



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 3g

Title:

Plan Commission recommendation to approve a Special Use for a Homeless Shelter for Lazarus House, 214 Walnut St.

Presenter:

Ellen Johnson

Meeting: Planning & Development Committee

Date: August 14, 2017

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The subject property, 214 Walnut St., is currently home to the St. Charles Free Methodist Church and Lazarus House homeless shelter. The Free Methodist Church occupies the original sanctuary space and the first floor of the remainder of the building. Lazarus House occupies the building's second floor.

Lazarus House has applied for Special Use approval to permit expansion of the Homeless Shelter use into the first floor of 214 Walnut St. Lazarus House currently leases their space from the Free Methodist Church and is under contract to purchase the property from the church. Lazarus House also owns and utilizes two neighboring properties, 15 S. 3rd St. and 308 Walnut St., for its operations. Lazarus House intends to consolidate their operations into 214 Walnut St. upon purchase of the property.

No physical changes to the exterior of the building or to the site are proposed, other than a fence to enclose part of the central courtyard.

Special Use approval is required in order to allow expansion of the Homeless Shelter use into the first floor of the building.

Plan Commission Review

Plan Commission held a public hearing on 8/8/17 and recommended approval of the Special Use by a vote of 8-0.

Attachments *(please list):*

Plan Commission Resolution, Staff Report, Application, Architectural Survey pages, Letter from Neighboring Property Owner

Recommendation/Suggested Action *(briefly explain):*

Plan Commission recommendation to approve a Special Use for a Homeless Shelter for Lazarus House, 214 Walnut St.

City of St. Charles, Illinois
Plan Commission Resolution No. 13-2017

**A Resolution Recommending Approval of a Special Use for a Homeless Shelter
for Lazarus House, 214 Walnut St.**

Passed by Plan Commission August 8, 2017

WHEREAS, it is the responsibility of the St. Charles Plan Commission to hold public hearings and review requests for Special Use; and

WHEREAS, the Plan Commission held a public hearing and has reviewed the Application for Special Use for a Homeless Shelter for Lazarus House, located at 214 Walnut St.; and

WHEREAS, the Plan Commission adopts the following Findings of Fact for Special Use in accordance Section 17.04.330.C of the Zoning Ordinance:

FINDINGS OF FACT FOR SPECIAL USE

A. Public Convenience: The Special Use will serve the public convenience at the proposed location.

Since 1999 the Petitioner, Lazarus House, has operated its Emergency Shelter on the subject property at 214 Walnut Street as a permissible ancillary ministry of the Free Methodist Church's mission and, since 2002, operated its Center for Transitional Living as a further extension of that ancillary ministry.

The popular demand and support for the Petitioner's two service programs permitted their expansion to include Community Outreach under Kane County's Continuum of Care program. Such expansion resulted in creating satellite operations at its nearby property parcels at 15 S. Third Street (2006) and at 308 Walnut Street (2008).

The Petitioner's Continuum of Care statistics for the years 2007 through June of 2017 indicate 3,126 individuals were accommodated in the Petitioner's Emergency Shelter and Center for Transitional Living. Of this number, 1,644 were from the St. Charles 60174 & 60175 zip codes, which represents 52.59% of those served. 52% of those from St. Charles are men, 29% are women and 19% are children.

The geographical convenience of the proposed location provides ample public parking and access to public transportation allowing ready access to the Petitioner's services and to other nearby service providers, including medical, mental health and substance abuse providers

It is in close proximity to employment opportunities and to Police and Fire Departments.

Resolution 13-2017

B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.

The proposed location at 214 Walnut Street is legally described as Lots 5 and 6 of the "Original Town of St. Charles" (emphasis mine) in the City of St. Charles, Kane County, Illinois. As such, it has gone through initial settlement, development and redevelopment several times over, the latest being the ongoing redevelopment pursuant to the First Street Redevelopment Project.

As a result, substantial street, lot and garage parking is now available for the Petitioner's staff, volunteers and clients.

For the past 18 years, Petitioner has successfully conducted its operations with the existing utilities and municipal services, including water, sewer and energy. The necessity of additional or improved public services or infrastructure are not contemplated by the Petitioner.

C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.

There will be no external structural changes to the property, except for a contemplated fence across the current church courtyard to serve as a replacement area for the Women and Children area at the 15 S. Third Street facility.

It is anticipated that others will not notice any other change to the Petitioner's consolidation of its operations.

To ensure that there are no negative incidents affecting nearby properties after consolidation, the Petitioner will continue to screen all new guests, denying admission to registered sex offenders, for example, and impose guest adherence with all rules and procedures.

After consolidation of the functions at its two satellite properties at 15 S, Third Street and at 308 Walnut Street, and when they are sold, the physical footprint and visual impact of the Petitioner's operation will diminish, all operations then being contained in a single structure.

D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Resolution 13-2017

The Surrounding Property to the immediate East of the subject property has gone through substantial redevelopment pursuant to the First Street Development Project.

The Petitioner is not aware that operation of its Emergency Shelter and Center for Transitional Living operations on the subject property at 214 Walnut Street has impeded the normal and orderly development of the First Street Development Project.

It is anticipated, therefore, that establishment of the Petitioner's Special Use will not impede any other normal and orderly development of the other surrounding property for uses permitted in the district as the Petitioner will continue to conduct its Emergency Shelter and Center for Transitional Living operations on the subject property at 214 Walnut Street with the same careful oversight it has exercised for the past fifteen years.

E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

Since 1999 the Petitioner, Lazarus House, has operated its Emergency Shelter on the subject property at 214 Walnut Street as a permissible ancillary ministry of the Free Methodist Church's mission and, since 2002, operated its Center for Transitional Living as a further extension of that ancillary ministry.

The granting of the Petitioner's Special Use will not change the nature of its operations.

The Petitioner's experience and its guest outcomes demonstrate that since starting operations in 1997 at the subject property, its programs have not been detrimental to or endanger the public health, safety, comfort or welfare, but have enhanced them by providing our guests:

- 1) Safe shelter, food, personal hygiene items and shower and laundry facilities, access to clothing and healthcare;
- 2) Case management;
- 3) Employment assistance/skills upgrades;
- 4) Twelve dormitory-type rooms in the Center for Transitional Living (CTL);
- 5) Classes that support successful living; and
- 6) Outreach: To help households attain and retain housing; provide one time and ongoing government funded rental and utility assistance to qualifying low income households; help those in need but not homeless by providing telephone and in person support and referrals to community resources; and provide hot meals for the food insecure within the community.

Of those homeless persons with the following specific needs, the Petitioner's Fiscal Year 2017 Outcomes were:

- 100% to receive case management

Resolution 13-2017

- 98% to obtain independent transportation
- 82% to receive medical care
- 80% to receive dental care
- 86% to achieve continuing education or job training goals
- 63% to receive mental health services
- 85% to access legal services
- 68% to obtain or improve employment
- 77% to receive substance abuse services
- 86% to move into transitional or independent housing

F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.

As a not for profit 501(c)(3) charitable organization, the Petitioner depends not only on private monetary and in-kind donations, corporate gift and matching donations, as well as proceeds from special fundraising events, but also to a large degree on public funding sources.

Such public funding sources, whether Federal, State, County or local funding sources, almost universally require full compliance with all the applicable Federal and State laws and regulations. Housing and Urban Development (HUD) requires such compliance with Federal mandates, as does the Illinois Housing Development Authority (IHDA) which is the source for our rental assistance program. Generally, any funding having its source derived from tax receipts require such compliance with all the non-discrimination laws and mandates for equal access to our services and for employment, including ADA compliance for public access which the 214 Walnut Street building has available by elevator, stair lift, and wheelchair lift. Additionally, local codes require the Petitioner's facilities and services comply with all safety and health mandates when the public is served. The Petitioner has been and plans to remain diligent in complying with these mandates.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of a Special Use for a Homeless Shelter for Lazarus House, 214 Walnut St.

Roll Call Vote:

Ayes: Holderfield, Pietryla, Pretz, Funke, Wallace, Kessler, Purdy, Vargulich

Nays: None

Absent: Schuetz

Motion carried: 8-0

Resolution 13-2017

PASSED, this 8th day of August 2017.

Chairman
St. Charles Plan Commission

Community and Economic Development
 Planning Division

Phone: (630) 377-4443
 Fax: (630) 377-4062



Staff Report

TO: Chairman Ed Bessner
 And the Members of the Planning & Development Committee

FROM: Ellen Johnson, Planner

RE: Lazarus House – 214 Walnut St.

DATE: August 11, 2017

I. APPLICATION INFORMATION:

Project Name: Lazarus House

Applicant: Lazarus House

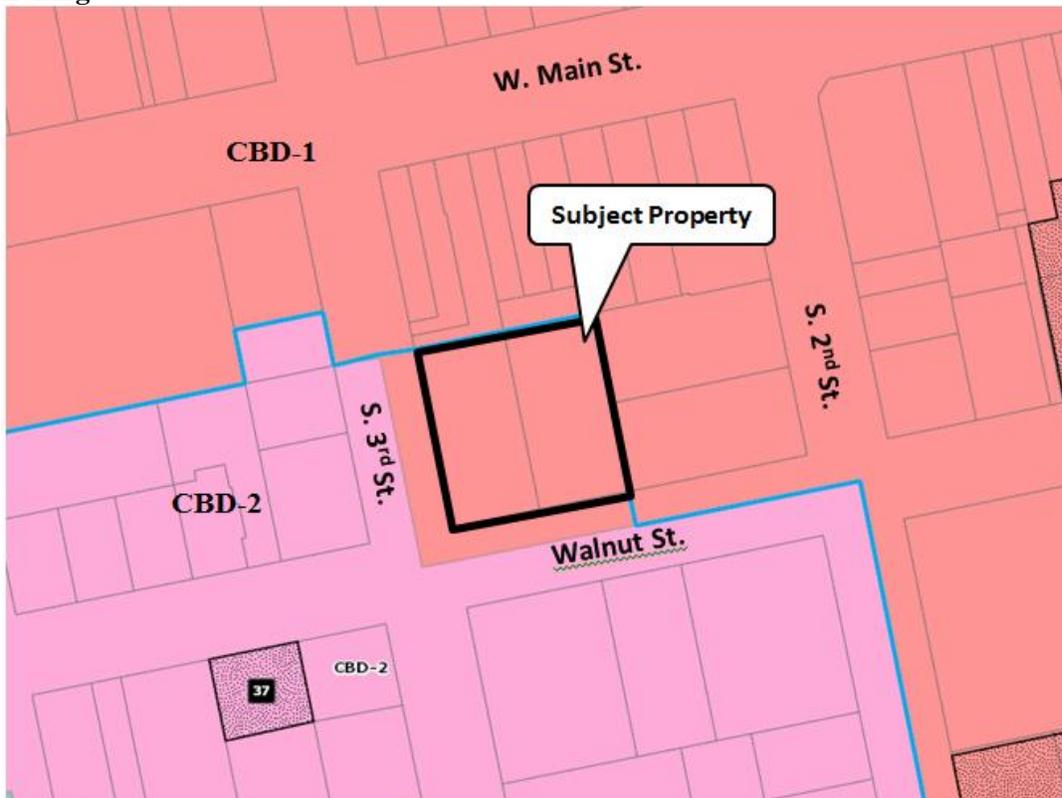
Purpose: Special Use for a Homeless Shelter

General Information:		
Site Information		
Location	214 Walnut St.	
Acres	0.4 acres	
Application	Special Use	
Applicable Zoning Code Sections	Ch. 17.04 Administration Ch. 17.14 Business and Mixed Use Districts	
Existing Conditions		
Land Use	Church & Homeless Shelter	
Zoning	CBD-1 Central Business	
Zoning Summary		
North	CBD-1 Central Business	Commercial buildings
East	CBD-1 Central Business	Public parking lot, commercial building
South	CBD-2 Mixed Use Business	Moss Funeral Home, Park District offices
West	CBD-2 Mixed Use Business	Parking lot, additional Lazarus House building
Comprehensive Plan Designation		
Mixed Use		

Aerial



Zoning



II. BACKGROUND & ANALYSIS

A. PROPERTY HISTORY

The subject property, 214 Walnut St., is currently home to the St. Charles Free Methodist Church and Lazarus House homeless shelter. The original church structure at the northeast corner of Walnut St. and S. 3rd St. was constructed in 1848 in the Greek Revival style of architecture. The property is within the Central Historic District. As such, an Architectural Survey was completed for the building, which rates the structure as architecturally significant. The north wing appears to have been added in the 1950s. The west wing was added in the 1970s. In 2002, a second floor was constructed onto the west wing.

