or convictions has resulted in or may result in substantial physical damage to the property of others finding that such certifications protect the health, safety and welfare of the community.

1. Any violators to be removed from the home and the violation to be reported to the Price City Police Department within 24 hours.
 2. Violators removed from home to be relocated to another home, facility by Mentor Works to ensure homeless situations are not created in the community.
- k. Provision of copies of all state licensing documents to Price City finding that properly licensed and registered businesses protect the health, safety and welfare of the community.
- l. Provision of a copy of the Department of Justice (DOJ) grant the Foundation for Family Life of Utah/Mentor Works is administering finding that local knowledge of the terms of the grant may help identify timing of management gaps of the project finding that a strong possibility of terminated, delayed or reduced management of the site by the Foundation for Family Life of Utah/Mentor Works may occur when the grant terminates.
- i. Submission of a written plan to Price City detailing the approach the Foundation for Family Life of Utah/Mentor Works will take to ensure continued, ongoing and uninterrupted operation of the facility in a manner consistent with this approval should the DOJ grant status change.
- m. No installation of signage at either location finding that restriction of signage serves to maintain the residential character of the properties, although situated within the C-1 zoning district, and structure utilized to accommodate the land use.
- n. Submission to Price City on an annual basis certificates of liability insurance from the property owner and/or operations provider in the minimum amount of \$1,000,000 finding that insured operation's protect the financial interest of the community as well as protect the health, safety and welfare of the community.

- o. No violations of the Price City Property Maintenance Code as it relates to the property or the structure finding that properly maintained property and structures protect area property values and is consistent with the Price City General Plan.
- 3. Move to acknowledge that the applicant, applicants agents and representatives, are aware of the conditions of approval for both locations: (1) 160 E 100 S; and, (2) 178 E 100 S, understand the conditions of approval and intend to comply with the conditions of approval.

Fee: Paid



CONDITIONAL USE PERMIT APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable fees to: Price City Community Development Department, P.O. Box 893, 185 East Main, Price, UT 84501. For questions call (435) 636-3184.

Please check one.

- New Business** (Complete boxes 1 through 13 on page 1, and all subsequent pages)
- New Construction/Development** (Check all applicable boxes below and complete entire application)
- Plan Phase:
- Concept
- Preliminary
- Final

PLEASE TYPE OR PRINT LEGIBLY.

Applicant Information				
1. Applicant's Name: Joseph White	2. Title: Executive Director			
3. Applicant's Mailing Address: 1878 W 12600 S		4. Suite/Apt. No.: #230		
5. City: Riverton	6. State: UT	7. Zip Code: 84065		
8. County: Salt Lake		9. Telephone: (801) 679-3921		
Project Information				
10. Name of Project (Business): Foundation for Family Life of UT/MentorWorks				
11. Address of Proposed Project: 160 E 100 S, Price UT 84501, 178 E 100 S, Price UT 84501				
12. Zone District (see attached zoning map):				
Nature of Proposed Work (Check all applicable items in boxes 13 through 16)				
13. <input type="checkbox"/> Sign <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential	14. <input type="checkbox"/> Zone Change <input type="checkbox"/> Storm Drainage <input type="checkbox"/> Street Work <input type="checkbox"/> Road Dedication <input type="checkbox"/> Water <input type="checkbox"/> Sewer	15. <input type="checkbox"/> Excavation <input type="checkbox"/> Fill Work <input type="checkbox"/> Building <input type="checkbox"/> Subdivision <input type="checkbox"/> Apartments <input type="checkbox"/> Electrical	16. <input type="checkbox"/> Industrial <input type="checkbox"/> Annexation <input type="checkbox"/> Flood Plain <input type="checkbox"/> Recreation <input type="checkbox"/> Street Opening <input type="checkbox"/> Demolition	
17. Quarter Section(s):	18. Section(s):	19. Township(s):	20. Range(s) & Base:	
21. Estimated Cost of Project: a) Site Work \$ _____ b) Buildings \$ _____ c) Other \$ _____ Total \$ _____		22. Electrical Load Sheet: (Attach preliminary and final to application)		23. Project Plans: <input type="checkbox"/> Plans Included <input type="checkbox"/> Attachments (Number) _____

24. Brief Description of Project:

Provide sober living homes for men and women in Carbon County who primarily have substance abuse related offenses and have expressed a sincere desire to change their lives. Each home will have a house mgr, set of house rules, policy and procedure manual, and provide food, clothing and furniture. Each will have approved DHS licensing. Residents will be required to abide by strict program rules including maintaining sobriety, service, and gainful employment.

25. Justification (Explain why this project is needed):

Based on invitation from community leaders, we have been asked to open these sober living homes because of a dearth of transitional housing in Carbon County.

26. Names and Addresses of Adjoining Property Owners, Lessees, Etc.:

NAME	ADDRESS (City, ST, Zip)	TELEPHONE
1. Gust and Tara Kalatzes	160 East 100 South Price, UT 84501	()
2. Gust and Tara Kalatzes	178 East 100 South Price, UT 84501	()
3.		()
27. Estimated Starting Date: 9 / 1 / 2015	28. Estimated Completion Date: / /	29. Has P.R.W.I.D. Sewer Survey Been Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No

See letter sent to City Office / Mayor Piccolo

Signature of Property Owner
Gust Kalatzes

Date

Please Print Name

Title

Office Use Only

Recommendation of Planning and Zoning Administrator (Community Director):

- Approve
- Decline

} NO staff recommend - see staff Report.

Comments: *11.1 + 11.1.m - eval. criteria*

Rooming & Boarding Home = C = 11.3.2.1.3 of Code

Boarding Home = C = 11.3.2.1.5.8

Signature: *[Signature]*

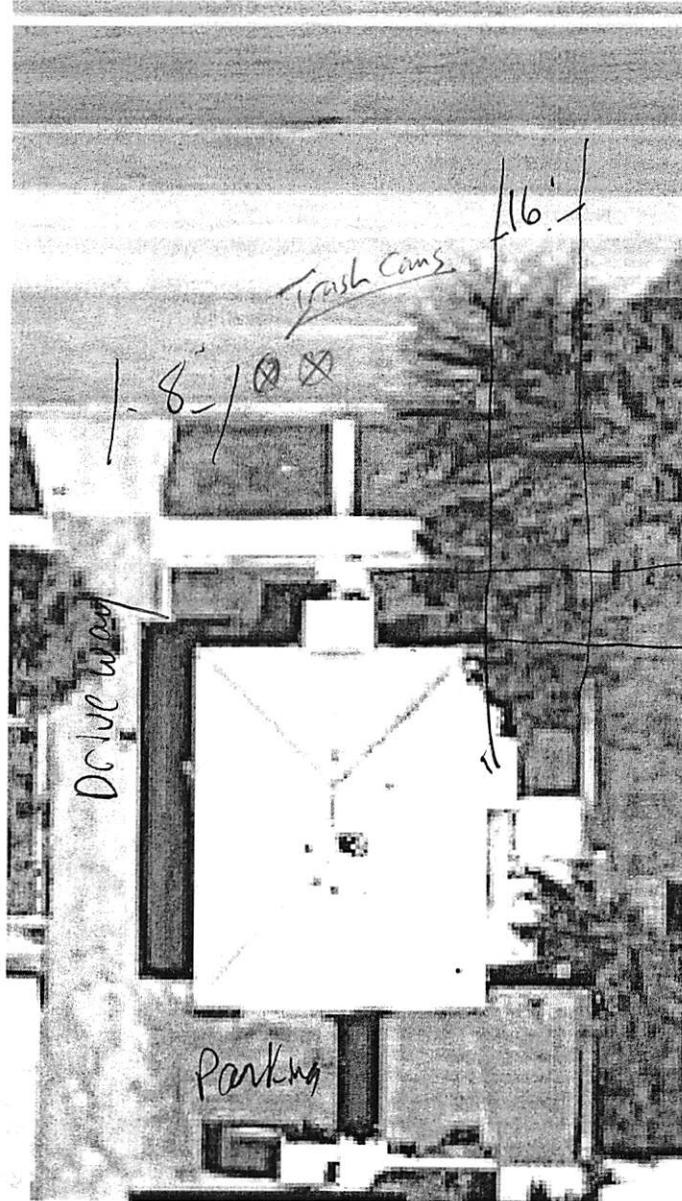
Date: *9-8-15*

Requires:

- Building Permit - *Any renovations to properties*
- Conditional Use Permit
- Code Amendment
- Board of Adjustments Variance
- Flood Plain Development Permit
- Other: *Busn Lic. - even location*

Site Plan #1

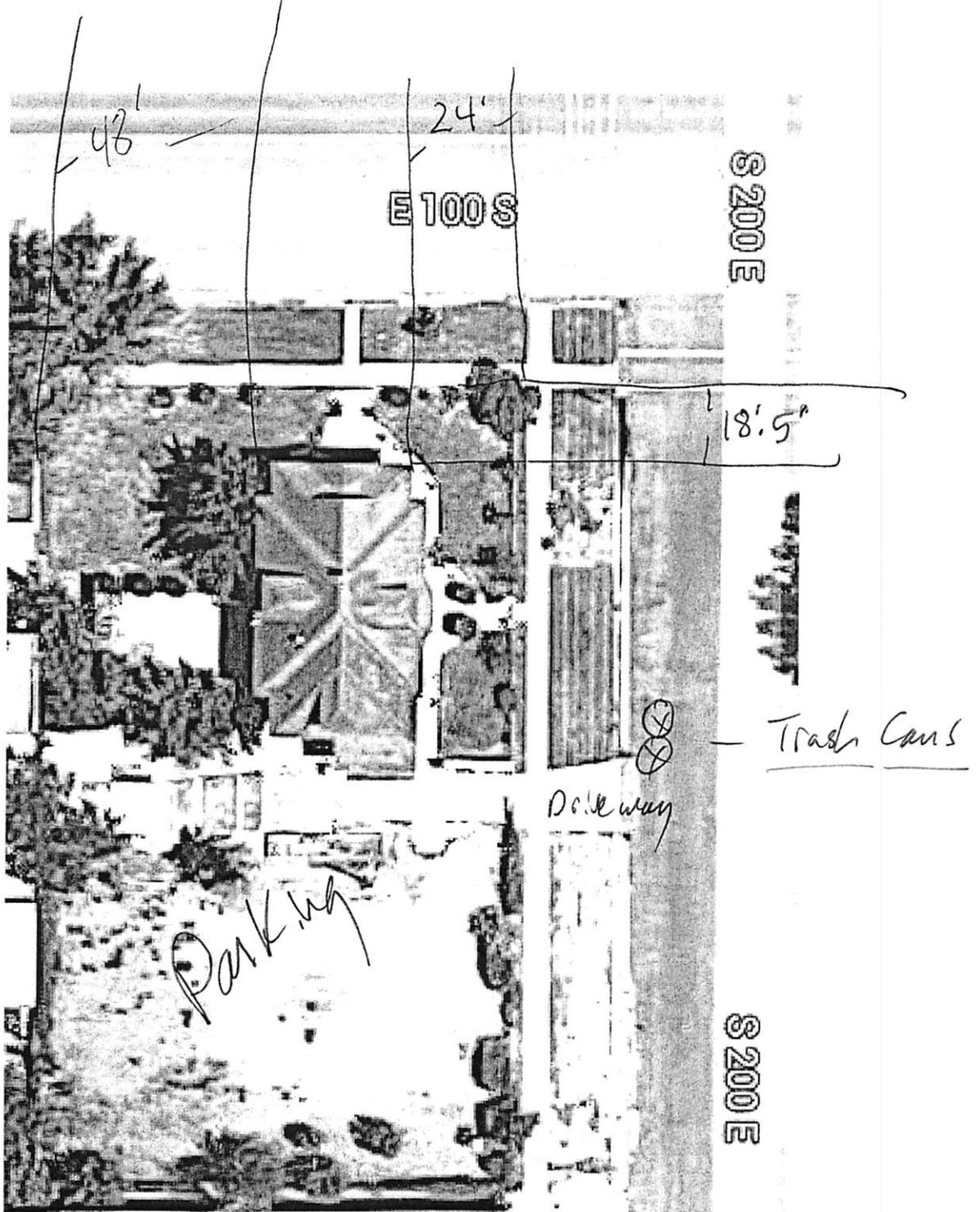
Proposed MentorWorks Sober Living Home #1: 160 E. 100 S., Price, UT, 84501



26

Site Plan #2

Proposed MentorWorks Sober Living Home #2: 178 E. 100 S., Price, UT, 84501



August 28, 2015

RE: The Foundation for Family Life of Utah

Dear Mayor Piccolo,

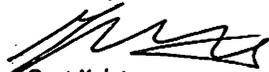
I would like to share our support for The Foundation for Family Life of Utah or the "Recovery Support Program" and what they are trying to accomplish in our area.

I have had several conversations with Mr. White about the program and understand it fairly well. I have also stipulated that he visit with all immediate neighbors so they are fully aware of the program and its' function and purpose. Mr. White and one of his staff have done that and reported wide support and acceptance. Only one neighbor expressed concern and did not want to make them known. I do know this person and I am certain the concern is entirely based on the past and not this program. In that neighborhood apartments were rented near the homes where swastikas were displayed, arrests made at gun point in the street, fights, parties, etc., etc.

I am very careful to whom I rent our homes to and will not tolerate the above. We have outlined our expectations in leases with legal counsel as to our rentals and this specific purpose. I believe this program is controlled, structured and with rules. It must also comply with federal, state and local laws and as a business and in its' purpose. The properties are in a commercial area and I feel they are more suited for this program than in other areas and I believe a program like this is much better than what could move into the neighborhood.

I am hopeful Mr. White and his Staff will succeed helping many in our area as it is greatly needed.

Sincerely,



Gust Kalatzes



Policy & Procedures Manual

MentorWorks is A Program of the Foundation for Family Life of Utah, a 501(c)3

(Revised: September 1, 2015)



1878 W. 12600 S. #230
Riverton, UT 84065
801-679-3921
info@fflut.org
http://fflut.org

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Policies and Procedures

Program Overview

MentorWorks professional offices are located in Riverton, Utah. Administrative operations occur in this location. Programming aspects occur in each of the sober living home locations. MentorWorks currently has 2 homes in Salt Lake County, 1 in Utah County, and 1 in Grand County.

Program Philosophy

MentorWorks *Mission* is to provide a compassionate helping hand for those transitioning from incarceration to a life of pride and productivity for themselves, their family and community.

MentorWorks *Objective* is to recruit and train mentors who connect with pre-screened inmates, ex-offenders, and addicts/alcoholics coming out of treatment, and provide follow-up support. MentorWorks ultimate objective is to reduce recidivism rates by shepherding “mentees” back into community life, building positive community connections, and helping them become productive citizens. MentorWorks facilitates these bonds as mentees develop close working relationships with mentors, gain hope for a better tomorrow, and a sense of accountability while building a productive life.

MentorWorks *Activities* center on mentoring individuals in the development and execution of a “*Success Plan*” that includes key components of early reentry success-finding employment, maintaining sobriety, and repairing and preparing for healthy relationships with family, friends, employers, and others.

MentorWorks *Plan* invites selected individuals to participate in mentoring relationships, 3 months prior to release (ideally). Mentors receive training, understand available resources, and support existing jail/prison programming (e.g., *CATS, EXCEL, HOPE, CONQUEST, etc.*). A key outcome is the development of a *Success Plan* that maps out reentry goals and desires. Mentors identify and facilitate necessary transitional services, support inmates’ terms of parole/probation, and meet them at the jail upon release to take them to their parole officer, obtain necessary clothing, etc., and introduce them to the MW sober living home. Respect and confidence in the capacity to change are core *principles* that permeate mentoring relationships. Commitment and support of these principles lead to reduced recidivism, cost savings to the criminal justice system and society, and increased individual capacities.

Goals and Objectives

MW provides mentoring for soon to be and recently released ex-offenders to help:

- Establish meaningful mentoring relationships
- Maintain sobriety
- Find stable, meaningful employment
- Identify needs and methods to meet those needs
- Repair and create healthy relationships

Keys to Success

Program success is realized as we:

- Maintain working relationships with State and County prison/jail systems
- Maintain relationships with community services that provide support to those we serve
- Maintain and expand transitional housing sites with onsite mentoring
- Provide ongoing mentor training and support
- Collaborate with Wasatch Staffing and other employment venues.
- Collaborate with Family Life Center and other counseling venues.

Program Implementation

Intake and Record Keeping

Case and/or House Managers conduct all intakes of new program participants, referred to as mentees. Mentees receive an intake packet called their “Riser Packet” that includes a Sober Living Handbook, agreement forms, program worksheets, and their Riser 1 Recovery Work. The following “Case/House Manager Intake Checksheet” provides an outline of the intake process and highlights record keeping procedures. Following the Intake Checksheet, we provide the full Sober Living Handbook as it spells out much of the program and the policies and procedures associated with the program and that are required by state statute (R501-2, Core Rules).

- ✦ **Application & Post App:** Review & approve prior to entry (Case Manager only)
- ✦ **Atypical Intake (Y/N):** Complete Application, Post-App, & Success Plan at Intake (*provisional acceptance*)
- ✦ **Acceptance Letter & Success Plan (completed):** Require Mentee to produce (*unless Atypical*)
 - Review & acknowledge both, congratulate on letter and on beginning their Success Plan!
 - Take a picture of their Success Plan with phone, text to office staff, return it to mentee
 - Explain Success Plan is dynamic & will change as they journey through sobriety
- ✦ **Intake Pic/Email**
 - Picture:** Take Mentee picture with phone
 - Email/Text (to office):** picture, full name, birthdate, intake date/time, facility from, fee pymt plan
- ✦ **Riser Packet: (Presented & reviewed after above steps)**
 - Intake Forms (Left Side Pocket)**-Require signatures, scan to OneDrive, file in mentee folder
 - Sober Living Contract
 - Liability Releases
 - Medical Information
 - Contact Sheet
 - Insurance & UTA (*not relevant for all locations*)
 - Riser 1 Recovery Work (Left Side Pocket)**-Read through, explain expectations, offer help
 - Success Plan (read, turn pages)
 - Relapse Prevention Plan & Essay (read/explain essay, editor, final version)
 - Tobacco Cessation Plan (read declaration, commitment, activities)
 - Return in 3 days to gather completed Riser 1 Recovery Work (Incomplete=Violation)
 - Sober Living Handbook (Right Side Pocket)**-Review in entirety, sign last page
 - Program Worksheets (Right Side Pocket)**-Read through, explain expectations, offer help
 - Budget Sheet (provide initial estimates for income/expenses & program payment plans)
 - Employment Search/Court/Treatment Logs (review job/treatment/court reporting)
 - Attendance Sheet (review purpose & Sunday night reviews to match DALs)
 - Service Sheet (review purpose & Sunday night reviews to match DALs)
 - Daily Activity Logs (explain usage & Sunday night submission to HM, 12 total)

MentorWorks Sober Living Handbook

MISSION STATEMENT and OBJECTIVES

MentorWorks mission is to assist individuals (hereinafter "Mentees") transitioning from incarceration and/or substance abuse treatment to a life of productivity, service, and happiness for themselves, their families, and their community. Our sober living homes offer a safe, clean environment free from addictive substances. Our sober living program provides an atmosphere where successful lives are forged through service, communication, and healthy sobriety. Our Dakota/Lakota friends seek *wicozoni* (pronounced *wee-cho'zah-nee*), the healthy path in life. We invite you to find *wicozoni*, or the healthy path for yourself and your family as you join us in achieving our ultimate objective in reducing recidivism and relapse and increasing joyful and productive lives.

A key component to healthy sobriety involves developing a strategy for accountability and independence. Your Success Plan, interaction with mentors, and hope for the future will enhance your sobriety. Daily work and reflection on your Success Plan provides a guiding force and direction for recovery and serves as an important impetus for change. Respect, honor, and integrity in your mentor and staff interactions will lead to joy and happiness in your association with us and progress in your recovery goals. We promise you CAN stay sober and find lasting peace. We conclude our mission statement with "A Vision for You" from AA's Big Book. We invite you to "Abandon yourself to God as you understand God. Admit your faults to Him and to your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the Fellowship of the Spirit, and you will surely meet some of us as you trudge the Road of Happy Destiny" (p. 164).

MENTORWORKS TRANSITIONAL SERVICES

In order to facilitate your transition and recovery, MentorWorks provides assistance with the following:

- Maintaining sobriety (including recovery meetings, UAs, etc.);
- Establishing meaningful mentoring relationships;
- Identifying individual needs and healthy, acceptable ways to meet those needs;
- Procuring entry-level, then stable, meaningful employment;
- Repairing, creating, and maintaining healthy relationships; and,
- Providing a temporary sober-living environment.

MENTEE EXPECTATIONS

Given the assistance received from the MentorWorks program, Mentees are required to abide by an ethical code of conduct and maintain strict adherence to ALL rules and regulations set forth in the following pages of this handbook, including in Riser 1 to develop/revise Success Plans, Tobacco Cessation Plans (called "Breathe Free"), and Relapse Prevention Plans and Essays. These documents will become central to recovery progress while participating in the MentorWorks Sober Living Program.

MENTORWORKS SOBER LIVING RULES and REGULATIONS

MENTEE PROGRAM CERTIFICATE & FEES

Certificate: Compliant mentees receive a MentorWorks Certificate of Completion at 12 weeks.

