



**BOARD OF ZONING ADJUSTMENT
AGENDA
MEETING OF AUGUST 11, 2020, 3:00 PM
Council Chambers, City Hall South, 1501 Truxtun Avenue**

1. ROLL CALL

2. PUBLIC STATEMENTS:

3. MINUTES

- a. Approval of Minutes for the July 14, 2020 regular meeting.
Staff recommends approval.

4. CONSENT CALENDAR PUBLIC HEARINGS

Ward 3

- a. **Zoning Modification No. 20-0149.** Gateway Engineering is proposing a zoning modification to allow for the removal of the requirement to construct a minimum 6-foot masonry wall when abutting residentially zoned properties (17.24.050), in the C-2 (Regional Commercial Zone) district, located at 4400 Kirkcaldy Drive. Proposed Notice of Exemption on file.
Staff recommends approval.

5. PUBLIC HEARINGS

Ward 3

- a. **Conditional Use Permit No. 20-0170.** The Bakersfield-Kern Regional Homeless Collaborative is proposing a temporary conditional use permit for "Project Roomkey" (17.64.020.B). The project provides temporary housing of persons experiencing homelessness who are deemed high-risk of contracting COVID-19 to shelter-in-place at an existing motel (Rosedale Inn) in the C-2 (Regional Commercial Zone) district, located at 2604 Buck Owens Blvd. Proposed Notice of Exemption on file.
Staff recommends approval.

6. STAFF COMMUNICATIONS

7. BOARD STATEMENTS

8. ADJOURNMENT

Paul Johnson
Planning Director



COVER SHEET

PLANNING DEPARTMENT STAFF REPORT

MEETING DATE: August 11, 2020

ITEM NUMBER: Minutes3.(a.)

TO: Board of Zoning Adjustment

FROM: Paul Johnson, Planning Director

PLANNER: Kassandra Gale, Principal Planner

DATE:

WARD:

SUBJECT:

Approval of Minutes for the July 14, 2020 regular meeting.

APPLICANT:

OWNER:

LOCATION:

STAFF RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Description	Type
☐ Minutes	Backup Material



BOARD OF ZONING ADJUSTMENT MINUTES

Meeting of July 14, 2020, 3:00 p.m.
Council Chambers, City Hall, 1501 Truxtun Avenue

		<u>ACTION TAKEN</u>
REGULAR MEETING		
1.	ROLL CALL Present: Members Fick, Kitchen, and Patteson Absent: None	
2.	PUBLIC STATEMENTS None.	
3.	MINUTES a. Approval of minutes of the June 9th, 2020 regular Board of Zoning Adjustment meeting. <i>Motion by Member Fick to approve. Motion passed with Kitchen abstaining.</i>	
4.	CONSENT CALENDAR PUBLIC HEARINGS	
(Ward 5)	a. Conditional Use Permit No. 20-0120: Pacifica Companies, LLC, is proposing a conditional use permit to allow for the addition of 30 beds to an existing 78-bed assisted living facility (17.64.020.B) in the R-2 (Limited Multiple Family Dwelling) zone district, located at 3115 Brookside Drive. Notice of Exemption on file.	Resolution 20-07
(Ward 5)	b. Conditional Use Permit No. 20-0090: George Masud is proposing a conditional use permit to allow an establishment selling alcoholic beverages for on-site consumption where such use is the primary business (17.24.040.B.4) in the C-2 (Regional Commercial) zone district, located at 1110 Calloway Drive, Suite 500. Notice of Exemption on file.	Resolution 20-08
(Ward 6)	c. Zoning Modification No. 20-0099: Cornwall Associates is proposing a zoning modification to allow a 6-foot tall gated fence along the property line of an existing church where a maximum of 4 feet is allowed (17.08.180) in the R-1/CH (One Family Dwelling/Church Overlay) zone district, located at 2801 South Real Road. Notice of Exemption on file.	Resolution 20-09
<i>Motion by Member Fick to approve consent calendar items. Motion passed.</i>		

ACTION
TAKEN

REGULAR MEETING

5. PUBLIC HEARINGS

None.

6. STAFF COMMUNICATIONS

Planning Director Paul Johnson welcomed new Associate Planner Ryder Dilley to the Development Services Department.

7. BOARD STATEMENTS

Member Kitchen recognized the work and efforts that went into preparing the consent calendar projects for hearing, and thanked the project applicants for their business in Bakersfield.

8. ADJOURNMENT

Chair Patteson adjourned the meeting at 3:13 p.m.

Dana Cornelius, Recording Secretary

Paul Johnson
Planning Director



COVER SHEET

PLANNING DEPARTMENT

STAFF REPORT

MEETING DATE: August 11, 2020

ITEM NUMBER: Consent Calendar Public Hearings4.(a.)

TO: Board of Zoning Adjustment

FROM: Paul Johnson, Planning Director

PLANNER: Ryder Dilley, Associate Planner

DATE:

WARD: Ward 3

SUBJECT:

Zoning Modification No. 20-0149. Gateway Engineering is proposing a zoning modification to allow for the removal of the requirement to construct a minimum 6-foot masonry wall when abutting residentially zoned properties (17.24.050), in the C-2 (Regional Commercial Zone) district, located at 4400 Kirkcaldy Drive. Proposed Notice of Exemption on file.

APPLICANT: Gateway Engineering

OWNER: Rio Bravo Medical Campus, LLC

LOCATION: 4400 Kirkcaldy Dr.

STAFF RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Description	Type
▣ Staff Report	Staff Report
▣ Draft Resolution with Exhibits	Resolution



BAKERSFIELD
THE SOUND OF *Something Better*

CITY OF BAKERSFIELD PLANNING DEPARTMENT STAFF REPORT

TO: Chair and Members of the Board of Zoning Adjustment

FROM: Paul Johnson, Planning Director

APPROVED 

DATE: August 11, 2020

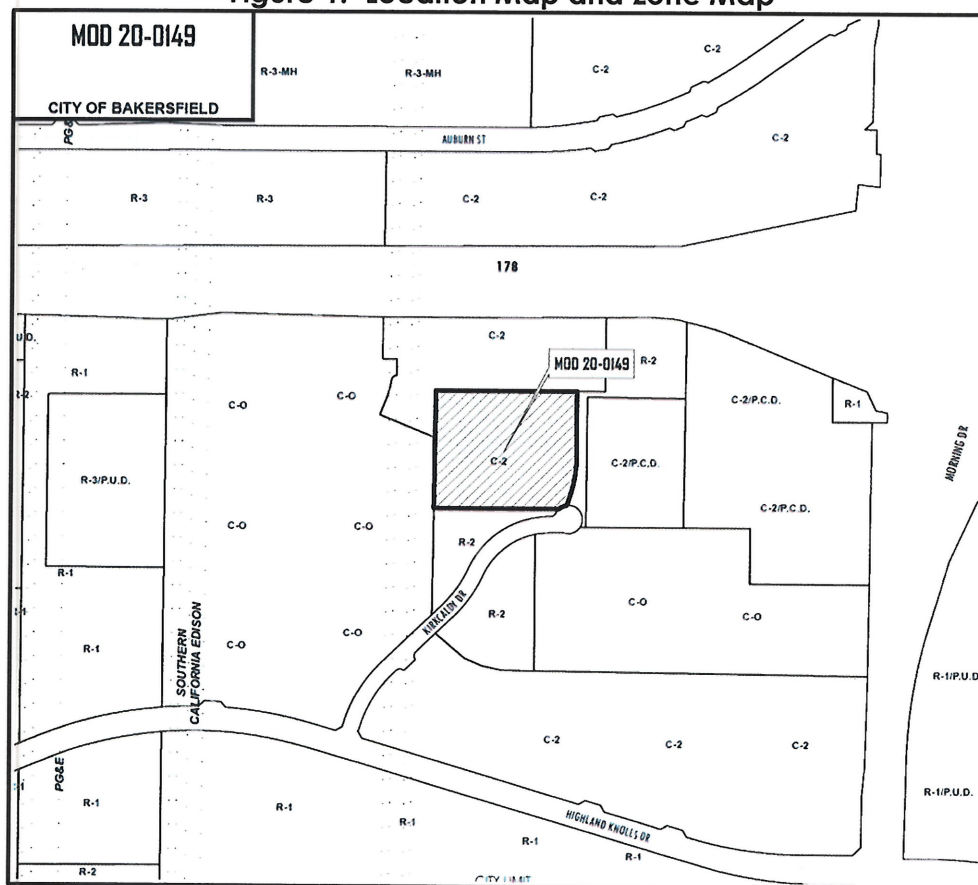
SUBJECT: Zoning Modification; File No. 20-0149 (Ward 3)

APPLICANT: Gateway Engineering
405 Park Creek Drive
Clovis, CA 93611

OWNER: Rio Bravo Medical Campus, LLC
855 M. Street, Suite #1010
Fresno, CA 93721

LOCATION: 4400 Kirkcaldy Drive | APN: 434-010-76 and 434-010-78

Figure 1. Location Map and Zone Map



RECOMMENDATION: Adopt Resolution and suggested findings **APPROVING** Zoning Modification No. 20-0149 as depicted in the project description and subject to the listed conditions of approval.

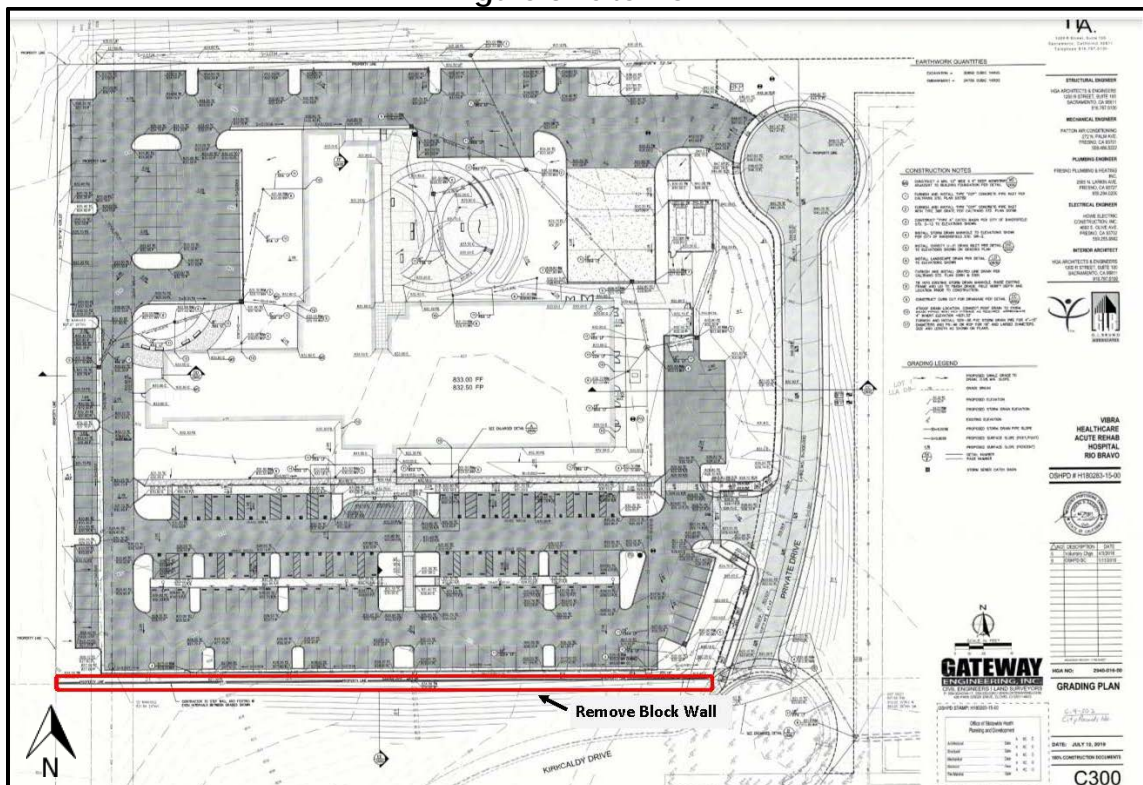
PROJECT SUMMARY:

The project is a request for a zoning modification to allow for the removal of the requirement to construct a minimum 6-foot masonry wall when abutting residentially zoned properties in the C-2 (Regional Commercial Zone) district. See Figures 2 and 3.

Figure 2. Site Aerial



Figure 3. Site Plan



SURROUNDING LAND USES:

The project site is currently approved for the construction of a 50-bed acute rehabilitation hospital with on-site parking on 5.2 acres. The site and surrounding property's General Plan land use designation, zoning classification, and land use are specified in Table 1:

Table 1. Surrounding Land Uses			
LOCATION	GENERAL PLAN	ZONE DISTRICT	EXISTING LAND USE
Site	GC	C-2	Rehabilitation Hospital (under construction)
North	GC	C-2	Vacant
East	HMR	R-2	Vacant
South	HMR	R-2	Vacant
West	OC	C-O	Vacant
General Plan Key OC: Office Commercial GC: General Commercial HMR: High Medium Density Residential		Zone District Key C-O: Professional and Administrative Office C-2: Regional Commercial R-2: Limited Multiple-Family Zone	

TIMELINE & BACKGROUND:

September 1977. Annexation - The site was annexed into the City as part of Annexation No. 240 (Rio Bravo) (Ordinance 2365).