The Free Methodist Church currently occupies the original sanctuary space and the first floor of the remainder of the building. Lazarus House began operating at the subject property in 1997 and currently occupies the building's second floor.

B. PROPOSAL

Lazarus House, a non-profit organization, has applied for Special Use approval to permit expansion of the Homeless Shelter use into the first floor of 214 Walnut St.

Lazarus House currently leases their space from the Free Methodist Church, which owns the property. Lazarus House is under contract to purchase the building from the church.

Lazarus House also owns and utilizes two neighboring properties, 15 S. 3rd St. and 308 Walnut St., for its operations. Upon purchase of the building, Lazarus House intends to consolidate their operations into 214 Walnut St., selling off their additional properties and occupying the entire 214 Walnut St. building, not including the church sanctuary.

No physical changes to the exterior of the building or to the site are proposed, other than a fence to enclose part of the central courtyard. The use of the building and their operations are described in detail in the narrative submitted with the application and the responses to the Findings of Fact.

C. ZONING USE

Lazarus House is classified as a Homeless Shelter, defined in the Zoning Ordinance as follows:

A facility that provides temporary sleeping and/or living accommodations and meals to homeless persons and which may include counseling, accessory offices, recreational facilities for occupants.

The subject property is zoned CBD-1 Central Business District. A Homeless Shelter is a Special Use in the CBD-1 district, which means the use may be acceptable if established in an appropriate manner and location within the zoning district.

There is no Special Use ordinance approval for a Homeless Shelter at the subject property. Lazarus House first established operations at the property in 1997, before the City's adoption of the current Zoning Ordinance in 2006. Prior to 2006, the City's Zoning

Ordinance did not have a specific zoning use category for a Homeless Shelter, so the use was likely classified as another use, perhaps in conjunction with the church.

Lazarus House is currently considered a “Legal Nonconforming Use”, since it is operating without Special Use approval but was lawfully established in the past when Special Use approval was not required.

Under Ch. 17.08 “Nonconformities”, Section 17.08.030, as a Legal Nonconforming Use, Lazarus House is permitted to continue to operate in its current form. However, any expansion of the use requires approval of a new Special Use. Lazarus House is proposing to expand its operations into parts of the building it did not previously occupy. This constitutes an expansion of the use, which requires approval of a new Special Use.

The applicant has provided Findings of Fact to support the Special Use request.

D. PARKING

No off-street parking is provided on the subject property. Per section 17.24.080, the property is exempt from the requirement to provide off-street parking spaces because it is within the CBD-1 District and is: 1) Located within the downtown Special Service Areas, and 2) Within 500 feet of a public parking lot.

III. HISTORIC PRESERVATION COMMISSION RECOMMENDATION

The subject property is located within the Central Historic District. Per Section 17.04.150, the Historic Commission is required to provide a recommendation to the Plan Commission on Special Use applications concerning property within a historic district. The Historic Commission’s recommendation is based on the potential impact the Special Use may have on the historic district.

The Historic Commission reviewed the Special Use application on 8/2/17 and recommended approval by a vote of 6-0.

IV. PLAN COMMISSION RECOMMENDATION

Plan Commission held a public hearing on 8/8/17 and recommended approval of the Special Use by a vote of 8-0.

V. ATTACHMENTS

- Application for Special Use; received 7/21/17
- Architectural Survey pages
- Letter from Neighboring Property Owner; dated 7/26/17



ST. CHARLES
SINCE 1834

ST. CHARLES HISTORIC PRESERVATION COMMISSION

ARCHITECTURAL SURVEY

CENTRAL HISTORIC DISTRICT
ST. CHARLES, ILLINOIS

Primary Structure

ADDRESS 214 Walnut St

1994 Photo
Roll: 2, 12
Negative: 11, 18

Photo:



ARCHITECTURAL SIGNIFICANCE

- Significant
- Contributing
- Non-Contributing
- Potential for Individual National Register Designation

BUILDING CONDITION

- Excellent
- Good
- Fair
- Poor

ARCHITECTURAL INFORMATION

Architectural Style/Type: <u>Greek Revival</u>	Exterior Walls (Current): <u>Stucco</u>
Architectural Features: _____	Exterior Walls (Original): <u>Stone</u>
Date of Construction: <u>1848</u>	Foundation: _____
Source: _____	Roof Type/Material: <u>Gable/Asphalt Shingle</u>
Overall Plan Configuration: _____	Window Material/Type: _____

ARCHITECTURAL FEATURES: Simple gable front Greek Revival style with flat roof portico with four square columns. Aluminum spire replaced with wood spire in late 1980s. Stone building built by mason William Beith, later clad in stucco.

ALTERATIONS: Clad in stucco. Addition at rear.



ST. CHARLES
SINCE 1834

ARCHITECTURAL SURVEY

CENTRAL HISTORIC DISTRICT
ST. CHARLES, ILLINOIS

ST. CHARLES HISTORIC PRESERVATION COMMISSION

Continuation Sheet

HISTORIC INFORMATION:

ARCHITECT: _____
Source _____

BUILDER: William Beith
Source _____

ASSOCIATED EVENTS, PEOPLE & DATES: _____
Source _____

REPRESENTATION IN EXISTING SURVEYS:

FEDERAL: _____
STATE: Yes
COUNTY: _____
LOCAL: _____





ARCHITECTURAL SURVEY
CENTRAL HISTORIC DISTRICT
ST. CHARLES, ILLINOIS

ST. CHARLES HISTORIC PRESERVATION COMMISSION

Primary Structure

ADDRESS 214 Walnut St

1994 Photo
 Roll: 2
 Negative: 12

Photo: Aug. 2003



ARCHITECTURAL SIGNIFICANCE

- Significant
- Contributing
- Non-Contributing
- Potential for Individual National Register Designation

BUILDING CONDITION

- Excellent
- Good
- Fair
- Poor

ARCHITECTURAL INFORMATION

Architectural Style/Type: <u>Neocolonial</u>	Exterior Walls (Current): <u>Brick</u>
Architectural Features: _____	Exterior Walls (Original): <u>Brick</u>
Date of Construction: <u>1960-1970s</u>	Foundation: _____
Source: _____	Roof Type/Material: <u>Gable/Asphalt</u>
Overall Plan Configuration: _____	Window Material/Type: <u>Casement</u>

ARCHITECTURAL FEATURES: Front gable roof, single story masonry structure built to be compatible with Greek Revival church. Three pairs of tripe casement windows. Semi circular louver in gable.

ALTERATIONS: Second story added in late 1990s.

CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



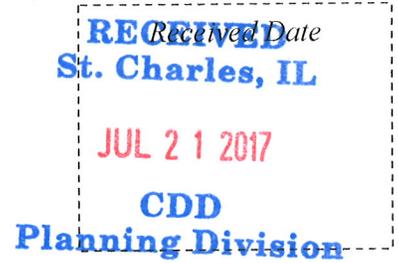
COMMUNITY & ECONOMIC DEV./PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

SPECIAL USE APPLICATION

(To request a Special Use or Amendment, or a Special Use for PUD or Amendment)

For City Use	
Project Name:	<u>Lazarus House</u>
Project Number:	<u>2017 -PR- 012</u>
Application Number:	<u>2017 -AP- 029</u>



To request a Special Use for a property, or to request to amend an existing Special Use Ordinance for a property, complete this application and submit it with all required attachments to the Planning Division.

City staff will review submittals for completeness and for compliance with applicable requirements prior to establishing a public hearing date for an application.

The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.

1. Property Information:	Location: 214 Walnut Street, St. Charles, IL	
	Parcel Number (s): 09-27-364-011 and 09-27-364-012	
	Proposed Name: Lazarus House	
2. Applicant Information:	Name Lazarus House	Phone 630-587-2144
	Address 214 Walnut Street, St. Charles, IL 60174 Attn: Elizabeth Eakins, Executor Director	Fax
		Email
3. Record Owner Information:	Name St. Charles Free Methodist Church	Phone 630-584-1906
	Address 214 Walnut Street, St. Charles, IL 60174 Attn: Pastor David Mann	Fax
		Email

Please check the type of application:

- Special Use for Planned Unit Development - PUD Name:** _____
 - New PUD
 - Amendment to existing PUD- Ordinance #: _____
 - PUD Preliminary Plan filed concurrently

- Other Special Use (from list in the Zoning Ordinance):** _____
 - Newly established Special Use *
 - Amendment to an existing Special Use Ordinance #: _____

* See attached September 22, 2016 letter from St. Charles Planning Division Manager Russell Colby to Lazarus House Chairperson Betsy Penny

Information Regarding Special Use:

Comprehensive Plan designation of the property: CBD-1 Central Business District

Is the property a designated Landmark or in a Historic District? yes

What is the property's current zoning? CBD-1 Central Business District

What is the property currently used for? Church and homeless shelter

If the proposed Special Use is approved, what improvements or construction are planned?
Interior remodeling only.

For Special Use Amendments only:

Why is the proposed change necessary?

What are the proposed amendments? (Attach proposed language if necessary)

Note for existing buildings:

If your project involves using an existing building, whether you plan to alter it or not, please contact the St. Charles Fire Department (630-377-4458) and the Building and Code Enforcement Division (630-377-4406) for information on building, life safety and other code requirements. Depending on the proposed use, size of structure and type of construction, these requirements can result in substantial costs.

Attachment Checklist:

If multiple zoning or subdivision applications will be submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.

APPLICATION FEE:

Application fee in accordance with Appendix B of the Zoning Ordinance. (Special Use for PUD \$1,000; all other Special Use requests \$750)

REIMBURSEMENT OF FEES AGREEMENT:

An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.

REIMBURSEMENT OF FEES INITIAL DEPOSIT:

Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the site:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

PROOF OF OWNERSHIP and DISCLOSURE:

- a) A current title policy report; or
- b) A deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.

LEGAL DESCRIPTION: For entire subject property, on 8 1/2 x 11 inch paper

PLAT OF SURVEY: *to come*

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

FINDINGS OF FACT:

Fill out the attached forms or submit responses on a separate sheet (*Submit "Criteria for PUD" for any PUD application; "Findings for Special Use" for all other Special Use applications.*)

LIST OF PROPERTY OWNERS WITHIN 250 FT.:

Fill out the attached form or submit on a separate sheet. The form or the list must be signed and notarized.

□ **SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**

Copy of completed ^{waived} Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District. <http://www.kanedupageswcd.org/>

Submit the application form and fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy with this application.

□ **ENDANGERED SPECIES REPORT:**

Copy of ^{waived} Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources. <http://dnr.illinois.gov/EcoPublic/>

Fill out the online form, print the report and submit with this application.

□ **TRAFFIC STUDY:** If requested by the Director of Community Development.