Fees: A 12 week commitment to the MentorWorks program is required. Program fees are \$150 per week (plus an initial \$100 processing fee). The first 4 weeks (\$700) is due and payable upon program entry. Other options may be considered upon request. A \$15 fee is assessed for weekly payments not made in advance. Late or non-payment may also incur interest (1.5% per month), court costs (\$200), attorney fees, and collection agency. There is no refund for program payments. A \$100 cleaning fee will be charged for rooms poorly cleaned, a \$50

fee for house and room keys not returned at discharge. Fees cover use of a bed, bedding, furniture, utilities, food, clothing, transportation (UTA passes), drug testing, and court and probation/parole support, etc. Mentees may be allowed to stay beyond 12 weeks if they attain Riser 6 status or higher and are fully compliant. **Fees are payable to: MentorWorks, 1878 W. 12600 S., #230, Riverton, UT 84065.**

MENTEE RIGHTS: As a Mentee, you have the following rights:

- Be addressed with dignity, courtesy, and respect
- Freedom from discrimination (*based on race, ethnicity, religion, economic status, disability, or sexual orientation*)
- Communicate by mail, phone, or in person (*according to Rules for Visitors/Telephone Usage, unless restricted by courts*)
- Request a list of people whose visitation has been prohibited by the courts, if applicable
- Participate in a smoke free environment (*in compliance with the Utah Clean Indoor Act*)
- Freedom from bodily harm or acts of violence
- Medical privacy, per HIPPA Authorization form you signed in your application
- Experience consequences for breach of house/program rules (*addressed by staff*)
- File grievances in writing and, following filing, to request discussion of those issues with staff
- Involuntary termination (e.g., drug use, violence, non-compliance, non-payment)
- If denied services or asked to leave, to know the reason for discharge and criteria for readmission
- Confidentiality and privacy of information (*with both open and closed records*). That is, Personal information will not be shared with another person/agency without your permission. Exceptions include, but are not limited to suspicion or evidence of child abuse, harmful threats to yourself/others, criminal activity while participating in the program (on or off-site), subject of a valid subpoena, or medical emergency. Mentees are required to maintain the confidentiality of fellow Mentees. This means agreeing not to disclose the identity or identifying information of *anyone* in the MentorWorks program during and after participation.

MENTEE RESPONSIBILITIES: In addition to Posted House Rules, Mentees must . . .

- Pay program fees in full (and late fees, if needed. Know that AP&P and courts will be notified of delinquent fees)
- Learn the RISE Program (Recovery In Sober Environments – see p. 6)
- Complete the Daily Activity Log (DAL) daily and turn into staff weekly (Sunday evenings)
- Visit with Mentors or MentorWorks staff weekly
- Attend 5 12 Step meetings weekly (3 In-Home, 2 Outside) without being tardy
- Perform 5 hours of meaningful service weekly (10 hours weekly if unemployed)
- Be employed or complete Emp. Search Log with 5 applications daily (& not agree to conflicting work schedules)
- Submit to urine or breathalyzer test, upon demand
- Attend church in chosen religious denomination weekly
- Sign out on the Accountability Log when leaving the property and back in upon return
- Keep personal food/drinks in sealed containers (program food is not allowed in rooms)
- Keep Medical Info Sheet updated & NEVER share prescriptions with others (*grounds for immediate termination*)
- Complete assigned chores daily (and clean bathroom sinks, floors, toilets, and showers immediately following use)
- Maintain hygiene (shower daily, neat/clean appearance, beds made, sheets laundered, personal area kept clean, etc.)
- Be fully dressed in public areas (no tank tops, saggy pants, head scarves/bandannas, piercings, & excessive jewelry)
- Use clean language, refrain from jail behavior/lingo (violence, threats, intimidation, gang signs, gestures, etc.)
- Notify staff of an operating vehicle (with a valid driver's license, insurance, registration, and, request a parking space)
- Provide keys to room/storage & be subject to search by staff/K9 units at any time (room, storage, vehicle)
- Refrain from possessing guns, knives (with a blade longer than 3 1/2 inches), or other weapons on the property
- Not engage in sexual behavior on the program property
- Allow staff/house managers to collect mail and not bring pets on the property.

MENTEE RESOURCES

Depression/Suicidal Thoughts create significant challenges early in recovery. Don't wait-call the numbers below:

- **Suicide Prevention Lifeline:** 800-273-TALK (8255) – skilled, trained counselors in your area, 24/7
 - **Confidential/Free:** When called, you will hear *Message/Hold Music* routing to nearest location.



- **University of Utah ARS:** 801-532-1850 – psychiatric evaluations & group therapy (450 S. 900 E., Ste 300)
- **Volunteers of America:** 801-261-9177 – provides detox services (697 W. 4170 S., Murray)

Transportation options may include assistance with obtaining bicycles, obtaining occasional rides from mentors (given signed transportation liability release forms by mentees), and **UTA Bus Tokens/Passes** in areas where UTA operates under the following conditions:

- **Tokens:** Risers 1-3 receive 2 tokens per day/10 per week with proof of 5 service hours & need
- **Passes:** Risers 4-7 receive 1 pass per month (*lost passes not replaced*) with proof of 20 service hours & need
- **Requirements:** In addition to service, compliant, working or job seeking mentees must provide a budget, fee payment plan, updated contact sheet, and agree to surrender the pass/tokens upon demand. Unemployed or nominal employment (1-2 days per week) exclude mentees from receiving bus passes, regardless of Riser Level. Mentees who remain in the program following their 12 week commitment may continue to receive bus tokens/passes, depending on availability and at the discretion of MW staff.
- **Surrender:** Mentees must agree to surrender bus pass if they have positive UAs, demonstrate non-compliance, cavort with past substance abusing associates (unless incidental contact at MentorWorks, Drug Court, AA or other recovery-oriented meetings, without intent to use), are discharged from the MentorWorks program, or for any other documented reason or rationale given by MW staff.
- **Banned Usage:** Mentees agree to relinquish the right to ever receive a bus pass/token if they sell or trade them for any purpose whatsoever. Unused tokens must be surrendered to MW staff immediately.

Food is provided for all mentees. House managers pick up food weekly or bi-weekly.

- Mentees are responsible for their own food preparation.
- They will only take food from their own or a community shelf.
- Group meals can be planned at house meetings or as needed.
- Kitchens will have safe, clean equipment for meal preparation, storage and cleanup.

Meeting Space is provided in each home in a private location/separate room for:

- Small groups, meetings with probation/parole officers, counselors, mentors, and other private meetings
- Larger group recovery meetings.

MENTEE HOUSE RULES

Orientation/Integration, Curfew, & Employment Search

- **Orientation:** Riser 1 (also called Integration), Days 1-3: Restricted to the home, no work, and limited/approved visitations. Necessary appointments (e.g., AP&P) will be considered upon verification
- **Curfew:** 11:00 PM (In-Home) Verified employment schedules/group activities may be approved by staff
- **Lights Out:** Midnight-5 AM. Mentees must be courteous and quiet in and around bedroom areas and use of personal electronic devices are not permitted during lights out (bedroom doors must remain unlocked)
- **Daily Schedule:** Must be out of bed by 8 AM and in bed by Midnight
- **Employment:** Must be looking for work & completing Emp. Search Log until employed full time.

Laundry & Guest Hours

- **Laundry Hours:** 8 AM to Midnight (May not leave house with laundry in washer/dryer or do other's laundry)
- **Guest Hours:** Monday-Friday 5 PM to 10 PM, Saturday-Sunday Noon to 10 PM
- **Visitors:** must be in appropriate dress and remain in public areas (no bedrooms or overnight stays-EVER).

Cleanliness

- **Chores**-complete chores daily, as posted on chore chart
- **Bedrooms**-keep clean at ALL times: beds made, no items on floors, clothes put away, floor vacuumed
- **Bathrooms**-hang towels, wipe off counters & mirrors, clean toilets, remove hair out of drains
- **Kitchen**-clean dishes, wash counters and table, sweep floor, return items where they belong
- **Living Room/Meeting Rooms**-pickup items/trash, vacuum, return books, wash tables

- **Yard**-keep yard mowed, walks shoveled, and cigarette butts in fire pit only (house violation if butts in yard).

Television, Movies, & Electronics

- **TV Hours:** Sunday-Thursday 6 AM to 8 AM, 5 PM to 11 PM; Friday-Saturday 5 AM to Midnight
- **Movies** must be rated PG-13 or below (R-rated or above are NOT allowed)
- TVs, video games, etc. are not allowed in rooms (laptops may be used for employment, research, or school).

Tobacco/Nicotine Cessation

- Mentees must create a written tobacco-cessation plan (not relying solely on Nicorette gum, patches, etc.)
- Tobacco use in designated areas only & NOT permitted after curfew (visible tobacco products confiscated).

Behavior Management (arguments & injuries)

- Arguments that escalate must be removed from the home
- Appropriate cool-down measures should be taken (e.g., parties separate, call sponsor/mentor/counselor)
- Physical arguments may require calling the house manager and 911, depending on the situation
- House managers will complete and file an incident report
- Injuries will be treated with the onsite first aid kit
- Serious injuries require calling 911.

Emergency Evacuation Plan

- MentorWorks periodically holds Emergency Evacuation Drills at random times of day or night
- Staff will direct & supervise all necessary activities
- Treat drills as if life depends on it because a quick and safe exit may save lives
- Be familiar with diagrams showing locations of each emergency exit
- When the fire alarm is triggered, move quickly to the nearest exit. DO NOT RUN
- Once outside, report to staff in designated location (e.g., street in front of home)
- Drills are timed. Mentees must report within 3 minutes or be in violation.
- If medical attention is needed, staff will attempt to notify emergency personnel, family, etc.

Infectious Disease

- Staff and mentees use best practices to prevent infectious and communicable diseases in accordance with local, state, and federal standards (e.g., hand washing and immunizations).

MENTEE VIOLATIONS, REMEDIATION, & DISCHARGE

Violations occur as a result of failing to keep House Rules or performing Mentee responsibilities.

Remediation begins when a violation(s) or attitudinal/behavioral problems results in a **CIM** (Client Intervention Meeting). Additional program requirements (e.g., additional service hours) and/or restrictions (e.g., return to previous Riser levels) may be necessary to assist the client in returning to full program compliance. The CIM serves as a warning that the client is in jeopardy of being removed from the program if they fail to comply.

Dishonorable Discharge occurs as a result of continued non-compliance, attitudinal/behavioral problems, failure to abide by CIM outcomes, or any act which jeopardizes the safety and sobriety of participants. At this point a **CEM** (Client Exit Meeting) is held and the client is given 2 hours to vacate the property, 72 hours to collect belongings (after which they may be donated to DI), and 72 hours to provide a forwarding address (mail will be "returned to sender"). The client must turn in bedding, linens, keys, and bus tokens/passes prior to leaving the home. The CEM provides the client an opportunity to understand the reasons for the discharge and what can be done, if anything, to be readmitted into the program. Once discharged from the home, the client may not return to the property without staff permission or risk being subject to prosecution for criminal trespass.

Permanent Discharge occurs when bringing illegal drugs or alcohol on the property; engaging in threats, physical violence, or destructive acts or behaviors; or engaging in theft or other illegal activity on the property. A CEM may occur following evidence of these activities, if possible. However, immediate dismissal may also occur and the police or 911 called if the client is perceived to be an imminent threat to self or others.

SOBER LIVING HANDBOOK CONCLUSION

We are grateful for the opportunity to serve and are confident you will find the tools necessary for true sobriety as you adhere to the MentorWorks program. True sobriety is one of life's ultimate gifts you will want to share with others. "Working" the steps of recovery is the process of a lifetime, resulting in a progression from dealing with issues of your own, resolving problems with others, working on and maintaining a relationship with your Higher Power, to ultimately giving back to others in ways you cannot now imagine. We end where we began, quoting from *A Vision for You* (AA, p. 164). "We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man (or woman) who is still sick. The answers will come, if your own house is in order. But obviously you cannot transmit something you haven't got. See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us. . . May God bless you and keep you – until then."

(Note that the next page has a key feature to the Sober Living Program progress and advancement and the following page includes the actual contract mentees sign agreeing to participate in the program.)

MentorWorks RISE Program (Recovery In Sober Environments)

(Note: Each Riser builds upon its predecessor with the same or expanded expectations/privileges.)

Riser 1: Integration (Days 1-3)

Complete Intake Documents/& Riser 1 Work
Learn MW Handbook
Meet MW Case Manager (CM)
Attend MW Meetings
Complete 5 MW Service Hours
Daily Activity Log (complete daily)
Display Proper Attitude (gratitude, humility, etc.)
MW Fees: \$100 Administrative, \$150 Weekly
Success Plan: Develop/Revise
Breathe Free: Tobacco Cessation Plan
RPP/RPE (Relapse Prevention Plan/Essay): Develop/Write

Riser 2: Commitment (Weeks 1-2)

Pass MW Handbook Quiz
Obtain AA Sponsor
Work/Job Search 40 Hours Weekly
Complete 5 MW Service Hours Weekly
Spirituality/Church Attendance
Compliance with House Rules/Chores/etc.
Bus Token Eligible (work only)
Cell Phone Allowed
MW Fees: \$150 Weekly
Success Plan: Review with Mentor/CM
Breathe Free: Review with Mentor/CM
RPP/RPE: Review with Mentor/CM

Riser 3: Persistence (Weeks 3-4)

Employment Required
Program Participation (MW AA/ARP meetings)
Assist Riser 1 Mentees (rules, conduct, etc.)
Visitation Allowed (upon approval)
MW Fees: \$150 Weekly
Success Plan: Revise/Rewrite
Breathe Free: Review with Mentor/CM
RPP/RPE: Review with Mentor/CM

Riser 4: Peer Leader (Weeks 5-6)

Lead MW AA/ARP Meetings
Tutor Riser 2 Mentees
Overnight Pass Considered (1 night per month)
Bus Pass Eligible
MW Fees: \$150 Weekly
Success Plan: Review with Mentor/CM
Breathe Free: Revise/Rewrite
RPP/RPE: Review with Mentor/CM

Riser 5: House Leader (Weeks 7-8)

Lead House Prayers, House Council, etc.
Tutor Riser 3 Mentees
Develop/Assign Chore Charts
MW Fees: \$150 Weekly
Success Plan: Review with Mentor/CM
Breathe Free: Review with Mentor/CM
RPP/RPE: Revise/Rewrite

Riser 6: Legacy Leader (Weeks 9-10)

Lead/Guide Neighborhood/Community Service
Support Riser 4 Mentees
MW Fees: \$150 Weekly
Success Plan: Review with Mentor/CM
Breathe Free: Review with Mentor/CM
RPP/RPE: Review with Mentor/CM

Riser 7: Legacy Circle (Weeks 11+)

Develop/Arrange Service Connections
Support Riser 5-6 Mentees
Oversee Riser Advancement (w/ HM Support)
MW Fees: \$150 Weekly
Success Plan: Review with Mentor
Breathe Free: Review with Mentor
RPP/RPE: Review with Mentor



**MENTORWORKS SOBER LIVING CONTRACT
UNDERSTANDING & AGREEMENT**

My signature below indicates that I, the Mentee, understand this is not a traditional landlord-tenant contract. As a Mentee, I understand that I am NOT a tenant and I do not pay rent. I recognize and acknowledge that MentorWorks staff can request and/or demand I leave the MentorWorks sober living home for any reason deemed necessary to maintain program safety, integrity, and an atmosphere conducive to sobriety. I acknowledge that I have no recourse under the law protecting housing rights as would otherwise apply to traditional landlord-tenant lease agreements. Any lawsuits or retaliatory efforts will be deemed frivolous and in the event a suit is ever brought to court or arbitration, I will be responsible for MentorWorks' legal fees in defending itself.

I understand that I am a guest in the MentorWorks sober living home and pay regular program fees for the opportunity to reside and participate in said program. If I fail to make payments on time, as agreed under this contract, or have an excessive account balance, MentorWorks will, at its discretion, file in small claims court requesting a judgment against me, and/or pursue collections efforts for remaining fees, cleaning fees (\$100), rekeying fees (for keys not returned-\$50), late charges and interest (\$15 per week &/or 1.5% per month), court costs (filing, serving papers-\$200), and attorney and/or collection agency fees. I also acknowledge that MentorWorks has the right to notify AP&P, judges, or any courts I am associated with of my failure to pay. Further, I acknowledge that should I leave of my own accord or be discharged from the house/program, I am not entitled to a refund of any kind.

By signing below, I (*print name*) _____ state that I have read and understand this document, all its content, and that I may ask questions on any items in this contract and request clarification to address concerns I have. If changes to these rules occur, I will be informed of the changes at a scheduled house meeting and amendments to the rules will be published and posted in the home. I will then have an opportunity to sign off on any such amendments as binding agreements and addendums to this contract. I further understand that residence in the MentorWorks sober living home and program is voluntary and deemed a privilege which may be revoked at any time for nonpayment, noncompliance, or for situations in which my actions or inaction create dangers or nuisances to others as defined by MentorWorks staff or administration. I understand and agree to ALL aspects of the discharge policy denoted in the handbook. I agree to release the Foundation for Family Life/MentorWorks of any liability for any sickness, injury, illness, loss of property, or damage to personal property or belongings that may occur during my stay. I have read the above contract and expectations and agree to abide by the same.

Signature: _____
(Mentee)

Date: ____/____/____

Signature: _____
(MentorWorks Staff)

Date: ____/____/____

Program Administration

The Program Administration section reviews personnel policies, management summary, key position descriptions, governance (board of directors), and additional regulations (privacy, space, boundaries, and quality).

Personnel Policies

Staff/Employee Policies:

- Staff are made aware of the lines of authority and know who to report to at all times
- New staff receive orientation and training with ongoing training provided, as needed
- Staff receive annual performance reviews
- Staff sign and adhere to the Code of Conduct document kept in their employee file
- Sexual or personal harassment concerns should be discussed with the Director immediately
- Staff remain current in first aid and CPR (comparable to Red Cross, depending on position).
- Our “Open Door Policy” means employees can discuss with the Director or Supervisor any concerns that arise during reasonable business hours, or after hours, if an emergency

Staff Files contain the following:

- Resume or Application (if applicable)
- Signed W-9
- Signed copy of DHS Code of Conduct
- Contractor agreement
- FFL confidentiality statement
- Direct deposit forms
- Annual Performance Evaluations.

Volunteers (e.g., mentors, support team) receive the following:

- Program orientation and training to fulfill client needs
- Background screening
- Volunteer/mentor handouts containing pertinent information
- Direct supervision by Mentor Coordinators trained in the program including:
 - Orientation in philosophy, objectives and services
 - Emergency procedures (a written emergency plan is posted at each facility)
 - Behavior management
 - Current policies and procedures

Key Position Descriptions

Executive Director

The executive director is involved in program development, implementation, accountability, and reporting. The director oversees the program implementation team, provides guidance to support staff and program managers, works directly with the Board of Directors and Advisory Board, and provides oversight and direction for all program funds.

Program Assistant

The program assistant assists with federal reporting guidelines for the Dept. of Justice Second Chance Act grant, conducts regular data entry for incoming, current, and outgoing mentees, maintains adequate intake and riser packets for new mentees, ensures communication of mentee development and progress occurs between case managers, house managers, and supervisors in order to collect quality data.

Case Managers

Case managers have important responsibility overseeing intakes and getting to know mentees' needs, assisting them with finding employment, making sure they have regular mentor interaction, reviewing terms and conditions of parole/probations, and ensuring they are involved in meaningful service. They work directly with house managers to address their needs as well as those of the mentees and to ensure they are completing all required forms and checklists. Case managers play a pivotal role with program implementation oversight and guidance.

House Managers

House Managers have their own bedroom with a locked door and oversee house order and organization, ensure recovery meetings are held as directed, conduct UAs, file mentee paperwork in a safe and secure location (i.e., confidential documents with medication and other sensitive information, etc.).

House Leads

House Leads assist house managers with limited duties and, in many cases, learn to become house managers, if such is a long term goal.

Employment Services & Mentor Coordinator

MW staff utilize local resources to aid in job placement, development, and assistance with locating transitional employment and career planning (including resume building, interview efficacy, etc.). MW also works closely with a partner employment agency (Wasatch Staffing) to help with job placement, bill and fine payments, etc. This position also oversees mentor recruiting, training, and retention. Mentors are seasoned, mature men and women who have had successful families and careers, who are either retired or close to retirement, and who commit to mentoring ex-offenders for two hours a week for one year following release. They are recruited through faith-based groups, referrals, service organizations, workforce services, and other reliable sources. Mentors receive MW's Mentor Training to ensure they have the skills necessary to be effective and to know how to protect themselves. Mentors also participate in monthly Mentor Sharing Nights where they offer successful experiences with mentees and learn from others the best-practices that have been implemented. They also receive ongoing Motivational Interviewing training.

Pre-Release Manager

The pre-release manager oversees teachers and mentors approved to go inside the jail and prison. They provide classes on fatherhood (and eventually on motherhood and relationships – for female offenders); distribute applications, follow up on requests, conduct post-app interviews; begin the pre-release mentoring process by helping them get started on developing their Success Plans; and maintain good relations with jail/prison staff and leadership.