May 2016. Land Use Entitlement - City Council approved a General Plan Amendment/Zone Change from LR (Low Density Residential) and HMR (High Medium Density Residential) to GC (General Commercial), and from R-1 (One-Family Dwelling Zone) and R-2 (Limited Multiple Family Dwelling Zone) districts to C-2 (Regional Commercial Zone) district (GPA/ZC No. 15-0507, Resolutions 61-16 and 62-16, Ordinance 4852).

June 2018. Site Development - The Development Services Director approved Site Plan Review No. 18-0216, subject to conditions, to allow a 50-bed acute rehabilitation hospital with on-site parking. Subsequent to the approval, the developer has received grading permits and has proceeded with construction of the facility.

ANALYSIS:

Pursuant to Bakersfield Municipal Code Section 17.24.050(E), commercial development is required to be separated by a solid masonry wall constructed a minimum height of six feet from highest grade when abutting property zoned for residential development. This provides for a standard buffer between incompatible land uses.

Due to the grade deviation between the subject property and the property abutting to the south, the applicant is requesting to remove Condition No. 6 from the approved site plan, which requires the masonry wall to be constructed between the properties along the southern property line. The applicant states that due to the extreme grade difference, it is not feasible for residential uses to be constructed within the R-2 zone area (see Figure 4). The applicant also notes that it is the same property owner for both adjacent parcels.

Figure 4. Aerial



Point 1 (looking northwest)



Point 2 (looking west)



In order to maintain a buffer between the properties, the applicant has amended their landscape plan to provide for additional landscaping along the southern property line (see Figures 5 and 6). The increased landscaping will create a buffer along the southern property line, and maintain visibility of the new hospital from Kirkcaldy Drive.

Figure 5. Green Wall Along Southern Property Line

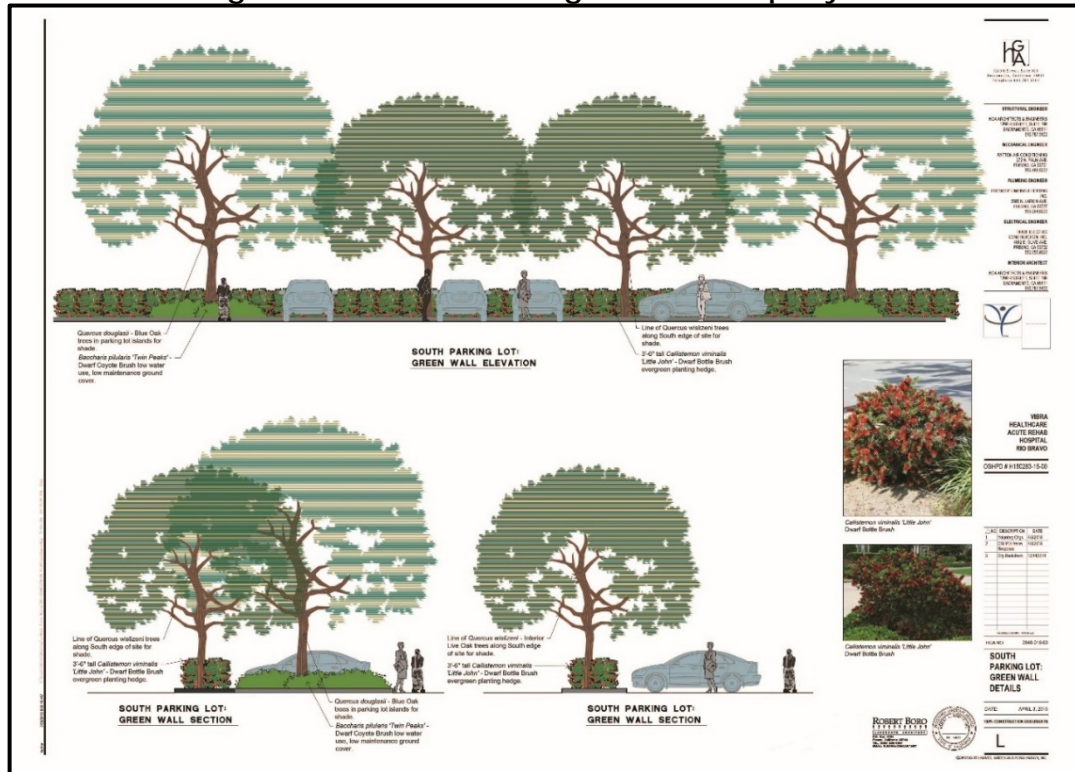


Figure 6. Landscape Site Plan



ENVIRONMENTAL REVIEW AND DETERMINATION:

This project has been found to be exempt from the provisions of the California Environmental Quality Act (CEQA) and the City of Bakersfield's CEQA Implementation Procedures in accordance with Section 15305, because the project represents a minor modification of a zoning regulation. A Notice of Exemption has been prepared.

PUBLIC NOTIFICATION:

Public notice for the proposed project and environmental determination was advertised in *The Bakersfield Californian* and posted on the bulletin board in the City of Bakersfield Development Services Building, 1715 Chester Avenue, Bakersfield, California. All property owners within 300 feet of the project site were notified by United States mail regarding this public hearing in accordance with city ordinance and state law. As of this writing, no written comments have been received.

CONCLUSIONS:

Findings. Section 17.64.060.B contains specific findings that must be made in order for your Board to approve the requested modification. Specifically, the section states that a modification shall be granted only when it is found that:

1. The granting of such modification would not be materially detrimental to the public welfare, nor injurious to the property or improvements in the zone or vicinity in which the project is located; and
2. The granting of the modification is necessary to permit an appropriate improvement or improvements on a lot or lots, including but not limited to, modification of such regulations for some or all lots within a subdivision to facilitate zero lot line or other atypical subdivision development; and
3. The granting of the modification would not be inconsistent with the purposes and intent of Title 17 of this code.

Section 17.64.060.D also states that a modification may be subject to such conditions as deemed appropriate or necessary to assure compliance with the intent and purpose of the zoning regulations and the various elements and objectives of the general plan and applicable specific plans and policies of the city or to protect the public health, safety, convenience, or welfare.

Staff concurs with the applicant's justification that the grade differential between properties makes developing the R-2 zone infeasible; however, the enhanced landscaping will provide for a buffer between differing land uses, and the proposed updates to the landscape plan will coincide with the intent behind the City's landscape ordinance by providing a transition between the street and the development. Additionally, no evidence has been presented to date to demonstrate that adverse impacts are anticipated to result from the request.

In accordance with these required findings, and as conditioned, Staff finds: (1) the proposal would not result in any detrimental impacts to the public welfare or to properties or improvements in the zone or vicinity in which the project is located; (2) the modification will allow appropriate improvements on the site and add value to the property and area; and (3) the modification would not be inconsistent with the purposes and intent of the Bakersfield Zoning Ordinance.

Recommendation. Based on the foregoing, Staff concludes the request sufficiently demonstrates compliance with the necessary findings and, therefore, recommends your Board adopt Resolution and suggested findings approving Zoning Modification No. 20-0149, as depicted in the project description and subject to the listed conditions of approval.

ATTACHMENTS:

Draft Resolution with Exhibits

RESOLUTION NO. 20-_____

**RESOLUTION OF THE BAKERSFIELD BOARD OF ZONING ADJUSTMENT
APPROVING A ZONING MODIFICATION TO ALLOW FOR THE REMOVAL OF
THE REQUIREMENT TO CONSTRUCT A MINIMUM 6-FOOT MASONRY WALL
WHEN ABUTTING RESIDENTIALLY ZONED PROPERTIES IN THE C-2 (REGIONAL
COMMERCIAL ZONE) DISTRICT, LOCATED AT 4400 KIRKCALDY DRIVE (MOD
NO. 20-0149).**

WHEREAS, Gateway Engineering is proposing a zoning modification to allow for the removal of the requirement to construct a minimum 6-foot masonry wall when abutting residentially zoned properties (17.24.050), in the C-2 (Regional Commercial) zone district, located at 4400 Kirkcaldy Drive. (File No. 20-0149; Ward 3); and

WHEREAS, the Secretary of the Board of Zoning Adjustment set Tuesday, August 11, 2020, at 3:00 p.m. in City Council Chambers, City Hall South, 1501 Truxtun Avenue, Bakersfield, California, as the time and place for a public hearing before the Board of Zoning Adjustment to consider the proposed zoning modification, and notice of the public hearing was given in the manner provided in Title 17 of the Bakersfield Municipal Code; and

WHEREAS, at the public hearing no testimony was received either in support or opposition of the Project; and

WHEREAS, the laws and regulations relating to the California Environmental Quality Act (CEQA) and the City of Bakersfield's CEQA Implementation Procedures have been duly followed by city staff and the Board of Zoning Adjustment; and

WHEREAS, the above described project is exempt from the requirements of CEQA in accordance with Section 15305; and

WHEREAS, the City of Bakersfield Development Services Department (1715 Chester Avenue, Bakersfield, California) is the custodian of all documents and other materials upon which the environmental determination is based; and

WHEREAS, the facts presented in the staff report and evidence received both in writing and by verbal testimony at the above referenced public hearing support the following findings:

1. All required public notices have been given. Hearing notices regarding the Project were mailed to property owners within 300 feet of the Project area and published in *The Bakersfield Californian*, a local newspaper of general circulation, 10 days prior to the hearing.
2. The provisions of CEQA, the State CEQA Guidelines, and the City of Bakersfield CEQA Implementation Procedures have been followed. Staff determined that the proposal is a project that is categorically exempt from CEQA pursuant to Section 15305 because the project consists of a minor change to a zoning regulation.

3. The granting of the modifications will not be materially detrimental to the public's health and safety, or injurious to the property or improvements in the zone or vicinity in which the subject property is located.
4. The granting of the modifications is necessary to permit an appropriate improvement on the subject property.
5. The granting of the modification would not be inconsistent with the purposes and intent of Bakersfield Municipal Code, Title 17.

NOW, THEREFORE, BE IT RESOLVED by the Bakersfield Board of Zoning Adjustment as follows:

1. The above recitals, incorporated herein, are true and correct.
2. This project is exempt from the requirements of CEQA.
3. Zoning Modification No. 20-0149 as described in this resolution, is hereby approved subject to the conditions of approval in Exhibit A and as shown in Exhibits B and C.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Zoning Adjustment of the City of Bakersfield at a regular meeting held on the 11th day of August 2020, on a motion by Member _____ by the following vote:

AYES:

NOES:

RECUSE:

ABSTAIN

ABSENT:

APPROVED

STUART PATTESON, CHAIR
City of Bakersfield Board of Zoning Adjustment

Exhibits: A. Conditions of Approval
 B. Location Map
 C. Site Plan

Exhibit A
(Conditions of Approval)

EXHIBIT A

CONDITIONS OF APPROVAL Zoning Modification No. 20-0149

I. The applicant's rights granted by this approval are subject to the following provisions:

- *The project shall be in accordance with all approved plans, conditions of approval, and other required permits and approvals. All construction shall comply with applicable building codes.*
- *All conditions imposed shall be diligently complied with at all times and all construction authorized or required shall be diligently prosecuted to completion before the premises shall be used for the purposes applied for under this approval.*
- *This approval will not be effective until ten (10) days after the date upon which it is granted by the BZA to allow for appeal to the City Council. Any permit or license for any approval granted shall not be issued until that effective date.*
- *This approval shall automatically be null and void two (2) years after the effective date unless the applicant or successor has actually commenced the rights granted, or if the rights granted are discontinued for a continuous period of one (1) year or more. This time can be extended for up to one (1) additional year by the approving body.*
- *The BZA may initiate revocation of the rights granted if there is good cause, including but not limited to, failure to comply with conditions of approval, complete construction or exercise the rights granted, or violation by the owner or tenant of any provision of the Bakersfield Municipal Code pertaining to the premises for which the approval was granted. The BZA may also consider adding or modifying conditions to ensure the use complies with the intent of City ordinances.*
- *Unless otherwise conditioned, this approval runs with the land and may continue under successive owners provided all the above mentioned provisions are satisfied.*

II. The following conditions shall be satisfied as part of the approval of this project:

1. In consideration by the City of Bakersfield for land use entitlements, including but not limited to related environmental approvals related to or arising from this project, the applicant, and/or property owner and/or subdivider ("Applicant" herein) agrees to indemnify, defend, and hold harmless the City of Bakersfield, its officers, agents, employees, departments, commissioners and boards ("City" herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the terms and provisions of this application, including without limitation any CEQA approval or any related development approvals or conditions whether imposed by the City, or not, except for CITY's sole active negligence or willful misconduct.

This indemnification condition does not prevent the Applicant from challenging any decision by the City related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

The City will promptly notify Applicant of any such claim, action or proceeding, falling under this condition within thirty (30) days of actually receiving such claim. The City, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend the City at the sole cost and expense of the Applicant and the City is not obligated to use any law firm or attorney chosen by another entity or party.

2. This zoning modification allows for the removal of the requirement to construct a minimum 6-foot masonry wall when abutting residentially zoned properties (17.24.050), in the C-2 (Regional Commercial) zone district, located at 4400 Kirkcaldy Drive as depicted on attached Exhibits B and C.
3. The developer shall amend the final landscape plan per Exhibit C. Building permits will not be issued until the Planning Division has approved the amended final landscape plan for consistency with approved site plans and minimum ordinance standards. **Please refer to the landscaping requirements in Chapter 17.61.** Landscape plans shall include, but are not limited to, data on: gallon/box size, spacing, species (reference approved parking lot tree list), ratio of deciduous vs. evergreen, shade calculations, ground cover calculations, etc.