^{waived}
Staff will advise you whether a traffic study is recommended based on the project. Regardless, the Plan Commission or City Council may request a traffic study as a part of the review process.

PLANS:

All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

Copies of Plans:

Initial Submittal - Ten (10) full size copies, Three (3) 11" by 17", and a PDF electronic file (On a CD-ROM or may be emailed to the Project Manager). For subsequent submittals, please contact the Project Manager to determine how many copies are required.

SITE PLAN (Note: For a Special Use for PUD, submit PUD Preliminary Plan Application in lieu of Site Plan)

A plan or plans showing the following information:

1. Accurate boundary lines with dimensions
2. Streets on and adjacent to the tract: Name and right-of-way width
3. Location, size, shape, height, and use of existing and proposed structures
4. Location and description of streets, sidewalks, and fences
5. Surrounding land uses
6. Date, north point, and scale
7. Ground elevation contour lines
8. Building/use setback lines
9. Location of any significant natural features
10. Location of any 100-year recurrence interval floodplain and floodway boundaries
11. Location and classification of wetland areas as delineated in the National Wetlands Inventory
12. Existing zoning classification of property
13. Existing and proposed land use
14. Area of property in square feet and acres
15. Proposed off-street parking and loading areas
16. Number of parking spaces provided, and number required by ordinance
17. Angle of parking spaces
18. Parking space dimensions and aisle widths
19. Driveway radii at the street curb line
20. Width of driveways at sidewalk and street curb line

21. Provision of handicapped parking spaces
22. Dimensions of handicapped parking spaces
23. Depressed ramps available to handicapped parking spaces
24. Location, dimensions and elevations of freestanding signs
25. Location and elevations of trash enclosures
26. Provision for required screening, if applicable
27. Exterior lighting plans showing:
 - a. Location, height, intensity and fixture type of all proposed exterior lighting
 - b. Photometric information pertaining to locations of proposed lighting fixtures

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.

St. Charles Free Methodist Church

David Mann _____ July 19, 2017
 Record Owner Date
 By: Pastor David Mann

Lazarus House
Elizabeth Eakins _____ Executive Director July 21, 2017
 Applicant or Authorized Agent Date
 By: Elizabeth Eakins

ATTORNEY AUTHORIZATIONS

St. Charles Free Methodist Church: St. Charles Free Methodist Church designates as its attorney in this Application: Frederick P. Tetreault, 201 Park Place, Suite 12, Bourbonnais, IL 60914

St. Charles Free Methodist Church
 By: *David Mann*
 Pastor David Mann

Lazarus House: Lazarus House designates as its attorneys in this Application: William Grabarek, PO Box 8022, Elburn, IL 60199-8022 (630) 365-9255 williamgrabarek@sbcglobal.net James D. Skaar, Skaar Law Office, 220 South Third Street, Geneva, IL 60134 (630) 232-6000 jim@skaarlaw.com

Lazarus House
 By: *Elizabeth Eakins* _____ Executive Director
 Elizabeth Eakins, Executive Director

To: the City of St. Charles, IL.
Re: Lazarus House Special Use Application
214 Walnut St., St. Charles, IL.

OWNER'S AUTHORIZATION

St. Charles Free Methodist Church, as the owner of the real estate parcel located at 214 Walnut St., St. Charles, IL. (PIN 09-27-364-011 and 09-27-364-012) hereby authorizes Lazarus House to apply for and obtain a special use permit to allow the real estate parcel to be used as a homeless shelter.

St. Charles Free Methodist Church

By: 

Pastor David Mann

July 19, 2017

FINDINGS OF FACT – SPECIAL USE

Use this form for all Special Uses, except for PUDs or PUD Amendments

The St. Charles Zoning Ordinance requires the Plan Commission to consider the factors listed below in making a recommendation to the City Council.



As the applicant, the “burden of proof” is on you to show how your proposed Special Use will comply with each of the applicable standards. Therefore, you need to “make your case” by explaining specifically how your project meets each of the following standards.

_____ *Project Name or Address*

_____ *Date*

From the Charles Zoning Ordinance, Section 17.04.430.C.2:

No Special Use or amendment to Special Use shall be recommended by the Plan Commission unless it finds that the proposed Special Use or amendment to Special Use will conform with each of these standards. The Plan Commission shall submit its written findings together with its recommendations to the City Council after the conclusion of the Public Hearing, and also may recommend such conditions as it may deem necessary to ensure conformance with these standards.

On the basis of the evidence presented at the public hearing, the Plan Commission shall record its reasons for recommending approval or denial of the petition (findings of fact) in accordance with the following standards:

A. Public Convenience: The Special Use will serve the public convenience at the proposed location.

B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.

C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.

D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.

A. Public Convenience: The Special Use will serve the public convenience at the proposed location.

Since 1999 the Petitioner, Lazarus House, has operated its Emergency Shelter on the subject property at 214 Walnut Street as a permissible ancillary ministry of the Free Methodist Church's mission and, since 2002, operated its Center for Transitional Living as a further extension of that ancillary ministry.

The popular demand and support for the Petitioner's two service programs permitted their expansion to include Community Outreach under Kane County's Continuum of Care program. Such expansion resulted in creating satellite operations at its nearby property parcels at 15 S. Third Street (2006) and at 308 Walnut Street (2008).

The Petitioner's Continuum of Care statistics for the years 2007 through June of 2017 indicate 3,126 individuals were accommodated in the Petitioner's Emergency Shelter and Center for Transitional Living. Of this number, 1,644 were from the St. Charles 60174 & 60175 zip codes, which represents 52.59% of those served. 52% of those from St. Charles are men, 29% are women and 19% are children

The geographical convenience of the proposed location provides ample public parking and access to public transportation allowing ready access to the Petitioner's services and to other nearby service providers, including medical, mental health and substance abuse providers

It is in close proximity to employment opportunities and to Police and Fire Departments.

B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.

The proposed location at 214 Walnut Street is legally described as Lots 5 and 6 of the "Original Town of St. Charles" (emphasis mine) in the City of St. Charles, Kane County, Illinois. As such, it has gone through initial settlement, development and redevelopment several times over, the latest being the ongoing redevelopment pursuant to the First Street Redevelopment Project.

As a result, substantial street, lot and garage parking is now available for the Petitioner's staff, volunteers and clients.

For the past 18 years, Petitioner has successfully conducted its operations with the existing utilities and municipal services, including water, sewer and energy. The necessity of additional or improved public services or infrastructure are not contemplated by the Petitioner.

C. Effect on Nearby Property

There will be no external structural changes to the property, except for a contemplated fence across the current church courtyard to serve as a replacement area for the Women and Children area at the 15 S. Third Street facility.

It is anticipated that others will not notice any other change to the Petitioner's consolidation of its operations.

To insure that there are no negative incidents affecting nearby properties after consolidation, the Petitioner will continue to screen all new guests, denying admission to registered sex offenders, for example, and impose guest adherence with all rules and procedures.

After consolidation of the functions at its two satellite properties at 15 S, Third Street and at 308 Walnut Street, and when they are sold, the physical footprint and visual impact of the Petitioner's operation will diminish, all operations then being contained in a single structure.

- D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The Surrounding Property to the immediate East of the subject property has gone through substantial redevelopment pursuant to the First Street Development Project.

The Petitioner is not aware that operation of its Emergency Shelter and Center for Transitional Living operations on the subject property at 214 Walnut Street has impeded the normal and orderly development of the First Street Development Project.

It is ~~not~~ anticipated, therefore, that establishment of the Petitioner's Special Use will not impede any other normal and orderly development of the other surrounding property for uses permitted in the district as the Petitioner will continue to conduct its Emergency Shelter and Center for Transitional Living operations on the subject property at 214 Walnut Street with the same careful oversight it has exercised for the past fifteen years.

- E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

Since 1999 the Petitioner, Lazarus House, has operated its Emergency Shelter on the subject property at 214 Walnut Street as a permissible ancillary ministry of the Free Methodist Church's mission and, since 2002, operated its Center for Transitional Living as a further extension of that ancillary ministry.

The granting of the Petitioner's Special Use will not change the nature of its operations.

The Petitioner's experience and its guest outcomes demonstrate that since starting operations in 1997 at the subject property, its programs have not been detrimental to or endanger the public health, safety, comfort or welfare, but have enhanced them by providing our guests:

- .1) Safe shelter, food, personal hygiene items and shower and laundry facilities, access to clothing and healthcare;
- 2) Case management;
- 3) Employment assistance/skills upgrades;
- 4) Twelve dormitory-type rooms in the Center for Transitional Living (CTL);
- 5) Classes that support successful living; and
- 6) Outreach: To help households attain and retain housing; provide one time and ongoing government funded rental and utility assistance to qualifying low income households; help those in need but not homeless by providing telephone and in person support and referrals to community resources; and provide hot meals for the food insecure within the community.

Of those homeless persons with the following specific needs, the Petitioner's Fiscal Year 2017 Outcomes were:

- 100% to receive case management
- 98% to obtain independent transportation
- 82% to receive medical care
- 80% to receive dental care
- 86% to achieve continuing education or job training goals
- 63% to receive mental health services
- 85% to access legal services
- 68% to obtain or improve employment
- 77% to receive substance abuse services
- 86% to move into transitional or independent housing

F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.

As a not for profit 501(c)(3) charitable organization, the Petitioner depends not only on private monetary and in-kind donations, corporate gift and matching donations, as well as proceeds from special fundraising events, but also to a large degree on public funding sources.

Such public funding sources, whether Federal, State, County or local funding sources, almost universally require full compliance with all the applicable Federal and State laws and regulations. Housing and Urban Development (HUD) requires such compliance with Federal mandates, as does the Illinois Housing Development Authority (IHDA) which is the source for our rental assistance program. Generally, any funding having its source derived from tax receipts require such compliance with all the non-discrimination laws and mandates for equal access to our services and for employment, including ADA compliance for public access which the 214 Walnut Street building has available by elevator, stair lift, and wheelchair lift. Additionally, local codes require the Petitioner's facilities and services comply with all safety and health mandates when the public is served. The Petitioner has been and plans to remain diligent in complying with these mandates.

CITY OF ST. CHARLES
SPECIAL USE APPLICATION
LAZARUS HOUSE

**Narrative Submitted by Lazarus House in Support of it's
Special Use Application**

- A. **Brief History of Lazarus House:** In 1997, the City of St. Charles considered enacting a vagrancy ordinance to address the increasing number of apparently homeless people sleeping overnight in the city parks, under bridges, and wherever some respite from the elements could be found. When the local newspapers reported on this proposed ordinance, Darlene Marcusson, who would become the founder of Lazarus House, approached the City Council to consider the possibility of allowing the formation of an area homeless shelter to address the apparent vagrancy issue. Her inquiry triggered further attention of the local newspapers, which resulted in discussions with the City and interested supporters for the creation of such a facility. Lazarus House represents the fruition of those efforts.

Lazarus House is an Illinois Not-for-Profit Corporation founded in June, 1997 as a "Section 501(c)(3)" charitable organization. Lazarus House started its Emergency Shelter Program that year. Our services now include a Women and Children's Day Center, a Transitional Housing Program to foster our Guests to move into conventional housing, and an Outreach Program for the prevention of homelessness in central Kane County.

- B. **Population Served by Lazarus House:** Lazarus House accepts Guests from St. Charles, Geneva, Batavia, and the western-rural Kane County communities. We offer only very limited services to people from the northern Kane County (Elgin) or southern Kane County (Aurora) areas; those who come to our doors who are not from our mid-Kane County service area, are offered one night only of emergency shelter, after which time our staff offers them options to move back to their own home communities.