Research and Development

MW incorporates successful, evidence-based mentoring practices and conducts ongoing evaluation of program implementation procedures to ensure effectiveness in the inmate's transition back into society. Program development is ongoing as new and improved techniques are identified from the literature and field experience. Additionally, mental health support is critical in successful reentry efforts. Many ex-offenders struggle with substance abuse, relationship problems, moral development issues, and a host of other mental health problems. MW compliments available state and county mental health services by requiring participation in 12 step programs (to deal with addictions), ethics, spiritual foundations, anger management,

family support issues, and responsible fatherhood and motherhood training. Assistance with recognizing and dealing with fatherhood and motherhood issues serves as an impetus for many parents to identify and choose paths that allow them to be responsible parents. Some states report that 85% of their prison population consists of men who grew up without a father present in the home or who did not adequately fulfill his fathering role. Research suggests that father-absence has a significant role in developing criminal and substance abuse behaviors. MW provides male and female role models who understand and support the value of fatherhood and motherhood. Mentees participate in fatherhood and motherhood courses and learn to grapple with the issues involved in responsible parenting. MW also supports efforts to enhance educational experiences (e.g., literacy training, GED certification, degree programs, and vocational training), as needed and desired. Another key component of the research and development component of the MentorWorks organization includes fundraising, marketing, and public relations to ensure long term sustainability.

Legal

Legal Counsel. Novas Law firm provides legal advice and support. They ensure (a) protective measures are in place for mentor and mentees, (b) adherence to transitional housing laws, (c) that documents and contracts are legally sound, and (d) adequate development of policies and procedures practices.

Legal Services. Many mentees struggle with a variety of legal problems and questions. MW provides expert legal advice via initial consults to aid with child support and family related issues, terms and conditions of parole/probation, and other residual legal issues.

Office Management

MW has an office manager who oversees all office activity (maintaining a functional office, stocking office supplies, providing assistance with communications, and paying bills), policies and procedures, phone calls, payroll, HR issues accounting, bookkeeping, and sustainability projections. The office manager also assists with oversight on technology services, including computers, servers, and internet support.

Key Management Personnel

Joseph White, Ph.D. - Executive Director

Dr. Joseph White has worked in the prevention sciences field for two decades. His work has focused on substance abuse prevention, responsible fatherhood, psychosocial development, and risk prevention programs and strategies for adolescents and adults. He is president of the Foundation for Family Life and developed the MentorWorks as a branch of FFL to work with inmates as they prepare for and reenter society. He previously served as vice president of the Institute for Research and Evaluation. Prior to IRE, he was a professor in Human Development and Family Studies at South Dakota State University and taught in the Sociology program at University of Nebraska-Lincoln. He earned his Ph.D. from Texas Tech University in 1997. He co-founded the Dakota Fatherhood Initiative, co-authored the book *Why Fathers Count*, and has designed, developed, and implemented fatherhood programs in a variety of settings. He also worked with Dakota and Lakota tribes throughout Indian country to develop a culturally-specific, family-oriented alcohol, drug, and suicide prevention program called *Takoja Niwiciyape: Giving Life to the Grandchildren*. Dr. White is experienced at obtaining funding at federal, state, and local levels and from both the public and private sectors. His work in the evaluation field contributes to methodological design, data collection strategies, statistical analyses, and dissemination of all reports generated from MentorWorks. Dr. White serves as the Executive Director of the Foundation for Family Life and the MentorWorks program.



Cliff Harman, M.D. - Chair, Board of Directors, and Mentor Training & Recruitment

Dr. Harman is a retired consulting physician, having practiced for 35 years as an Internal Medicine and Gastroenterology physician. In addition to his 35 year medical practice, Dr. Harman served as the administrator of an outpatient surgical center, and in a variety of leadership roles in his church and with the Boy Scouts of America. He was an Associate Professor of Medicine at the University of Utah and served actively on the Clinical Faculty throughout his practice. In the last fifteen years, he served in a variety of humanitarian service roles including as the Area Welfare Agent and medical advisor for the Church of Jesus Christ of Latter-day Saints covering the Africa Southeast Area (one half of the continent). He served with his wife as employment missionary coordinators managing day-to-day operation of the LDS Riverton Employment Center. He also managed its professional networking group. Dr. Harman serves as Chair of FFL's Board of Directors and oversees mentor training and recruiting.

Alan Brewer - Case Manager, Salt Lake County

Alan has worked in the sales and marketing field for more than 15 years. He also has limited experience in the transportation field. He has an Associate's Degree from Snow College and is currently working on his B.S. Degree from University of Phoenix in Software Engineering. He currently serves as a Case Manager for MentorWorks.

John Stone – Advisory Board, and Case Manager, Utah County

John Stone is a retired United States Air Force Master Sergeant, with 23 years of service. Following Air Force retirement, he pursued a degree in Social Work and therapy (BYU). He was employed at the Utah State Prison as a caseworker, Correctional Habilitative Specialist (CHS), and working with the Flame-In-Go (Flamingo) Elite Wild Land Firefighting Unit. Following USP retirement John began volunteer efforts with the Red Cross, Nationally Certified Emergency Response Vehicle Instructor and Fleet Supervisor, LDS Church Service Missionary (Provo MTC Language Recruiter), and currently LDS Employment Resource Services Missionary (offender specialist). He currently serves on the Foundation for Family Life/Mentor Works substance abuse Advisory Board, and as Case Manager for their Utah County sober living home (Moroni's Place),

Ryan Snow – Lead Legal Counsel

Ryan has over 14 years of senior-level legal and business success in various industries. He is an effective legal and business strategist – utilizing strong business and legal acumen to provide countless business ventures with critical advice, direction and implementation. He has provided management support for day-to-day interests of companies in financing, marketing and sales, contracting, HR, negotiation, exit planning and succession, regulatory compliance, mergers and acquisitions, and business planning. Ryan is the founder of several profitable business startups, including a transportation and logistics company; commercial finance factoring company; real estate title and escrow company; heavy equipment finance/leasing company; and general law practice. He is also the General Counsel for a multinational real estate company and has negotiated and closed over \$350 million in acquisition, operational, and development financing. Ryan serves on the Board of Directors for several non-profit and for-profit organizations. He received his B.S. degree in Finance (Univ. of Utah), M.B.A. with an international emphasis (Univ. of Utah), and J.D. degree (Univ. of Utah College of Law). Mr. Snow serves on FFL's Board of Directors with responsibility for the legal committee.

Marco Brown, Esq. – Assistant Legal Counsel

Marco is a criminal defense attorney who was raised in Alaska until he attended Brigham Young University. While attending BYU, Marco worked for Chrysalis Enterprises helping individuals with mental disabilities. After graduation, he attended law school at the University of Nebraska, where he graduated with distinction. During his post law school experience he completed a judicial clerkship and practiced as a litigation associate. Marco is now the owner of Brown Law, LLC, and is heavily involved in community matters. Most significantly, Marco is an adoptive father and the husband of a brilliant,



talented wife who completed her doctorate in music at the University of Utah. Mr. Brown serves as assistant legal counsel for MentorWorks on matters related to criminal and family law.

Elaine Fuller, B.S. – Office Manager, Bookkeeper, HR

Elaine graduated from Utah State University with a B.S. degree in Business Administration/ Human Resource Management with a minor in Economics. She has over 10 years of experience working with various organizations in a range of responsibilities, including Human Resources, office management, and record keeping. Her responsibilities with MentorWorks include office management, bookkeeping, and overseeing MentorWorks administrative tasks.

Jana Horton – Office Assistant

Jana has run her family-owned business for seven years where she performs accounting, human resources, and customer service duties. She currently assists MentorWorks with administrative tasks, processing applications, and reporting for all Dept. of Justice performance measurement data. Jana also sits on the Admittance Committee for all MentorWorks applications.

Governance: Board of Directors

MentorWorks is part of The Foundation for Family Life, a Non-Profit organization governed by a board of directors. The board meets quarterly for a formal meeting with minutes kept on file. The board is responsible for fiduciary oversight and financial sustainability, ensuring compliance with policies and procedures and local, state, and federal requirements, and staffing key positions. Directors include:

Board Executive Officers:

- 1. Board Chair: Cliff Harman (FFL, Retired Physician)
- 2. Vice-Chair & Executive Director: Joseph White (FFL)
- 3. Treasurer: Elaine Fuller (FFL)
- 4. Secretary: Jana Horton (FFL)

Board of Directors (listed by Subcommittee Chair Assignments):

- 1. Development Committee: Stacy Weight (Children’s Miracle Network)
- 2. Employment Committee: Gary Pacholick (Marketing Technology Recruiter)
- 3. Fiduciary Committee: Heber Maughan (CPA)
- 4. Legal Committee: Ryan Snow (Novas Law)
- 5. Mentoring Committee: Kim Nelson (Nelco Benefits: Health Insurance)
- 6. Networking Committee: Bill Barton (Retired Businessman/Politician)
- 7. Program Committee: Joseph White (FFL)
- 8. Reentry/Recovery Committee: David Heslington (LDS Bishop)
- 9. Spiritual Committee: Camille Bergstrom (LDS Relief Society Presidency)
- 10. Service Committee: Ian Spencer (Zion’s Bank)

Unfilled Board Positions

- 11. Education Committee: TBN
- 12. Business Committee: TBN
- 13. At-Large Committee: TBN

Additional Program Policies: Privacy, Boundaries, Space, and Quality

All mentee/tenants sign a release of personal information, release of relevant medical and treatment records (HIPPA Authorization), etc. to allow MW staff to best serve program participants. These records are kept in MW offices and kept locked during non-business hours. The House Manager has access to emergency contact information of all participants on the premises.

Legal Notice of Privacy Practices Relative To Drug & Alcohol: Information regarding the confidentiality of drug and alcohol use is protected by the Confidentiality Law, 42 U.S.C. Section

2900DD-2, 42 C.F.R. Part 2. Under this law, the Foundation for Family Life may not disclose any information identifying an individual as an alcohol or drug abuser, or disclose any other protected information except as permitted by Federal law. Violation of Federal Law and Regulations will be treated as a crime and suspected individual reported to the appropriate authorities. The Foundation for Family Life obtains written authorization from the individual before disclosing information for treatment purposes but may disclose information if the information is:

- Pursuant to an agreement with a business associate providing business services to the program
- For research, audit, or evaluation
- To report a crime committed on FFL premises or against FFL personnel
- To supply medical personnel information in a medical emergency
- To inform appropriate authorities as needed to report suspected child or elder abuse or neglect
- As allowed by court order.

Boundary Issues

- Boundaries are established for the protection of clients and mentors
- Mentors and clients share cell numbers to communicate and agree on acceptable times to call
- Mentors may not disclose home address or home phone numbers
- Mentors may not loan money or give or receive gifts (clothing, food, etc. provided).

Bathrooms: Bathrooms will remain in working order, good condition, properly ventilated, and equipped with toilet paper, towels, and soap. There will be a 10-1 ratio. There will be a mirror secured to the walls.

Sleeping accommodations: A minimum of 60 SF in double occupant rooms and 80 SF in single bedrooms will be provided. All bedrooms will have a window with a screen. Each occupant will be provided with clean linens when they arrive. Men's and women's facilities will remain separate.

Furniture: All furniture will be provided and maintained (clean, safe condition). A sufficient amount of furniture will be provided, including tables and chairs for meeting rooms, beds, dressers, and night stands.

Laundry: Mentees are required to wash their personal belongings, towels, and bed linens. Each facility will provide a washer and dryer. All laundry appliances will be maintained in good operating order.

Quality Assurance: Program implementation requires regular guidance and oversight. Quality assurance measures have been implemented relative to accountability reports at each line of authority. Concerns are addressed with appropriate leaders to ensure improvement or removal of individuals unwilling to improve performance-in the interest of quality program implementation. Minor difficulties are expected in all relationships and parties are expected to work through issues important to each using interpersonal problem solving skills taught at mentor training and other staff training venues.

Conclusion

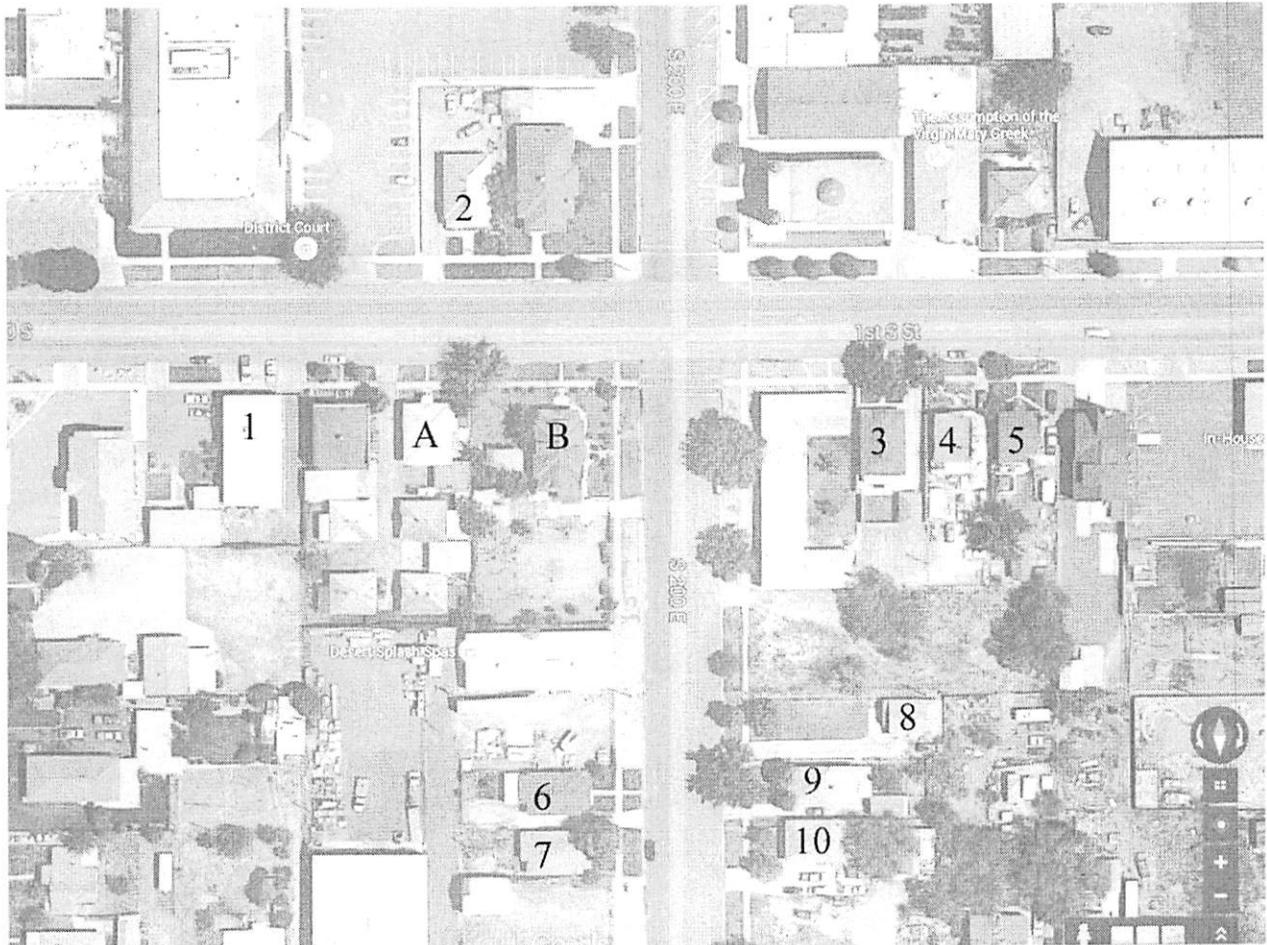
MentorWorks has a track record of positively affecting individuals in the pre and post release stages of incarceration and/or treatment facilities, increasing the likelihood of successful reentry and reduced recidivism. Efforts target transitional needs immediately upon release (e.g., housing, employment, sobriety) and provide hope and vision through developing long term Success Plans that includes a life free from substance abuse and crime and a life filled with career and healthy relationships.

Seasoned, trained mentors serve as positive role models and provide firm, caring guidance that support mentee's terms of parole/probation and treatment. Mentors help individuals navigate their problems and accomplish their goals by identifying necessary mental health treatment, utilizing available transitional services, learning new coping skills, finding effective support groups, and, perhaps most importantly, developing a relationship of trust and accountability that ultimately leads them to a respectful life of responsibility and independent living.

Neighbors Contacted

(Name spellings unknown, addresses unknown. Please see attached for exact house locations based on Google Maps. All individuals 1-10 were given letter, either in person or left at doorstep.)

<u>Name</u>	<u>Contact</u>	<u>Response</u>
1. Aspy Kontgas	In Person	Supportive
2. Joseph Martinez & Grandson, Cameron Anderson	In Person	Supportive
3. Vera Nikas	In Person	Unsupportive
Bessy Nikas	In Person	Supportive
4. Karla ?	In Person	Supportive
5. Karl Potter	Not Home	
6. Unknown	Not Home	
7. Gilbert Madrid	In Person	Supportive
8. Zach and Haley Carter	In Person	Supportive
9. Mr. Kontgas	In Person	Tentative
10. Ernesto ?	Not Home	



MW Neighborhood Canvas

8-14-15

Myself, Joseph White, and Suzanne Scott, our female house managers, canvassed the neighborhood to explain the MW program & let them know about our business license submission for the proposed sober living homes. All neighbors we spoke with were supportive of the home but one - Vera Nikas. We can certainly understand her concern, given the challenges she has had with the apartments adjoining her property. We are confident this will be a positive experience for the neighborhood and for our participants based on the support we experienced. The 3 neighbors who weren't home also had a copy of the attached letter left in their door.

Joseph White

Suzanne Scott

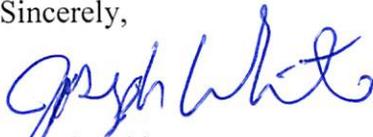
Friday, August 14, 2015

Dear Neighbor,

Our organization, the Foundation for Family Life, has a program called MentorWorks. We are submitting a business license to Price City to open a sober living home in your neighborhood. We are visiting neighbors today to educate them about our sober living program. Prior to entry, interested candidates must submit a completed application. We then go through a careful screening process (including background check) to ensure they are a good fit. Our home is NOT a drop-in facility for the homeless. Our target population is Carbon and Emery County residents coming out of jail or prison with substance abuse related challenges who have expressed a sincere desire to change their lives and who are willing to work a rigorous, spiritually-based program of recovery. Our program is designed to help those who are ready to change. We do NOT serve sex offenders or violent offenders. A house manager who understands our program and the process of recovery (and has significant sobriety) will live on-site. We do random drug testing on a weekly basis and individuals who bring drugs or alcohol on the property are removed immediately and permanently. We have a transparent relationship with AP&P and notify them immediately if a client tests positive for drugs or alcohol. The police are aware of our program and are welcomed in the home at any time.

The mission of the MentorWorks program is to reduce recidivism and relapse among our participants. We ultimately hope they will develop positive, healthy relationships, become responsible parents, and become productive, tax-paying citizens in the community. Participants are required to get a job and provide at least 5 hours of service to the community and your neighborhood on a weekly basis. Please don't hesitate to call or email us with any questions, concerns, or would like to request service provided by our participants. They would be more than willing to help and are often looking for opportunities to give back to the community.

Sincerely,



Joseph White

Executive Director



RYAN E. SNOW
Attorney at Law
Tel (801) 448-6001
Ryan@NovasLaw.com

July 10, 2015

Nick Tatton
Price City
185 E. Main
Price, Utah 84501
435-636-3184

RE: *Foundation for Family Life - Request for Reasonable Accommodation*

Dear Mr. Tatton:

Correspondence between my client, the Foundation for Family Life of Utah, and Price City has led Price City asking for a reasonable accommodation request regarding my client's operation of a residential housing facility for persons with disabilities. My client hereby formally requests a reasonable accommodation for its business application request in accordance with Price City Ordinances and to be compliant with both the federal and Utah Fair Housing Acts.

This reasonable accommodation is being requested in order to provide housing for disabled individuals who are struggling to locate suitable residential living accommodations and a place to call home for the following reasons: (1) the property identified in the application is available for this purpose; (2) the property will provide an ideal setting for participating in gardening, landscaping, beautification, and other such outside activities which will be beneficial to those residing in the home; and (3) my client believes this request for accommodation is reasonable because it will be beneficial to the Price community and Carbon County as a whole to make allowance for people with all abilities to reside, live, grow, and develop in a wonderful community environment as is found in Price.

In sum, this request for reasonable accommodation is necessary because it will "afford [a disabled] person equal opportunity to use and enjoy a dwelling." 42 U.S.C. 3604(f)(3)(B).

We appreciate your review and approval of this request. Please feel free to contact me directly if additional information and/or documentation is necessary or helpful in this request.

Very Truly Yours,
Ryan E. Snow
Ryan E. Snow

RES:cj
cc: Joseph White, Exec. Director

1108 W. So. Jordan Pkwy, Ste B
South Jordan, Utah 84095
Tel. (801) 448-6001
Fax. (801) 208-8214
www.NovasLaw.com

Neighbors Contacted

(Name spellings unknown, addresses unknown. Please see attached for exact house locations based on Google Maps. All individuals 1-10 were given letter, either in person or left at doorstep.)