(Note 1: At the time a final site inspection is conducted, it is expected that plants will match the species identified and be installed in the locations consistent with the approved landscape plan. Changes made without prior approval of the Planning staff may result in the removal and/or relocation of installed plant materials and delays in obtaining building occupancy.)

(Note 2: No mature landscaping shall be removed without prior approval by the Planning Director.)

(Note 3: Upon approval of the final landscape plan, a digital copy shall be submitted to the Planning staff contact listed above.)

4. The project must comply with conditions of approval set forth in Site Plan Review No. 18-0216.

Exhibit B
(Location Map)

CITY OF BAKERSFIELD

R-1 One Family Dwelling
6,000 sq.ft. min lot size
R-1-4.5 One Family Dwelling
4,500 sq.ft. min lot size
E Estate
10,000 sq.ft. min lot size
R-5 Residential Suburban
24,000 sq.ft./dwelling unit
R-5(-) Residential Suburban
1, 2.5, 5 or 10 min lot size
R-2 Limited Multiple Family Dwelling
4,500 sq.ft. min lot size (single family)
6,000 sq.ft. min lot size (multifamily)
2,500 sq.ft. lot area/dwelling unit
R-3 Multiple Family Dwelling
6,000 sq.ft. min lot size
1,250 sq.ft. lot area/dwelling unit
R-4 High Density Multiple Family Dwelling
6,000 sq.ft. min lot size
600 sq.ft. lot area/dwelling unit
R-H Residential Holding
20 acre min lot size
A Agriculture
6,000 sq.ft. min lot size
A-20A Agriculture
20 acre min lot size
PUD Planned Unit Development
TT Travel Trailer Park
MH Mobilehome
C-O Professional and Administrative Office
C-1 Neighborhood Commercial
C-2 Regional Commercial
C-C Commercial Center
C-B Central Business
PCD Planned Commercial Development
M-1 Light Manufacturing
M-2 General Manufacturing
M-3 Heavy Industrial
P Automobile Parking
RE Recreation
Ch Church Overlay
OS Open Space
HOSP Hospital Overlay
AD Architectural Design Overlay
FP-P Floodplain Primary
FP-S Floodplain Secondary
AA Airport Approach
DI Drilling Island
PE Petroleum Extraction Combining
SC Senior Citizen Overlay
HD Hillside Development Combining
WM- West Wing Specific Plan

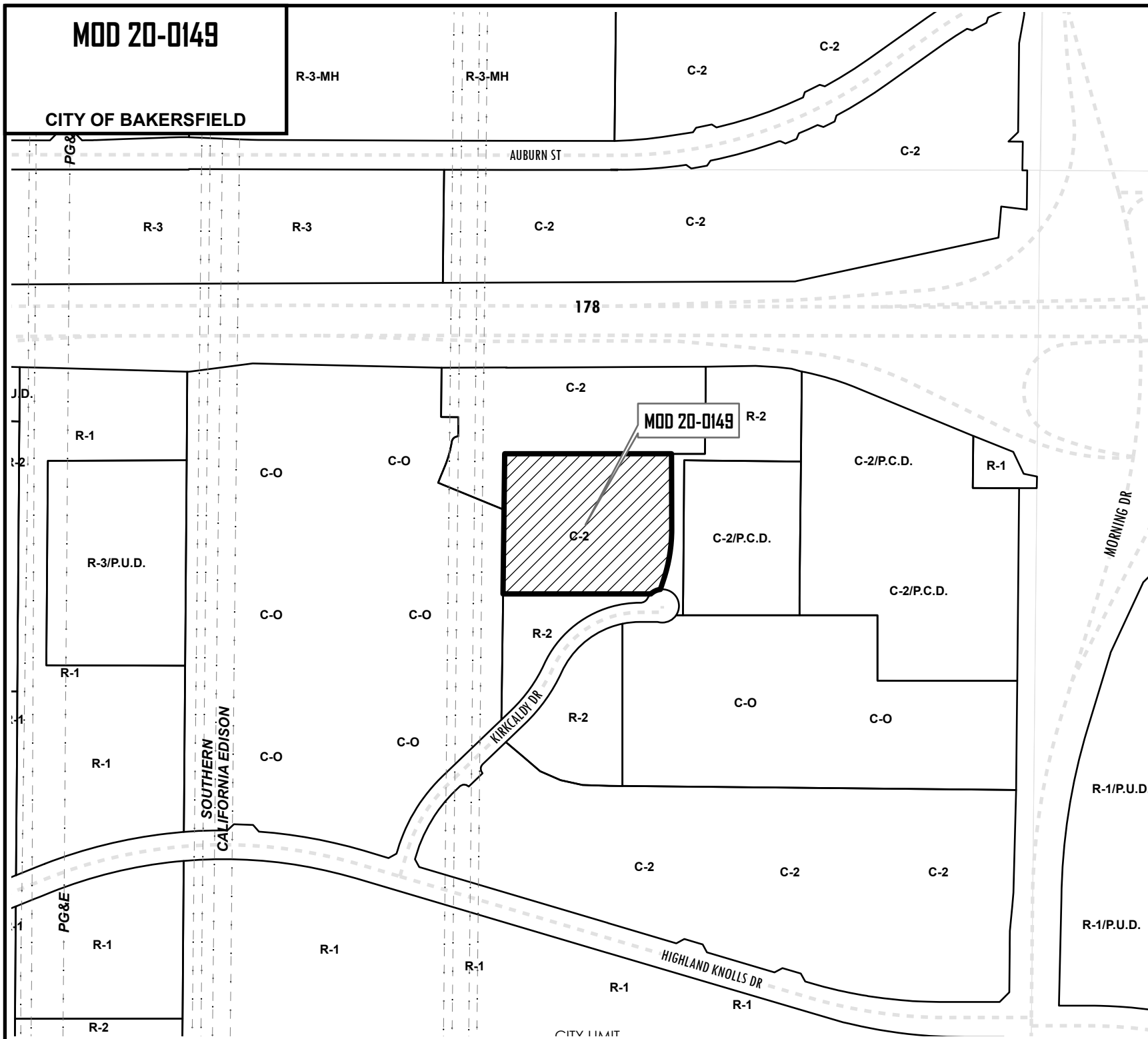
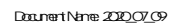


Exhibit C
(Site Development Plan)

OSHPO # H180283-15-00





HGA ARCHITECTS & ENGINEERS
1200 R STREET, SUITE 100
SACRAMENTO, CA 95811
916.787.5100

PATTON AIR CONDITIONING
272 N. PALM AVE.
FRESNO, CA 93701
559.486.5222

FRESNO PLUMBING & HEATING
INC.
2585 N. LARKIN AVE.
FRESNO, CA 93727
559.294.0200

HOWE ELECTRIC
CONSTRUCTION, INC.
4682 E. OLIVE AVE.
FRESNO, CA 93702
559.255.8992

HGA ARCHITECTS & ENGINEERS
1200 R STREET, SUITE 100
SACRAMENTO, CA 95811
916.787.5100



VIBRA
HEALTHCARE
ACUTE REHAB
HOSPITAL
RIO BRAVO

OSHPD # H180283-15-00

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ISSUANCE HISTORY - THIS SHEET

HGA NO: 2940-016-00

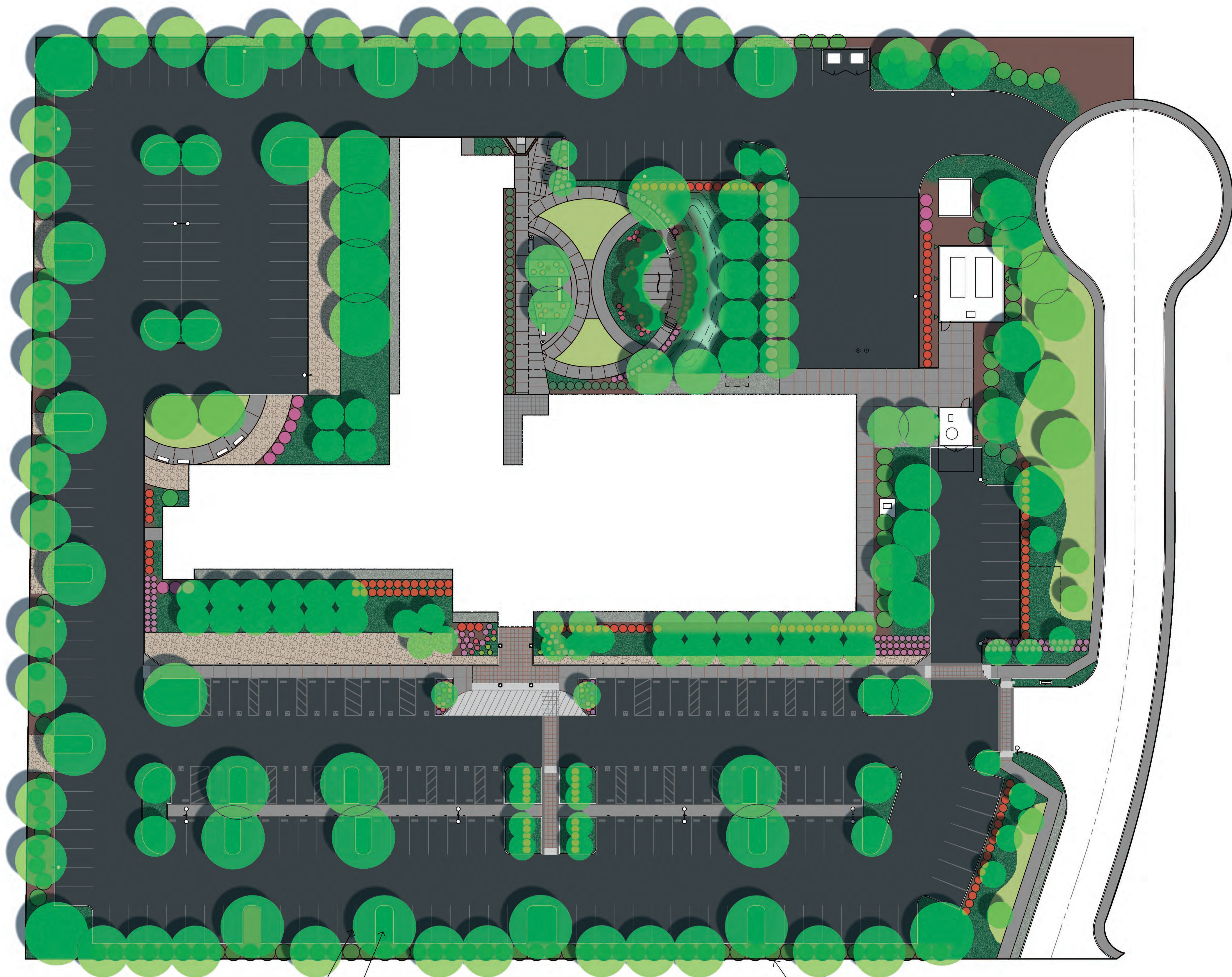
PLANTING PLAN

DATE: APRIL 3, 2018

100% CONSTRUCTION DOCUMENTS

L300

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Quercus douglasii - Blue Oak trees in parking lot islands for shade.

Baccharis pilularis 'Twin Peaks' - Dwarf Coyote Brush low water use, low maintenance ground cover.

Line of *Quercus wislizeni* trees along South edge of site for shade.

3'-6" tall *Callistemon viminalis*
'Little John' - Dwarf Bottle Brush
evergreen planting hedge.

PLANTING PLAN

$$1'' = 20'-0''$$


ROBERT BORO
LANDSCAPE ARCHITECT
P.O. Box 4734
Fresno, California 93744
TEL. (559) 266-4367
EMAIL: R.BORO@COMCAST.NET



STRUCTURAL ENGINEER

HGA ARCHITECTS & ENGINEERS
1200 R STREET, SUITE 100
SACRAMENTO, CA 95811
916.787.5100

MECHANICAL ENGINEER

PATTON AIR CONDITIONING
272 N. PALM AVE.
FRESNO, CA 93701
559.486.5222

PLUMBING ENGINEER

FRESNO PLUMBING & HEATING
INC.
2585 N. LARKIN AVE.
FRESNO, CA 93727
559.294.0200

ELECTRICAL ENGINEER

HOWE ELECTRIC
CONSTRUCTION, INC.
4682 E. OLIVE AVE.
FRESNO, CA 93702
559.255.8992

INTERIOR ARCHITECT

HGA ARCHITECTS & ENGINEERS
1200 R STREET, SUITE 100
SACRAMENTO, CA 95811
916.787.5100



Quercus douglasii - Blue Oak
trees in parking lot islands for
shade.

Baccharis pilularis 'Twin Peaks' -
Dwarf Coyote Brush low water
use, low maintenance ground
cover.

**SOUTH PARKING LOT:
GREEN WALL ELEVATION**

Line of *Quercus wislizeni* trees
along South edge of site for
shade.

3'-6" tall *Callistemon viminalis*
'Little John' - Dwarf Bottle Brush
evergreen planting hedge.



