

PROPOSED HEALTH CARE FACILITY – OPERATIONAL DESCRIPTION

<u>Case Number:</u>	21249
<u>Application of:</u>	4231 Clay ST NE, LLC
<u>Case Summary:</u>	To permit a health care facility use with 16 beds in an existing, detached, two-story basement, building in the R-2 zone via special exception pursuant to U-203.1(j).
<u>Address:</u>	4231 Clay Street, NE (Square 5088, Lots 45 & 46)

Facility Overview:

This facility proposed will be licensed as an assisted living facility (with no age minimums). The facility is designed to provide long-term and short-term treatment and care to individuals requiring daily assistance, medical supervision, and rehabilitative or supportive services. The residential component ensures that patients, referred to as "guests," have access to on-site care, meals, daily activities, and medical oversight tailored to their needs.

The building accommodates 16 beds, distributed across single and shared rooms (~140 sq. ft. per room). The plans submitted with the prehearing materials show the sample bed distribution. Guests may reside at the facility with no fixed length of stay—services are provided based on individual medical or supportive care needs.

Staffing & Roles:

The facility operates with on-site and visiting staff to ensure comprehensive care. Staffing includes:

- **Administrative Supervisor (On-Site Daily)** – Oversees daily operations, coordinates staff scheduling, and ensures compliance with regulations. Below are some of the additional responsibilities assigned:
 - Handling budgeting, billing, and financial oversight.
 - Supervising facility maintenance and resident services
 - Addressing family concerns and handling resident admissions/discharges.
 - Implementing quality assurance and safety measures.

- **Two Caregivers (On-Site Daily)** – Provide assistance with daily activities, including hygiene, mobility support, medication reminders, and engagement in structured activities. Below are some of the additional responsibilities assigned:
 - Monitoring residents for any changes in condition and reporting concerns to nursing staff.
 - Providing companionship and emotional support.
 - Documenting care provided in resident records.
 - Maintaining a clean and safe living environment.
- **Nurse (On-Site Every Three Weeks)** – Performs routine check-ups, assessments, and administers medical care as needed. Below are some additional responsibilities assigned:
 - Developing and updating care plans for residents.
 - Responding to emergencies and changes in residents' conditions.
 - Training and supervising caregivers to ensure proper care.
 - Coordinating care with physicians, therapists, and other healthcare providers.
 - Ensuring infection control measures and compliance with healthcare protocols.
- **Medical Provider (On Call)** – Available as required to address medical concerns beyond standard care. Below are some additional responsibilities assigned:
 - Conducting regular medical assessments and check-ups.
 - Diagnosing and managing acute and chronic conditions.
 - Prescribing and adjusting medications.
 - Communicating with families about residents' health conditions.
 - Coordinating with specialists and hospitals when necessary.

Services:

Service providers will park in front of the house, along Eads, where street parking is available. Parking spots in the rear will be made available if no parking spots are available along Eads.

- **Food Delivery Service** – (One daily delivery between 7-730am) Facility will use a meal prep delivery service. Below are the services to be offered:
 - Provides pre-cooked or ready-to-heat meals tailored to residents' needs (health restrictions will apply).
 - Ensures proper portion control and consistency in meal quality.

- Adheres to dietary restrictions (low-sodium, diabetic-friendly, gluten-free, etc.).
- Meets state and federal nutrition guidelines for senior living facilities.
- **Housekeeping & Waste Management** – Daily cleaning services (arriving between 8am-9am) and waste disposal procedures are in place. Below are some additional responsibilities for housekeeping:
 - Daily and weekly cleaning (i.e., dusting, vacuuming, mopping floors, changing bed linens, and making beds, sanitizing high-touch areas).
 - Laundry & linen services (washing, drying, folding, and distributing resident clothing, managing facility linens (sheets, towels, blankets).
 - Properly disposing of sharps (needles, syringes, lancets) in puncture-proof containers.
 - Following OSHA and state guidelines for hazardous waste (e.g., gloves, wound dressings).
 - Coordinating hazardous waste pickup with licensed disposal companies.
 - Regular trash removal to prevent rodent and insect infestations.
- **Urgent medical care-** As provided in more detail in the Assisted Living Facilities Sample Manual:
 - The facility has on-call protocols beyond our retained provider to handle urgent medical situations.
 - These protocols will comply with state regulations and facility policies.
 - Our standard on-call protocol for urgent medical care will have an immediate assessment by our on-site staff (caregivers/nurses) assess and provide triaging. If the issues are severe (e.g., chest pain, stroke symptoms), staff will initiate emergency response protocols.
 - Our on-call provider will be contacted first and assess the situation remotely (phone, telehealth) and advise on the next step. Our facility will activate EMS for emergencies and staff will be directed as such.
 - We will communicate key medical history, medication lists, and any advanced directives to EMS. The facility will also notify the residents' emergency contracts (family or legal representative).
- **Visitor Coordination-**
 - Visitors are permitted during mealtimes and activities.
 - Our facility will assist in scheduling visits if there is a large group planning to come (4 or more visitors).
- **Activities--**

- Depending upon the residents' health assessment, our facility will offer customized care plans and flexible schedules for residents. As noted above, our facility will be less restrictive during visiting hours for residents in need.
- The facility administrator will coordinate and schedule personalized activities based on residents' interests (e.g., gardening, music therapy.)

Daily Operations & Guest Experience

A typical day at the facility includes:

1. Morning Routine (7:00 AM – 10:00 AM)

- Guests receive morning meals (delivered the night before).
- Assistance with personal care, mobility, and medication administration.

2. Daytime Activities & Lunch (10:00 AM – 2:00 PM)

- Structured group activities, including park visits, fitness/aerobics, games, movie nights, and community events.
- Therapeutic gardening sessions in the outdoor courtyard.
- Lunch to be served around 12:00 PM, followed by rest or leisure time.
- Medical check-ins for those requiring additional care.

3. Afternoon & Evening Routine (2:00 PM – 7:00 PM)

- Guests engage in personal time, relaxation, or light activities.
- Dinner served in the evening, followed by unwinding time.
- Staff prepare guests for the night, aiding as needed.

4. Overnight Supervision

- Overnight staff monitor guests and assist as needed.
- Guests may rest in their rooms, with staff available for any nighttime concerns.

Facility Design & Outdoor Use

The facility includes a designated outdoor courtyard for guest recreation and relaxation. During warmer months, guests may engage in gardening, light exercise, or socializing in this space, under the supervision of staff. The location is in a quiet residential neighborhood, minimizing external noise impact.

Our facility will have established quiet hours (8pm-7am) to minimize noise from residents, staff, and visitors. We plan to also post restriction signs for large gatherings or any outdoor events after certain hours. We will continue to implement our visitor noise policy (e.g., no loud conversations in the outdoor patios at night). Given the nature of the facility, and the need to keep a peaceful environment for the residents, it is anticipated the proposed use will not create any noise that would impact the use and enjoyment of neighboring properties. Additionally, fencing and screening are in place.

Parking & Transportation

- The facility has 4 designated parking spaces located at the rear of the building, used for staff and visitors.
- The spaces are screened with fencing and doors to comply with zoning requirements.
- Additional on-street parking is available adjacent to and across from the facility.

Deliveries & Waste Management

- **Meal Deliveries:** A mix of food prepared on site and contracted food delivery service provides daily meal drop-offs.
- **Trash Collection:** The facility has a designated waste storage area, and daily trash pickup ensures cleanliness and hygiene.