<u>Name</u>	<u>Contact</u>	<u>Response</u>
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10. Ernesto ?	Not Home	



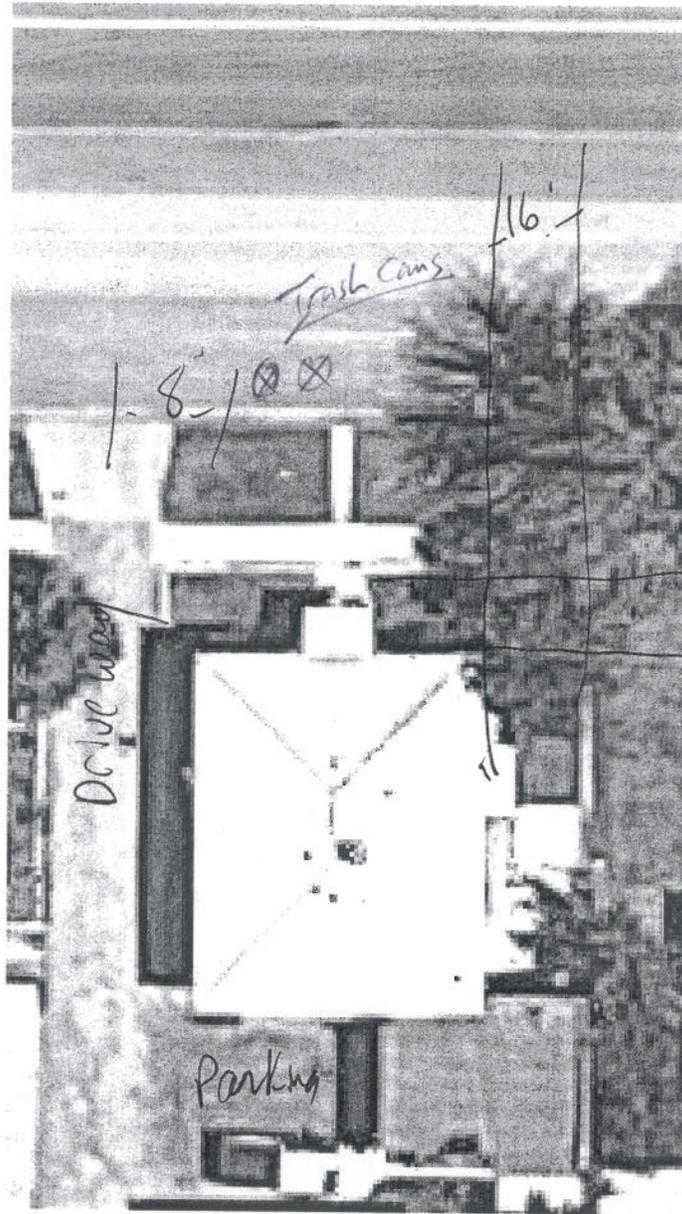
SITE PLAN

Please provide a drawing of your proposed site in the space below. Include building floor plan, profiles, cross-sections, dimensions, setbacks, and signs. Also indicate exits, restrooms, and fire extinguisher placement. Use an attached sheet of paper, if necessary.

See Attached

Site Plan #1

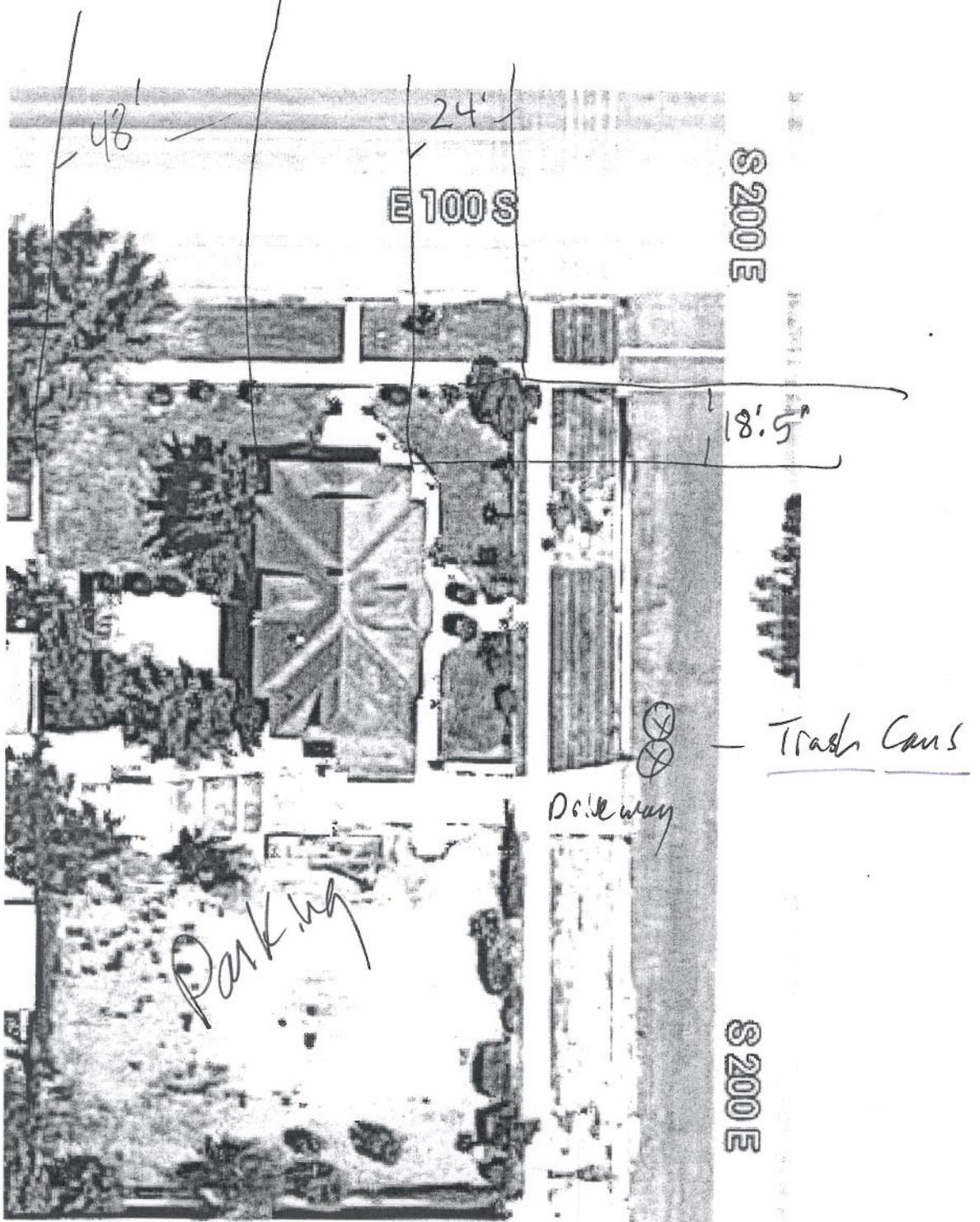
Proposed MentorWorks Sober Living Home #1: 160 E. 100 S., Price, UT, 84501



217

Site Plan #2

Proposed MentorWorks Sober Living Home #2: 178 E. 100 S., Price, UT, 84501



August 28, 2015

RE: The Foundation for Family Life of Utah

Dear Mayor Piccolo,

I would like to share our support for The Foundation for Family Life of Utah or the "Recovery Support Program" and what they are trying to accomplish in our area.

I have had several conversations with Mr. White about the program and understand it fairly well. I have also stipulated that he visit with all immediate neighbors so they are fully aware of the program and its' function and purpose. Mr. White and one of his staff have done that and reported wide support and acceptance. Only one neighbor expressed concern and did not want to make them known. I do know this person and I am certain the concern is entirely based on the past and not this program. In that neighborhood apartments were rented near the homes where swastikas were displayed, arrests made at gun point in the street, fights, parties, etc., etc.

I am very careful to whom I rent our homes to and will not tolerate the above. We have outlined our expectations in leases with legal counsel as to our rentals and this specific purpose. I believe this program is controlled, structured and with rules. It must also comply with federal, state and local laws and as a business and in its' purpose. The properties are in a commercial area and I feel they are more suited for this program than in other areas and I believe a program like this is much better than what could move into the neighborhood.

I am hopeful Mr. White and his Staff will succeed helping many in our area as it is greatly needed.

Sincerely,



Gust Kalatzes



RYAN E. SNOW
Attorney at Law
Tel (801) 448-6001
Ryan@NovasLaw.com

July 10, 2015

Nick Tatton
Price City
185 E. Main
Price, Utah 84501
435-636-3184

RE: Foundation for Family Life - Request for Reasonable Accommodation

Dear Mr. Tatton:

Correspondence between my client, the Foundation for Family Life of Utah, and Price City has led Price City asking for a reasonable accommodation request regarding my client's operation of a residential housing facility for persons with disabilities. My client hereby formally requests a reasonable accommodation for its business application request in accordance with Price City Ordinances and to be compliant with both the federal and Utah Fair Housing Acts.

This reasonable accommodation is being requested in order to provide housing for disabled individuals who are struggling to locate suitable residential living accommodations and a place to call home for the following reasons: (1) the property identified in the application is available for this purpose; (2) the property will provide an ideal setting for participating in gardening, landscaping, beautification, and other such outside activities which will be beneficial to those residing in the home; and (3) my client believes this request for accommodation is reasonable because it will be beneficial to the Price community and Carbon County as a whole to make allowance for people with all abilities to reside, live, grow, and develop in a wonderful community environment as is found in Price.

In sum, this request for reasonable accommodation is necessary because it will "afford [a disabled] person equal opportunity to use and enjoy a dwelling." 42 U.S.C. 3604(f)(3)(B).

We appreciate your review and approval of this request. Please feel free to contact me directly if additional information and/or documentation is necessary or helpful in this request.

Very Truly Yours,
Ryan E. Snow
Ryan E. Snow

RES:cj
cc: Joseph White, Exec. Director

1108 W. So. Jordan Pkwy, Ste B
South Jordan, Utah 84095
Tel. (801) 448-6001
Fax. (801) 208-8214
www.NovasLaw.com

MW Neighborhood Canvas

8-14-15

Myself, Joseph White, and Suzanne Scott, our female house managers, canvassed the neighborhood to explain the MW program & let them know about our business license submission for the proposed sober living homes. All neighbors we spoke with were supportive of the home but one - Vera Nikas. We can certainly understand her concern, given the challenges she has had with the apartments adjoining her property. We are confident this will be a positive experience for the neighborhood and for our participants based on the support we experienced. The 3 neighbors who weren't home also had a copy of the attached letter left in their door.

Joseph White
Suzanne Scott

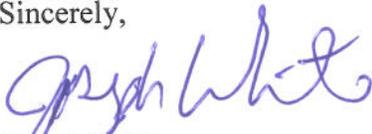
Friday, August 14, 2015

Dear Neighbor,

Our organization, the Foundation for Family Life, has a program called MentorWorks. We are submitting a business license to Price City to open a sober living home in your neighborhood. We are visiting neighbors today to educate them about our sober living program. Prior to entry, interested candidates must submit a completed application. We then go through a careful screening process (including background check) to ensure they are a good fit. Our home is NOT a drop-in facility for the homeless. Our target population is Carbon and Emery County residents coming out of jail or prison with substance abuse related challenges who have expressed a sincere desire to change their lives and who are willing to work a rigorous, spiritually-based program of recovery. Our program is designed to help those who are ready to change. We do NOT serve sex offenders or violent offenders. A house manager who understands our program and the process of recovery (and has significant sobriety) will live on-site. We do random drug testing on a weekly basis and individuals who bring drugs or alcohol on the property are removed immediately and permanently. We have a transparent relationship with AP&P and notify them immediately if a client tests positive for drugs or alcohol. The police are aware of our program and are welcomed in the home at any time.

The mission of the MentorWorks program is to reduce recidivism and relapse among our participants. We ultimately hope they will develop positive, healthy relationships, become responsible parents, and become productive, tax-paying citizens in the community. Participants are required to get a job and provide at least 5 hours of service to the community and your neighborhood on a weekly basis. Please don't hesitate to call or email us with any questions, concerns, or would like to request service provided by our participants. They would be more than willing to help and are often looking for opportunities to give back to the community.

Sincerely,



Joseph White

Executive Director

ACKNOWLEDGEMENT AGREEMENT FOR CONDITIONS OF LAND USE AS REQUIRED BY THE PRICE CITY PLANNING AND ZONING COMMISSION AND AS AGREED TO BY THE LAND USE APPLICANT FOR A BOARDING HOUSE LAND USE TO BE LOCATED AT: (1) 160 E 100 S; AND, (2) 178 E 100 S. WITHIN THE COMMERCIAL 1 (C-1) ZONING DISTRICT.

Purpose: the purpose of this agreement is to establish the terms and conditions of an agreement between Price City and JOSEPH WHITE, FOUNDATION FOR FAMILY LIFE OF UTAH/MENTOR WORKS, regarding the conditions of land use associated with A BOARDING HOUSE LAND USE TO BE LOCATED AT: (1) 160 E 100 S; AND, (2) 178 E 100 S. WITHIN THE COMMERCIAL 1 (C-1) ZONING DISTRICT as it is associated with JOSEPH WHITE, FOUNDATION FOR FAMILY LIFE OF UTAH/MENTOR WORKS.

Parties: this agreement is made by and between Price City (City), 185 East Main Street, Price, Utah 84501 and JOSEPH WHITE, FOUNDATION FOR FAMILY LIFE OF UTAH/MENTOR WORKS, (Applicant), for the property located at (1) 160 E 100 S; AND, (2) 178 E 100 S.

Term: the term of this agreement commences on SEPTEMBER 28TH, 2015 and will perpetually run with the land unless terminated based on a change of use or other performance or compliance factors as outlined in the Price City Land Use Management and Development Code (Code). This contract is further subject to compliance with all Code requirements and other state, federal or local permitting.

The parties identified above hereby agree to the following:

Applicant Shall:

- Acceptance and approval of a reasonable accommodation request finding that interpretation of the Code for the land use of a group home, a related land use to a rooming and boarding house, is restricted in the C-1 zoning district and a reasonable accommodation is warranted based on property availability within the community and the use is located in a residential structure within the C-1 zoning district and the group home standard provides a functional, reasonable and rational basis for the land use evaluation, conditions and permitting.
- No on-street parking by residents or house manager finding that restricted on-street parking mitigates the potential for vehicle and pedestrian accidents and congestion in the neighborhood.
 - No unusual traffic (delivery trucks, commercial vehicles, heavy equipment) permitted on or off site finding that restricted unusual traffic mitigates negative impacts in the neighborhood.
 - Total parking limited to two (2) traditional vehicles parked off street in the driveway for each location.
- Garbage collection and service frequency arranged so as to not permit accumulations of garbage beyond capacity of on-site receptacles and receptacle quantity and service frequency to be adjusted to avoid accumulations of garbage or other related nuisances in the neighborhood.
 - No unusual waste, debris, residential or otherwise to be generated, no unusual electronic interference generated, no unusual dust, smoke, odors, noise, discharge or other contamination generated finding that restricted unusual generation of potential nuisances conditions mitigates negative impacts in the neighborhood.
- No on-site individual or group counseling or medical treatments to be provided finding that the location is not licensed or permitted as a counseling or treatment center nor is it permitted as a Home Occupied Business for the provision of those services.
- Fire and building safety inspection of subject properties to be completed by the Price City Fire Chief and Price City Building Inspector and compliance with all safety requirements and recommendations stemming from the inspection(s) finding that fire and building safety improvements protect the health, safety and welfare of the community.
- Inspection of the subject properties by a qualified American's with Disabilities Act (ADA) inspection provider and compliance with all access and safety requirements stemming from the inspection finding that inspected and accessible housing ensures compliance with the ADA laws and is in the best interest of the potential residents occupying the structures.
- Maintain a minimum of one full-time, on-site house manager at all times at both 178 E 100 S and 160 E 100 S, respectively, finding that the nature of the housing occupancy necessitates full-time, on-site management to mitigate neighborhood impacts created by the occupancy type.
 - Occupancy limit on each home not to exceed six (6) total persons including full-time, on-site house manager finding that the occupancy limits for a large group home licensing provide a rational basis for approval of the land use and mitigate the potential for overcrowding in the structure or neighborhood and the physical bedroom and bathroom space in the structure does not support additional occupancy levels.
 - Occupancy to comply with Transitional Housing as defined in Section 1.13.278 of the Code: TRANSITIONAL HOUSING FACILITY. A facility owned, operated or contracted by a governmental entity or a charitable, not for profit organization, where, for no compensation, temporary housing (usually three to twenty four months, but in no event less than thirty days) is provided to homeless persons, while they obtain work, job skills, or otherwise take steps to stabilize their circumstances. A transitional housing facility shall not include a shelter for the homeless, and a dwelling unit provided to a family for the exclusive use as part of a transitional housing program, for more than thirty days, shall not be considered to be a transitional housing facility.
- No persons to reside, visit, or congregate at the either home or property who are listed on any sex offender registry or who have committed a crime involving weapons or violence or persons known to currently be using drugs in an illegal manner finding that children may be present in the neighborhood and restricting registered sex offenders and those who have committed crime(s) involving weapons or violence from the location protects the health, safety and welfare of the community.
- Only persons originally or [formerly] permanently based in Carbon County for a minimum of a six (6) month period to reside in either home finding that limiting occupancy of the home to persons from Carbon County serves to mitigate the community concern regarding imported residents with criminal histories.

- Official supervision of each resident in the home to be provided by Adult Probation and Parole or, at Mentor Works expense for costs and reimbursement, the joint supervision by the Price City Police Chief and/or the Carbon County Sheriff, or through a court appointed private probation provider, finding that official law enforcement supervision increases the opportunity for success of the residents and mitigates potential issues within the neighborhood.
 - Supervisory visits to be completed at a minimum of weekly.
- No gathering in excess of ten (10) individuals at the home, inside or outside finding that restricting large gatherings of people mitigates disturbances within the neighborhood.
- No children under the age of eighteen (18) years of age permitted to enter either yard or home, regardless of relationship, connection to resident or status finding that restricting access by children protects the health, safety and welfare of the community.
- Conduct information dissemination and program operation meetings with members of the neighborhood, at a location within the neighborhood or immediately adjacent to the neighborhood, a minimum of annually, finding that interaction between the operation and the neighborhood limits misinformation and serves to mitigate misunderstandings as well as provide the basis for correction of problem situations in advance.
- Provision of a list of residents, managers, volunteers, updated from time-to-time as may be necessary, to the Price City Police Department, Carbon County Sherriff Department and any neighbors requesting finding that public safety knowledge of high-risk individuals or situations in the community mitigates the potential for criminal or civil violations.
 - Compliance with all community safety requirements or recommendations provided by the Price City Police Department finding that community safety directives protect the health, safety and welfare of the community.
- Certify, by way of accepting these conditions of approval, and the applicants acknowledgement, that: (1) all American's with Disability Act and Fair Housing Act requirements will be followed; and, (2) Certify, via the submission of the Conditional Use Permit Application, that no person will be placed or remain in either location whose prior or current behavior, actions and/or criminal incidents or convictions, has demonstrated that such person is or may be a direct threat to the health or safety of other individuals, or whose said behavior, actions and/or incidents or convictions has resulted in or may result in substantial physical damage to the property of others finding that such certifications protect the health, safety and welfare of the community.
 - Any violators to be removed from the home and the violation to be reported to the Price City Police Department within 24 hours.
 - Violators removed from home to be relocated to another home, facility by Mentor Works to ensure homeless situations are not created in the community.
- Provision of copies of all state licensing documents to Price City finding that properly licensed and registered businesses protect the health, safety and welfare of the community.
- Provision of a copy of the Department of Justice (DOJ) grant the Foundation for Family Life of Utah/Mentor Works is administering finding that local knowledge of the terms of the grant may help identify timing of management gaps of the project finding that a strong possibility of terminated, delayed or reduced management of the site by the Foundation for Family Life of Utah/Mentor Works may occur when the grant terminates.
 - Submission of a written plan to Price City detailing the approach the Foundation for Family Life of Utah/Mentor Works will take to ensure continued, ongoing and uninterrupted operation of the facility in a manner consistent with this approval should the DOJ grant status change.
- No installation of signage at either location finding that restriction of signage serves to maintain the residential character of the properties, although situated within the C-1 zoning district, and structure utilized to accommodate the land use.
- Submission to Price City on an annual basis certificates of liability insurance from the property owner and/or operations provider in the minimum amount of \$1,000,000 finding that insured operation's protect the financial interest of the community as well as protect the health, safety and welfare of the community.
- No violations of the Price City Property Maintenance Code as it relates to the property or the structure finding that properly maintained property and structures protect area property values and is consistent with the Price City General Plan.

Price City Shall:

- Authorize the land use contemplated herein and under the terms and conditions set forth as indicated.

SIGNED THIS ____ DAY OF _____, 20____.