Callistemon viminalis 'Little John'
Dwarf Bottle Brush



Callistemon viminalis 'Little John'
Dwarf Bottle Brush

VIBRA
HEALTHCARE
ACUTE REHAB
HOSPITAL
RIO BRAVO

OSHPD # H180283-15-00

NO.	DESCRIPTION	DATE
1	Voluntary Chgs	4/3/2018
2	OSHPD Prelim Response	4/3/2018
3	City Backcheck	12/14/2018

ISSUANCE HISTORY - THIS SHEET
HGA NO: 2940-016-00

**SOUTH
PARKING LOT:
GREEN WALL
DETAILS**

DATE: APRIL 3, 2018

100% CONSTRUCTION DOCUMENTS

L

ROBERT BORO
LANDSCAPE ARCHITECT
P.O. Box 4784
Fresno, California 93744
TEL: (559) 280-4387
EMAIL: R.BORO@COMCAST.NET





COVER SHEET

PLANNING DEPARTMENT STAFF REPORT

MEETING DATE: August 11, 2020

ITEM NUMBER: Public Hearings5.(a.)

TO: Board of Zoning Adjustment

FROM: Paul Johnson, Planning Director

PLANNER: Kassandra Gale, Principal Planner

DATE:

WARD: Ward 3

SUBJECT:

Conditional Use Permit No. 20-0170. The Bakersfield-Kern Regional Homeless Collaborative is proposing a temporary conditional use permit for "Project Roomkey" (17.64.020.B). The project provides temporary housing of persons experiencing homelessness who are deemed high-risk of contracting COVID-19 to shelter-in-place at an existing motel (Rosedale Inn) in the C-2 (Regional Commercial Zone) district, located at 2604 Buck Owens Blvd. Proposed Notice of Exemption on file.

APPLICANT: Bakersfield-Kern Regional Homeless Collaborative

OWNER: Bullhead City Inn, Inc.

LOCATION: 2604 Buck Owens Blvd.

STAFF RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Description	Type
❑ Staff Report 20-0170	Staff Report
❑ Draft Resolution with Exhibits	Resolution
❑ Project Roomkey FAQ	Backup Material
❑ Project Roomkey Flow Chart	Backup Material
❑ Project Roomkey Community Fact Sheet	Backup Material
❑ Project Roomkey Budget	Backup Material
❑ Project Roomkey Site Monitor Job Description	Backup Material

CITY OF BAKERSFIELD PLANNING DIVISION STAFF REPORT

TO: Chair and Members of the Board of Zoning Adjustment

FROM: Paul Johnson, Planning Director

APPROVED 

DATE: August 11, 2020

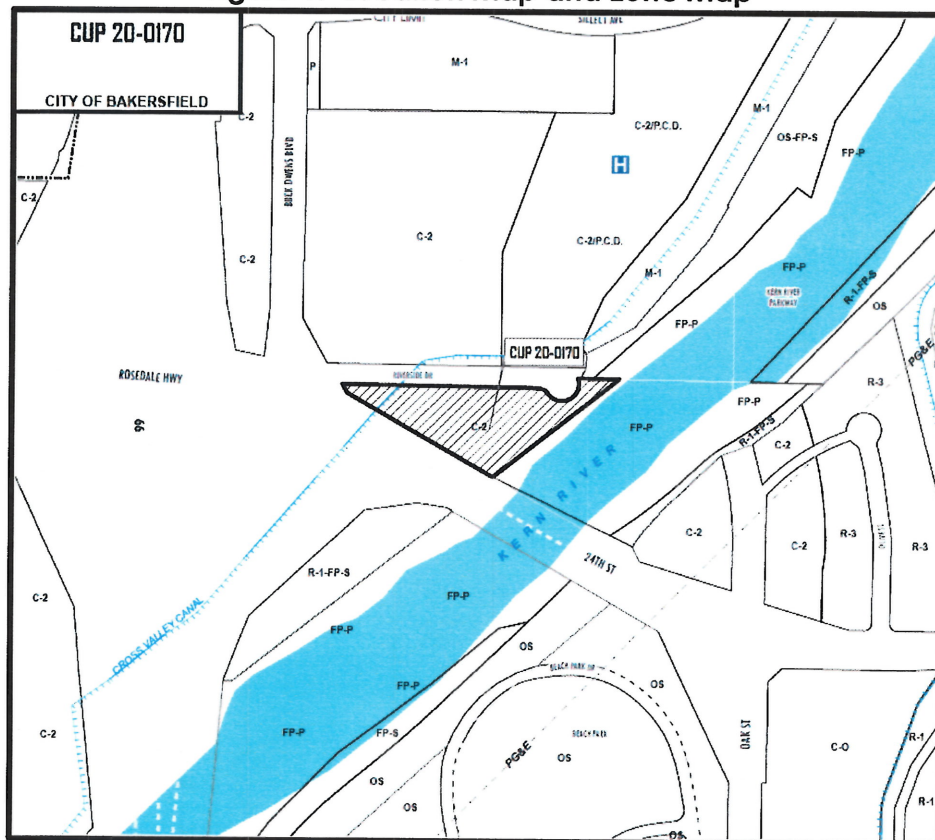
SUBJECT: Conditional Use Permit; File No. 20-0170 (Ward 3)

APPLICANT: Bakersfield-Kern Regional
Homeless Collaborative
1115 Truxtun Ave, #5
Bakersfield, CA 93301

OWNER: Bullhead City Inn, Inc.
2604 Buck Owens Blvd
Bakersfield, CA 93308

LOCATION: 2604 Buck Owens Boulevard | APN: 332-222-26

Figure 1. Location Map and Zone Map



RECOMMENDATION: Adopt Resolution and suggested findings **APPROVING** Conditional Use Permit No. 20-0170 as depicted in the project description and subject to the listed conditions of approval.

PROJECT SUMMARY:

The project is a request for a conditional use permit for "Project Roomkey". The project provides temporary housing of persons experiencing homelessness who are deemed high-risk of contracting COVID-19 to shelter-in-place at an existing hotel (Rosedale Inn) in the C-2 (Regional Commercial Zone) district. See Figures 2 and 3.

Figure 2. Site Aerial

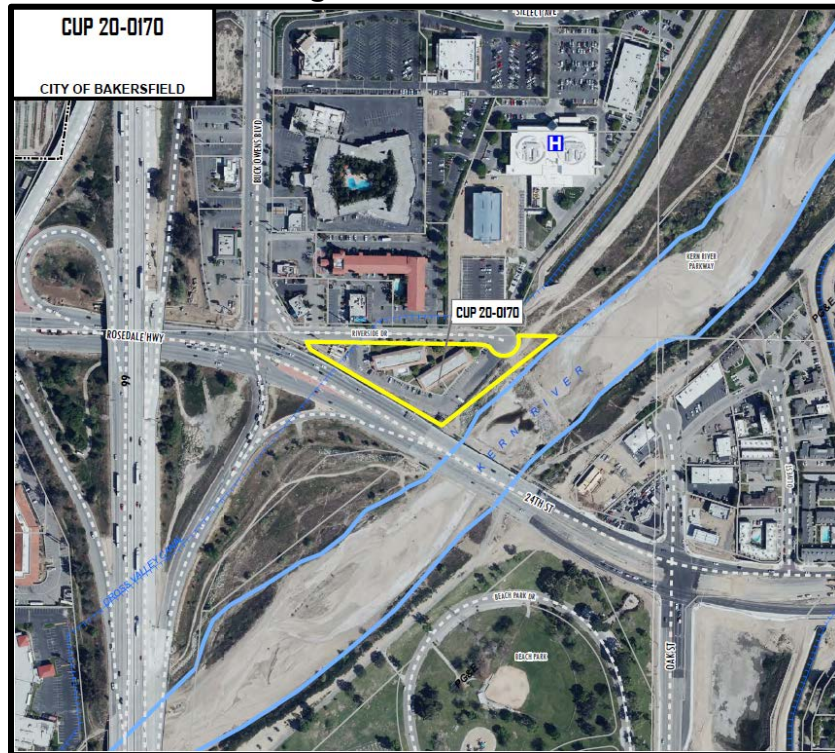


Figure 3. Site Plan



SURROUNDING LAND USES:

The 2.34-acre project site is developed with an existing hotel. The site and surrounding property's General Plan land use designation, zoning classification, and land use are specified in Table 1:

Table 1. Surrounding Land Uses			
LOCATION	GENERAL PLAN	ZONE DISTRICT	EXISTING LAND USE
Site	GC	C-2	Hotel
North	HC, P, OS	C-2, C-2/PCD, OS/FP-S	Hotel, Bakersfield Heart Hospital
East	OS	FP-P	Kern River - Other side of River: Bike Trail, Commercial, Apartments
South	OS	FP-P, R-1/FP-S	Rosedale Highway, Undeveloped Land, Kern River - Other side of River: Public Park
West	n/a	n/a	Buck Owens Blvd, SR-99
General Plan Key GC: General Commercial HC: Highway Commercial P: Public Facilities OS: Open Space		Zone District Key C-2: Regional Commercial PCD: Planned Commercial Development FP-P: Floodplain Primary FP-S: Floodplain Secondary OS: Open Space R-1: One-Family Dwelling	

ANALYSIS:

Project Overview. The proposed project, specifically identified as Kern Project Roomkey (Project Roomkey), is an initiative set forth by the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) in an effort to protect the health and safety of the community by enabling homeless individuals to temporarily shelter-in-place at a local hotel. Project Roomkey is a statewide initiative ran through the California Department of Social Services to aid in protecting the homeless population from the spread of COVID-19 by providing non-congregate shelter options. The initiative provides grant funding opportunities to implement the program at the local level.

BKRHC has secured funding and coordinated with the owner of Rosedale Inn located at 2604 Buck Owens Blvd to lease a portion of their rooms for the project. The project proposes to use up to 21 rooms for 5 months, where the total capacity at the hotel is 100 rooms.

Project Funding. Project Roomkey is a collaborative effort between the California Veterans Assistance Foundation, Housing Authority of the County of Kern, and the BKRHC. The project will utilize grant funds secured from the Home Energy Assistance Program (HEAP), Homeless Housing Assistance and Prevention (HHAP), the Kern Community Foundation, and the Housing and Opportunity Foundation of Kern. The projected budget for Project Roomkey, provided by the applicant, is attached.

Project Location. The hotel is located in an area predominately developed with commercial uses and adjacent to the Kern River. The nearest residential development are apartments located approximately 800 feet to the east, on the opposite side of the Kern River and the Kern River Parkway Bike Trail.

Project Referral. According to the Project Roomkey operational manual, the program will operate on a referral basis from street outreach, hospitals, and service providers. Unsheltered individuals or family members who have not had any known or suspected COVID-19 exposure will be pre-screened and identified as a low, medium, or high risk level. Those individuals who are considered high risk can be referred to Project Roomkey. To be considered high risk and eligible for the program, a homeless person must be: over the age of 65; or have a chronic health condition (lungs, heart, immune deficiencies); or be pregnant; and be able to ambulate/self-manage (see attached flow chart).

Project Operations. Upon verification that an individual is eligible for the program, the person must sign a Participate Agreement acknowledging they will be removed from the program if they fail to follow the rules of the Shelter-in-Place Order or the Agreement. Once enrolled, participants are provided with meals, medical monitoring, and limited to leaving the hotel for essential needs only. Transportation is provided for essential appointments, such as medical services, where remote services are not available. The program is strictly voluntary and the stated rules include but are not limited to the following. A complete list of rules is included with the Project Roomkey operational manual (see Exhibit D of draft Resolution).

1. Each unit is designed to hold one occupant
2. Outside persons are not permitted on the property
3. Participants must keep rooms clean and orderly
4. The on-site provider and/or property staff have the right to cancel a participant's stay if there is damage to the room.
5. Pets/Service animals are permitted in accordance with motel policy
6. No weapons or weapon like items are allowed on the property
7. Use of alcohol and/or drugs is prohibited on the property
8. Participants must dress appropriately when on the property
9. Participants are not permitted in the pool area

In addition to the hotel staff, Project Roomkey includes a "Site Monitor" on-site 24 hours a day, 7 days per week. The Site Monitor is responsible for monitoring the activities of participants of the program and ensuring compliance with program rules and expectations. Some of the Site Monitor duties and responsibilities include but are not limited to the following.

1. Monitors participant units, is visible and continuously interacts with participants
2. Initiate emergency protocols (e.g., contacting local law enforcement, EMT, mental health)
3. Ensures participants' compliance with policy and rules
4. Check for contraband through general observation, room, and/or package searches
5. Maintain visitor protocol and follow daily log procedures for participants
6. Maintain a comprehensive and accurate written record of events that occur during shifts
7. Conduct periodic inspections of the facility and grounds to ensure security of facility
8. Collect trash from units and properly dispose of items
9. Collect laundry and return to participants when cleaned

Project Participant Exit Strategy. There is a coordinated exit strategy for participants leaving the program that is focused on transitioning to permanent housing. Participants will be matched to a rental assistance resource within 14 days of project entry, which may include a housing voucher or rapid re-housing. Each participant will have two people assigned to them

to help navigate through the housing search and retention process. The two positions and their respective responsibilities include the following:

1. Kern Project Roomkey Housing Locator
 - a. Recruit landlords to rent to participants
 - b. Participate in BKRHC landlord database
 - c. Assist participant with applications
 - d. Assist participants in viewing properties
2. Rental Assistance Case Manager
 - a. Keep participant motivated in housing search process
 - b. Work with Housing Locator to overcome identified housing barriers
 - c. Provide intensive wrap around services once participant has been placed in permanent housing

Weekly conference meetings to discuss housing barriers and set target housing dates will be held to monitor progress on moving participants to permanent housing. Upon leaving the program, the project will provide direct transportation to the new housing location. The program has three vehicles equipped with plexiglass for the purpose of safely transporting participants.