Since 2007, Lazarus House has served:

- 3,126 individuals through our Emergency Shelter Program;
- 1,644 of those Guests (53%) were from the City of St. Charles;
- 52% of our Guests have been men;
- 29% of our Guests have been women; and

- 19% (594) of our Guests have been children.

- C. **Cost-Sharing Agreement with St. Charles Free Methodist Church**: Since 2001, the St. Charles Free Methodist Church has allowed Lazarus House to occupy a portion of its building at 214 Walnut Street in St. Charles under a "Cost-Sharing Agreement". Lazarus House paid approximately \$1.4 million to construct an addition to the Church building in 2003, and Lazarus House currently occupies the second floor of the Church building.
- D. **Relocation of Church/Need for Special Use Permit**: The St. Charles Free Methodist Church has decided to sell the Church building and find a new location for its parish. Rather than face the possibility of an uncertain future at an uncertain location, Lazarus House has entered into a contract to purchase the Church building in order to be able to remain at our present location. The contract is contingent on approval of a Special Use Permit from the City of St. Charles to allow for operation of a homeless shelter, which is an allowable Special Use within the CBD-1 Central Business District. Without the Special Use Permit, Lazarus House will become a homeless shelter without a home. (The current zoning status of the 214 Walnut Street building is explained in the September 22, 2016 letter from Russell Colby of the Community and Economic Development Department, which is attached to the Special Use Application filed with the City of St. Charles on July 21, 2017).
- E. **Lazarus House is Consolidating Operations, not Expanding Operations**: Lazarus House has no plans to expand the number of its Guests or the scope of its services. The number of future Guests of Lazarus House will depend on external factors, such as the state of the economy, but an increase in the number of Guests served by Lazarus House is not the reason for this Special Use Application.

Rather, Lazarus House desires to purchase the Church building in order to consolidate its current operations. Lazarus House currently owns two buildings located directly across the street from the Church:

- **15 South Third Street**: This building is a two story house which is currently operated as the "Women and Children's Day Center", where the women and children Guests of the Emergency Homeless Shelter typically spend the daytime hours when they are not working or in school. This building also has space used as a classroom for after-school tutoring of our young Guests, and houses our administrative offices.
- **308 Walnut Street**: This building houses our "Community Resource Center", which includes offices for our Outreach programs, Operations Manager, Fundraising and Volunteer Coordinators, and a conference room for meetings and for Guest classes.

Lazarus House intends to move all of the operations currently conducted in those two ancillary buildings to the Church building, and sell the two ancillary buildings in order to consolidate our operations into one single building. The benefits of this consolidation will include an increase in efficiency in our operations, and improved safety for our employees and our women and children Guests, who will no longer have to cross the street several times a day to go back and forth between the Women and Children's Day Center and the main Church building.

The Church building consists of approximately 18,000 net square feet, of which Lazarus currently occupies approximately 9,000 square feet. The two ancillary buildings total approximately 3,544 square feet (15 South Third Street: 22,304 square feet; and 308 Walnut Street: 1,240 square feet). Therefore, the consolidation of operations into the Church building will result in a net increase of approximately 5,456 square feet, mainly consisting of the sanctuary and a large meeting hall. We hope to rent the sanctuary to another church, and to use the surplus space for community education opportunities.

F. **Description of Lazarus House Operations:**

1. **Our Guests:** Lazarus House only admits Guests who can establish a community connection to St. Charles, Geneva, Batavia, or western-rural Kane County within the past two years. Lazarus House does not admit:
 - Registered sex offenders; or
 - Prior Guests who were evicted due to unacceptable conduct.
2. **Our Rules for our Guests:** Each adult Guest is provided a "Guest Handbook", which outlines all policies, procedures, rules and expectations to be followed during their stay at Lazarus House. A copy of the Guest Handbook is attached to this Narrative.
3. **Eviction of Guests:** Any Guest who becomes a nuisance to the community, or a danger to staff or other Guests, or have exceeding six months in shelter without significant progress towards independent living, is asked to leave.
4. **Meals:** Lazarus House is licensed only to re-heat and serve food. Most of the meal preparation is done off-site by donors and volunteers.

G. **Our Goal for our Guests is Independent Living:** The focus of Lazarus House is to reduce homelessness by instilling our Guests with the skills they need to live independently. Lazarus House provides the following services to foster that goal:

1. **Employment Assistance:** Lazarus House has a professional employment coach on staff to assist Guests to find employment, and to provide the related services, including:

- Resume writing;
 - Interviewing skills;
 - Identifying training needs to improve employability; and
 - GED tutoring.
2. **Case Management:** Lazarus House employs social workers and other professionals to provide the following services to our Guests:
- Assessment of the reasons for homelessness of the Guest;
 - Coaching Guests to develop and successfully implement a plan to address their issues;
 - Linking Guests to needed services in the community and to Federal and State programs; and
 - Credit management assistance.
3. **Transitional Living:** Lazarus House has a Center for Transitional Living, which consists of 12 dormitory-type rooms and case management services focused especially on enhancing income, employment, and other skills to foster independent living.
4. **Classes Supporting Successful Living:** Lazarus House staff, volunteers and partnering agencies conduct classes to foster independent living of our Guests on topics such as domestic violence support, parenting skills, budgeting, and maintaining employment; and
5. **Outreach:** Lazarus House has an “Outreach” Program to help households attain and retain independent housing, by providing government-funded rental and utility assistance to qualifying low income households.
- H. **Special Use Standards/Findings of Fact:** Proposed findings of fact on the standards required for a Special Use Permit are attached to this Narrative.
- I. **Attachments:**
- September 22, 2016 letter Community and Economic Development Department;
 - Daily Herald Newspaper article dated June 7, 2017;
 - Lazarus House Guest Handbook; and
 - Proposed Findings of Fact.

September 22, 2016



ST. CHARLES
SINCE 1834

Betsy Penny
Emailed to betspenny@sbcglobal.net

Re: Zoning for Lazarus House
214 Walnut Street, St. Charles, IL 60174

Ms. Penny:

I understand that Lazarus House is considering purchasing the entire 214 Walnut Street property, which includes the space Lazarus House currently leases from the property owner, the Free Methodist Church.

I also understand that Lazarus House occupies a significant proportion of the building, and therefore would likely be considered a "principal use" on the property, in addition to the church.

In terms of zoning, the property is zoned CBD-1 Central Business District. The City's current Zoning Ordinance (dating from 2006) would classify Lazarus House as a "Homeless Shelter", defined as follows:

"A facility that provides temporary sleeping and/or living accommodations and meals to homeless persons and which may include counseling, accessory offices, recreational facilities for occupants."

A "Homeless Shelter" is classified as a "Special Use" in the CBD-1 zoning district. There is no current Special Use ordinance approval for a "Homeless Shelter" at this property.

However, the establishment of Lazarus House pre-dates the City's current Zoning Ordinance. Prior to 2006, the City's Zoning Ordinance did not have a specific zoning use category for a "Homeless Shelter", so the use was likely classified as another use, perhaps in conjunction with the church.

I have not been able to locate information on how Lazarus House was previously classified under the Zoning Ordinance prior to 2006. If the use was previously classified as "permitted" under the pre-2006 regulations, then the use would now be deemed to be a lawful Special Use (based on Section 17.02.040.C of the Zoning Ordinance). Further research would be needed to determine if this is the case.

RAYMOND P. ROGINA *Mayor*

MARK KOENEN, P.E. *City Administrator*

TWO EAST MAIN STREET

ST. CHARLES, IL 60174

PHONE: 630-377-4400

FAX: 630-377-4440

www.stcharlesil.gov

Regardless, given that the use was lawfully established at some point in the past, Lazarus House would be considered a "Legal Nonconforming Use", meaning it is operating without a Special Use approval, but one is not required at this time, based upon the use having been previously lawfully established.

Whether classified as a lawful Special Use or a Legal Non-Conforming Use, the zoning status is essentially the same. The "Homeless Shelter" use on the property is permitted to continue to operate in its current form. Any addition, enlargement, or expansion of the use would require the granting of a new Special Use approval from the City.

I understand Lazarus House intends to consolidate facilities at the 214 Walnut Street property. However, based on your explanation, the facility would continue to serve roughly the same number of persons as currently utilize the building for overnight stays. Therefore, the use is not proposed to be intensified at this time.

I understand that Lazarus House does not currently utilize the church sanctuary space that is located on the property. If the entire property is purchased, Lazarus House would also own the sanctuary. Lazarus House would need to obtain Special Use approval to allow for expansion of temporary sleeping or living accommodations within the sanctuary, as this would constitute an expansion of the "Homeless Shelter" use of the property.

In the future, Lazarus House may wish to consider seeking a Special Use approval to document the operation of the Homeless Shelter on the property. Regardless, I recommend contacting the City prior to making any changes within the sanctuary space.

If you need further clarification regarding this information, please contact the Community & Economic Development Department at (630) 377-4443.

Sincerely,



Russell Colby, Planning Division Manager
Community & Economic Development Department

Neighbor

'From despair to hope'

Lazarus House marks 20 years of helping the needy

Take care of those who need your help and the reward to your spirit will be a hundred fold.

Jesus and his best friends said stuff like that along the roads, on the hillsides and in the villages along their journey.



Dave Heun
Talk of the Town

It was a message that Darlene Marcusson and her supporters heard loud and

clear more than two decades ago when telling anyone who would listen that St. Charles should embrace its citizens and others down on their luck and provide shelter to kick-start the transitions in their lives.

Through that work, Lazarus House opened in St. Charles 20 years ago on June 6, 1997, as a warm weather shelter. Early the next year, it expanded its service and set up in the Free Methodist Church building in St. Charles.

Since then, it has stayed true to its mission as a transitional living center through the work of Marcusson and its current executive director Liz Eakins. Needless to say, it has certainly lived by its motto of "Working together to offer hope and a



DAILY HERALD FILE PHOTO

St. Charles Lazarus House Director Liz Eakins says, "It is a great privilege to assist someone in their most frightening time and to witness the amazing transformation from despair to hope."

Eakins and her staff have been tireless workers since Eakins took over the lead role upon Marcusson's retirement more than five years ago.

As much as anything, Eakins wants area communities to know that Lazarus House exists, and she'd also like for those seeking volunteer opportunities to check in with the shelter and offer their help.

That's why she explained in a recent shelter newsletter what it means to be involved in this type of giving.

"Homelessness has no face, no gender, no age. Every individual and family wants to keep a roof over their head, food on their tables and a job that pays enough to afford their bills.

"Unfortunately, this is not always possible for a variety of reasons and circumstances.

been providing shelter and homeless prevention services for men, women, and children who are in need for 20 years.

"It is a great privilege to assist someone in their most frightening time and to witness the amazing transformation from despair to hope."

That is certainly worth any time and money that those more fortunate can provide to keep this important part of our community around for many years to come.

Lazarus House

Guest Handbook

LAZARUS HOUSE MISSION STATEMENT

Our mission is to offer guests connected to our communities who are homeless or in need hope for the future by providing hospitality, food, safe shelter, and education – tools for life. We strive to make certain that all who enter feel the love of Jesus.