Price City

Applicant:

By Robert Oliver, Planning Commission Chair

JOSEPH WHITE
FOUNDATION FOR FAMILY LIFE OF
UTAH/MENTOR WORKS

ATTEST:

Sherrie Gordon, City Recorder

CONDITIONAL USE PERMIT AMENDMENT

THIS PERMIT IS HEREBY APPROVED FOR:

**A LAND USE OF: BOARDING HOUSE
LAND USE LOCATED AT 160 E 100 S
AND 178 E 100 S, WITHIN THE
COMMERCIAL 1 (C-1) ZONING DISTRICT**

CONSISTENT WITH THE TERMS, CONDITIONS AND REQUIREMENTS SET FORTH
BY THE PRICE CITY PLANNING AND ZONING COMMISSION, THE PRICE CITY
COUNCIL AND THE PRICE CITY LAND USE MANAGEMENT AND DEVELOPMENT
CODE.



SIGNATURE _____

DATE _____



Policy & Procedures Manual

MentorWorks is A Program of the Foundation for Family Life of Utah, a 501(c)3

(Revised: September 1, 2015)



1878 W. 12600 S. #230
Riverton, UT 84065
801-679-3921
info@fflut.org
<http://fflut.org>

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Policies and Procedures

Program Overview

MentorWorks professional offices are located in Riverton, Utah. Administrative operations occur in this location. Programming aspects occur in each of the sober living home locations. MentorWorks currently has 2 homes in Salt Lake County, 1 in Utah County, and 1 in Grand County.

Program Philosophy

MentorWorks *Mission* is to provide a compassionate helping hand for those transitioning from incarceration to a life of pride and productivity for themselves, their family and community.

MentorWorks *Objective* is to recruit and train mentors who connect with pre-screened inmates, ex-offenders, and addicts/alcoholics coming out of treatment, and provide follow-up support. MentorWorks ultimate objective is to reduce recidivism rates by shepherding “mentees” back into community life, building positive community connections, and helping them become productive citizens. MentorWorks facilitates these bonds as mentees develop close working relationships with mentors, gain hope for a better tomorrow, and a sense of accountability while building a productive life.

MentorWorks *Activities* center on mentoring individuals in the development and execution of a “*Success Plan*” that includes key components of early reentry success-finding employment, maintaining sobriety, and repairing and preparing for healthy relationships with family, friends, employers, and others.

MentorWorks *Plan* invites selected individuals to participate in mentoring relationships, 3 months prior to release (ideally). Mentors receive training, understand available resources, and support existing jail/prison programming (e.g., *CATS, EXCEL, HOPE, CONQUEST, etc.*). A key outcome is the development of a *Success Plan* that maps out reentry goals and desires. Mentors identify and facilitate necessary transitional services, support inmates’ terms of parole/probation, and meet them at the jail upon release to take them to their parole officer, obtain necessary clothing, etc., and introduce them to the MW sober living home. Respect and confidence in the capacity to change are core *principles* that permeate mentoring relationships. Commitment and support of these principles lead to reduced recidivism, cost savings to the criminal justice system and society, and increased individual capacities.

Goals and Objectives

MW provides mentoring for soon to be and recently released ex-offenders to help:

- Establish meaningful mentoring relationships
- Maintain sobriety
- Find stable, meaningful employment
- Identify needs and methods to meet those needs
- Repair and create healthy relationships

Keys to Success

Program success is realized as we:

- Maintain working relationships with State and County prison/jail systems
- Maintain relationships with community services that provide support to those we serve
- Maintain and expand transitional housing sites with onsite mentoring
- Provide ongoing mentor training and support
- Collaborate with Wasatch Staffing and other employment venues.
- Collaborate with Family Life Center and other counseling venues.



Program Implementation

Intake and Record Keeping

Case and/or House Managers conduct all intakes of new program participants, referred to as mentees. Mentees receive an intake packet called their “Riser Packet” that includes a Sober Living Handbook, agreement forms, program worksheets, and their Riser 1 Recovery Work. The following “Case/House Manager Intake Checksheet” provides an outline of the intake process and highlights record keeping procedures. Following the Intake Checksheet, we provide the full Sober Living Handbook as it spells out much of the program and the policies and procedures associated with the program and that are required by state statute (R501-2, Core Rules).

- ✦ **Application & Post App:** Review & approve prior to entry (Case Manager only)
- ✦ **Atypical Intake (Y/N):** Complete Application, Post-App, & Success Plan at Intake (*provisional acceptance*)
- ✦ **Acceptance Letter & Success Plan (completed):** Require Mentee to produce (*unless Atypical*)
 - Review & acknowledge both, congratulate on letter and on beginning their Success Plan!
 - Take a picture of their Success Plan with phone, text to office staff, return it to mentee
 - Explain Success Plan is dynamic & will change as they journey through sobriety
- ✦ **Intake Pic/Email**
 - Picture:** Take Mentee picture with phone
 - Email/Text (to office):** picture, full name, birthdate, intake date/time, facility from, fee pymt plan
- ✦ **Riser Packet:** (*Presented & reviewed after above steps*)
 - Intake Forms (Left Side Pocket)**-Require signatures, scan to OneDrive, file in mentee folder
 - Sober Living Contract
 - Liability Releases
 - Medical Information
 - Contact Sheet
 - Insurance & UTA (*not relevant for all locations*)
 - Riser 1 Recovery Work (Left Side Pocket)**-Read through, explain expectations, offer help
 - Success Plan (read, turn pages)
 - Relapse Prevention Plan & Essay (read/explain essay, editor, final version)
 - Tobacco Cessation Plan (read declaration, commitment, activities)
 - Return in 3 days to gather completed Riser 1 Recovery Work (Incomplete=Violation)
 - Sober Living Handbook (Right Side Pocket)**-Review in entirety, sign last page
 - Program Worksheets (Right Side Pocket)**-Read through, explain expectations, offer help
 - Budget Sheet (provide initial estimates for income/expenses & program payment plans)
 - Employment Search/Court/Treatment Logs (review job/treatment/court reporting)
 - Attendance Sheet (review purpose & Sunday night reviews to match DALs)
 - Service Sheet (review purpose & Sunday night reviews to match DALs)
 - Daily Activity Logs (explain usage & Sunday night submission to HM, 12 total)



MentorWorks Sober Living Handbook

MISSION STATEMENT and OBJECTIVES

MentorWorks mission is to assist individuals (hereinafter "Mentees") transitioning from incarceration and/or substance abuse treatment to a life of productivity, service, and happiness for themselves, their families, and their community. Our sober living homes offer a safe, clean environment free from addictive substances. Our sober living program provides an atmosphere where successful lives are forged through service, communication, and healthy sobriety. Our Dakota/Lakota friends seek *wicozoni* (pronounced *wee-cho'zah-nee*), the healthy path in life. We invite you to find *wicozoni*, or the healthy path for yourself and your family as you join us in achieving our ultimate objective in reducing recidivism and relapse and increasing joyful and productive lives.

A key component to healthy sobriety involves developing a strategy for accountability and independence. Your Success Plan, interaction with mentors, and hope for the future will enhance your sobriety. Daily work and reflection on your Success Plan provides a guiding force and direction for recovery and serves as an important impetus for change. Respect, honor, and integrity in your mentor and staff interactions will lead to joy and happiness in your association with us and progress in your recovery goals. We promise you CAN stay sober and find lasting peace. We conclude our mission statement with "A Vision for You" from AA's Big Book. We invite you to "Abandon yourself to God as you understand God. Admit your faults to Him and to your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the Fellowship of the Spirit, and you will surely meet some of us as you trudge the Road of Happy Destiny" (p. 164).

MENTORWORKS TRANSITIONAL SERVICES

In order to facilitate your transition and recovery, MentorWorks provides assistance with the following:

- Maintaining sobriety (including recovery meetings, UAs, etc.);
- Establishing meaningful mentoring relationships;
- Identifying individual needs and healthy, acceptable ways to meet those needs;
- Procuring entry-level, then stable, meaningful employment;
- Repairing, creating, and maintaining healthy relationships; and,
- Providing a temporary sober-living environment.

MENTEE EXPECTATIONS

Given the assistance received from the MentorWorks program, Mentees are required to abide by an ethical code of conduct and maintain strict adherence to ALL rules and regulations set forth in the following pages of this handbook, including in Riser 1 to develop/revise Success Plans, Tobacco Cessation Plans (called "Breathe Free"), and Relapse Prevention Plans and Essays. These documents will become central to recovery progress while participating in the MentorWorks Sober Living Program.

MENTORWORKS SOBER LIVING RULES and REGULATIONS

MENTEE PROGRAM CERTIFICATE & FEES

Certificate: Compliant mentees receive a MentorWorks Certificate of Completion at 12 weeks.

Fees: A 12 week commitment to the MentorWorks program is required. Program fees are \$150 per week (plus an initial \$100 processing fee). The first 4 weeks (\$700) is due and payable upon program entry. Other options may be considered upon request. A \$15 fee is assessed for weekly payments not made in advance. Late or non-payment may also incur interest (1.5% per month), court costs (\$200), attorney fees, and collection agency. There is no refund for program payments. A \$100 cleaning fee will be charged for rooms poorly cleaned, a \$50



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fee for house and room keys not returned at discharge. Fees cover use of a bed, bedding, furniture, utilities, food, clothing, transportation (UTA passes), drug testing, and court and probation/parole support, etc. Mentees may be allowed to stay beyond 12 weeks if they attain Riser 6 status or higher and are fully compliant. **Fees are payable to:** MentorWorks, 1878 W. 12600 S., #230, Riverton, UT 84065.

MENTEE RIGHTS: As a Mentee, you have the following rights:

- Be addressed with dignity, courtesy, and respect
- Freedom from discrimination (*based on race, ethnicity, religion, economic status, disability, or sexual orientation*)
- Communicate by mail, phone, or in person (*according to Rules for Visitors/Telephone Usage, unless restricted by courts*)
- Request a list of people whose visitation has been prohibited by the courts, if applicable
- Participate in a smoke free environment (in compliance with the Utah Clean Indoor Act)
- Freedom from bodily harm or acts of violence
- Medical privacy, per HIPAA Authorization form you signed in your application
- Experience consequences for breach of house/program rules (addressed by staff)
- File grievances in writing and, following filing, to request discussion of those issues with staff
- Involuntary termination (e.g., drug use, violence, non-compliance, non-payment)
- If denied services or asked to leave, to know the reason for discharge and criteria for readmission
- Confidentiality and privacy of information (with both open and closed records). That is, Personal information will not be shared with another person/agency without your permission. Exceptions include, but are not limited to suspicion or evidence of child abuse, harmful threats to yourself/others, criminal activity while participating in the program (on or off-site), subject of a valid subpoena, or medical emergency. Mentees are required to maintain the confidentiality of fellow Mentees. This means agreeing not to disclose the identity or identifying information of *anyone* in the MentorWorks program during and after participation.

MENTEE RESPONSIBILITIES: In addition to Posted House Rules, Mentees must . . .

- Pay program fees in full (and late fees, if needed. Know that AP&P and courts will be notified of delinquent fees)
- Learn the RISE Program (Recovery In Sober Environments – see p. 6)
- Complete the Daily Activity Log (DAL) daily and turn into staff weekly (Sunday evenings)
- Visit with Mentors or MentorWorks staff weekly
- Attend 5 12 Step meetings weekly (3 In-Home, 2 Outside) without being tardy
- Perform 5 hours of meaningful service weekly (10 hours weekly if unemployed)
- Be employed or complete Emp. Search Log with 5 applications daily (& not agree to conflicting work schedules)
- Submit to urine or breathalyzer test, upon demand
- Attend church in chosen religious denomination weekly
- Sign out on the Accountability Log when leaving the property and back in upon return
- Keep personal food/drinks in sealed containers (program food is not allowed in rooms)
- Keep Medical Info Sheet updated & NEVER share prescriptions with others (*grounds for immediate termination*)
- Complete assigned chores daily (and clean bathroom sinks, floors, toilets, and showers immediately following use)
- Maintain hygiene (shower daily, neat/clean appearance, beds made, sheets laundered, personal area kept clean, etc.)
- Be fully dressed in public areas (no tank tops, saggy pants, head scarves/bandannas, piercings, & excessive jewelry)
- Use clean language, refrain from jail behavior/lingo (violence, threats, intimidation, gang signs, gestures, etc.)
- Notify staff of an operating vehicle (with a valid driver's license, insurance, registration, and, request a parking space)
- Provide keys to room/storage & be subject to search by staff/K9 units at any time (room, storage, vehicle)
- Refrain from possessing guns, knives (with a blade longer than 3 1/2 inches), or other weapons on the property
- Not engage in sexual behavior on the program property
- Allow staff/house managers to collect mail and not bring pets on the property.

MENTEE RESOURCES

Depression/Suicidal Thoughts create significant challenges early in recovery. Don't wait-call the numbers below:

- **Suicide Prevention Lifeline:** 800-273-TALK (8255) – skilled, trained counselors in your area, 24/7
 - Confidential/Free: When called, you will hear *Message/Hold Music* routing to nearest location.



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- **University of Utah ARS:** 801-532-1850 – psychiatric evaluations & group therapy (450 S. 900 E., Ste 300)
- **Volunteers of America:** 801-261-9177 – provides detox services (697 W. 4170 S., Murray)

Transportation options may include assistance with obtaining bicycles, obtaining occasional rides from mentors (given signed transportation liability release forms by mentees), and **UTA Bus Tokens/Passes** in areas where UTA operates under the following conditions:

- **Tokens:** Risers 1-3 receive 2 tokens per day/10 per week with proof of 5 service hours & need
- **Passes:** Risers 4-7 receive 1 pass per month (*lost passes not replaced*) with proof of 20 service hours & need
- **Requirements:** In addition to service, compliant, working or job seeking mentees must provide a budget, fee payment plan, updated contact sheet, and agree to surrender the pass/tokens upon demand. Unemployed or nominal employment (1-2 days per week) exclude mentees from receiving bus passes, regardless of Riser Level. Mentees who remain in the program following their 12 week commitment may continue to receive bus tokens/passes, depending on availability and at the discretion of MW staff.
- **Surrender:** Mentees must agree to surrender bus pass if they have positive UAs, demonstrate non-compliance, cavort with past substance abusing associates (unless incidental contact at MentorWorks, Drug Court, AA or other recovery-oriented meetings, without intent to use), are discharged from the MentorWorks program, or for any other documented reason or rationale given by MW staff.
- **Banned Usage:** Mentees agree to relinquish the right to ever receive a bus pass/token if they sell or trade them for any purpose whatsoever. Unused tokens must be surrendered to MW staff immediately.

Food is provided for all mentees. House managers pick up food weekly or bi-weekly.

- Mentees are responsible for their own food preparation.
- They will only take food from their own or a community shelf.
- Group meals can be planned at house meetings or as needed.
- Kitchens will have safe, clean equipment for meal preparation, storage and cleanup.

Meeting Space is provided in each home in a private location/separate room for:

- Small groups, meetings with probation/parole officers, counselors, mentors, and other private meetings
- Larger group recovery meetings.

MENTEE HOUSE RULES

Orientation/Integration, Curfew, & Employment Search

- **Orientation:** Riser 1 (also called Integration), Days 1-3: Restricted to the home, no work, and limited/approved visitations. Necessary appointments (e.g., AP&P) will be considered upon verification
- **Curfew:** 11:00 PM (In-Home) Verified employment schedules/group activities may be approved by staff
- **Lights Out:** Midnight-5 AM. Mentees must be courteous and quiet in and around bedroom areas and use of personal electronic devices are not permitted during lights out (bedroom doors must remain unlocked)
- **Daily Schedule:** Must be out of bed by 8 AM and in bed by Midnight
- **Employment:** Must be looking for work & completing Emp. Search Log until employed full time.

Laundry & Guest Hours

- **Laundry Hours:** 8 AM to Midnight (May not leave house with laundry in washer/dryer or do other's laundry)
- **Guest Hours:** Monday-Friday 5 PM to 10 PM, Saturday-Sunday Noon to 10 PM
- **Visitors:** must be in appropriate dress and remain in public areas (no bedrooms or overnight stays-EVER).

Cleanliness

- **Chores**-complete chores daily, as posted on chore chart
- **Bedrooms**-keep clean at ALL times: beds made, no items on floors, clothes put away, floor vacuumed
- **Bathrooms**-hang towels, wipe off counters & mirrors, clean toilets, remove hair out of drains
- **Kitchen**-clean dishes, wash counters and table, sweep floor, return items where they belong
- **Living Room/Meeting Rooms**-pickup items/trash, vacuum, return books, wash tables



- **Yard**-keep yard mowed, walks shoveled, and cigarette butts in fire pit only (house violation if butts in yard).

Television, Movies, & Electronics

- **TV Hours:** Sunday-Thursday 6 AM to 8 AM, 5 PM to 11 PM; Friday-Saturday 5 AM to Midnight
- **Movies** must be rated PG-13 or below (R-rated or above are NOT allowed)
- TVs, video games, etc. are not allowed in rooms (laptops may be used for employment, research, or school).

Tobacco/Nicotine Cessation

- Mentees must create a written tobacco-cessation plan (not relying solely on Nicorette gum, patches, etc.)
- Tobacco use in designated areas only & NOT permitted after curfew (visible tobacco products confiscated).

Behavior Management (arguments & injuries)

- Arguments that escalate must be removed from the home
- Appropriate cool-down measures should be taken (e.g., parties separate, call sponsor/mentor/counselor)
- Physical arguments may require calling the house manager and 911, depending on the situation
- House managers will complete and file an incident report
- Injuries will be treated with the onsite first aid kit
- Serious injuries require calling 911.

Emergency Evacuation Plan

- MentorWorks periodically holds Emergency Evacuation Drills at random times of day or night
- Staff will direct & supervise all necessary activities
- Treat drills as if life depends on it because a quick and safe exit may save lives
- Be familiar with diagrams showing locations of each emergency exit
- When the fire alarm is triggered, move quickly to the nearest exit. DO NOT RUN
- Once outside, report to staff in designated location (e.g., street in front of home)
- Drills are timed. Mentees must report within 3 minutes or be in violation.
- If medical attention is needed, staff will attempt to notify emergency personnel, family, etc.

Infectious Disease

- Staff and mentees use best practices to prevent infectious and communicable diseases in accordance with local, state, and federal standards (e.g., hand washing and immunizations).

MENTEE VIOLATIONS, REMEDIATION, & DISCHARGE

Violations occur as a result of failing to keep House Rules or performing Mentee responsibilities.

Remediation begins when a violation(s) or attitudinal/behavioral problems results in a **CIM** (Client Intervention Meeting). Additional program requirements (e.g., additional service hours) and/or restrictions (e.g., return to previous Riser levels) may be necessary to assist the client in returning to full program compliance. The CIM serves as a warning that the client is in jeopardy of being removed from the program if they fail to comply.

Dishonorable Discharge occurs as a result of continued non-compliance, attitudinal/behavioral problems, failure to abide by CIM outcomes, or any act which jeopardizes the safety and sobriety of participants. At this point a **CEM** (Client Exit Meeting) is held and the client is given 2 hours to vacate the property, 72 hours to collect belongings (after which they may be donated to DI), and 72 hours to provide a forwarding address (mail will be "returned to sender"). The client must turn in bedding, linens, keys, and bus tokens/passes prior to leaving the home. The CEM provides the client an opportunity to understand the reasons for the discharge and what can be done, if anything, to be readmitted into the program. Once discharged from the home, the client may not return to the property without staff permission or risk being subject to prosecution for criminal trespass.

Permanent Discharge occurs when bringing illegal drugs or alcohol on the property; engaging in threats, physical violence, or destructive acts or behaviors; or engaging in theft or other illegal activity on the property. A CEM may occur following evidence of these activities, if possible. However, immediate dismissal may also occur and the police or 911 called if the client is perceived to be an imminent threat to self or others.



1878 W. 12600 S. #230
Riverton, UT 84065
801-679-3921
info@fflut.org
<http://fflut.org>

SOBER LIVING HANDBOOK CONCLUSION

We are grateful for the opportunity to serve and are confident you will find the tools necessary for true sobriety as you adhere to the MentorWorks program. True sobriety is one of life's ultimate gifts you will want to share with others. "Working" the steps of recovery is the process of a lifetime, resulting in a progression from dealing with issues of your own, resolving problems with others, working on and maintaining a relationship with your Higher Power, to ultimately giving back to others in ways you cannot now imagine. We end where we began, quoting from *A Vision for You* (AA, p. 164). "We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man (or woman) who is still sick. The answers will come, if your own house is in order. But obviously you cannot transmit something you haven't got. See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us. . . May God bless you and keep you – until then."

(Note that the next page has a key feature to the Sober Living Program progress and advancement and the following page includes the actual contract mentees sign agreeing to participate in the program.)



MentorWorks RISE Program (*Recovery In Sober Environments*)

(Note: Each Riser builds upon its predecessor with the same or expanded expectations/privileges.)