According to the project's operational manual, if a participant is leaving due to noncompliance, they will be provided a bus pass to their previous facility, but additional assistance is not provided. If a participant chooses to not complete the program, direct transportation to an alternative facility such as the Bakersfield Homeless Center, the Mission at Kern County, or the M Street Navigation Center will also be offered to the participant.

ENVIRONMENTAL REVIEW AND DETERMINATION:

This project has been found to be exempt from the provisions of the California Environmental Quality Act (CEQA) and the City of Bakersfield's CEQA Implementation Procedures in accordance with Section 15301, of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. A Notice of Exemption has been prepared.

PUBLIC NOTIFICATION:

Staff Notification. Public notice for the proposed project and environmental determination was advertised in *The Bakersfield Californian* and posted on the bulletin board in the City of Bakersfield Development Services Building, 1715 Chester Avenue, Bakersfield, California. All property owners within 300 feet of the project site were notified by United States mail regarding this public hearing in accordance with city ordinance and state law.

As of this writing, one phone call was received from Gene Borel, the owner of Denny's at 2627 Buck Owens Blvd. Mr. Borel requested clarification of several details of the project including definition of high risk, expiration date for the CUP, and the role of on-site staff. He also expressed concern of the project continuing past the allowed 5 months, and that the project could lead to more than 21 rooms being occupied. Staff notes that the applicant would need to apply for a new CUP if an extension of time or additional occupancy is requested.

Applicant Outreach. As part of their “good neighbor” policy, the applicant scheduled a zoom meeting with seven surrounding businesses on August 4, 2020. According to the applicant, the attendees focused their discussion on several main topics as listed below, each followed by the applicant’s response:

Security

Comment: Attendees expressed interest in better understanding the security to be provided for the project.

Response: The applicant noted the project provides 24-hour staffing to provide security and ensure isolation of participants. The applicant also noted that as of this writing, they are reviewing the project budget for the possibility of including contracted security personnel.

Community Perception

Comment: Attendees expressed concern that adjacent businesses would experience a declined public perception if they are located adjacent to a project focused on homelessness.

Response: The applicant noted that they believe a short-term COVID-19 related project would have a negligible impact on adjacent businesses compared to existing conditions, and that no signage or advertising would outwardly indicate the presence of homeless individuals on the property.

COVID-19 Testing

Comment: Attendees expressed concern that participants may be positive for COVID-19 and would impact nearby healthcare facilities.

Response: The applicant noted that Project Roomkey is a collaboration that includes medical providers such as Clinica Sierra Vista and Good Samaritan to provide medical health services. Additionally, participants will be tested for COVID-19 upon entry into the program. If found to be positive, alternative arrangements for the individual will be arranged. The presence of a COVID-19 positive participant would compromise the purpose of the project, which is to isolate individuals who are considered high risk of complications if they contract the virus.

Existing Conditions

Comment: The surrounding area experiences numerous issues including vandalism, theft, and an incidence of violent criminal activity. One instance of individuals being dropped off by law enforcement was observed. These issues are attributed to existing occupants at the motel.

Response: The applicant noted the project should not result in an increase of these events. In fact, the applicant also noted that because the project has multiple points of supervision for participants, it is likely to lessen occupant-related issues.

CONCLUSIONS:

Findings. Section 17.64.060.C contains specific findings that must be made in order for your Board to approve the requested conditional use permit. Specifically, the section states that a conditional use permit shall be granted only when it is found that:

1. The proposed use is deemed essential or desirable to the public convenience or welfare; and
2. The proposed use is in harmony with the various elements and objectives of the general plan and applicable specific plans.

Section 17.64.060.D also states that a conditional use permit may be subject to such conditions as deemed appropriate or necessary to assure compliance with the intent and purpose of the zoning regulations and the various elements and objectives of the general plan and applicable specific plans and policies of the city or to protect the public health, safety, convenience, or welfare.

In accordance with these required findings, and as conditioned, Staff finds: (1) the proposed project will provide a non-congregate shelter option for persons experiencing homelessness that are considered high risk for COVID-19; (2) the proposed use of the existing hotel in a commercial area is compatible with the surrounding land uses; and (3) the project is consistent with the intent of both the Metropolitan Bakersfield General Plan and the Bakersfield Municipal Code.

Recommended Conditions. Should your Board approve the proposed request, staff is recommending that the operation rules, regulations, and eligibility criteria for the project be adopted as conditions of approval. Additionally, since Project Roomkey is a temporary program, staff is also recommending that the conditional use permit (CUP) be approved for a period not to exceed five months from date of approval. Any modification to the conditions or extensions of time of the CUP will need to be requested by submitting an application according to the same procedure as required in the initial review and approval of the permit. A full list of recommended conditions is included as Attachment A to the draft Resolution.

Overall Recommendation. Based on the foregoing, Staff concludes the request sufficiently demonstrates compliance with the necessary findings and, therefore, recommends your Board adopt the Resolution and suggested findings approving Conditional Use Permit No. 20-0170, as depicted in the project description and subject to the listed conditions of approval.

ATTACHMENTS:

Draft Resolution with Exhibits
Project Roomkey FAQ
Project Roomkey Flow Chart
Project Roomkey Community Fact Sheet
Project Roomkey Budget
Project Roomkey Site Monitor Job Description

Draft Resolution

RESOLUTION NO. 20-_____

**RESOLUTION OF THE BAKERSFIELD BOARD OF ZONING ADJUSTMENT
APPROVING A CONDITIONAL USE PERMIT FOR "PROJECT ROOMKEY" TO
PROVIDE TEMPORARY HOUSING OF PERSONS EXPERIENCING
HOMELESSNESS DEEMED HIGH-RISK OF COVID-19 AT AN EXISTING HOTEL
IN A C-2 (REGIONAL COMMERCIAL ZONE) DISTRICT, LOCATED AT 2604
BUCK OWENS BLVD (CUP NO. 20-0170)**

WHEREAS, Bakersfield-Kern Regional Homeless Collaborative filed an application with the City of Bakersfield Development Services Department for a conditional use permit for Project Roomkey to provide temporary housing of persons experiencing homelessness deemed high-risk of contracting COVID-19 at an existing hotel in a C-2 (Regional Commercial Zone) district, located at 2604 Buck Owens Boulevard (the "Project"); and

WHEREAS, the Secretary of the Board of Zoning Adjustment set Tuesday, August 11, 2020, at 3:00 p.m. in City Council Chambers, City Hall South, 1501 Truxtun Avenue, Bakersfield, California, as the time and place for a public hearing before the Board of Zoning Adjustment to consider the proposed conditional use permit, and notice of the public hearing was given in the manner provided in Title 17 of the Bakersfield Municipal Code; and

WHEREAS, at the public hearing (no testimony was received either in support or opposition of the Project) (testimony was received only in support/opposition/both in support and opposition of the Project); and

WHEREAS, the laws and regulations relating to the California Environmental Quality Act (CEQA) and the City of Bakersfield's CEQA Implementation Procedures have been duly followed by city staff and the Board of Zoning Adjustment; and

WHEREAS, the above described project is exempt from the requirements of CEQA in accordance with Section 15301; and

WHEREAS, the City of Bakersfield Development Services Department (1715 Chester Avenue, Bakersfield, California) is the custodian of all documents and other materials upon which the environmental determination is based; and

WHEREAS, the facts presented in the staff report and evidence received both in writing and by verbal testimony at the above referenced public hearing support the following findings:

1. All required public notices have been given. Hearing notices regarding the Project were mailed to property owners within 300 feet of the Project area and published in *The Bakersfield Californian*, a local newspaper of general circulation, 10 days prior to the hearing.
2. The provisions of CEQA, the State CEQA Guidelines, and the City of Bakersfield CEQA Implementation Procedures have been followed. Staff determined that the proposal is a project that is exempt from CEQA pursuant to Section 15301 because the project consists of the operation of a program within an existing facility where only negligible expansions of former use are proposed.

3. The proposed use of an existing motel in a commercial area for the project is compatible with the surrounding land uses.
4. The proposed use is essential and desirable to the public convenience and welfare. The proposed use would provide a non-congregate shelter option for persons experiencing homelessness that are considered high-risk for COVID-19.
5. The proposed use is in harmony with the various elements and objectives of the Metropolitan Bakersfield General Plan.
6. The project would result in a development that is consistent with the intent of both the Metropolitan Bakersfield General Plan and the Bakersfield Municipal Code.

NOW, THEREFORE, BE IT RESOLVED by the Bakersfield Board of Zoning Adjustment as follows:

1. The above recitals, incorporated herein, are true and correct.
2. This project is exempt from the requirements of CEQA.
3. Conditional Use Permit No. 20-0170 as described in this resolution, is hereby approved subject to the conditions of approval in Exhibit A and as shown in Exhibits B and C.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Zoning Adjustment of the City of Bakersfield at a regular meeting held on the 11th day of August 2020, on a motion by Member _____ by the following vote:

AYES:

NOES:

RECUSE:

ABSTAIN

ABSENT:

APPROVED

STUART PATTESON, CHAIR
City of Bakersfield Board of Zoning Adjustment

Exhibits: A. Conditions of Approval
 B. Location Map
 C. Site Plan
 D. Project Roomkey Operational Manual

Exhibit A
(Conditions of Approval)

EXHIBIT A

CONDITIONS OF APPROVAL Conditional Use Permit No. 20-0170

I. The applicant's rights granted by this approval are subject to the following provisions:

- The project shall be in accordance with all approved plans, conditions of approval, and other required permits and approvals. All construction shall comply with applicable building codes.
- All conditions imposed shall be diligently complied with at all times and all construction authorized or required shall be diligently prosecuted to completion before the premises shall be used for the purposes applied for under this approval.
- This approval will not be effective until ten (10) days after the date upon which it is granted by the BZA to allow for appeal to the City Council. Any permit or license for any approval granted shall not be issued until that effective date.
- The BZA may initiate revocation of the rights granted if there is good cause, including but not limited to, failure to comply with conditions of approval, complete construction or exercise the rights granted, or violation by the owner or tenant of any provision of the Bakersfield Municipal Code pertaining to the premises for which the approval was granted. The BZA may also consider adding or modifying conditions to ensure the use complies with the intent of City ordinances.
- Unless otherwise conditioned, this approval runs with the land and may continue under successive owners provided all the above mentioned provisions are satisfied.

II. The following conditions shall be satisfied as part of the approval of this project:

1. In consideration by the City of Bakersfield for land use entitlements, including but not limited to related environmental approvals related to or arising from this project, the applicant, and/or property owner and/or subdivider ("Applicant" herein) agrees to indemnify, defend, and hold harmless the City of Bakersfield, its officers, agents, employees, departments, commissioners and boards ("City" herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the terms and provisions of this application, including without limitation any CEQA approval or any related development approvals or conditions whether imposed by the City, or not, except for CITY's sole active negligence or willful misconduct.

This indemnification condition does not prevent the Applicant from challenging any decision by the City related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

The City will promptly notify Applicant of any such claim, action or proceeding, falling under this condition within thirty (30) days of actually receiving such claim. The City, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend the City at the sole cost and expense of the Applicant and the City is not obligated to use any law firm or attorney chosen by another entity or party.

