



June 26, 2017

Tim Parks, Planner
Planning Division
Department of Planning and Community and Economic Development
City of Madison
126 South Hamilton Street
P.O. Box 2985
Madison, WI 53701

RE: Submittal of Conditional Use Permit application - 890 W Wingra Ave - The Road Home Dane County

Dear Mr. Parks,

As we discussed when we met on June 20, The Road Home Dane County is excited about a recent accepted offer for 890 W Wingra Ave. We believe this is an ideal location for our agency for several reasons. First, it is near several bus lines which is critical for the population we serve. It is also in close proximity to a grocery store, a laundry mat, a school, our local bank, the post office we visit often and near other similar services offered to families we serve. We currently rent from Family Service Madison less than 1.5 miles from 890 W Wingra. After searching for over a year and touring multiple properties, we are excited to own a building in the same general area while having a bigger, nicer space for our clients and staff. Thank you for considering this letter of intent that outlines our mission and plans.

Along with this Letter of Intent for a Conditional Use Permit for a Counseling, Community Services Organization, please find the following documents required for our conditional use permit application we are electronically submitting.

- Land Use Application
• Pre-application notification/correspondence
• Existing site plan
• Development plans

Please let me know if any other materials are needed or if you have any additional questions. I can be reached at kristinr@trhome.org or (608)294-7998 ex. 302.

Sincerely,

[Handwritten signature]
Kristin Rucinski
Executive Director



The Road Home Overview

The Road Home Dane County has been serving families experiencing homelessness in our community since 1999. We operate a small shelter (no more than 14 people, usually 3-4 families at a time) through a partnership with the faith community. Families have access to daytime services at our office space, such as a small kitchen, laundry, shower, bathroom, play area, living room area and computer access. Families in our program then sleep overnight at congregations throughout Dane County.

Shelter is not the long-term solution to homelessness, so we have been spending more time, energy and resources on permanent housing solutions and by providing intensive case management services to families. We believe it is more empowering for staff to meet with their families in their own homes, which is why a majority of our space is office space for professional staff. In fact, we have been exploring closing our shelter to focus on expanding housing options. This would result in no day shelter services.

Management plan

Hours of operation

We are open and staffed 7am-5pm every day of the week, except Saturdays are 9am-5pm.

Staffing and Management Structure

The Road Home has 16 full-time staff and 5 part-time staff. The executive director has been in this position for over five years and has been employed at the agency for over ten years. Several other staff have worked at The Road Home for 6+ years. Almost all case managers have masters of social work degrees and our administrative staff also has degrees. Clients are never left alone in the building without a staff person present. We often have volunteers at our office to help us with administrative or programmatic things; however, there is always a paid staff member in the building and volunteers are also never left alone.

Capacity

No more than 14 individuals, mostly children, are ever accessing our shelter space during the day. In fact, it is very common that zero people are in our daytime shelter space since children are often at school or daycare and parents are at work, looking for work, looking for apartments, going to appointments, etc.

No more than 18 staff members are present at the same time, with a usual count of six to seven employees at the office at once since most case managers are in and out going on home visits.

Nobody sleeps at this building. We partner with the faith community to provide overnight shelter to families in our program.

Our services are not open to the public and all of the clients that would be in our building are participating in one of our programs.

Community engagement

Alder: We met with Ald. Eskrich on June 12 to talk about services provided by The Road Home and about moving to the Bay Creek neighborhood.

Bay Creek Neighborhood Association: We have communicated with Jim Kreft, Bob Stoff and Jim Winkler and will be attending the July 10 BCNA meeting at 6:30pm at the Baha'i Center on W. Lakeside Street.

Madison Police Department: We have reached out to Captain Paterson of the MPD South District.

Neighbors: We have begun (and will continue) to reach out to neighbors if they are interested in a one-on-one meeting to address any questions/concerns in addition to the July 10 BCNA meeting. These include Tom Bunbury, Eric Schwartz, BJ Electric Inc., the US Post Office, Strand Associates and the Madison Labor Temple Association.

We will work to build good relationships with neighbors and will always be responsive.

Parking/Bicycle Parking

A total of 19 parking stalls will be located on the property, including two handicap stalls. We will install at least three bike parking stalls as well between the building and the parking lot.

Transportation Support

Our van: The 14 people who can utilize our space during the day are transported by our 15-passenger van every day of the week to/from the host congregation where they are from 5pm-7am the next day.

Madison Metro: During the day, participants will mostly be using the public bus service. This location is very accessible being between Park St. and Fish Hatchery Rd.

Private transportation: Few, but some, of the families we serve have their own vehicles to use.

Bike/walk: Due to the location being near the Wingra Creek bike path, we expect some families to bike and/or walk to the building.

Safety

Lighting: We believe the current lighting outside the building is adequate. There are at least nine lights (a mix of down lights and flood lights) around the building and parking lot.

Cooperation with police: The Road Home has been renting in the Family Service building (128 E. Olin Ave.) for the past nine years with extremely limited police contact. In anticipation of moving to this building, we have reached out to Captain Paterson of the MPD south precinct. We have a very positive relationship with several neighborhood police officers from the work we do in the community.

Trash/recycling removal

Trash and recycling receptacles will be placed in the existing enclosure located on the property.

Snow removal

Snow removal for sidewalks and parking areas will be contracted with a private company.

Accessibility An operable lift is in the building. Additionally, there is already a handicap accessible entrance and ADA restrooms. We will have two handicap parking stalls – one for a car and one for our 15-passenger van.

Interior Design The current layout of the building is very suitable to our needs. There are two main levels with a small kitchen on both levels. One will be used by families and one by staff for a break room. A total of 14 offices exist and about 25% of the entire interior will be for the daytime services for families in our program (living room area, play area for children, bathrooms/showers, kitchen). A few other storage areas exist for strollers, files, etc as well as laundry hookups. We anticipate only needing to add a shower and create more of a wall/barrier between the daytime service area for families and the offices.