Original Effective Date: October 10, 2002
Revised May, 2017

Address	You can legally use 214 Walnut Street, St. Charles, IL 60174 as your address. No need to use "Lazarus House", just your name and street address. LH staff will separate mail and deliver to LH guests unopened. When moving from Lazarus House, you must provide a forwarding address to staff if you want your mail to be forwarded. LH will not hold mail. The USPS cannot process change of address form from this address. We will only forward for a limited period of time.
Advice	When in doubt ask your Case Manager or Operations staff on duty. Guests are strongly discouraged from giving or receiving advice from other guests or volunteers.
Alcohol use	Not permitted. Breath Alcohol tests will be administered if deemed necessary by staff. If a guest fails or refuses to take the test, the guest will be asked to spend the evening elsewhere and may be asked to seek Alcohol Abuse treatment. It is strongly recommended that Lazarus House guests not patronize bars or pool halls. Doing so could forfeit your ability to stay at Lazarus House. No products containing alcohol (mouth wash, hand sanitizer, etc...) are allowed.
Answering Machine	Staff will pick up messages left on voicemail and post on the message board.
Attendance	Lazarus House is your home. If you will be away overnight, please inform your Case Manager and the Operations staff before 10:30pm. If you are gone for three consecutive nights, you may lose your bed. Guests may have two outs per day; meaning they are able to leave and return twice per day. The second return cannot be earlier than 5:00 p.m. and not later than 10:30 p.m. 'Outs' are one hour minimum. Doctor and dentist appointments, 12 Step meetings, mental health or substance abuse counseling sessions, job interviews, court, church attendance or taking children to and from school are not counted as an out. Guests in the house at 7pm are presumed to be in for the night; exceptions are 12-step meetings and church or school activities, or scheduled LH outings (i.e. Clothes Closet). If you leave after 7pm without Case Manager approval, you cannot come back to Lazarus House until after 5pm the following day.
Babysitting	Babysitting will be arranged for parents to attend Lazarus House classes. Parents must remain on Lazarus House property at all times children are with babysitters.
Bed Assignments	Staff will assign beds and make changes. Do not change beds without Case Manager's permission.
Bedtime	Infants – 1 year: Take naps periodically throughout the day, parents use discretion and respect those that are sleeping. Children 1 – 10: 8:30pm Sunday – Thursday, 9pm on Friday and Saturday. Children 11 – 15: 9pm Sunday – Thursday, 10pm Friday and Saturday. Adults (16 and over): 11pm every night Adult women: No earlier than 8pm unless accompanying a sleeping infant. For odd work shifts see your Case Manager.
Bedding	Each guest is allowed to have ONE LH mattress and ONE LH pillow. You may provide your own brand new plastic or vinyl (not fabric) air mattress. Do not use blankets as mattresses or as pillows; they will be removed. No personal bedding or stuffed animals allowed. No outside pillows, blankets or other linens are permitted. Guests may not hang dividers between bunks. No tenting.

Behavior	It is expected that all guests will behave in an appropriate, respectful, and polite manner.
Belongings	<p>Please limit the amount of belongings you have so that it fits into two drawers and one LABELED LAUNDRY BASKET for clothing and shoes AND ONE labeled LOCKER (if available). Any items that exceed this are in jeopardy of being thrown away. All baskets are to be placed on your bed each morning. Garbage bags may not be used to store belongings. Excess is not to be placed on other beds. Please be informed that unlabeled items will be thrown away. Lazarus House is not responsible for lost or stolen items. No suitcases are allowed. They will be emptied by the guest, bagged, labeled and stored by Operations staff.</p> <p>If available, adults with 2 or more children may be assigned a second locker. If adult census increase requires, the second family locker may need to be re-assigned to a new shelter adult guest.</p>
Bible study	Optional Bible studies and worship opportunities will be offered in a separate area. All are welcome but attendance is not required.
Bicycles	Bicycles are all donated. Lazarus House is not responsible for any defects and makes no promises or warranties regarding condition. Bicycles are available on a first-come, first-serve basis. Staff will assign bicycle and chain/cable lock. Bikes must be returned and checked in with staff on duty. Bikes must be locked up at all times. Guests are to alert staff if any problems are detected that could deem a bike unsafe. Guests must provide their own locks for their personal bikes.
Boundaries	Women and their children are not permitted to sit on the men's beds or socialize in that area. Men are not permitted in the women's areas. Women are only to be in the women's area to which they are assigned. Men are not to socialize or loiter in the men's sleeping area. Guests are not permitted behind the serving counter. GUESTS ARE NOT TO TOUCH OR PICK-UP OTHER PEOPLE'S CHILDREN. GUESTS ARE NOT TO TOUCH OR HUG OTHER GUESTS EXCEPT FAMILY MEMBERS.
Case Management	<p>Assistance with employment, medical/dental, GED, and much more. We're here to help; just ask! Those not wanting case management services will be asked to sign a form stating that they have declined these services and understand that the amount of time they can stay in the emergency shelter will be limited to no more than six months, and admittance to the Center for Transitional Living (CTL) will not be an option.</p> <p>It is normally expected that guests with income will apply to the CTL or work toward independent housing within a period of no longer than three months.</p>
Cell Phones	Please do not let other guests use your cell phone or enter into cell phone contracts with other guests. All cell phones are to be charged only in the locked charging cabinet provided by Lazarus House; if found elsewhere, they will be removed. No use of cell phones (audio, video or texting) in any sleeping areas between the hours of 8:30 p.m. and 6:30 a.m.. Please respect other guests while using your phone and leave main areas. NO PICTURE, VIDEOS OR LIVE VIDEO COMMUNICATION CAN BE TAKEN OR USED!
Check-in	Guests must notify the Operations staff when you enter Lazarus House.

Check-out	Guests must notify the Operations staff prior to leaving Lazarus House for the day. When leaving Lazarus House permanently, it is requested that you complete an "Exit Interview" form. This will give staff statistical information about your stay at Lazarus House and allow your mail to be forwarded.
Children	Parents are expected to supervise and be responsible for their children at all times and abide by the Parental Guidelines. CHILDREN MUST NOT BE LEFT UNATTENDED. If children are age 6 and under and the parent is going in to the bathroom, the child must accompany the parent. Holding, feeding, or caring for other guest's children is not allowed. Use of a baby monitor will only be allowed when a child is sound asleep and the parent is in an adjoining room or out on smoke break. If this privilege is abused in any way, you will not be allowed to use monitors in the future. Please see a staff person for a monitor to borrow from Lazarus House.
Chores /Housekeeping	All guests are expected to participate daily and sub as needed and assist with donation deliveries. There will be additional chores which arise. Guests are to assist if home. Smokers are expected to pick up cigarette butts.
Classes	Lazarus House offers several different classes; schedules and topics vary throughout the year. Some daytime and evening classes are mandatory and guests who choose not to attend mandatory classes will be expected to leave the shelter until 5pm. Guests are encouraged to participate in this educational opportunity – we're here to help. Guests are expected to honor all class facilitator's instructions. Prior to class start times it is expected guests will attend to personal needs so as to not interrupt class. Guests will remain at the class site for the duration and return to their own appropriate shelter locations (ES or WCC) at the end of class. Parents may only attend classes if babysitters are available.
Clothing	Men: must wear shirts at all times, and shorts or sweats to sleep in. Women: must wear appropriate pajamas or t-shirts with shorts or sweats. No exposed midriffs or cleavage. Please use discretion and good judgment at all times. No offensive pictures or sayings on clothing. No clothing with sexual, alcohol or illegal drug use reference is allowed. Clothing must be changed only in the bathrooms. All underwear is to be covered by clothing. Shoes or socks are to be worn at all times. Hats and sunglasses are not to be worn in any of the buildings.
Complaints/ Questions	We invite you to discuss issues of concern. If your concern is of an urgent nature, please see the staff on duty immediately. If your concern is not immediate, please see your Case Manager to arrange a meeting. If your issue is with your Case Manager, please see the Executive Director.
Computers	One guest computer with internet access is currently available. Only G or PG rated sites allowed. Entry on the sign-up list is required; some restrictions may apply. Priority is granted to guests who need computer for job or school related use. Guests are not allowed to install any programs, adjust any cords or plug anything (except headphones) into any Lazarus House computers. All documents are deleted from the computer daily. NO LIVE VIDEO COMMUNICATION CAN BE USED ON ANY COMPUTERS (OWNED BY EITHER GUESTS OR LH) OR PERSONAL MEDIA DEVICES. Laptop computers are allowed; contents must be G or PG rated. Laptops and mobile devices may be used at the dining table only but not during mealtimes. They must be locked up by 10:00 pm.

Confidentiality	The staff will protect your confidentiality and request that you do not discuss information about others within the shelter. For safety and confidentiality reasons we ask that guests do not discuss other guests while they are out in the community as this could pose a threat to others. DO NOT DISCLOSE OTHER GUEST'S IDENTITY BY USE OF PHOTOS, TEXTING OR SOCIAL MEDIA.
Curfew	Curfew is 10:30pm unless you're working late and make prior arrangements your case manager. Case Managers must be informed of work hours and any changes OR you will not be admitted after 10:30 pm. If you are gone overnight, you may not return to LH sooner than 5pm the following day.
Disciplinary Action	Failure to comply with Lazarus House rules may result in time away or permanent expulsion from the shelter. If a guest feels they have been unfairly expelled, they should appeal the decision to their case manager or the Executive Director, or the person acting in that capacity.
Discrimination	Lazarus House will not discriminate against anyone based on their race, religion, beliefs, age, disability or sexual orientation. We ask that our guests abide by this as well.
Disputes	Please try to peacefully work out differences with others. Take any concern/issue you have with another guest to staff immediately. If you have a disagreement with staff and are not satisfied about the resolution of the disagreement, please see your Case Manager, or, if the disagreement is with your Case Manager, see the Executive Director.
Door	For the SAFETY of all Lazarus House guests, visitors, and staff DO NOT OPEN the door to Lazarus House, <u>unless</u> you are leaving the building. When leaving please shut the door behind you, If someone is waiting to enter they must ring the bell and wait for staff. DO NOT LET ANYONE ENTER — EVEN IF YOU KNOW THEM.
Drugs	No illegal drugs permitted. Random drug tests will be performed at the discretion of Lazarus House staff. Also, prescription drugs and over the counter drugs must be in a labeled bag and locked in meds cabinet. (see Medication) No use or abuse of any substance that may be mind or mood altering.
Drug/Alcohol Testing	As substance abuse is not permitted, Lazarus House reserves the right to test for drugs & alcohol at our discretion. Failure to comply with request for a test means that staff assumes the result would be positive; which could lead to expulsion from the shelter, and/or treatment recommendations.
Employment	Guests can receive assistance with resumes and job searches; please see your case manager for assistance. If a guest is aware of job opportunities, please inform the case managers. Case managers will pass on information about jobs to guests that fit positions available. It is expected for guests to be employed 20 hours or more per week by the end of two months in shelter, with the exception of the disabled. This will mean a loss of daytime privileges if not met.
Exit	See "Check-Out"
Fans	Personal fans are not allowed; Lazarus House may provide fans when Operations Staff feel they are needed. Only Operations staff may turn on/off fans and position them. Only staff can adjust thermostat.
Fighting	Not permitted (Verbal or Physical). Grounds for expulsion.