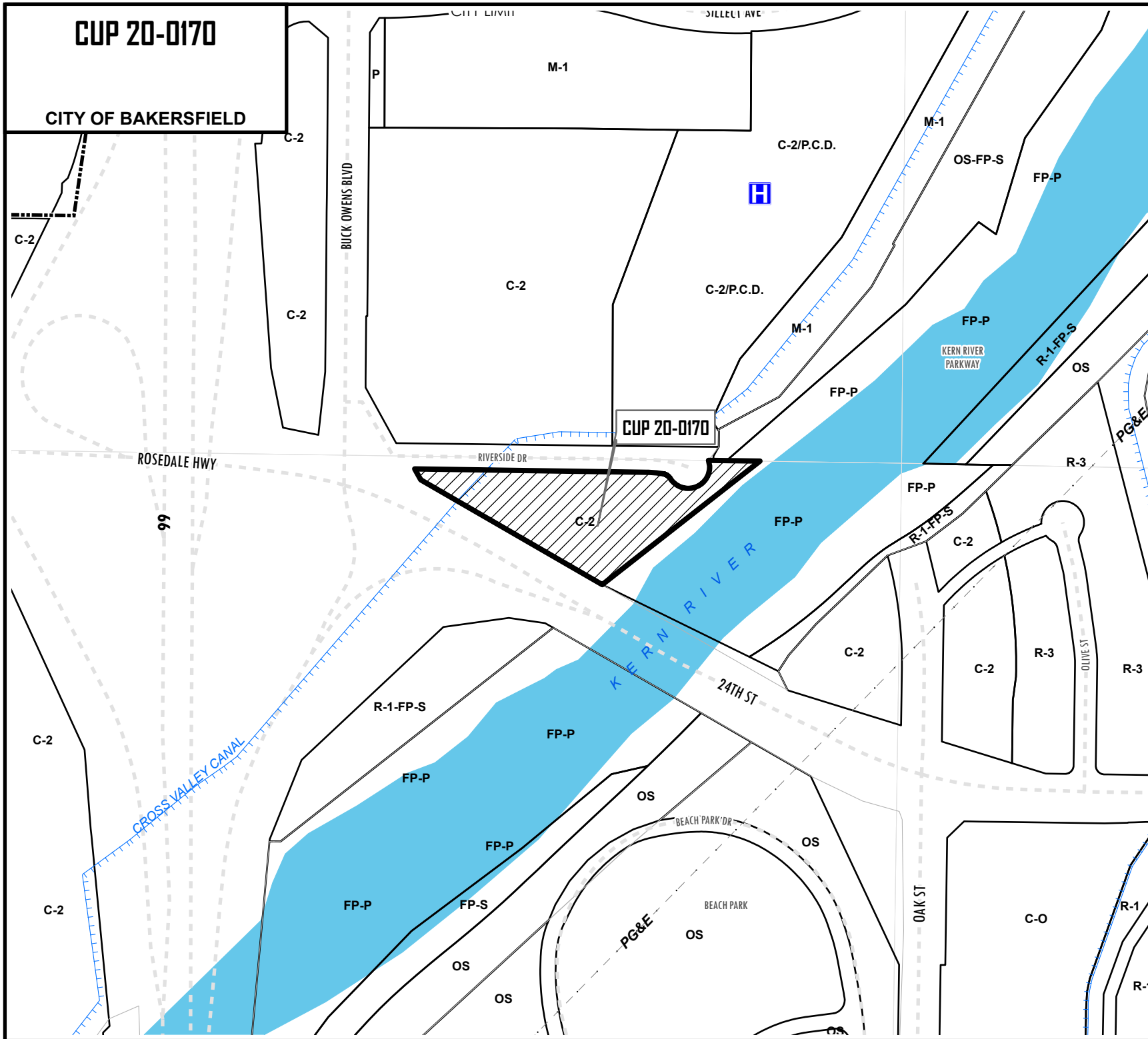
2. This conditional use permit allows for temporary housing for persons experiencing homelessness at high risk for COVID-19 at an existing hotel in the C-2 (Regional Commercial Zone) district located at 2604 Buck Owens Blvd as depicted on attached Exhibits B and C.
3. This approval shall automatically be null and void five (5) months after the effective date. Any modification to the conditions or extensions of time may be requested by submitting a new application according to the same procedure as required in the initial review and approval of the permit (Bakersfield Municipal Code Chapter 17.64).
4. The approval shall allow for the use of a maximum 21 rooms by project participants at the existing hotel at 2604 Buck Owens Blvd.
5. Upon discharge from the program, the program shall provide direct transportation to the participant's new permanent housing location. If a participant decides to leave the program or is discharged due to non-compliance, the program shall provide direct transportation to an alternative shelter facility. If direct transportation is refused, the participant shall be given a buss pass for transportation to an alternative shelter facility.
6. Prior to commencement of operations as allowed by this conditional use permit, the permit holder shall:
 - a. Contact the City of Bakersfield Development Services Department/Building Division for any necessary inspections and/or permits.
 - b. Contact the City of Bakersfield Fire Department/Prevention Services for any necessary inspections and/or permits.
7. The portion of premises operating under the conditions as allowed by this permit, shall continuously adhere to the following during operations:
 - a. Compliance with the Kern Project Roomkey Operations Manual (Exhibit D of Resolution).
 - b. Program staff shall be available and on-site 24 hours a day, seven days per week.
 - c. Loitering is prohibited on the premises or area under the control of the permit holder.
 - d. Additional trash refuse containers shall be provided throughout the perimeter of the building as needed. The subject property shall be monitored for litter and collected on a daily basis.
 - e. If hazardous materials or hazardous waste is handled on the site, the Fire Department/Prevention Services Division may require a hazardous material management and/or risk management plan before operations begin. Contact the Fire Department at 661-326-3979 for further information.
 - f. The permit holder shall not allow the number of occupants inside the premise building to exceed the establishment's maximum occupant load, as determined by the Building Director or their designee and/or the Fire Chief or their designee.
8. Participants are subject to the following conditions while enrolled in the voluntary Kern Project Roomkey program:

- a. Participants shall be unsheltered and homeless.
- b. Participants shall be pre-screened for eligibility and referred to the program.
- c. Participants shall agree to all program policies to shelter-in-place and not leave the facility except for essential services.
- d. Participants shall have no known or suspected COVID exposure, but be considered “high” risk. High risk is defined by the California Department of Health’s definition and includes, but is not limited to the following:
 - i. Over the age of 65; or
 - ii. Have a chronic health condition (e.g. lung disease, heart disease, or a compromised immune system); or
 - iii. Pregnant
- e. Participants shall be able to provide self-care and self-manage daily needs.
- f. The maximum stay for any one participant is 90 days.
- g. There shall be a maximum one participant per room.
- h. Use of alcohol and/or drugs by participants is prohibited on the property.
- i. Weapons (including concealed weapons) are not permitted on the property.
- j. Participants are not permitted in the pool area.
- k. Individuals meeting any of the following criteria shall not be permitted to participate in the program:
 - i. Does not abide by program agreements to protect the health and safety of the community;
 - ii. Demonstrates significant behavioral health conditions and/or concerns that would present a barrier to shelter or safety risk to self or others;
 - iii. Has an active restraining order, protective order, or other court order preventing the referred participant from being within a certain distance of a person or population currently sheltered on the premises (including registered sex offenders);
 - iv. Has been banned from congregate shelters for violence; and/or
 - v. Unaccompanied youth (under age 18).

Exhibit B
(Location Map)

CUP 20-0170

CITY OF BAKERSFIELD



**LEGEND
(ZONE DISTRICTS)**

- R-1 One Family Dwelling
6,000 sq.ft. min lot size
- R-1-4.5 One Family Dwelling
4,500 sq.ft. min lot size
- E Estate
10,000 sq.ft. min lot size
- R-S Residential Suburban
24,000 sq.ft./dwelling unit
- R-S() Residential Suburban
1, 2.5, 5 or 10 min lot size
- R-2 Limited Multiple Family Dwelling
4,500 sq.ft. min lot size (single family)
6,000 sq.ft. min lot size (multifamily)
2,500 sq.ft. lot area/dwelling unit
- R-3 Multiple Family Dwelling
6,000 sq.ft. min lot size
1,250 sq.ft. lot area/dwelling unit
- R-4 High Density Multiple Family Dwelling
6,000 sq.ft. min lot size
600 sq.ft. lot area/dwelling unit
- R-H Residential Holding
20 acre min lot size
- A Agriculture
6,000 sq.ft. min lot size
- A-20A Agriculture
20 acre min lot size
- PUD Planned Unit Development
- TT Travel Trailer Park
- MH Mobilehome
- C-O Professional and Administrative Office
- C-1 Neighborhood Commercial
- C-2 Regional Commercial
- C-C Commercial Center
- C-B Central Business
- PCD Planned Commercial Development
- M-1 Light Manufacturing
- M-2 General Manufacturing
- M-3 Heavy Industrial
- P Automobile Parking
- RE Recreation
- Ch Church Overlay
- OS Open Space
- HOSP Hospital Overlay
- AD Architectural Design Overlay
- FP-P Floodplain Primary
- FP-S Floodplain Secondary
- AA Airport Approach
- DI Drilling Island
- PE Petroleum Extraction Combining
- SC Senior Citizen Overlay
- HD Hillside Development Combining
- WM- West Ming Specific Plan



BAKERSFIELD



Feet

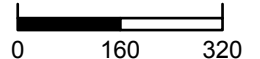


Exhibit C
(Site Development Plan)

CUP 20-0170

2604 Buck Owens Blvd

Legend

2604 Buck Owens Blvd

Riverside Drive

2604 Buck Owens Blvd

Parking: Not expected to exceed normal use.

Building Usage: The temporary isolation project will use up to 21 rooms on the first floor beginning with the back of the second building.

Trash Enclosure

Google Earth

© 2020 Google

100 ft



Exhibit D

(Project Roomkey Operations Manual)

Kern Project Roomkey Operations Manual

2

SECTION 1: INTRODUCTION

[CRITERIA FOR MOTEL PLACEMENT](#)
[REFERRAL EXCLUSIONARY CRITERIA](#)
[PARTNER ROLES & RESPONSIBILITIES](#)
[MOTELS](#)

SECTION 2: PROCEDURES

[REFERRAL PROCESS](#)
[WORKFLOWS DURING MOTEL STAY](#)
[INTAKE & ORIENTATION](#)
[IDENTIFYING PARTICIPANTS NEEDING TESTING](#)
[DAILY POPULATION REPORTING](#)
[PARTICIPANT CHECK- OUT/DISCHARGE](#)

SECTION 3: MOTEL RULES & INFORMATION

[MOTEL RULES](#)
[MEALS](#)
[STORAGE](#)
[PETS/COMPANION ANIMALS](#)
[PARTNERS/IN HOME SUPPORT SERVICES](#)
[BEHAVIORAL HEALTH](#)
[SUBSTANCE USE MONITORING](#)
[MEDICAL MONITORING](#)
[PROJECT EXIT](#)

SECTION 4: GLOSSARY & APPENDIXES

[GLOSSARY](#)
[KERN PROJECT ROOMKEY PROTOCOL FOR PEOPLE EXPERIENCING HOMELESSNESS DURING SHELTER](#)
[IN PLACE FLOWCHART \(APPENDIX A\)](#)
[REFERRAL FORM \(APPENDIX B\)](#)
[RELEASES OF INFORMATION \(APPENDIX C\)](#)

- HMIS
- Clinica Sierra Vista
- Good Samaritan
- Kern Behavioral Health and Recovery Services
- US Department of Veterans Affairs

[PARTICIPANT AGREEMENT \(APPENDIX D\)](#)
[SHELTER-IN-PLACE INSTRUCTIONS & CONTACT INFORMATION \(APPENDIX E\)](#)
[DAILY POPULATION REPORT \(APPENDIX F\)](#)

Kern Project Roomkey Operations Manual

Section 1: Introduction

Persons experiencing homelessness, as with all community members, are at risk for becoming infected and sharing infection during an outbreak of COVID-19. This document is intended to coordinate response planning on a county wide level for our unsheltered neighbors. It has been drafted in collaboration with Bakersfield-Kern Regional Homeless Collaborative and partner agencies, Housing Authority of the County of Kern, Kern Behavioral Health and Recovery Services, medical providers, city and county leaders and homeless advocates. The process was guided by State and Federal Protocols.

Kern Project Roomkey (KPR) in particular, has been developed for persons who are experiencing homelessness, are asymptomatic for COVID-19, and are identified as “high risk”. The program provides individuals meeting the criteria with a temporary motel stay to mitigate the spread of COVID-19. The health and safety of participants and staff at the motels comes first. All participants must agree to the Kern County Shelter-in-Place order and practice rigid social distancing. Failure to do will result in dismissal from the program.

Criteria for Motel Placement for At-Risk Persons Experiencing Homelessness

Unsheltered individuals who meet the criteria for “high risk” are eligible for motel placement through the COVID-19 Shelter-in-Place order. The at-risk population is defined by the California Department of Health’s definition as those with [“high risk” of medical complications](#). This criterion includes but is not limited to the following:

- People aged 65 years and older
- People with other high-risk conditions:
 - chronic lung disease or moderate to severe asthma
 - heart disease
- People who are immunocompromised including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease
- Pregnant women

Additionally, to be eligible for the KPR, candidates must be:

- Able to ambulate (can be assisted by walker, cane, or wheelchair) – please confirm need for and availability of ground floor placement
- Continent of bladder and bowel
- Able to manage independently activities of daily living
- Able to self-manage medications with minimal support (refrigerators on-site for storage of insulin - diabetic participants must have their glucometers to check their blood sugars if they are on insulin)
- No home health needs such as wound care, IV antibiotics, physical or occupational therapy, respiratory care or supplemental oxygen needs beyond baseline daily use

Kern Project Roomkey Operations Manual

- No significant behavioral health conditions/concerns that would present a barrier to shelter or safety risk to self or others

Referral Exclusionary Criteria

There are circumstances where persons experiencing homelessness should not be placed in motels. Individuals meeting any of the following criteria should NOT be referred to KPR:

- Does not abide by program agreements to protect the health and safety of community
- Demonstrates active suicidal ideation
- Has an active restraining order, protective order, or other court order preventing the referred participant from being within a certain distance of a person or population currently sheltered at the motel
- Has been banned from congregate shelters for violence
- Exceptions can be made on a case-by-case basis by the Service Provider Organization
- Unaccompanied youth (under age 18)

Partner Roles & Responsibilities

Below is a brief description of roles and responsibilities of each partner.