Riser 1: Integration (Days 1-3)

Complete Intake Documents/& Riser 1 Work
Learn MW Handbook
Meet MW Case Manager (CM)
Attend MW Meetings
Complete 5 MW Service Hours
Daily Activity Log (complete daily)
Display Proper Attitude (gratitude, humility, etc.)
MW Fees: \$100 Administrative, \$150 Weekly
Success Plan: Develop/Revise
Breathe Free: Tobacco Cessation Plan
RPP/RPE (Relapse Prevention Plan/Essay): Develop/Write

Riser 2: Commitment (Weeks 1-2)

Pass MW Handbook Quiz
Obtain AA Sponsor
Work/Job Search 40 Hours Weekly
Complete 5 MW Service Hours Weekly
Spirituality/Church Attendance
Compliance with House Rules/Chores/etc.
Bus Token Eligible (work only)
Cell Phone Allowed
MW Fees: \$150 Weekly
Success Plan: Review with Mentor/CM
Breathe Free: Review with Mentor/CM
RPP/RPE: Review with Mentor/CM

Riser 3: Persistence (Weeks 3-4)

Employment Required
Program Participation (MW AA/ARP meetings)
Assist Riser 1 Mentees (rules, conduct, etc.)
Visitation Allowed (upon approval)
MW Fees: \$150 Weekly
Success Plan: Revise/Rewrite
Breathe Free: Review with Mentor/CM
RPP/RPE: Review with Mentor/CM

Riser 4: Peer Leader (Weeks 5-6)

Lead MW AA/ARP Meetings
Tutor Riser 2 Mentees
Overnight Pass Considered (1 night per month)
Bus Pass Eligible
MW Fees: \$150 Weekly
Success Plan: Review with Mentor/CM
Breathe Free: Revise/Rewrite
RPP/RPE: Review with Mentor/CM

Riser 5: House Leader (Weeks 7-8)

Lead House Prayers, House Council, etc.
Tutor Riser 3 Mentees
Develop/Assign Chore Charts
MW Fees: \$150 Weekly
Success Plan: Review with Mentor/CM
Breathe Free: Review with Mentor/CM
RPP/RPE: Revise/Rewrite

Riser 6: Legacy Leader (Weeks 9-10)

Lead/Guide Neighborhood/Community Service
Support Riser 4 Mentees
MW Fees: \$150 Weekly
Success Plan: Review with Mentor/CM
Breathe Free: Review with Mentor/CM
RPP/RPE: Review with Mentor/CM

Riser 7: Legacy Circle (Weeks 11+)

Develop/Arrange Service Connections
Support Riser 5-6 Mentees
Oversee Riser Advancement (w/ HM Support)
MW Fees: \$150 Weekly
Success Plan: Review with Mentor
Breathe Free: Review with Mentor
RPP/RPE: Review with Mentor



MENTORWORKS SOBER LIVING CONTRACT UNDERSTANDING & AGREEMENT

My signature below indicates that I, the Mentee, understand this is not a traditional landlord-tenant contract. As a Mentee, I understand that I am NOT a tenant and I do not pay rent. I recognize and acknowledge that MentorWorks staff can request and/or demand I leave the MentorWorks sober living home for any reason deemed necessary to maintain program safety, integrity, and an atmosphere conducive to sobriety. I acknowledge that I have no recourse under the law protecting housing rights as would otherwise apply to traditional landlord-tenant lease agreements. Any lawsuits or retaliatory efforts will be deemed frivolous and in the event a suit is ever brought to court or arbitration, I will be responsible for MentorWorks' legal fees in defending itself.

I understand that I am a guest in the MentorWorks sober living home and pay regular program fees for the opportunity to reside and participate in said program. If I fail to make payments on time, as agreed under this contract, or have an excessive account balance, MentorWorks will, at its discretion, file in small claims court requesting a judgment against me, and/or pursue collections efforts for remaining fees, cleaning fees (\$100), rekeying fees (for keys not returned-\$50), late charges and interest (\$15 per week &/or 1.5% per month), court costs (filing, serving papers-\$200), and attorney and/or collection agency fees. I also acknowledge that MentorWorks has the right to notify AP&P, judges, or any courts I am associated with of my failure to pay. Further, I acknowledge that should I leave of my own accord or be discharged from the house/program, I am not entitled to a refund of any kind.

By signing below, I (*print name*) _____ state that I have read and understand this document, all its content, and that I may ask questions on any items in this contract and request clarification to address concerns I have. If changes to these rules occur, I will be informed of the changes at a scheduled house meeting and amendments to the rules will be published and posted in the home. I will then have an opportunity to sign off on any such amendments as binding agreements and addendums to this contract. I further understand that residence in the MentorWorks sober living home and program is voluntary and deemed a privilege which may be revoked at any time for nonpayment, noncompliance, or for situations in which my actions or inaction create dangers or nuisances to others as defined by MentorWorks staff or administration. I understand and agree to ALL aspects of the discharge policy denoted in the handbook. I agree to release the Foundation for Family Life/MentorWorks of any liability for any sickness, injury, illness, loss of property, or damage to personal property or belongings that may occur during my stay. I have read the above contract and expectations and agree to abide by the same.

Signature: _____
(Mentee)

Date: ____/____/____

Signature: _____
(MentorWorks Staff)

Date: ____/____/____



Program Administration

The Program Administration section reviews personnel policies, management summary, key position descriptions, governance (board of directors), and additional regulations (privacy, space, boundaries, and quality).

Personnel Policies

Staff/Employee Policies:

- Staff are made aware of the lines of authority and know who to report to at all times
- New staff receive orientation and training with ongoing training provided, as needed
- Staff receive annual performance reviews
- Staff sign and adhere to the Code of Conduct document kept in their employee file
- Sexual or personal harassment concerns should be discussed with the Director immediately
- Staff remain current in first aid and CPR (comparable to Red Cross, depending on position).
- Our “Open Door Policy” means employees can discuss with the Director or Supervisor any concerns that arise during reasonable business hours, or after hours, if an emergency

Staff Files contain the following:

- Resume or Application (if applicable)
- Signed W-9
- Signed copy of DHS Code of Conduct
- Contractor agreement
- FFL confidentiality statement
- Direct deposit forms
- Annual Performance Evaluations.

Volunteers (e.g., mentors, support team) receive the following:

- Program orientation and training to fulfill client needs
- Background screening
- Volunteer/mentor handouts containing pertinent information
- Direct supervision by Mentor Coordinators trained in the program including:
 - Orientation in philosophy, objectives and services
 - Emergency procedures (a written emergency plan is posted at each facility)
 - Behavior management
 - Current policies and procedures

Key Position Descriptions

Executive Director

The executive director is involved in program development, implementation, accountability, and reporting. The director oversees the program implementation team, provides guidance to support staff and program managers, works directly with the Board of Directors and Advisory Board, and provides oversight and direction for all program funds.

Program Assistant

The program assistant assists with federal reporting guidelines for the Dept. of Justice Second Chance Act grant, conducts regular data entry for incoming, current, and outgoing mentees, maintains adequate intake and riser packets for new mentees, ensures communication of mentee development and progress occurs between case managers, house managers, and supervisors in order to collect quality data.



Case Managers

Case managers have important responsibility overseeing intakes and getting to know mentees' needs, assisting them with finding employment, making sure they have regular mentor interaction, reviewing terms and conditions of parole/probations, and ensuring they are involved in meaningful service. They work directly with house managers to address their needs as well as those of the mentees and to ensure they are completing all required forms and checklists. Case managers play a pivotal role with program implementation oversight and guidance.

House Managers

House Managers have their own bedroom with a locked door and oversee house order and organization, ensure recovery meetings are held as directed, conduct UAs, file mentee paperwork in a safe and secure location (i.e., confidential documents with medication and other sensitive information, etc.).

House Leads

House Leads assist house managers with limited duties and, in many cases, learn to become house managers, if such is a long term goal.

Employment Services & Mentor Coordinator

MW staff utilize local resources to aid in job placement, development, and assistance with locating transitional employment and career planning (including resume building, interview efficacy, etc.). MW also works closely with a partner employment agency (Wasatch Staffing) to help with job placement, bill and fine payments, etc. This position also oversees mentor recruiting, training, and retention. Mentors are seasoned, mature men and women who have had successful families and careers, who are either retired or close to retirement, and who commit to mentoring ex-offenders for two hours a week for one year following release. They are recruited through faith-based groups, referrals, service organizations, workforce services, and other reliable sources. Mentors receive MW's Mentor Training to ensure they have the skills necessary to be effective and to know how to protect themselves. Mentors also participate in monthly Mentor Sharing Nights where they offer successful experiences with mentees and learn from others the best-practices that have been implemented. They also receive ongoing Motivational Interviewing training.

Pre-Release Manager

The pre-release manager oversees teachers and mentors approved to go inside the jail and prison. They provide classes on fatherhood (and eventually on motherhood and relationships – for female offenders); distribute applications, follow up on requests, conduct post-app interviews; begin the pre-release mentoring process by helping them get started on developing their Success Plans; and maintain good relations with jail/prison staff and leadership.

Research and Development

MW incorporates successful, evidence-based mentoring practices and conducts ongoing evaluation of program implementation procedures to ensure effectiveness in the inmate's transition back into society. Program development is ongoing as new and improved techniques are identified from the literature and field experience. Additionally, mental health support is critical in successful reentry efforts. Many ex-offenders struggle with substance abuse, relationship problems, moral development issues, and a host of other mental health problems. MW compliments available state and county mental health services by requiring participation in 12 step programs (to deal with addictions), ethics, spiritual foundations, anger management,



family support issues, and responsible fatherhood and motherhood training. Assistance with recognizing and dealing with fatherhood and motherhood issues serves as an impetus for many parents to identify and choose paths that allow them to be responsible parents. Some states report that 85% of their prison population consists of men who grew up without a father present in the home or who did not adequately fulfill his fathering role. Research suggests that father-absence has a significant role in developing criminal and substance abuse behaviors. MW provides male and female role models who understand and support the value of fatherhood and motherhood. Mentees participate in fatherhood and motherhood courses and learn to grapple with the issues involved in responsible parenting. MW also supports efforts to enhance educational experiences (e.g., literacy training, GED certification, degree programs, and vocational training), as needed and desired. Another key component of the research and development component of the MentorWorks organization includes fundraising, marketing, and public relations to ensure long term sustainability.

Legal

Legal Counsel. Novas Law firm provides legal advice and support. They ensure (a) protective measures are in place for mentor and mentees, (b) adherence to transitional housing laws, (c) that documents and contracts are legally sound, and (d) adequate development of policies and procedures practices.

Legal Services. Many mentees struggle with a variety of legal problems and questions. MW provides expert legal advice via initial consults to aid with child support and family related issues, terms and conditions of parole/probation, and other residual legal issues.

Office Management

MW has an office manager who oversees all office activity (maintaining a functional office, stocking office supplies, providing assistance with communications, and paying bills), policies and procedures, phone calls, payroll, HR issues accounting, bookkeeping, and sustainability projections. The office manager also assists with oversight on technology services, including computers, servers, and internet support.

Key Management Personnel

Joseph White, Ph.D. - Executive Director

Dr. Joseph White has worked in the prevention sciences field for two decades. His work has focused on substance abuse prevention, responsible fatherhood, psychosocial development, and risk prevention programs and strategies for adolescents and adults. He is president of the Foundation for Family Life and developed the MentorWorks as a branch of FFL to work with inmates as they prepare for and reenter society. He previously served as vice president of the Institute for Research and Evaluation. Prior to IRE, he was a professor in Human Development and Family Studies at South Dakota State University and taught in the Sociology program at University of Nebraska-Lincoln. He earned his Ph.D. from Texas Tech University in 1997. He co-founded the Dakota Fatherhood Initiative, co-authored the book *Why Fathers Count*, and has designed, developed, and implemented fatherhood programs in a variety of settings. He also worked with Dakota and Lakota tribes throughout Indian country to develop a culturally-specific, family-oriented alcohol, drug, and suicide prevention program called *Takoja Niwiciyape: Giving Life to the Grandchildren*. Dr. White is experienced at obtaining funding at federal, state, and local levels and from both the public and private sectors. His work in the evaluation field contributes to methodological design, data collection strategies, statistical analyses, and dissemination of all reports generated from MentorWorks. Dr. White serves as the Executive Director of the Foundation for Family Life and the MentorWorks program.



Cliff Harman, M.D. - Chair, Board of Directors, and Mentor Training & Recruitment

Dr. Harman is a retired consulting physician, having practiced for 35 years as an Internal Medicine and Gastroenterology physician. In addition to his 35 year medical practice, Dr. Harman served as the administrator of an outpatient surgical center, and in a variety of leadership roles in his church and with the Boy Scouts of America. He was an Associate Professor of Medicine at the University of Utah and served actively on the Clinical Faculty throughout his practice. In the last fifteen years, he served in a variety of humanitarian service roles including as the Area Welfare Agent and medical advisor for the Church of Jesus Christ of Latter-day Saints covering the Africa Southeast Area (one half of the continent). He served with his wife as employment missionary coordinators managing day-to-day operation of the LDS Riverton Employment Center. He also managed its professional networking group. Dr. Harman serves as Chair of FFL's Board of Directors and oversees mentor training and recruiting.

Alan Brewer - Case Manager, Salt Lake County

Alan has worked in the sales and marketing field for more than 15 years. He also has limited experience in the transportation field. He has an Associate's Degree from Snow College and is currently working on his B.S. Degree from University of Phoenix in Software Engineering. He currently serves as a Case Manager for MentorWorks.

John Stone – Advisory Board, and Case Manager, Utah County

John Stone is a retired United States Air Force Master Sergeant, with 23 years of service. Following Air Force retirement, he pursued a degree in Social Work and therapy (BYU). He was employed at the Utah State Prison as a caseworker, Correctional Habilitative Specialist (CHS), and working with the Flame-In-Go (Flamingo) Elite Wild Land Firefighting Unit. Following USP retirement John began volunteer efforts with the Red Cross, Nationally Certified Emergency Response Vehicle Instructor and Fleet Supervisor, LDS Church Service Missionary (Provo MTC Language Recruiter), and currently LDS Employment Resource Services Missionary (offender specialist). He currently serves on the Foundation for Family Life/Mentor Works substance abuse Advisory Board, and as Case Manager for their Utah County sober living home (Moroni's Place),

Ryan Snow – Lead Legal Counsel

Ryan has over 14 years of senior-level legal and business success in various industries. He is an effective legal and business strategist – utilizing strong business and legal acumen to provide countless business ventures with critical advice, direction and implementation. He has provided management support for day-to-day interests of companies in financing, marketing and sales, contracting, HR, negotiation, exit planning and succession, regulatory compliance, mergers and acquisitions, and business planning. Ryan is the founder of several profitable business startups, including a transportation and logistics company; commercial finance factoring company; real estate title and escrow company; heavy equipment finance/leasing company; and general law practice. He is also the General Counsel for a multinational real estate company and has negotiated and closed over \$350 million in acquisition, operational, and development financing. Ryan serves on the Board of Directors for several non-profit and for-profit organizations. He received his B.S. degree in Finance (Univ. of Utah), M.B.A. with an international emphasis (Univ. of Utah), and J.D. degree (Univ. of Utah College of Law). Mr. Snow serves on FFL's Board of Directors with responsibility for the legal committee.

Marco Brown, Esq. – Assistant Legal Counsel

Marco is a criminal defense attorney who was raised in Alaska until he attended Brigham Young University. While attending BYU, Marco worked for Chrysalis Enterprises helping individuals with mental disabilities. After graduation, he attended law school at the University of Nebraska, where he graduated with distinction. During his post law school experience he completed a judicial clerkship and practiced as a litigation associate. Marco is now the owner of Brown Law, LLC, and is heavily involved in community matters. Most significantly, Marco is an adoptive father and the husband of a brilliant,



talented wife who completed her doctorate in music at the University of Utah. Mr. Brown serves as assistant legal counsel for MentorWorks on matters related to criminal and family law.

Elaine Fuller, B.S. – Office Manager, Bookkeeper, HR

Elaine graduated from Utah State University with a B.S. degree in Business Administration/ Human Resource Management with a minor in Economics. She has over 10 years of experience working with various organizations in a range of responsibilities, including Human Resources, office management, and record keeping. Her responsibilities with MentorWorks include office management, bookkeeping, and overseeing MentorWorks administrative tasks.

Jana Horton – Office Assistant

Jana has run her family-owned business for seven years where she performs accounting, human resources, and customer service duties. She currently assists MentorWorks with administrative tasks, processing applications, and reporting for all Dept. of Justice performance measurement data. Jana also sits on the Admittance Committee for all MentorWorks applications.

Governance: Board of Directors

MentorWorks is part of The Foundation for Family Life, a Non-Profit organization governed by a board of directors. The board meets quarterly for a formal meeting with minutes kept on file. The board is responsible for fiduciary oversight and financial sustainability, ensuring compliance with policies and procedures and local, state, and federal requirements, and staffing key positions. Directors include:

Board Executive Officers:

1. Board Chair: Cliff Harman (FFL, Retired Physician)
2. Vice-Chair & Executive Director: Joseph White (FFL)
3. Treasurer: Elaine Fuller (FFL)
4. Secretary: Jana Horton (FFL)

Board of Directors (listed by Subcommittee Chair Assignments):

1. Development Committee: Stacy Weight (Children’s Miracle Network)
2. Employment Committee: Gary Pacholick (Marketing Technology Recruiter)
3. Fiduciary Committee: Heber Maughan (CPA)
4. Legal Committee: Ryan Snow (Novas Law)
5. Mentoring Committee: Kim Nelson (Nelco Benefits: Health Insurance)
6. Networking Committee: Bill Barton (Retired Businessman/Politician)
7. Program Committee: Joseph White (FFL)
8. Reentry/Recovery Committee: David Heslington (LDS Bishop)
9. Spiritual Committee: Camille Bergstrom (LDS Relief Society Presidency)
10. Service Committee: Ian Spencer (Zion’s Bank)

Unfilled Board Positions

11. Education Committee: TBN
12. Business Committee: TBN
13. At-Large Committee: TBN

Additional Program Policies: Privacy, Boundaries, Space, and Quality

All mentee/tenants sign a release of personal information, release of relevant medical and treatment records (HIPPA Authorization), etc. to allow MW staff to best serve program participants. These records are kept in MW offices and kept locked during non-business hours. The House Manager has access to emergency contact information of all participants on the premises.

Legal Notice of Privacy Practices Relative To Drug & Alcohol: Information regarding the confidentiality of drug and alcohol use is protected by the Confidentiality Law, 42 U.S.C. Section



2900DD-2, 42 C.F.R. Part 2. Under this law, the Foundation for Family Life may not disclose any information identifying an individual as an alcohol or drug abuser, or disclose any other protected information except as permitted by Federal law. Violation of Federal Law and Regulations will be treated as a crime and suspected individual reported to the appropriate authorities. The Foundation for Family Life obtains written authorization from the individual before disclosing information for treatment purposes but may disclose information if the information is:

- Pursuant to an agreement with a business associate providing business services to the program
- For research, audit, or evaluation
- To report a crime committed on FFL premises or against FFL personnel
- To supply medical personnel information in a medical emergency
- To inform appropriate authorities as needed to report suspected child or elder abuse or neglect
- As allowed by court order.

Boundary Issues

- Boundaries are established for the protection of clients and mentors
- Mentors and clients share cell numbers to communicate and agree on acceptable times to call
- Mentors may not disclose home address or home phone numbers
- Mentors may not loan money or give or receive gifts (clothing, food, etc. provided).

Bathrooms: Bathrooms will remain in working order, good condition, properly ventilated, and equipped with toilet paper, towels, and soap. There will be a 10-1 ratio. There will be a mirror secured to the walls.

Sleeping accommodations: A minimum of 60 SF in double occupant rooms and 80 SF in single bedrooms will be provided. All bedrooms will have a window with a screen. Each occupant will be provided with clean linens when they arrive. Men's and women's facilities will remain separate.

Furniture: All furniture will be provided and maintained (clean, safe condition). A sufficient amount of furniture will be provided, including tables and chairs for meeting rooms, beds, dressers, and night stands.

Laundry: Mentees are required to wash their personal belongings, towels, and bed linens. Each facility will provide a washer and dryer. All laundry appliances will be maintained in good operating order.

Quality Assurance: Program implementation requires regular guidance and oversight. Quality assurance measures have been implemented relative to accountability reports at each line of authority. Concerns are addressed with appropriate leaders to ensure improvement or removal of individuals unwilling to improve performance-in the interest of quality program implementation. Minor difficulties are expected in all relationships and parties are expected to work through issues important to each using interpersonal problem solving skills taught at mentor training and other staff training venues.

Conclusion

MentorWorks has a track record of positively affecting individuals in the pre and post release stages of incarceration and/or treatment facilities, increasing the likelihood of successful reentry and reduced recidivism. Efforts target transitional needs immediately upon release (e.g., housing, employment, sobriety) and provide hope and vision through developing long term Success Plans that includes a life free from substance abuse and crime and a life filled with career and healthy relationships.

Seasoned, trained mentors serve as positive role models and provide firm, caring guidance that support mentee's terms of parole/probation and treatment. Mentors help individuals navigate their problems and accomplish their goals by identifying necessary mental health treatment, utilizing available transitional services, learning new coping skills, finding effective support groups, and, perhaps most importantly, developing a relationship of trust and accountability that ultimately leads them to a respectful life of responsibility and independent living.