Food	Food and drink are not allowed beyond the dining area, NO food or drinks in any sleeping area with the exception of bottled, sealed water. See "Mealtime" for food service times and guidelines. No personal food/meals allowed. See your case manager for exceptions. Only unopened beverages which you have purchased can be stored in lockers. If you choose to donate food it will be accepted with the understanding that it is for the benefit of all guests and will be distributed by ops staff only. Soft drinks will be given out at mealtime only; one can per person. Open drinks in cups or with straws and sports water bottles are not allowed to be brought in to LH.
Friendships	It is strongly recommended that Lazarus House guests not have more than a casual acquaintance with other guests. If anything further develops, and there are problems in the relationship, this can affect both guests' ability to remain a Lazarus House guest.
Gambling	Gambling in any form is not allowed. Games of any sort which involve a wager of money, goods or symbols are all included in this ban.
Gang Affiliation	Reference to gang affiliation (verbal, colors, clothing or signs) is prohibited. If it is learned a guest is connected to a gang they may be asked to leave for the safety of the shelter.
Harassment	Harassment in any form is not tolerated at Lazarus House and is grounds for immediate dismissal. Harassment includes bullying, excessive teasing and sexual harassment. Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical acts of a sexual or sex-based nature and conduct that creates an intimidating, hostile or offensive environment.
Hours of Operation	Open 24 hours Monday – Sunday, except between 8:30 a.m.– 1 p.m. on Sundays. Guests who wish to remain at Lazarus House during the daytime (7am – 5pm) need staff permission. Day privileges are determined by a case manager, unless Operations gives permission due to illness or weather conditions.
Hygiene	Guests are expected to bathe and brush teeth daily. Hair should be washed frequently and neatly styled. Guests are expected to change their bedding weekly and to make their beds each morning. Do not leave shaving razors unattended; no spraying cologne or air freshener in common areas. No hair dye is allowed.
Illness	Please notify staff immediately if you become ill. Guest cannot lay down or sleep without permission from the Operations staff. If a guest is treated at a hospital, it will be necessary to provide hospital discharge paperwork upon return to shelter.
Laundry	Sign-up sheets are located in the first-floor large washroom and on the washers and dryers near the rear exit door. See sign-up sheets for details and available timeslots. Limit of two loads per person per week, please do one load/per person/per day on two separate days. Ask staff permission if more times are needed. House laundry has priority.
Lending	Guests are advised not to lend money, smoking materials/cigarettes or personal items including cell phones, vehicles, clothing, etc. Staff will not intervene if a problem results from doing so. See "Valuables" section of this handbook.
Lights	Are turned ON/OFF by staff only. NO personal lamps/lights permitted in the sleeping areas between 8:30 p.m. to 6:30 a.m.

Lockers	Staff will assign and label guest lockers. No personal locks; locks will be supplied by Lazarus House. Guests are advised to lock up valuable possessions. Lazarus House is not responsible for lost or stolen items. Lockers are to be kept locked at all times.
Loitering	Not permitted in the vicinity of the shelter or the Free Methodist Church at any time. No sleeping in vehicles.
Mealtime	Mon-Sun: Breakfast: 6am – 7am, Lunch: Noon – 1pm, Snacks: 5 – 6pm, Dinner: 7pm – 9pm. No lunch is served on Sundays; Bag lunches are available each day of the week. Operations staff may limit servings or portions based on inventory of available food.
Medical Marijuana	Marijuana prescribed by a physician (documented by a written letter from the physician clearly stating the medical need and a copy of the prescription signed by the physician to be retained in the guest file) may be stored in the locked meds cabinet, in the original, labeled prescription container. However, use will not be allowed in or around the premises of Lazarus House or the St. Charles Free Methodist Church.
Medication: Prescription and Over-the-Counter	All Prescription and Over-the-counter medications must be labeled and stored in locked cabinet for safety. Notify the Operations staff when medication is needed. Over-the-counter medication (Tylenol, Maalox, cough syrup, etc.) is available. Please ask the Operations staff ONLY. Medications is forbidden in sleeping areas, your locker, purse, etc....
Music	Hand held devices, personal CD/tape/radios/cell phones/I Phones are allowed, guests must use headphones at all times when listening to music. Music for children under 5 years of age may be played to assist in bed time rituals. Keep the volume low, so other guests are not disturbed.
Parking	24 Hour Parking: City lot behind the Emergency Shelter and City lot behind the dance studio. Overnight Parking: Allowed on Walnut Street, except on Sunday morning in front of the church. Observe "Snow Route" parking signs in winter. **No parking in private lot adjacent to Women and Children's Day Center. Long term parking available on 3 rd level of First Street Parking Garage with notification of St. Charles Police. No guest parking is allowed on Third Street in front of the Emergency Shelter.
Personal Belongings	Personal belongings of value should be stored in lockers and not be left unattended. Lazarus House is not responsible for lost or stolen items. Contents of suitcases will be emptied into labeled laundry baskets. Suitcases will be emptied, sealed in plastic & labeled with your name and stored until you depart shelter. All guest possessions, including bikes, will only be held for one week after a guest exits. After that time the possessions will be disposed of.
Personal Media Devices	Personal media devices are allowed with headphones only. They may only be used at the guest tables but not during meal service time. Personal DVD players must not be played past 10:00pm and must be locked up by 10:00pm. Contents must be G or PG rated only.
Pornography	Not permitted, including offensive pictures or sayings on clothing.
Profanity	Not permitted. Please respect the guests, employees, volunteers and the Church that provides you shelter.
Requests for needs	See your case manager's door to complete forms for special requests from your case manager.

Safety	Lazarus House reserves the right to deny shelter services to someone who is accused/convicted of a crime when offering shelter services to that person may compromise the safety of the shelter.
Shower	Available from 5am – 10:30pm. See Operations Staff for exceptions. Use shower sign-up sheets to reserve shower times.
Shredders	Lazarus House paper shredding and paper recycling containers are only for use by staff and only for the purpose of shredding sensitive Lazarus House documents.
Smoking	Not permitted anywhere in the building. Smoke breaks are at 6:30am, 8am, and 10am, 12:30, 2pm, 4pm, 5:30pm, 7:30pm, 9pm and 10:15pm. Staff will call the breaks. DO NOT EXIT THE BUILDING WITHOUT THE STAFF PERSON. Do not leave the immediate area; do not stand on public sidewalk. No loud or inappropriate behavior. Snuff, chewing tobacco and E-Cigs. are not allowed inside the ES.
Storage	Each guest may have two labeled drawers for clothes, and a laundry basket for shoes and one available locker. No furniture (ex: plastic "dressers") allowed. No garbage bags allowed. All other items must be stored outside of Lazarus House
Telephone	<p>Guests may use the telephone to call local area codes: 630, 847, 224, 331, 708, 773, 779 and 312. Write the number on the phone log and the Operations Manager or volunteer on duty will dial the number. Limit calls to five minutes; calls are limited. See Case Manager for any exceptions.</p> <p>Staff will answer, take messages and post on message board. We will not confirm or deny your presence at Lazarus House. Our phone number is 630/587-2144. Use 630/587-1085 if you wish to give a phone number that does not identify you as a Lazarus House guest. To disable caller ID on outgoing calls, add *67 for the call being made prior to dialing the number.</p>
Transportation	Lazarus House may be able to assist with transportation on a limited basis. Use of Pace Bus is always the first option. See your Case-Manager for details. We ask that Emergency Shelter and WCC guests are not to provide transportation to other Emergency Shelter and WCC guests. Under no circumstances is a guest to lend/rent another guest their vehicle.
TV	Programs are selected by the staff. Please do not change channels or adjust volume. DVD's are only allowed after 7 p.m. and on weekends at the Operations staff discretion. TV Off Times: 8-9 a.m., 1-2 p.m., and 5 to 6 p.m.. TV off for the night at 10:30 p.m.. When children are in shelter, children's programing will take priority until 8:30 p.m..
Valuables	Please lock valuable or important items in your locker. Lazarus House is not responsible for lost or stolen items.
Video Games	Personal video games are allowed (Gameboys, hand held games). Only games rated eC (early childhood), E (everyone), and T (teen) are allowed. Games rated above age 14 are not allowed and will be confiscated if found within the shelter, they will be returned once the guest leaves the shelter.
Visitors	Visitors must be pre-approved by a case manager. Visitors are permitted on a limited basis. You are encouraged to arrange to meet your visitors at a nearby location such as a restaurant, library or park, for example.

Volunteers	Under no circumstances are guests to ask volunteers or Bible Study leaders to provide transportation, childcare, favors or to share personal information such as phone numbers or email addresses. See your case manger to discuss your needs.
Wake-Up	<p>The Operations staff will awaken all guests at 6am daily. Guests are expected to be up and out of bed by 6:30am every day. Guests are to stay out of their beds between 6:30 a.m. and 5:00 p.m. Exceptions: official holidays at Operations discretion. Guests who work unusual hours or are genuinely ill should see their case manager for special permission. Guests working night shift (returning from work after 11 p.m.) are allowed 7 ½ continuous hours of sleep except on Sunday mornings when all ES guests must be out of the shelter between the hours of 8:30 a.m. and 1 p.m..</p> <p><u>Children's Wake-Up Times:</u> <u>Monday through Friday, School Year: Children 0 to kindergarten ONLY and not in preschool:</u> The parent and child may sleep until 8 a.m. <u>Saturdays, School Vacation and Holidays:</u> Parents and children may sleep until 8 a.m. If any child is awake the whole family must be up. ON SUNDAYS ALL GUESTS MUST BE UP AND OUT OF THE ES BY 7 A.M.</p>
Weapons	Not permitted. This includes box cutters, knives, and scissors of any kind.
Windows	Windows are to be opened and shut by LH staff only.

ATTENTION ALL GUESTS:

Please always be aware of your surroundings and become familiar with the location of all Emergency Exit signs in the case of a fire alarm.

No matter which Emergency Exit you use, please meet up with staff and other guests in the front of the Emergency Shelter entrance facing Third Street to allow for all guests to be accounted for

Lazarus House 101

CTL: Center for Transitional Living

Summary:

The CTL is twelve dormitory style rooms. In each room (which you may share with a roommate) is furniture for clothing/belongings, thicker mattress, and privacy. CTL has lounges for men and women which include tv's, computers, and soft furniture. Other benefits include: the ability to stay in the program for up to 2 years, later curfew, place for your own food (fridge/cupboard), and more ins and outs. For more information or to receive a tour talk to your case manager.

Qualifications:

1. Have an income (employment, unemployment, SSI, SSDI, Pension, child support, etc)
2. Follow all Lazarus House Emergency Shelter rules
3. Be case management compliant in the Emergency Shelter (working on your goals, budgeting your money, following through with Renz/Ecker, etc)
4. Pay 10% of monthly gross income once in CTL.

How to apply:

1. Talk to your case manager about your interest in CTL.
2. Fill out petition for CTL.
3. Be interviewed by CTL staff.

RHSP: Rental housing support program

Summary:

RHSP is an off site rental housing subsidy. Pay a portion of your rent depending on your gross income. There is a waiting list for 1, 2, and 3 bedroom units.

Qualifications:

1. Meet income qualifications (see case manager for specific amounts)
2. Be approved by landlord.
3. Be able to pay rent portion and utilities every month once on program.

How to apply:

1. Complete the RHSP application with all documentation. (See your case manager for application)

Financial Help

Summary:

Lazarus House offers banking classes and one-on-one meetings for help with tax/finance problems.

How to apply:

Speak with your case manager

Employment Help:

Summary:

Lazarus House offers employment classes and one-on-one help for employment/resume/interview skills.

How to apply:

Speak with your case manager

Free ID:

Summary:

Get a free Illinois state ID.

Qualifications:

Have supporting documentation required by DMV for ID

How to apply:

1. Fill out Homeless verification sheet with your case manager and have notarized.
2. Go to DMV with homeless verification and supporting documentation.

DHS benefits:

Summary:

DHS benefits include money for food (link card), cash assistance, and health care (medicaid).

Qualifications:

Meet with DHS income or disability requirements for benefits.

How to apply:

1. Apply online, by mail, or in person. (Ask your case manager for help in applying)
2. Attend scheduled appointment with required documentation.

Parenting Classes:

Summary:

Lazarus House offers classes to help with parenting skills.

How to apply:

See your case manager for dates and times of the classes.

Please talk to your case manager if you are interested in one of the following services:

- | | | |
|----------------------------|-----------------|---------------------|
| - health care | - DV Counseling | - Clothing |
| - mental health services | - Dental Care | - Veterans benefits |
| - substance abuse services | - Glasses | - Cell phone |

Please direct all of your questions about programs and benefits to your case manager.