Bakersfield-Kern Regional Homeless Collaborative (BKRHC)

- Establish funding pathways for project
- Track all expenses
- Manage communications, including internal & centralized document storage for all manuals, contracts and external communications
- Create forms and documents in collaboration with partners
- Daily Reporting (Public Health, State Project Roomkey)

Housing Authority of the County of Kern (HA)

- Implement motel contracts
- Point-of-contact for motel related issues and management
- Coordination of those providing daily services to motels

Medical Providers (Clinica Sierra Vista, Good Samaritan)

- Prescreen referrals for participants within their systems, refer only eligible participants from Monday – Friday, 9 am – 3 pm
- Arrange for medical health service for participants within their systems
- Participants will be given contact information for their provider
- If initially symptomatic individual sustains fever of 100.4 degrees overnight or has possible COVID-19 contact, staff will provide COVID-19 screening and call
Clinica Sierra Vista: (661) 336-5300 Hours: 8 am – 3 pm
Good Samaritan: (661) 215-7725 Hours: 8 am – 3 pm
Dept of Public Health: (661) 321-3000 Hours: 8 am – 3 pm

Kern Project Roomkey Operations Manual

Kern Behavioral Health and Recovery Services

- Arrange/screen for behavioral health service through Kern Linkage

Service Provider Organization (SPO)

- Implement the intake process
- Establish regular meeting schedule, check-in, agendas, and action items
- Facilitate virtual meetings
- Collaborate on communications, both internal and external
- Coordinate workflows, scope of services, and policies and procedures in collaboration with partners
- Coordinate with street outreach and congregate shelters to identify individuals who should be moved to KPR, refer only eligible participants
- HMIS compliance – COVID program
- Monitor motel site (24/7 staff rotation may include staff from other partners)
- Coordinate initial entry into motels
- Transport participants to motel or other essential tasks, facilitate laundry trips, assist entry and exit into all motel spaces
- Procure needed supplies including meals and incidentals
- Coordinate exits for placement to Permanent Supportive Housing (PSH)

Motel Info

Rosedale Inn
2604 Buck Owens Blvd
Bakersfield, CA 93308

Kern Project Roomkey Operations Manual

Section 2: Procedures

Referral Process

To Refer an Individual to KPR

The contracted Service Provider Organization (SPO) shall prescreen potential participants for KPR using the flow chart tool for “Kern Project Roomkey Protocol for People Experiencing Homelessness During Shelter-in-Place (SIP)” (Appendix A). If participant appears to meet criteria for the KPR they may proceed.

The SPO shall give participant an overview of program emphasizing the requirement to Shelter-in-Place for the duration of motel stay. Participants may leave the motel for essential purposes only, as outlined in the Kern County Shelter-in-Place Order. Referring provider must complete the following forms BEFORE calling the SPO to make referral:

- Flow Chart (Appendix A)
- KPR Referral Form (Appendix B)
- Release of Information (Appendix C)
- Participant Agreement (Appendix D)
- Copy of ID (if available)

In addition to completing the above forms, provider should give the following documents to the participant:

- Shelter-in-Place Instructions & Contact Information (Appendix E)

Upon verification that participant is eligible for the program and after provider has gone over the Participant Agreement (Appendix D), the provider shall email completed documentation to the SPO at: kpr@cavaf.org accepted only between the hours of 9 am and 3 pm to allow for transportation and intake procedures. After emailing referral, provider shall call (661) 342-5586 to arrange for transportation of participant. The referring provider should:

- a. Remind the participant that they will need to remain isolated at motel and must agree to Shelter-in-Place.
- b. Confirm that individual understands and agrees to general isolation instructions and motel agreements.
- c. Inform the participant to bring with them medication, durable medical equipment, clothing, and essential items. **Participants are limited to one (1) small tote (backpack, purse, etc.) and one 64-gallon bag with personal belongings. No furniture or other large items will be allowed.** If a participant has more belongings, the SPO will work with them to get it secured, keeping safety and security protocols in mind.

Kern Project Roomkey Operations Manual

Workflows During Motel Stay

On-site STAFF – Three (3) staff in eight (8) hour shifts

One staff member will be assigned to call all motel participants for daily check-ins per day, please see schedule for your assignment.

Arranging Motel Check-in/Prior to Arrival

1. The referring provider will inform KPR on-site motel team that the participant is ready for check in
 - a. On-site motel team will check room availability
 - b. Referring provider will collect information for initial participant intake
 - i. Name (ensure matching spelling)
 - ii. DOB
 - iii. Phone
 - iv. Referring provider
 - v. Any immediate needs
 - c. Fill out **Referral Form (Appendix B)**, and email with the completed **Participant Agreement (Appendix D)** and **Release of Information (Appendix C)** to:
kpr@cavaf.org.
2. The on-site team will call back with expected arrival time of transportation. If referring provider cannot provide transportation, SPO will assist with coordination from other service providers.
3. The SPO, with feedback from the referring provider, will determine which room the person will be moving into (re: accessibility) and instruct the motel staff to prepare the room. The SPO will make room reservation and inform the referring provider of the participant's room number.

Intake and Orientation

Upon arrival at the motel, SPO staff will complete the intake for the participant, which consists of:

1. Reviewing Referral Form and Participant Agreement
2. Inform participant of key and entry/admissions protocols, and how to access unit. (Participants will not have keys. If they leave their room, they will need to go to the on-site provider, who will connect them to a staff person with their respective room key).
3. Orient the participant to the facilities, explaining how meals are provided, how to ask for help, etc.
4. Escort the participant to their assigned room and remind them of how they can access assistance if they need it. Give Appendix E – Shelter-in-Place Instructions and Contact Information form.

Kern Project Roomkey Operations Manual

Identifying Participants Needing Testing (During Meal Deliveries)

Participant should be referred to Public Health if they answer “yes” to any of the below questions:

- Have you had contact with a confirmed COVID-19 positive participant?
- Do you have a fever? (100.4 degrees or higher; check temperature)
- Do you have a new cough or a cough that is getting worse?
- Do you have new or worsening shortness of breath or difficulty breathing?
- Do you have new onset of diarrhea?

Note: Staff should call 911 immediately if participant has extreme difficulty breathing (not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in chest, severe persistent dizziness or light headedness, new confusion, inability to arouse, or new seizures or seizures that will not stop. Inform 911 of possible COVID-19 exposure.

If participant answers “yes” to any of the above questions, staff should:

- Retrieve two masks, one for them self and one for the participant and put them on.
- Participant calls own provider
 - After 24 hours of symptoms, contact on-site staff if no appointment has been made with the participant’s own medical provider.
- Call Clinica Sierra Vista for screening, M-F (661) 336-5300. After hours, call 911.
- Staff will provide mask to participant.
- Participant should avoid congregate space and should be kept in a room apart from other participants. If no space is available, they should remain outside.
- Kern County Public Health Department will be in touch with the participant and PRK staff.

Daily Population Reporting

- A Daily Population Report (Appendix F) must be completed for each motel site that is participating in KPR as well as data submission in HMIS. **Reports must be completed daily by noon even if no changes in daily population have occurred.**
- The form should be emailed to BKRHC staff at anna.laven.bkrhc@gmail.com.

Participant Check-out/Discharge

1. Motel policy requires participants must check out of their room every fourteen (14) days. They will be immediately checked back in as long as they are program compliant.
2. If leaving due to noncompliance, transportation is not provided but participant will be given a bus pass.
3. Discharge date is updated in HMIS.

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Section 3: Motel Rules & Information

Motel Rules

In order to maintain the health and safety of all participants, on-site providers, and motel staff, violation of rules/agreements below may result in immediate cancellation in the participation in KPR.

- **The health and safety of clients and staff comes first.** All participants must always agree to Kern County's Shelter-in-Place directive and practice social distancing of 6 feet or more. Participants are not permitted to congregate in groups on or around motel property to ensure the health and safety of all participants of KPR program.
- **Limit leaving your room or the motel property for essential needs only.** Participants are welcome to take walks off property but must do so independently and/or maintain appropriate social distancing. Otherwise all participants are asked to remain in your hotel/ motel room to decrease the chance of infection and spread of COVID-19.
- **Each unit is designed to hold ONE participant.** Each room is assigned and cannot be changed without permission. Please respect the privacy of other building occupants. Be aware of how your behavior impacts others.
- **Outside visitors are NOT permitted on-site and/or in your room.** Do not invite family, friends or ANY other participants to the property. Only IHSS providers are allowed on-site and must be approved by the on-site team.
- **Your stay here is temporary, and space is limited.** Access to walls, windows, and power outlets must be clear. Excessive clutter may jeopardize your stay. **Participants are limited to bringing one (1) small tote (backpack, purse, etc.) and one 64-gallon bag with personal belongings.**
- **Garbage cans are placed throughout the perimeter of the building.** If you need help disposing of anything, please ask the on-site staff to assist. There is NO LITTERING on the motel property. All trash must be properly thrown away in motel garbage cans in hallways or in your room. Each day put your trash outside of your door for disposal.
- **The motel has program staff operating 24 hours a day, seven days per week.** Please comply with any requests from the on-site staff and call the on-site service provider if you are not feeling well (physically and/or emotionally).
- **Participants must keep their rooms clean and orderly.** Participants must allow housekeeping staff to clean the room on a regular basis when the motel staff requests to clean the property. Participants are required to allow on-site staff to perform daily visual inspections of the motel room.
- **The on-site provider and/or motel has the right to cancel your stay if you damage the room.** This includes, but is not limited to, food/carpet stains, destroyed or damaged linens/ towels, broken electronics (TV, phone, microwave or refrigerator). Food must be

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kept in the refrigerator or in sealed packages.

- **Laundry.** Participants will place their laundry in bags for collection on Saturday morning. All articles of clothing will have an identification number for each participant. Laundry will be delivered back to the participant on Sunday evening.
- **Participants are not to block or erect any barriers in the unit.** ALL areas of the unit must remain visible for inspection. You are not to move any furniture within the motel room. Management has the right to enter the motel room at any time. Staff will give participant prior notice whenever possible and will always knock before entering.
- **Do not prop the building entry doors open.** For the safety and security of all program participants, participants should lock the door to their unit when they leave and ensure the outside door of the building closes completely behind them.
- **Pets are allowed on property or in your room in accordance to motel policy.** If allowed, animals must be preapproved by the on-site provider. See page 14 for additional guidelines.
- **Stay focused on yourself, not others.** Participants should focus on their own needs while practicing tolerance and distance with others in the program. Interpersonal conflict will not be tolerated. Every person in the motel is evaluated separately for continuing in the program. If you need support contact the on-site provider.
- **NO VIOLENCE.** Disorderly and/or unsafe conduct is not permitted on property. Such behaviors/actions will jeopardize your continued participation in the program and may result in immediate cancellation of your motel room. This includes but is not limited to:
 - Threats, acts of violence that compromises your safety or the safety of others.
 - NO VIOLENCE of any kind allowed in the program, including verbal and or physical threats, posturing or physical abuse.
- There is **NO THEFT** of any kind allowed in this building.
- There is **no engaging in ANY illegal activity** on or around the motel property.
- There is **NO SMOKING** or open flame of any kind allowed in this building. We ask that smokers leave the building and conform to County Code by smoking at least 25 feet from any doorway. No candles, incense or open flames are allowed.
- Burning of items in the building/your room and/or dismantling of security systems or fire alarms is strictly prohibited.
- There are to be **NO WEAPONS** or weapon like items allowed on the property or in your room.
- **Use of alcohol and/or drugs is prohibited on the motel property or in your room.** Substance use that results in disruptive and/or dangerous behavior will result in an immediate cancellation of your program participation.
- **Participants are responsible for storing and managing their prescribed medications.** If you have questions regarding your medications and/or need support with a refill please contact your health provider directly.
- **All participants must dress appropriately when on the motel property** (includes wearing shoes when outside of room, be fully dressed in appropriate clothing, etc.). If you have clothing needs, please discuss with the on-site provider.
- **Pools.** If the motel has a pool, participants are not permitted in the pool area. The

Kern Project Roomkey Operations Manual

gates to the pool will be locked at all times. Violation of this rule will result in an immediate cancellation of your stay.

- **This is a voluntary program.** If your needs are not being met, or you no longer want to participate in the project you may choose to leave at any time. Participants who leave will not be allowed to return.

Meals

Meals and snacks shall be delivered to motel participants in their rooms. Staff providing meals will practice safety procedures as necessary. Meals will be delivered to participant rooms by staff on the schedule below. Staff will knock on the participant door and leave food at door. Upon initial determination of any specific dietary needs or food allergies during intake, the specific details will be provided to any respective nutritional support services, carefully ensuring any necessary HIPAA requirements are adhered to.

Breakfast: 7 – 8 am

Lunch: 11:30 – 12: 30 pm

Dinner: 5:30 – 7:00 pm

Storage

Participants are limited to one (1) small tote (backpack, purse, etc.) and one 64-gallon bag with personal belongings. Items should be limited to personal belongings - e.g., clothing, medications, religious items, legal identification, vital papers, and other small personal items. These limits do not apply to or include necessary medical equipment, such as walkers, wheelchairs, oxygen tanks, external medical devices, or other similar equipment. The motel operator and the service provider organization does not assume responsibility for participant's personal belongings.

Participants cannot bring furniture or large items into the rooms.

To maintain a safe and welcoming environment for everyone, weapons (including concealed weapons), except for sharps/knives two (2) inches or shorter, are not allowed. Security personnel will screen all participants and conduct an inspection of personal belongings at intake and any time a participant returns to the motel after leaving the premises. This will include the use of a metal detecting scanner.

KPR staff will conduct weekly room checks for all participants, to ensure that rooms are clean, habitable, and not cluttered. These checks are scheduled in advance, in consultation with participants, during normal business hours. All room checks must be conducted in a reasonable manner with due regard for the safety, health, wellbeing and privacy of the participant and his/ her belongings.

If a room is found to be in unacceptable conditions (e.g. evidence of hoarding, garbage,

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food, or other belongings that may lead to unsafe or unhealthy conditions), staff will work with the participant to address the situation and the participant will receive a verbal warning of being out of compliance with the Participant Agreement.