Mayor
JOE L PICCOLO
City Attorney
NICK SAMPINOS
Community Director
NICK TATTON
City Recorder
SHERRIE GORDON
Public Works Director
GARY SONNTAG



185 EAST MAIN • P.O. BOX 893 • PRICE, UT 84501
PHONE (435) 637-5010 • FAX (435) 637-2905
www.pricacityutah.com

**Planning & Zoning
Commissioners**

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FRANKIE SACCO, VICE CHAIR
JUDY BEACCO
DALE EVANS
NANCY BENTLEY
RICHARD ROOT
JAN YOUNG
ALTERNATE: ERROLL HOLT

Price City Planning & Zoning Commission

DATE: SEPTEMBER 10TH, 2015
TO: PRICE CITY PLANNING & ZONING COMMISSION
FROM: NICK TATTON 
PRICE CITY
RE: 24-HOUR DAYCARE LAND USE

Please find attached a Conditional Use Permit (CUP) application submitted by JoAnna Hagen for (re)locating her business, a 24-hour daycare operation, from her home to 130 N 200 E within the Commercial 1 (C-1) zoning district. The general land use evaluation criteria is listed in Section 11.1 of the Price City Land Use Management and Development Code (Code), the specific land use evaluation criteria and land use checklist is in Section 11.1.m of the Code. The proposed land use, Daycare or Preschool, is conditional and listed in Section 11.3.5.14.5 of the Code.

RECOMMENDED MOTION(S):

1. Move to recommend the Price City Council provide final approval for a Conditional Use Permit (CUP) for the land use of a Daycare or Preschool to be located at 130 N 200 E within the Commercial 1 (C-1) zoning district, called Bedtime Stories 24 Hours Child Care Center, as applied for by JoAnna Hagen, based on the general land use evaluation criteria is listed in Section 11.1 of the Price City Land Use Management and Development Code (Code), the specific land use evaluation criteria and land use checklist is in Section 11.1.m of the Code, the conditional land use of a Daycare or Preschool listed in Section 11.3.5.14.5 of the Code, and subject to the following conditions of approval:
 - a. Business operation and occupancy limited to the lesser of the identified safe occupancy load of the building as established and regulated by the Price City Building Inspector and Price City Fire Chief or the State of Utah permit maximum, finding that occupancy limits protect the health, safety and welfare of the building occupants and the overall community.
 - b. Completion of building and fire safety inspection of structure by the Price City Building Inspector and Price City Fire Chief and compliance with all required safety recommendations stemming from the inspections finding that updated and inspected structures protect the health, safety and welfare of the community and specifically protect the life safety of children at daycare or preschool.

within the community, consistency in signage and is consistent with the Price City General Plan.

- j. No conditions at the property or structure that violate the Price City Property Maintenance Code finding that properly maintained property and structures protect area property values and is consistent with the Price City General Plan.
2. Move to acknowledge that the applicant, applicants agents and representatives, are aware of the conditions of approval, understand the conditions of approval and intend to comply with the conditions of approval.



Nick Tatton <nickt@priceutah.net>

Day Care Conditional Use Permit

2 messages

Mark Morley <morleylaw@gmail.com>

Wed, Sep 9, 2015 at 10:43 AM

To: Nick Tatton <nickt@priceutah.net>

Cc: Joanna Hagen <little_dream_baby@yahoo.com>

Nick

This e-mail is to confirm that I, as the owner of the property located at 130 North 200 East Price, Utah 84501, am aware that Joanna Hagen, dba Bedtime Stories is submitting an application for a conditional use permit to operate a daycare in the facility. I approve the action.

If you have any questions, please feel free to call, or respond to this e-mail.

Thanks,

Mark Morley, manager
100 North Holdings, LLC

Nick Tatton <nickt@priceutah.net>

Wed, Sep 9, 2015 at 10:47 AM

Draft To: Mark Morley <morleylaw@gmail.com>

Thanks Mark.

[Quoted text hidden]

-

Nick Tatton, Community Director
Price City
[435-636-3184](tel:435-636-3184)

Fee: _____



CONDITIONAL USE PERMIT APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable fees to: Price City Community Development Department, P.O. Box 893, 185 East Main, Price, UT 84501. For questions call (435) 636-3184.

Please check one.

- New Business** (Complete boxes 1 through 13 on page 1, and all subsequent pages)
 New Construction/Development (Check all applicable boxes below and complete entire application)

Plan Phase:

- Concept
 Preliminary
 Final

PLEASE TYPE OR PRINT LEGIBLY.

Applicant Information			
1. Applicant's Name: <i>Joanna Hagen</i>		2. Title: <i>Owner / Director</i>	
3. Applicant's Mailing Address: <i>2918 700 W</i>		4. Suite/Apt. No.:	
5. City: <i>Price</i>	6. State: <i>Ut</i>	7. Zip Code: <i>84501</i>	
8. County:		9. Telephone: ()	
Project Information			
10. Name of Project (Business): <i>Bedtime Stories 24 hr Child Care Center</i>			
11. Address of Proposed Project: <i>130 N. 200 E</i>			
12. Zone District (see attached zoning map):			
Nature of Proposed Work (Check all applicable items in boxes 13 through 16)			
13. <input type="checkbox"/> Sign <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential	14. <input type="checkbox"/> Zone Change <input type="checkbox"/> Storm Drainage <input type="checkbox"/> Street Work <input type="checkbox"/> Road Dedication <input type="checkbox"/> Water <input type="checkbox"/> Sewer	15. <input type="checkbox"/> Excavation <input type="checkbox"/> Fill Work <input type="checkbox"/> Building <input type="checkbox"/> Subdivision <input type="checkbox"/> Apartments <input type="checkbox"/> Electrical	16. <input type="checkbox"/> Industrial <input type="checkbox"/> Annexation <input type="checkbox"/> Flood Plain <input type="checkbox"/> Recreation <input type="checkbox"/> Street Opening <input type="checkbox"/> Demolition
17. Quarter Section(s):	18. Section(s):	19. Township(s):	20. Range(s) & Base:
21. Estimated Cost of Project: a) Site Work \$ _____ b) Buildings \$ _____ c) Other \$ _____ Total \$ _____		22. Electrical Load Sheet: <i>(Attach preliminary and final to application)</i>	
23. Project Plans: <input type="checkbox"/> Plans Included <input type="checkbox"/> Attachments (Number) _____			

24. Brief Description of Project: 24 hr. State licensed child care facility/center
service to ages 0-15, early childhood development, Preschool,
after school program. We accept, Full time, part time, respite,
emergency or shift care.

25. Justification (Explain why this project is needed): It will provide new jobs as well
as supply our community with adequate child care needs
for our area. Day or night time.

26. Names and Addresses of Adjoining Property Owners, Lessees, Etc.:

NAME	ADDRESS (City, ST, Zip)	TELEPHONE
1. <u>Mark Morely</u>	<u>1690 W. 4200 N</u> <u>Helper Ut. 845216</u>	<u>(801) 722-9041</u>
2.		()
3.		()

27. Estimated Starting Date: 9 / 15 / 2015 28. Estimated Completion Date: / / 29. Has P.R.W.I.D. Sewer Survey
 Been Submitted? Yes No

Joanna L. Hagen 9/9/15
 Signature of Property Owner Date
Joanna L. Hagen 9/9/15
 Please Print Name Title

Office Use Only

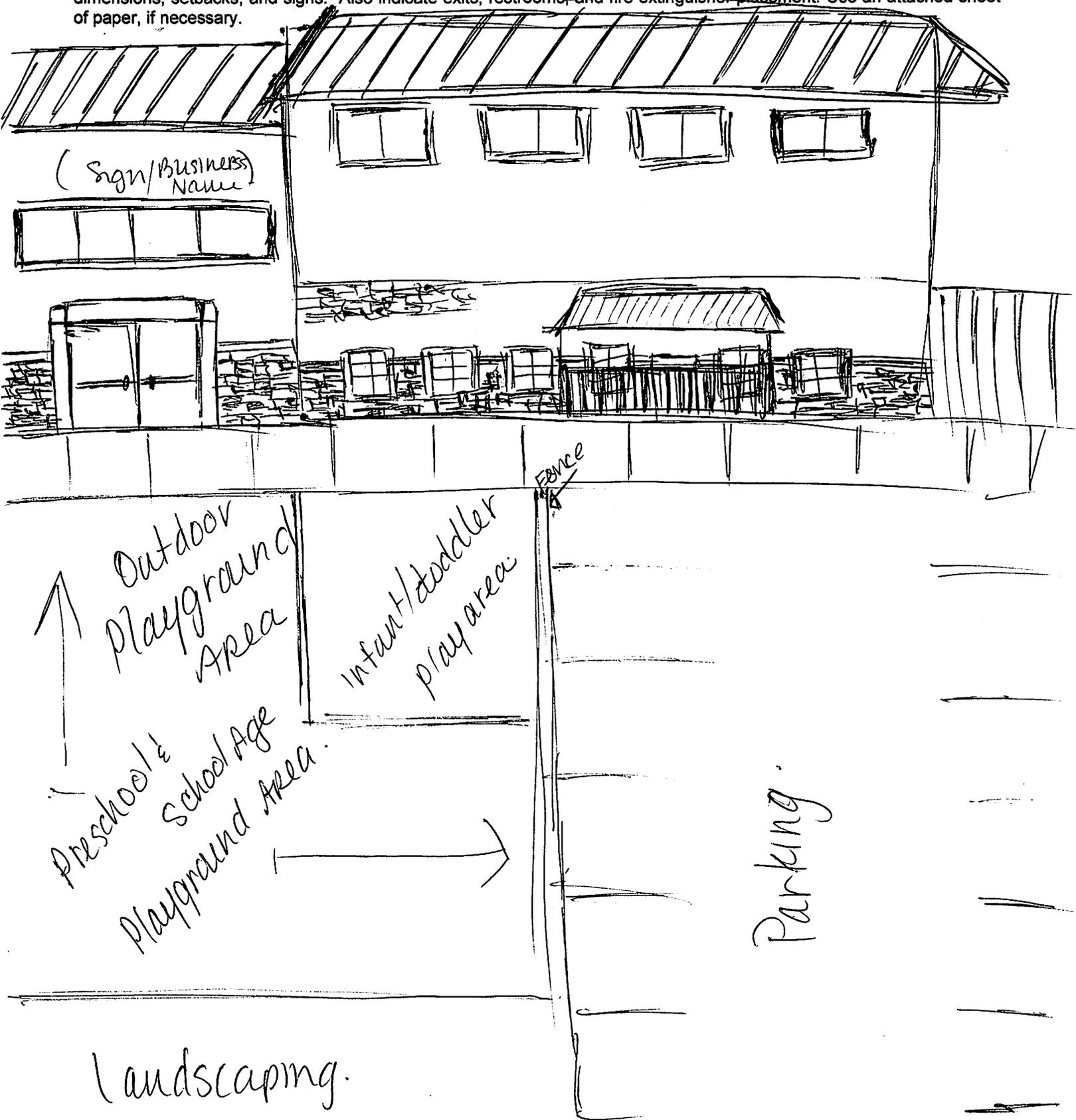
Recommendation of Planning and Zoning Administrator (Community Director):
 Approve
 Decline
 Comments: 11.1 & 11.1.m - evaluation criteria
11.3.5.14.5 = C = daycare or preschool

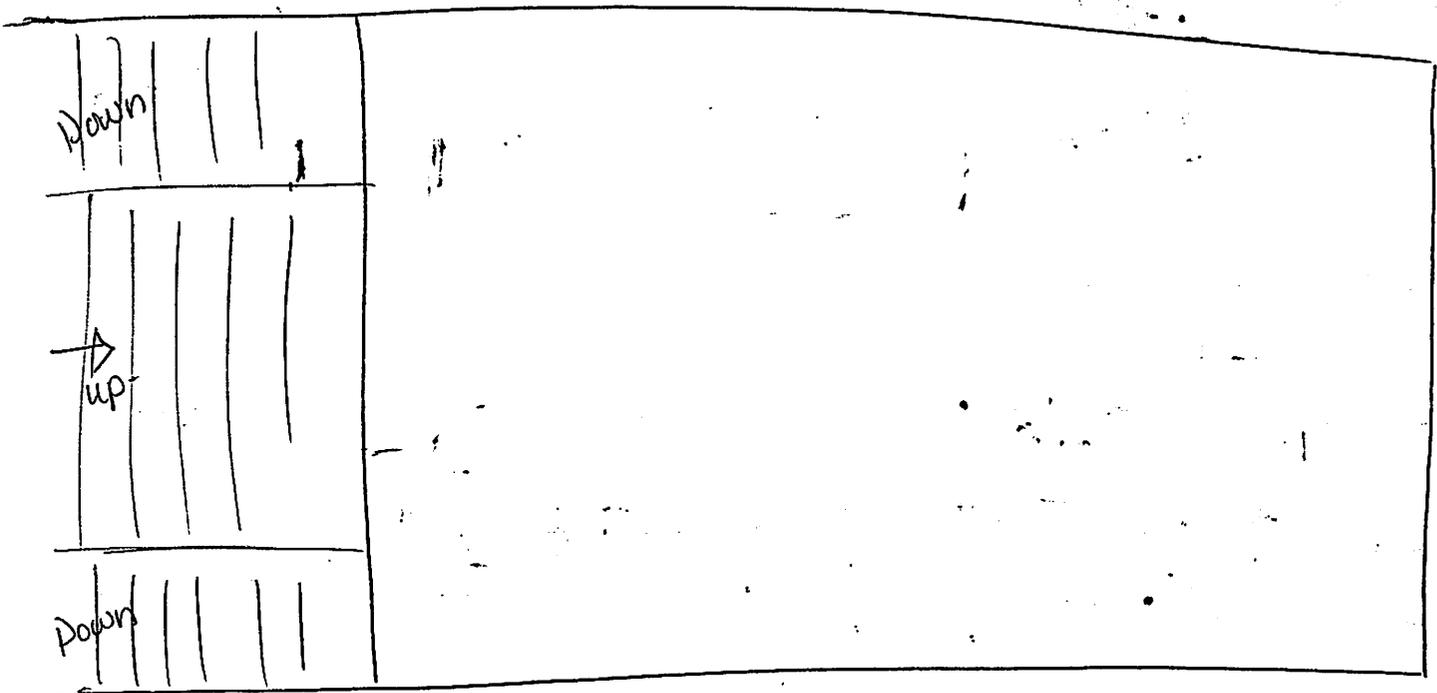
Signature: [Signature] Date: 9-9-15

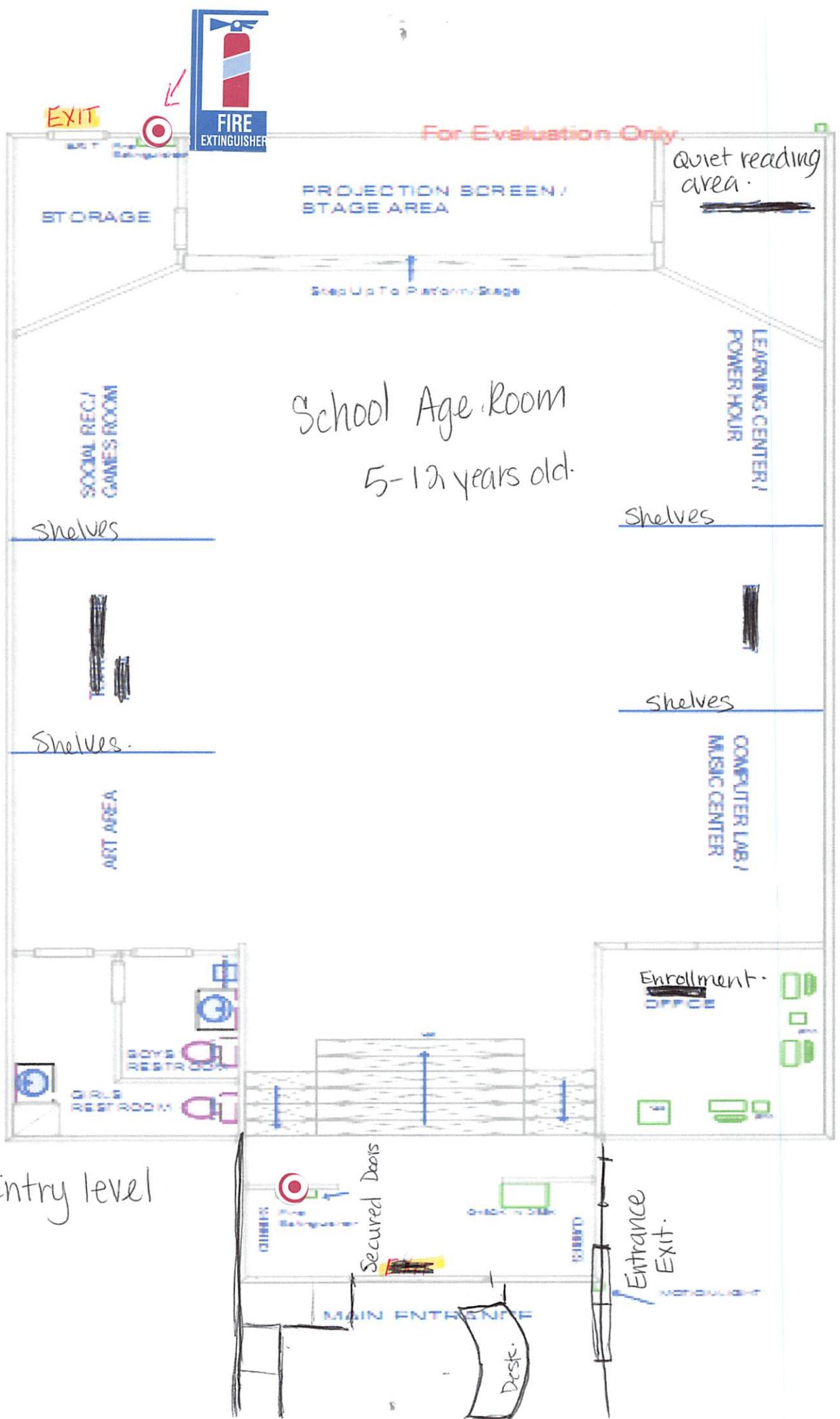
Requires:
 Building Permit
 Conditional Use Permit
 Code Amendment
 Board of Adjustments Variance
 Flood Plain Development Permit
 Other: Busn Lic address x-fer

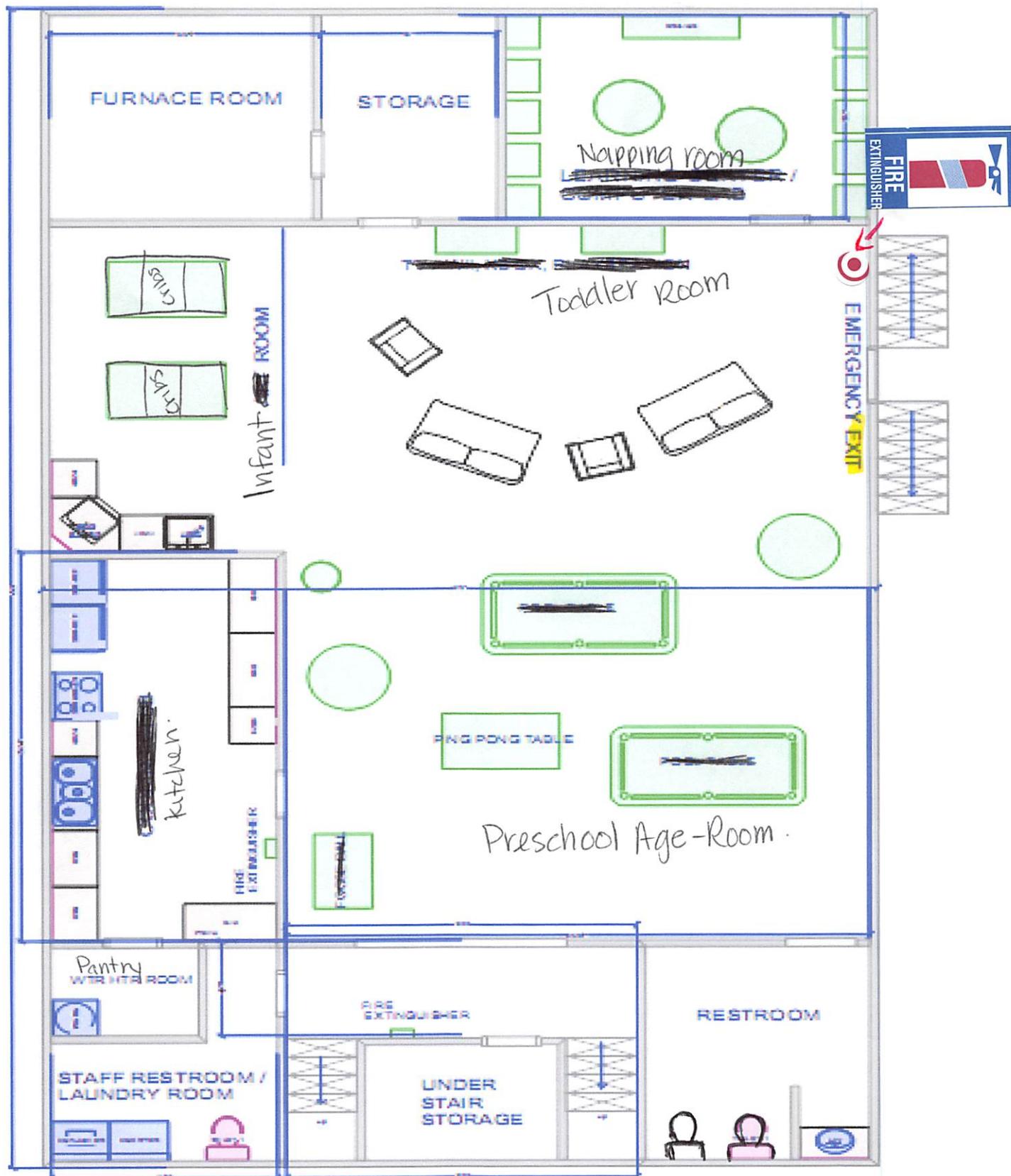
SITE PLAN

Please provide a drawing of your proposed site in the space below. Include building floor plan, profiles, cross-sections, dimensions, setbacks, and signs. Also indicate exits, restrooms, and fire extinguisher placement. Use an attached sheet of paper, if necessary.