Lazarus House Guest Handbook

This handbook has been given to _____
(Guest Name)

on _____. It should be used as a quick
reference tool but guests are encouraged to ask questions if
something is unclear or if other assistance is needed.

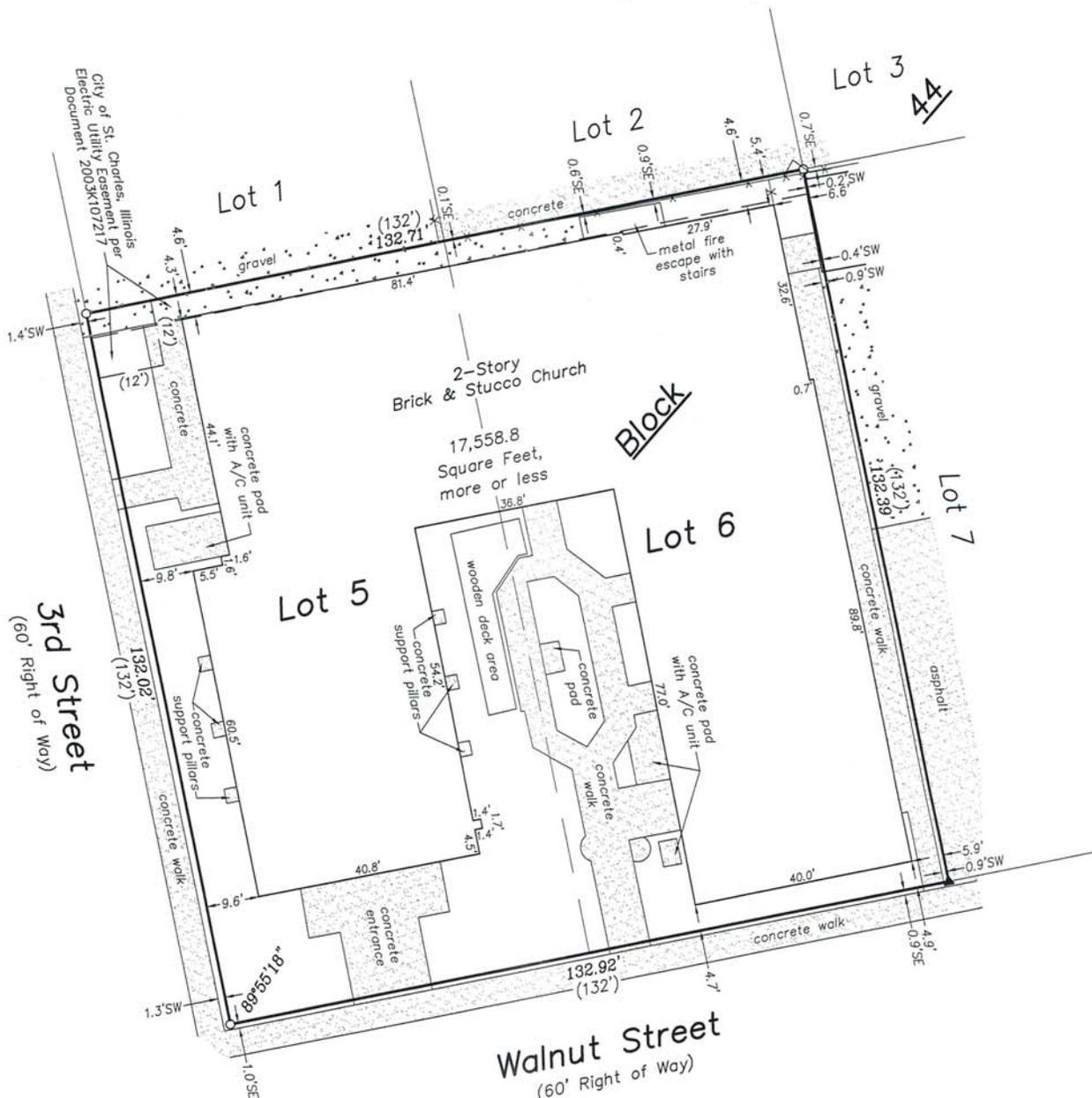
Guest Signature _____

Witness Signature _____

PLAT OF SURVEY

LOTS 5 AND 6 IN BLOCK 44 OF THE ORIGINAL TOWN OF ST. CHARLES,
IN THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 214 WALNUT STREET, SAINT CHARLES, ILLINOIS.



STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

WE, CORNERSTONE SURVEYING, P.C., AN ILLINOIS PROFESSIONAL DESIGN FIRM LAND SURVEYOR CORPORATION NO. 184.006522, DO HEREBY CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS WHICH AN ACCURATE TITLE SEARCH MAY DISCLOSE.

DATED AT YORKVILLE, ILLINOIS ON JULY 31, 2017.

Michel C. Ensalaco



Scale: 1" = 20'

○ = Found 3/4" Dia. Iron Pipe
▲ = Set Mag Nail

N = North E = East
S = South W = West

(XX.XX)' = Record Distance
XX.XX' = Measured Distance

Fence = — — — — —
Concrete/Asphalt = [stippled pattern]
Gravel = [dotted pattern]

Michel C. Ensalaco, P.L.S. 2768, Exp. 11/30/2018
Eric C. Pokorny, P.L.S. 3818, Exp. 11/30/2018

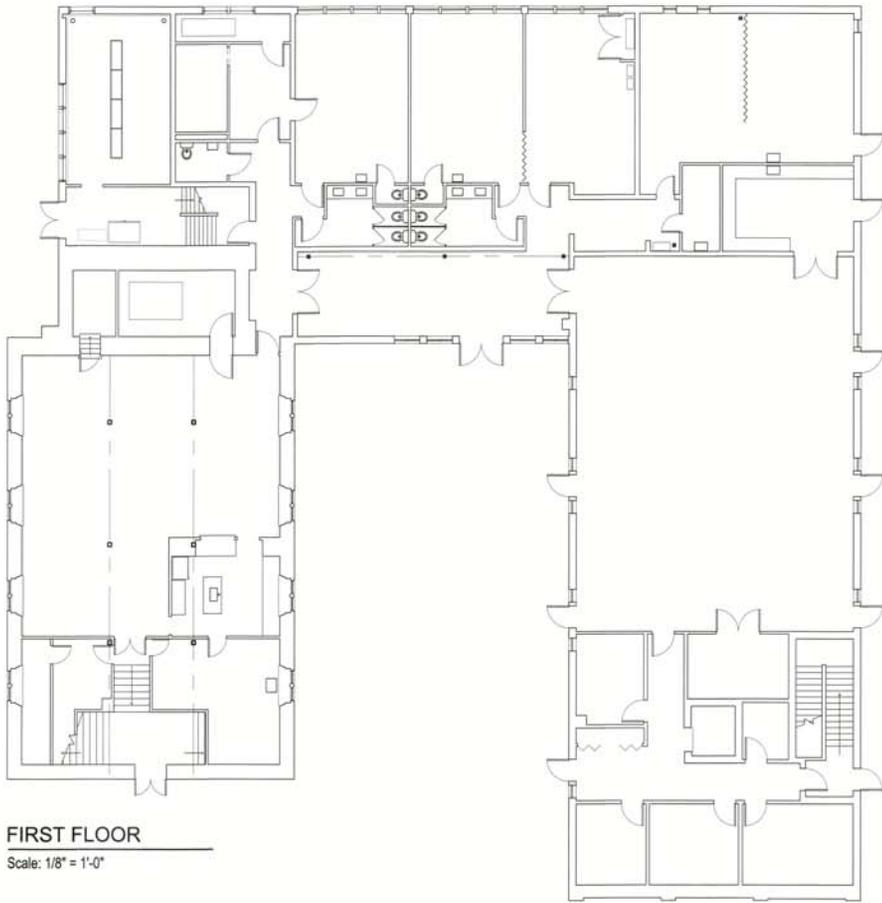
TODD SURVEYING

Professional Land Surveying Services
"Cornerstone Surveying PC"
759 John Street, Suite D
Yorkville, IL 60560
Phone: 630-892-1309 Fax: 630-892-5544

Survey is only valid if original seal is shown in red.

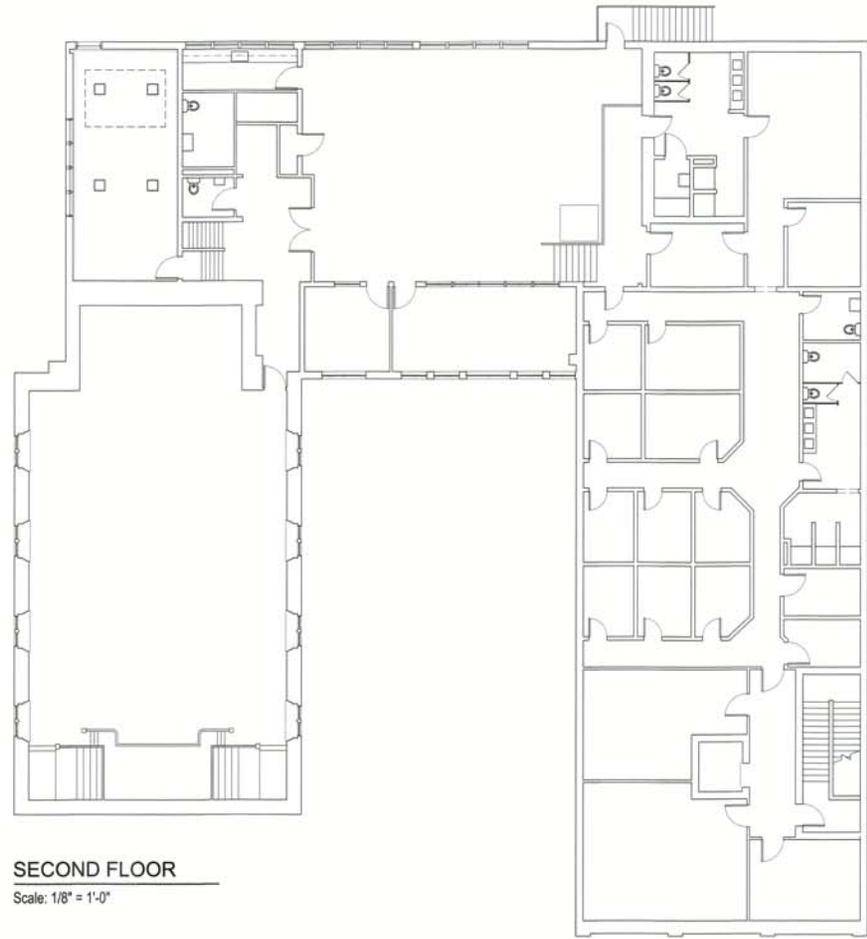
Client: Skaar Law	
Book #: Sheet/2399 Drawn By: MF.MATT Plat #: 886	
Reference: 96-0580, FB633	
Field Work Completed: 07/28/2017	
Rev. Date	Rev. Description
Project Number: 2017-1277	

Existing Floor Plan



FIRST FLOOR

Scale: 1/8" = 1'-0"



SECOND FLOOR

Scale: 1/8" = 1'-0"

" DRAFT "



