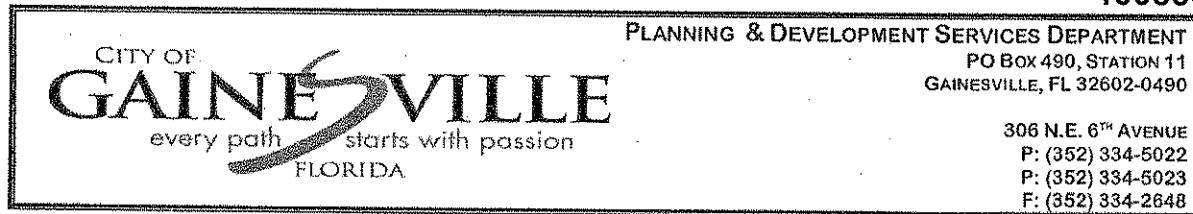


LEGISLATIVE #

100889A



TO: City Plan Board **Item Number:** 1

FROM: Planning and Development Services Staff **DATE:** March 31, 2011

SUBJECT: Petition PB-11-26 TCH, Kent Vann, agent for St. Francis House. Amend the Land Development Code Section 30-111 to change the limit on the number of meals served at Food Distribution Centers for the Needy.

Recommendation:

Staff recommends approval of the petition.

Discussion:

This is a request by the St. Francis House, Inc., to amend the land development code to allow unlimited meal service for persons in need during a designated time frame, during a 24 hour period. The proposed text change to the land development code will impact how meals will be distributed throughout the City, and not just specific to the St. Francis House site. Currently the land development code limits the number of meals served to 130 meals during a 24 hour period. The proposed change is seen as a reasonable compromise to the strict 130 meal limit. The rationale behind the 3 hour timeframe is that it could possibly eliminate the large grouping of people that may occur in a shorter timeframe, creating a staggered feeding schedule that may have less impact on an area. The 3 hour timeframe may allow for different groups to access the meals service based on their schedules.

During the neighborhood meeting held by the St. Francis House Inc., a participant raised some concerns that the elimination of the meal limit will increase the number of homeless in the downtown plaza area. It is staff's opinion that a holistic approach must be taken to ease the burden that may be placed on the downtown. The City is currently working on other code changes and the permitting of the One Stop Homeless Assistance Center that will provide other avenues around the City for homeless assistance and long term solutions for individuals seeking to end homelessness. The overall goal of the City is to have various locations throughout the City for service providers to locate.

The requirements for permitting a food distribution center for the needy will remain the same as it is today in the form of a special use permit. As indicated in Sec. 30-111, an applicant will be required to meet certain standards as well as submit a management program that addresses hours of operation, personnel, client code of conduct, location of on-site non-resident client waiting areas, management of solid waste and litter, and lighting. The name, address and telephone number of the person responsible for the facility shall be kept up to date, and submitted with the management program. The requirement for a client code of conduct and designation of an on-site client waiting area are new provisions of the management program.

Hours of operation: The application for a special use permit must provide the hours of operations clearly indicating the three hour timeframe for meal service. The meal service may only occur between the hours of 8:30 AM and 7:00 PM. The hours shall be posted and clearly visible to the public.

Personnel: The application shall indicate the minimum number of staff persons/volunteers that will be supervising the meal service and clients during the three hour timeframe. The applicant must demonstrate to the Board that the supervision will be adequate for providing the service and crowd control.

Client code of conduct (New): As recommended by the St. Francis House Inc., a client code of conduct (behavior) shall be a requirement for all clients to sign and acknowledge, for receiving service and maintaining service. During the special use permit approval process the applicant shall indicate how many violation of the code of conduct will result in restriction or discontinuation of services to the client. The enforcement of the code of conduct shall be the sole responsibility of the applicant.

On-site waiting areas (New): The application for a special use permit must provide a diagram of the facility's onsite waiting areas. Waiting areas shall be on the premise where the meal service is being provided. The applicant must ensure that clients receiving service must not block public access to sidewalks, right-of-way and private property, and that emergency access points are identified and maintained. The applicant must demonstrate to the Board based the capacity to serve that adequate space will be available to accommodate the anticipated number of clients.

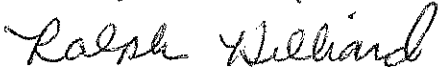
Management of solid waste and litter: The applicant must present a plan for controlling solid waste and litter on-site and off-site in the general area of the center. The applicant must state whether carry-out meals/bag lunches will be provided. When carry-out meals/bag lunches are provided the applicant shall be required to have a clean-up detail that will provide litter clean-up within a quarter-mile radius of the center on the day that the meals are being served.

Lighting: Facilities with night hours must provide security lighting that complies with the lighting standards of the land development code.

Responsible person: The application must include the name, address and telephone number of the person responsible for the facility. The contact person must have the authority to make corrective action when necessary. It shall be the responsibility of the applicant to keep the contact person's information up-to-date with the Planning and Development Service and Code Enforcement departments.

It is staff's opinion that given the management program plan controls and the requirements of the special use permit, that the time limit for meal service be approved and the 130 meal limit be eliminated. The proposed change will also eliminate the need for the special holiday meal exemption.

Respectfully Submitted

A handwritten signature in cursive script, reading "Ralph Hilliard".

Ralph Hilliard
Planning Manager

Attachments

Exhibit 1 - Application

Exhibit 2 - Proposed Code changes