Lower level.

ACKNOWLEDGEMENT AGREEMENT FOR CONDITIONS OF LAND USE AS REQUIRED BY THE PRICE CITY PLANNING AND ZONING DEPARTMENT AND AS AGREED TO BY THE LAND USE APPLICANT FOR A 24 HOUR CHILD DAYCARE FACILITY LOCATED AT 130 N 200 E WITHIN THE COMMERCIAL 1 (C-1) ZONING DISTRICT

Purpose: the purpose of this agreement is to establish the terms and conditions of an agreement between Price City and **BEDTIME STORIES 24 HOUR CHILD CARE CENTER, JOANNA HAGEN**, regarding the conditions of land use associated with **A 24 HOUR CHILD DAYCARE FACILITY LOCATED AT 130 N 200 E WITHIN THE COMMERCIAL 1 (C-1) ZONING DISTRICT** as it is associated with **BEDTIME STORIES 24 HOUR CHILD CARE CENTER, JOANNA HAGEN**.

Parties: this agreement is made by and between Price City (City), 185 East Main Street, Price, Utah 84501 and **BEDTIME STORIES 24 HOUR CHILD CARE CENTER, JOANNA HAGEN**, (Applicant), for the property located at **130 N 200 E**.

Term: the term of this agreement commences on **SEPTEMBER 28, 2015** and will perpetually run with the land unless terminated based on a change of use or other performance or compliance factors as outlined in the Price City Land Use Management and Development Code (Code). This contract is further subject to compliance with all Code requirements and other state, federal or local permitting.

The parties identified above hereby agree to the following:

Applicant Shall:

- Ensure that business operation and occupancy limited to the lesser of the identified safe occupancy load of the building as established and regulated by the Price City Building Inspector and Price City Fire Chief or the State of Utah permit maximum, finding that occupancy limits protect the health, safety and welfare of the building occupants and the overall community.
- Complete of building and fire safety inspection of structure by the Price City Building Inspector and Price City Fire Chief and compliance with all required safety recommendations stemming from the inspections finding that updated and inspected structures protect the health, safety and welfare of the community and specifically protect the life safety of children at daycare or preschool.
 - Safety inspection must address: (1) building and structure in general; (2) kitchen and food prep area specifically; (3) use of lower level of structure specifically.
- Submit of a copy of State of Utah license to Price City finding that properly licensed and permitted businesses serve to protect the health, safety and welfare of the community.
- Complete all building renovations completed under the auspices of a Price City Building Permit and inspected by the Price City Building Inspector finding that properly permitted and inspected building renovations protect the health, safety and welfare of the community.
- Ensure that no additional structures located on the site without specific review and approval of an amended site plan finding that future uses, structures and development may require additional permitting and consideration by Price City.
- Ensure that children within the structure or in the outdoor playground area to remain under the direct supervision of a qualified Bedtime Stories adult employee at all times finding that qualified adult supervision mitigates the potential for malicious acts.
- Site to be renovated and improved consistent with site plan submitted and as indicated below finding that approved site plans protect the health safety and welfare of the community.
 - Parking Lot Surfacing: Parking lot to be hard surfaced on or before 9-1-17 as required by Section 6.7 of the Code. Parking lot may be temporary surfaced with gravel or asphalt millings. No debris or mud track out to city streets permitted. Minimum of twelve (12) off street parking spaces to be identified, including ADA spaces. Minimum of two (2) off street parking spaces identified for safe drop-off and pick-up of children.
 - Exterior Lighting: parking lot, drop-off and pick-up area and outside corridors and play areas to be lighted and fully visible during dark hours for safety. Light fixtures to be angled away from neighboring residential properties. All exterior lighting to be LED fixtures.
 - Garbage: Garbage cans and/or garbage dumpster to be maintained in off-street enclosure to prevent wind scatter of garbage, rubbish and debris. Garbage receptacles in quantity and service frequency to prevent accumulations of garbage, rubbish, debris outside of the containers.
 - Drop off and Pick Up: Must be maintained in off-street location for safety.
 - Fencing: Playground and outdoor play area to be secured with a six foot non-sight obscuring (6') secured fence. Fence to accommodate secured gate used for emergency purposes only. No egress by children or ingress by unauthorized persons through gate or fence. Six foot (6') sight obscuring fence along north and east site boundaries; three foot (3') for thirty feet (30') from each sidewalk line.
 - Landscaping: Minimum of 5% of surface area of site to be landscaped. All landscaping to be water wise.
- Complete a storm water management plan based on new impervious surface of parking lot and submission of plan to the Price City Engineer for review and concurrence finding that properly planned storm water flows prevent flooding and impact to property and life safety.
- Ensure that business signage to be presented to the Price City Planning Department prior to installation for review and potential approval finding that properly reviewed and approved business signage promotes increased commercial and business activity within the community, consistency in signage and is consistent with the Price City General Plan.
- Ensure that no conditions at the property or structure that violate the Price City Property Maintenance Code finding that properly maintained property and structures protect area property values and is consistent with the Price City General Plan.

Price City Shall:

- Authorize the land use contemplated herein and under the terms and conditions set forth as indicated pursuant to Section 10.3.2.4 of the Code, Childcare, Nursery or Preschool, and the administrative approval therein authorized.

SIGNED THIS ____ DAY OF _____, 20 ____.

Price City

Applicant:

By Robert Oliver, Chair

JOANNA HAGEN, BEDTIME STORIES 24 HOUR CHILD CARE CENTER

ATTEST:

Sherrie Gordon, City Recorder

CONDITIONAL USE PERMIT

THIS PERMIT IS HEREBY APPROVED FOR:

**A LAND USE OF: DAYCARE AND
PRESCHOOL LAND USE, LOCATED AT
130 N 200 E EAST, WITHIN THE
COMMERCIAL 1 (C-1) ZONING DISTRICT**

CONSISTENT WITH THE TERMS, CONDITIONS AND REQUIREMENTS SET FORTH
BY THE PRICE CITY PLANNING AND ZONING COMMISSION, THE PRICE CITY
COUNCIL AND THE PRICE CITY LAND USE MANAGEMENT AND DEVELOPMENT
CODE.



SIGNATURE _____

DATE _____

Mayor
JOE L PICCOLO
City Attorney
NICK SAMPINOS
Community Director
NICK TATTON
City Recorder
SHERRIE GORDON
Public Works Director
GARY SONNTAG



185 EAST MAIN • P.O. BOX 893 • PRICE, UT 84501
PHONE (435) 637-5010 • FAX (435) 637-2905
www.pricacityutah.com

Price City Planning & Zoning Commission

**Planning & Zoning
Commissioners**
ROBERT OLIVER, CHAIR
FRANKIE SACCO, VICE CHAIR
JUDY BEACCO
DALE EVANS
NANCY BENTLEY
RICHARD ROOT
JAN YOUNG
ALTERNATE: ERROLL HOLT

DATE: SEPTEMBER 11TH, 2015
TO: PRICE CITY PLANNING & ZONING COMMISSION
FROM: NICK TATTON 
PRICE CITY
RE: ASSISTED LIVING CENTER

Please find attached a Conditional Use Permit (CUP) application submitted by Richard Nuffer for locating an assisted care living center business at 75 E 500 N, called Beehive Homes of Price – Memory Care Center, within the Public Facilities (PF) zoning district. The PF zone accommodates public and quazi public as well as private land uses and, per Section 14.2.4 of the Price City Land Use Management and Development Code (Code) utilizes the ‘most similar’ land use codes for permitting purposes. In this case it is the Commercial 1 (C-1) zoning district requirements. The land use evaluation criteria for the PF zone district are listed in the in Section 14.1, paragraphs 1 thru 7 of the Code, the general land use evaluation criteria for the C-1 zone district are in Section 11.1 of the Code and the specific land use evaluation criteria/land use checklist for the C-1 zone district are in Section 11.1.m of the Code. The actual land use, Assisted Living Facility, is conditional and listed in Section 11.3.2.1.5.7 of the Code. The site of the proposed development is currently owned by Price City and the surplus and sale process, including receipt of bids, is underway and expected to be completed in advance of final approval application.

It is the recommendation of staff to thoroughly discuss the land use and development plan with the applicant and provide concept approval only at this time.

RECOMMENDED MOTION(S):

1. Move to provide ***concept approval only*** for an Assisted Living Facility to be located at 75 E 500 N within the Public Facilities (PF) zoning district finding that the PF zone accommodates public and quazi public as well as private land uses and, per Section 14.2.4 of the Price City Land Use Management and Development Code (Code) utilizes the ‘most similar’ land use codes for permitting purposes, basing the concept approval on the land use evaluation criteria for the PF zone district listed in the in Section 14.1, paragraphs 1 thru 7 of the Code, the general land use evaluation criteria for the C-1 zone district in Section 11.1 of the Code and the specific land use evaluation criteria/land use checklist for the C-1 zone district in Section 11.1.m of the Code, and the conditional land

use, Assisted Living Facility, listed in Section 11.3.2.1.5.7 of the Code, and subject to the following conditions of concept approval:

- a. Obtain site control or ownership allowing unencumbered private development to occur.
- b. Final comprehensive site plan to be prepared and submitted consistent with the concept site plan submitted, and to include the following elements:
 - i. Utility connections for water, sewer, electric, natural gas detailed (size, location, etc.) including any required sampling manholes and grease traps.
 1. Procurement and submission of capacity and willingness to serve letters from each utility provider.
 2. Provide electrical load sheet to Price City electric department.
 3. Provide full details on solar installation to Price City electric department.
 - ii. Detail and location of retaining wall to support hillside and prevent storm water or debris flows from negatively impacting the development.
 - iii. Fencing: potentially required six foot (6') sight obscuring fencing on the west and north sides of the development. Location and details onto site plan.
 - iv. Review of development with the Price City Fire Chief and installation of fire safety water lines and hydrants as required. Locations to be indicated on final site plan.
 - v. Minimum of 12 off street parking spaces, including ADA spaces, to accommodate initial and future building at site. Consistent with Code Section 6.4.10 of 4 spaces + 1 space per 5 beds = 11 spaces. One (1) additional space for visitors.
 1. Parking lot and exterior area lighting to be high efficiency LED fixtures.
 2. Parking lot and exterior area lighting to be angled, shielded or on timers to not negatively impact neighboring residential uses with light transference.
 3. Right turn only upon exit from off street parking with signage. To be indicated on site plan.
 - vi. Garbage dumpster to be located and identified on final site plan in screened enclosure with gates.
 - vii. Detail on curb, gutter, sidewalk, street light, and other public infrastructure installations.
 - viii. Indicate minimum of 5% of area landscaping on site plan. Landscaping to be water wise.
 - ix. Indicate locations of business and way-finding signage proposed on final site plan.
- c. Completion of a geotechnical study and submission of the study to the Price City Engineer for review and concurrence and potential further development requirements and recommendations.
- d. Completion of a storm water management plan and submission of the plan to the Price City Engineer for review and concurrence and potential further development requirements and recommendations including on site detention.
- e. Completion of a private utility agreement with the Price City public works department as it relates to culinary water connection and service.
- f. Completion of a public infrastructure development agreement with the Price City public works department as it relates to the installation of public infrastructure

associated with the development and submission of the required financial surety as required.

- g. Completion of a Price River Water Improvement District (PRWID) waste water survey and submission of the survey to PRWID with a copy to Price City.
 - h. Submission of building plans to the Price City building department for review and approval. All construction to be completed under the auspices of a Price City building permit.
 - i. Recommended that a pre-development meeting be held with Price City and area service providers prior to finalization of the site plan to be submitted for final approval.
 - j. Identification and recording of any necessary easements including existing water lines, storm water drainage, electrical lines.
 - k. Application and receipt of Price City business license prior to opening and operation at site.
 - l. Business signage to be submitted to the Price City planning department for review and potential approval prior to installation.
 - m. Completion and submission of a preliminary environmental site review consistent with Section 3.3.3 of the Code and any mitigation plans for conditions noted.
2. Move to acknowledge that the applicant, applicants agents and representatives, are aware of the conditions of approval, understand the conditions of approval and intend to comply with the conditions of approval.

Fee: _____



CONDITIONAL USE PERMIT APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable fees to: Price City Community Development Department, P.O. Box 893, 185 East Main, Price, UT 84501. For questions call (435) 636-3184.

Please check one.

- New Business** (Complete boxes 1 through 13 on page 1, and all subsequent pages)
- New Construction/Development** (Check all applicable boxes below and complete entire application)

- Plan Phase:
- Concept
- Preliminary
- Final

PLEASE TYPE OR PRINT LEGIBLY.

Applicant Information			
1. Applicant's Name: BEEHIVE HOMES (RICHARD NUFFER)		2. Title: PRESIDENT	
3. Applicant's Mailing Address: PO 129		4. Suite/Apt. No.:	
5. City: ELMO	6. State: UT	7. Zip Code: 84521	
8. County: EMERY		9. Telephone: (801) 893-2503	
Project Information			
10. Name of Project (Business): BEEHIVE HOMES OF PRICE - MEMORY CARE CENTER			
11. Address of Proposed Project: 75 E. 500 N. PRICE UT 84501			
12. Zone District (see attached zoning map):			
Nature of Proposed Work (Check all applicable items in boxes 13 through 16)			
13. <input type="checkbox"/> Sign <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential	14. <input type="checkbox"/> Zone Change <input type="checkbox"/> Storm Drainage <input type="checkbox"/> Street Work <input type="checkbox"/> Road Dedication <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer	15. <input checked="" type="checkbox"/> Excavation <input type="checkbox"/> Fill Work <input checked="" type="checkbox"/> Building <input type="checkbox"/> Subdivision <input type="checkbox"/> Apartments <input checked="" type="checkbox"/> Electrical	16. <input type="checkbox"/> Industrial <input type="checkbox"/> Annexation <input type="checkbox"/> Flood Plain <input type="checkbox"/> Recreation <input type="checkbox"/> Street Opening <input type="checkbox"/> Demolition
17. Quarter Section(s):	18. Section(s):	19. Township(s):	20. Range(s) & Base:
21. Estimated Cost of Project: a) Site Work \$ <u>100,000</u> b) Buildings \$ <u>1,400,000</u> c) Other \$ _____ Total \$ <u>1,500,000</u>		22. Electrical Load Sheet: <i>(Attach preliminary and final to application)</i>	
23. Project Plans: <input type="checkbox"/> Plans Included <input type="checkbox"/> Attachments (Number) _____			

24. Brief Description of Project:

ASSISTED LIVING FACILITY WITH MEMORY CARE

25. Justification (Explain why this project is needed):

NO MEMORY CARE FACILITIES IN THIS OR NEIGHBORING COUNTIES.

26. Names and Addresses of Adjoining Property Owners, Lessees, Etc.:

NAME	ADDRESS (City, ST, Zip)	TELEPHONE
1.		()
2.		()
3.		()
27. Estimated Starting Date: / /	28. Estimated Completion Date: / /	29. Has P.R.W.I.D. Sewer Survey Been Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of Property Owner

Date

Please Print Name

Title

} currently Price City (N)

Office Use Only

Recommendation of Planning and Zoning Administrator (Community Director):

- Approve
- Decline

Comments: Concept only. PF zone. use C1. 11-1 & 11-1.m evaluation criteria. Land use - Assisted living facility - Code Section 11-3.2.1.5.7 - conditional use.

Signature:

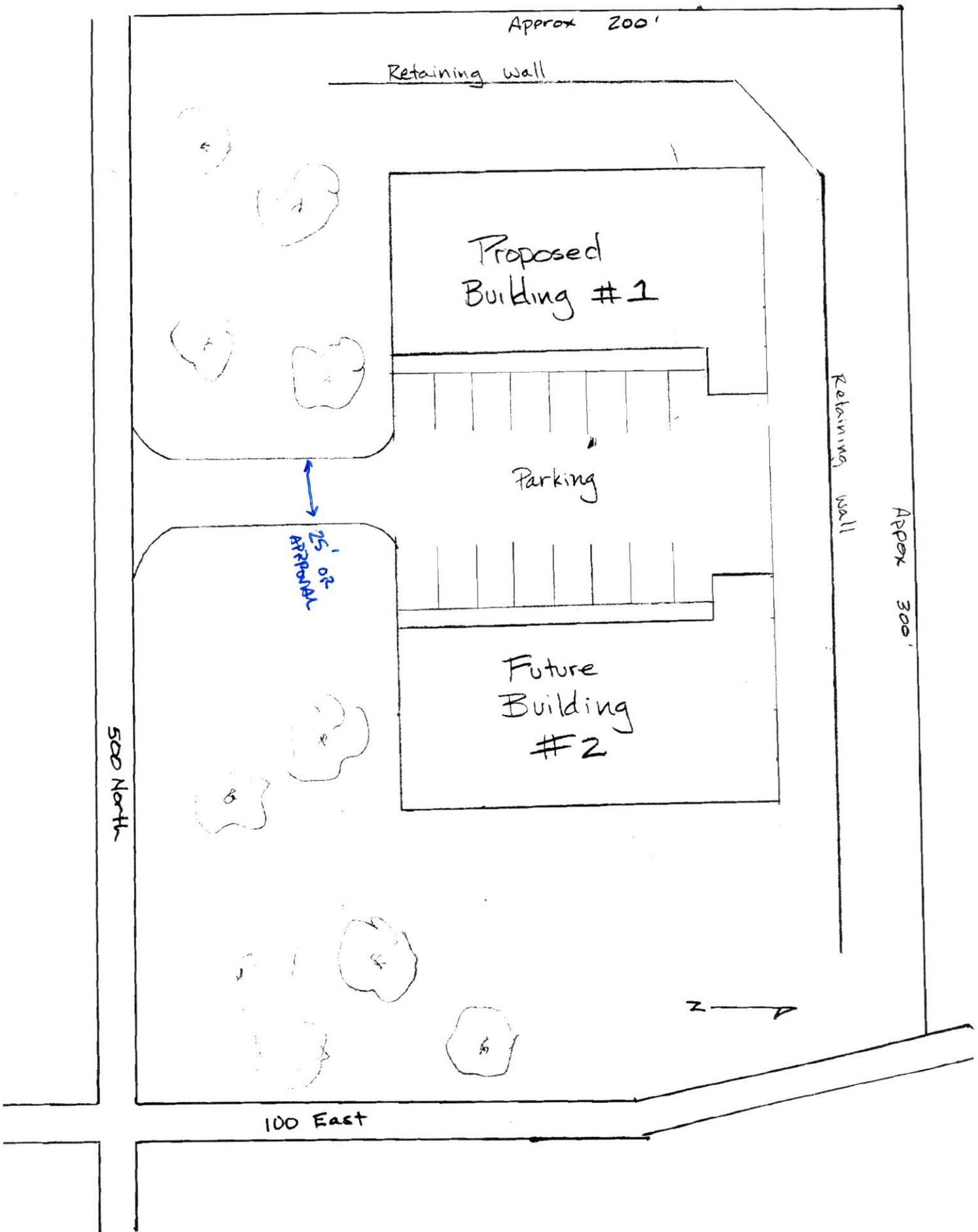
[Handwritten Signature]

Date:

9-11-15

Requires:

- Building Permit
- Conditional Use Permit
- Code Amendment
- Board of Adjustments Variance
- Flood Plain Development Permit
- Other: Based on



A4.0

09/02/2015
Price16-A4-0

EXTERIOR
ELEVATIONS



BEEHIVE HOMES of PRICE
ASSISTED LIVING CENTER
PRICE, UTAH

ARCHITEX
GROUP

225 W. Centennial Street, P.O. Box 2070
Price, Utah 84155 (801) 438-7270
www.architexgroup.com



KEYED NOTES, MATERIALS & COLORS

(A)	EPS. CORE @ 1.5" @ 1000
(B)	EPS. CONCRETE #3106
(C)	EPS. PAPERBUSH #1000
(D)	WOOD SHAKES, JAW #3071 (1" HARD BOARD)
(E)	WOOD TRIM & TRELLIS, JAW #3071
(F)	STONE, CHARDONNAY DRISTACK LEDESTONE CSW-2012
(G)	1" X 3" ARCHITECTURAL ASPHALT SHINGLES
(H)	COBBLE CURB @ 1" @ 1000
(I)	PRE-CAST STONE WATER TABLE
(J)	ROOF VENT
(K)	CONCRETE FOOTINGS & FOUNDATION - SEE STRUCTURAL
(L)	VINYL WINDOWS - SEE WINDOW SCHEDULE SHEET A9.0

GENERAL NOTE:
COORDINATE ALL COLORS WITH OWNER PRIOR TO PURCHASE