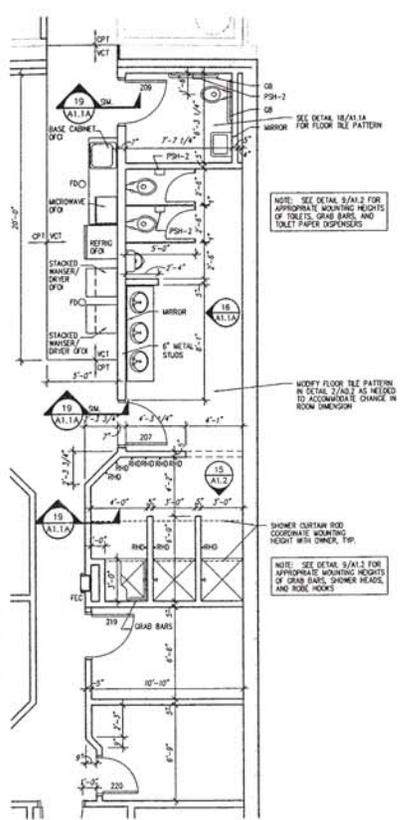
LAZARUS HOUSE
St Charles, IL
214 Walnut St

ISSUE RECORD	
REVISION	DATE

PROJECT ARCHITECT	PHS
DRAWN BY	KJM
DATE	10 JULY 2017
PROJECT NUMBER	2017-026

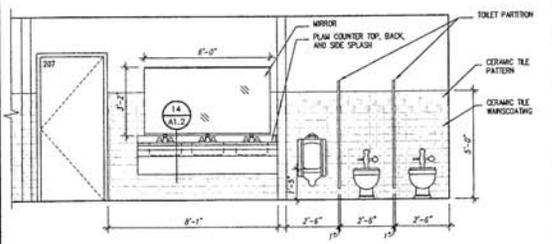
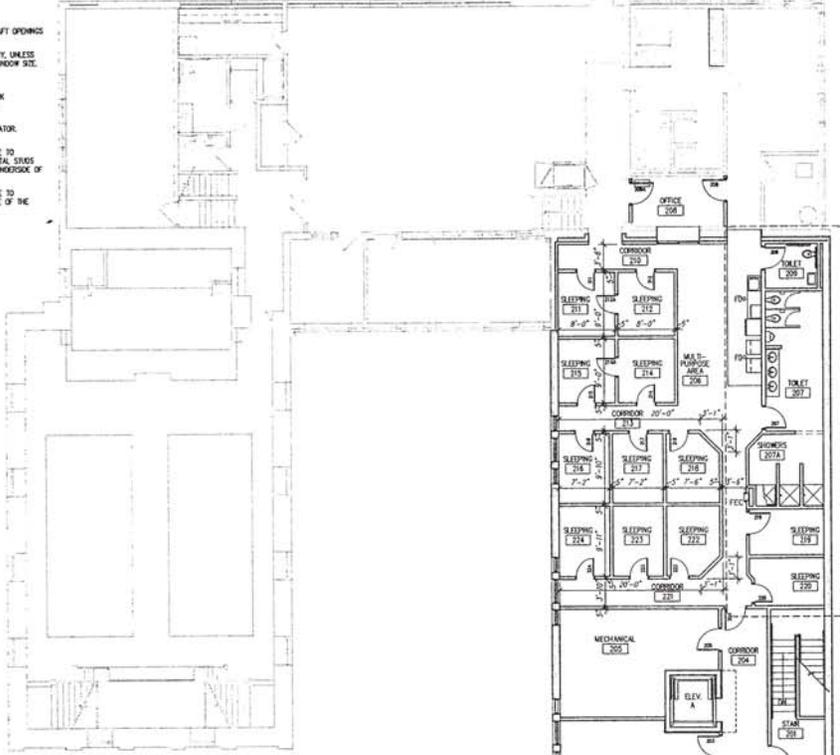
EXISTING PLAN

A.1

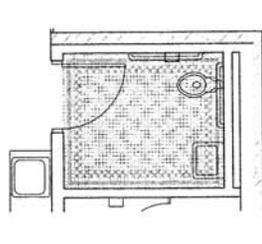


11 ENLARGED PLAN
SCALE: 1/4" = 1'-0"

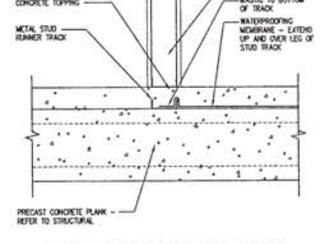
- GENERAL NOTES**
1. PROVIDE 2" MINIMUM WOOD PRESTRESSING TO SEPARATE ALL CONCEALED DRAFT OPENINGS BETWEEN FLOORS AND ATIC.
 2. ALL DIMENSIONS ARE TO THE FACE OF GYPSON BOARD OR FACE OF MASONRY, UNLESS NOTED OR DETAILED OTHERWISE. WINDOWS ARE DIMENSIONED TO NOMINAL WINDOW SIZE.
 3. ALL STUD WALLS TO BE INSULATED UNLESS NOTED OTHERWISE.
 4. SUBCONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS. ANY WORK COMPLETED PRIOR TO VERIFICATION WHICH REQUIRES MODIFICATION SHALL BE DONE AT HIS EXPENSE TO THE OWNER OR ARCHITECT.
 5. THE SIZE OF THE ELEVATOR SHAFT IS BASED ON AN OTIS LHM 2000R ELEVATOR. CONTACT THE ARCHITECT IF A DIFFERENT ELEVATOR MFR. IS SELECTED.
 6. INTERIOR WALLS SHOWN THIS _____ ON THE PLAN ARE TO BE ONE LAYER OF 5/8" TYPE X GYPSUM BOARD EACH SIDE OF 3/8" METAL STUDS AT 16" O.C. UNLESS NOTED OTHERWISE. ALL WALLS TO CONTINUE TO THE UNDERSIDE OF THE PRECAST PLANK OR ROOF TRUSS.
 7. INTERIOR WALLS SHOWN THIS _____ ON THE PLAN ARE TO BE 8" CMU UNLESS NOTED OTHERWISE. CONTINUE WALLS TO THE UNDERSIDE OF THE PRECAST PLANK OR DETAILED OTHERWISE.



16 TOILET ROOM ELEVATION
SCALE: 3/8" = 1'-0"



18 FLOOR TILE PATTERN RM. 209
SCALE: 3/8" = 1'-0"



19 WATERPROOFING TERMINATION
SCALE: 1 1/2" = 1'-0"



SECOND FLOOR ADDITION
SCALE: 1/8" = 1'-0"

SEE SHEET A2.1 FOR FIRE RATED WALLS
SUPPLEMENTAL DRAWING # _____

Expansion Plans from 2002

FREE METHODIST CHURCH EXPANSION

214 WALNUT STREET
ST. CHARLES, ILLINOIS



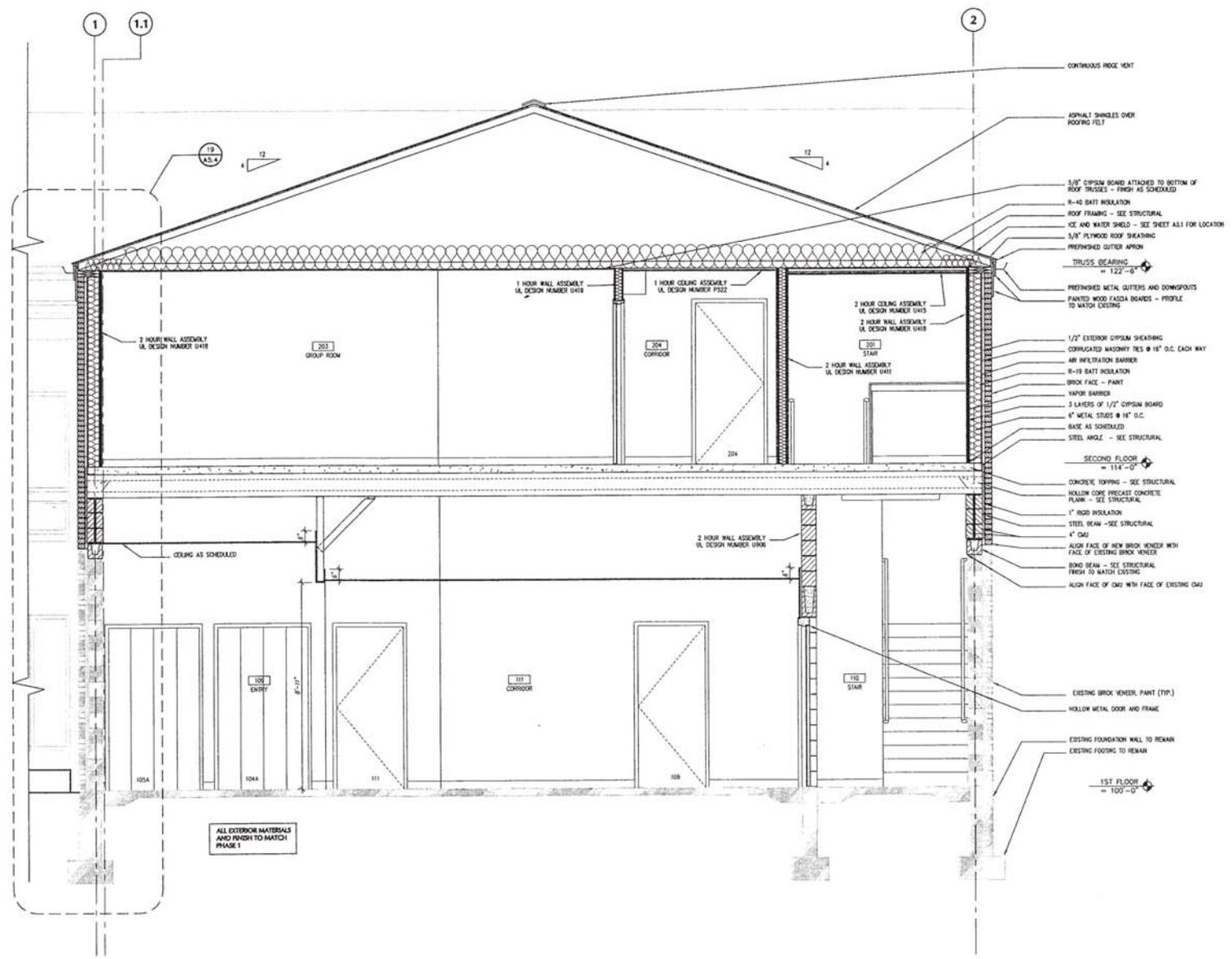
The architect warrants that the drawings are a true and accurate representation of the work to be performed. The architect does not warrant that the drawings are a true and accurate representation of the work to be performed. The architect does not warrant that the drawings are a true and accurate representation of the work to be performed. The architect does not warrant that the drawings are a true and accurate representation of the work to be performed.

REVISIONS

PROJECT NO. 00185.01
DATE 2.08.02
DRAWN BY MRF
CHECKED BY MAR

SHEET CONTENTS
BUILDING SECTION

SHEET
A5.1



1 BUILDING SECTION
SCALE: 1/2" = 1'-0"

VERSION 13.06 DATE 7/16/2002 02:20:25pm C:\DATA\DWG\1306.dwg
PROJECT: Free Methodist Church Expansion
DRAWN BY: MRF
CHECKED BY: MAR

Edward Seaman

225 W. Main St., Saint Charles, IL 60174 | 630-377-1338 |

26 July 2017

City of Saint Charles

The Plan Commission

Two East Main Street, Saint Charles, IL 60174

Dear City of Saint Charles:

With respect to the Lazarus House consolidating their operations into the building located at 214 Walnut St., utilizing the space currently occupied by the St. Charles Free Methodist Church, I Edward Seaman, owner of the property located at 225 W. Main St. would like to give my support and approval for this change. The Lazarus House is a good neighbor, and their ongoing effort to provide help and support for those in need is insurmountable.

Sincerely,

Edward Seaman