If a participant is found to be in possession of prohibited items (e.g. weapon greater than two (2) inches, extra furniture, etc.), staff will work with the participant to remove the item(s) and the participant will receive a verbal warning of being out of compliance with the Participant Agreement. Depending upon the item, staff may make arrangements to dispose of the item(s) or have them stored until the participant exits.

Any items left after a Participant's discharge will be bagged, labeled and stored securely for at least 14 days. If items are not claimed within this time-frame, they may be disposed of and are no longer the responsibility of the program.

Pets/Companion Animals

Pets and/or service animals are permitted **in accordance to motel policy** – and should be identified upon intake. Participants are allowed an animal which must be under the owner's verbal control and must be non-threatening. Participants will be asked to restrain their service animal with a leash or kennel during the intake process and when taking the pet out for a walk. Participants will be asked to use designated areas for walking and allowing pets/service animals to go to the bathroom, and to pick up any waste afterwards using doggie bags provided by staff.

During intake, the participant should inform staff of food and/or supplies needed for their animal. Any pet/service animal that is not current on vaccinations or requires veterinary attention will receive support from staff to ensure that the animal receives the vaccinations or other veterinary care needed.

Partners/In Home Support Services (IHSS) or Other Home Care Worker

No general visitors are allowed on the property at any time. A partner or caregiver who has already been in contact with the eligible participant and who provides on-going support with their daily living activities is able to come on-site to provide support services if approved by the on-site service provider. Such services must be coordinated with, and authorized by, on-site support staff during admission.

Behavioral Health

Social Support

Staff will provide social support to participants and will develop and implement a phone- and videoconferencing (if technology is available)-centered engagement plan to keep all motel participants socially engaged and supported throughout their stay at the motel. On-site staff will introduce themselves to all participants during or shortly after the intake process, and review the forms of social support available to them.

If the participant has personal relationships within their own social network or personal

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safety net with whom they wish to maintain communication during their motel stay, staff will work with the participant and their identified support network to establish avenues for regular communication via phone and videoconferencing. Staff should collect contact information for selected safety net contacts in addition to emergency contacts during intake.

Participant welcoming and relationship building

KPR staff will develop and implement a protocol for all intake staff to welcome new participants to the motel, including by-name introductions of all staff involved in the intake process, overview of forms of mental health and social support available, and points of contact to access this support. On-site staff will develop strategies to build positive, trusting and caring relationships with participants.

Behavioral health support and crisis management/de-escalation

- If the participant is communicating or acting in a way that indicated that they are experiencing a mental health crisis, a behavioral health professional will work with staff to attempt to engage the participant and de-escalate the situation before law enforcement engages the participant.
- If the participant is still in crisis after the intervention, the MET team will be called for further assistance.
- If the participant is violent or out of control the local police/sheriff's department will be called to intervene.
- Please use the number listed between the hours of 8 am to 5 pm and/or reach out to on-site staff at (661)342-5586.

Mental health counseling and support

Participants will be asked if they would like a referral to the mental health services program. If the participant would like to pursue treatment services, they will be referred for a brief intake screening with the Crisis Team. Kern Project Roomkey staff working at the motel are not clinically trained and therefore will not provide direct services to those participants needing treatment. The peer support/participant support assistants will provide peer support, referrals to local resources, and monitor participants while at the shelter. The staff will refer participants to agencies that are trained to support the needs of the participants that is beyond their scope of work. The staff will also check-in with participants at least once a day to ensure that they are feeling well both physically and mentally. They will also provide information about mental health resources available to them, including a handout listing the Kern Behavioral Health Care Services.

Substance use monitoring

Screening—A process for evaluating someone for the possible presence of a particular problem. The screening process does not necessarily identify what kind of problem the person might have or how serious it might be but determines whether or not further assessment is warranted

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Assessment—A process for defining the nature of a problem and developing specific treatment recommendations for addressing the problem. A basic *assessment* consists of gathering key information and engaging in a process with the client that enables the counselor to understand the client's readiness for change, problem areas, any diagnosis(es), disabilities, and strengths. The assessment process typically requires trained professionals to administer and interpret results, based on their experience and training. Call (661) 336-5300 to schedule assessment.

One of the major objectives of this project is to empower clients and have them commit to services in order to improve their daily living and functioning along with maintaining their housing. Because the project aims to provide comprehensive services, a formal screening process should be included during the intake process, and services should be rendered on a voluntary basis.

Clinica aims to provide SA education, outreach, and possible testing on a voluntary basis. Clinica staff will provide check in's during their on-site medical visits, and if a participant is suspected of substance use, services will be offered and given on a voluntary basis. By checking in with individuals, assessing need, offering voluntary service, and supplying access to services we hope to contribute to the "No Wrong Door" model.

During the check in process, Intake staff will complete screening tool and monitor the following:

Signs of Alcohol or Drug Use

- Smell of alcohol
- Signs of IV drug use (tracks)
- Unusual or extreme behavior nodding off overly alert
- Slurred or rapid speech
- Staggering
- Tremors
- Glassy-eyed/pupils dilated or constricted
- Unable to sit still
- Disoriented or confused for no apparent reason
- Argumentative, defensive, or angry at questions about substance use

If for any reasons, Clinica staff discover that a participant is positive either during check in or during testing, the participant will be given intervention information and offered a referral for service.

Intake clients that need services will be provided with assessment substance abuse. Clinica will collaborate with Kern BHRS to address the participants that enroll that have co-occurring disorders regarding mental health and substance abuse. Clinica understands that treatment should address long term and short-term needs for housing, health care, and behavioral health, and skill acquisition.

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Medical Monitoring

1. Providers are expected to follow up with participants on a weekly basis, or as needed.
2. Medications required for pre-existing conditions of COVID-19 symptom treatment will be kept with the participants who will self-administer as directed by their prescriber.

Project Exit

It is vital to the success of Kern County Project Room Key to have succinct and coordinated exit strategies for each Participant in the program. This will be accomplished by implementing the following steps for each person.

1. Ensure that each participant has been assessed through the Coordinated Entry System (CES) within 24 hours of project entry. Verify that the participant is properly prioritized on the CES list with the COVID-19 prioritization standards.
2. Each participant shall be matched to a rental assistance resource within 14 days of project entry. These resources include but are not limited to; Housing Voucher or Rapid Re-Housing.
3. Once matched the participant will have two persons assigned to help them through the housing search and retention process. These two positions will be in place to ensure successful placement in permanent housing
 - a. Kern Project Room Key Housing Locator
 - i. Recruit landlords to rent to participants
 - ii. Participate in BKRHC landlord database (Padmission)
 - iii. Assist participant with applications
 - iv. Assist participants in viewing properties
 - b. Rental Assistance Case Manager
 - i. Keep participant motivated in housing search process
 - ii. Work with Housing Locator to overcome identified housing barriers
 - iii. Provide intensive wrap around services once participant has been placed in permanent housing
4. The Housing Locator and Rental Assistance Case Managers will hold weekly case conference meetings to identify housing barriers and set target housing dates to ensure high success in moving from Kern Project Room Key to permanent housing.
5. It is important to acknowledge that each participant is in control of their housing plan and has the ability to choose what intervention and approach is right for them. Staff will work with the participant to assist them in making informed decisions and to the best of their ability will remove all barriers in executing that decision.

Kern Project Roomkey Operations Manual

Section 4: Glossary & Appendixes

- Glossary
- Flow Chart - Kern County COVID Response for Persons Experiencing Homelessness (Appendix A)
- Kern County Motel Project Intake Form (Appendix B)
- Release of Information (Appendix C)
- Participant Agreement (Appendix D)
- Shelter-in-Place Instructions & Contact Information (Appendix E)
- Daily Population Report (Appendix F)

Glossary

KPR - Kern Project Roomkey

BKRHC – Bakersfield-Kern Regional Homeless Collaborative

HA – Housing Authority

KBHRS – Kern Behavioral Health & Recovery Services

CSV – Clinica Sierra Vista

IHSS - In Home Supportive Services

SPO - **Service** Provider Organization

Kern Project Roomkey Protocol for People Experiencing Homelessness During Shelter In Place (SIP)

Referrals from Street Outreach

Step 0:
Current Status

Unsheltered Individual
or Family Member
Suspected or Known
COVID

Unsheltered Individual
NO Known or suspected
COVID exposure

Unsheltered Adult/s
with minor child
and/or female
No known COVID

Step 1:
Screening
Check

Call 9-1-1 for
transportation to
medical facility

If no confirmed COVID diagnosis
prescreen for risk level.
High, Medium, or Low Risk

Call Bakersfield
Homeless Center

Step 2:
Priority &
Wellness
Categorization
Based on
Risk Level

High Risk/PUI

- Is over 65
- Has chronic health condition (lungs, heart, immune deficiencies)
- Is pregnant
- Must be able to ambulate/self manage

Medium Risk

- Desires shelter during SIP
- No known COVID exposure
- Temp under 100
- Symptoms (cough)
- Other vulnerable medical conditions (ref. Operations Manual)

Low Risk

- Desires shelter during SIP order
- Not known COVID exposure
- Temp under 100
- No cough

Step 3:
Call for
placement

If High Risk COMPLETE Roomkey referral,
email to:
Supportive Provider Organization
Call xxxxxxxx 9^{am}-4^{pm} to confirm
acceptance and arrange transportation

If Medium or Low Risk Call
Congregate Shelters (see
information below)
**Do NOT send client without verifying
availability and intake time.**

Place in Roomkey
Hotel Partner site

Contact primary
care team assigned
to client: (Good
Samaritan, Clinica
Sierra Vista)
Follow Roomkey
Protocol.

For MEDIUM RISK:
If COVID shelter isolation bed available
will stay in isolation room over night

- Go over guest agreement including SIP protocols and shelter rules
- Temp checked in the morning
- If over 100.4 call 9-1-1
- If 99-100 temp remain in isolation room
- If under 99 assign cot in shelter

For LOW RISK:
If cot available in
COVID Shelter

- Go over guest agreement including SIP protocols and shelter rules
- Assign cot or safe parking space
- Temps checked daily

Step 4:
If no place
available

If no resource available individual should remain in current status (in shelter or unsheltered). Advise individual about spatial distancing and handwashing protocols.

Shelter
Information

Mission at Kern
County
661.325.0863

M St. Navigation
Center
2-1-1

Veteran Only
CVAF
661.829.5908

Bakersfield Homeless
Center
661.322.9199

Kern Project Roomkey

Referral Form

STAFF NAME: _____ STAFF PHONE/CONTACT INFO: _____

participant LOCATION PRIOR TO TRANSPORT: _____ DATE: : _____

As a person who is at “high risk” of complications from COVID-19, Kern County is providing temporary housing for you to be isolated from others, reducing the chance of transmission of the virus among high-risk populations. Referrals will be accepted on a space available basis if they meet the CDC criteria for risk of severe illness during the COVID-19 pandemic and local health emergency. We want to ensure that this temporary housing arrangement meets your needs during this isolation period. Your answers to the following questions will help us understand your current living situation; any on-site support you would require if awarded a motel room; other medical conditions you may have and any medications you require; and any documentation you may need us to share with work, school, or others.

DEMOGRAPHIC & CONTACT INFORMATION

First Name	Last Name	DOB	Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> TM <input type="checkbox"/> TF <input type="checkbox"/> Other	
Home/Cell Phone: <input type="checkbox"/> Text Msg Ok	Work/Other Phone	Social Security #	Email Address	
Race	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Unknown			
Ethnicity	<input type="checkbox"/> Non-Hispanic / Non-Latino <input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> Unknown			
Veteran Status	Have you ever been on active duty in the U.S. armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
Mailing Address	City	State	Zip	
Emergency Contact Name	Emergency Contact Phone			
Primary Care Provider or Usual Source of Medical Care				
<input type="checkbox"/> Has no provider				

Preferred Language: _____

What city do you consider home?: _____

**Kern Project Roomkey
Referral Form**

Name:
DOB:

Current living situation: _____
(Must be experiencing homelessness.)
How long have you been experiencing homelessness at this time: _____

COVID testing

Have you been tested for COVID-19? ☐ Y ☐ N
If yes, what was your result? ☐ Pos ☐ Neg ☐ Unk
When were you tested? _____

In-Home Support

Do you currently qualify for In Home Support Services (IHSS) or any other in-home health provider? ☐ Y ☐ N
If yes, what is the name and contact information of your service provider:
Service Provider: _____ Phone: _____

Daily, are you able to do the following without assistance?

- | | |
|---|--|
| <input type="checkbox"/> Eating | <input type="checkbox"/> Bathing |
| <input type="checkbox"/> Getting dressed | <input type="checkbox"/> Using the toilet |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Transferring from one position to another |
| <input type="checkbox"/> Maintaining bowel and bladder continence | <input type="checkbox"/> Taking Medicine |

If no to any, explain: _____

Do you have any dietary requirements (e.g. allergies, vegetarian, gluten free, etc.) ☐ Y ☐ N

If yes, please describe: _____

Medical and other Support

In the next 14 days, do you have any routine or scheduled medical appointments? ☐ Y ☐ N

If yes, when is the appointment and what is it for? _____

Do you have a 2-week supply of all of your medications? ☐ Y ☐ N
(if no, please list medications in **Supplemental Table 1**)

Name:

DOB:

Which high-risk category do you fall under:

<input type="checkbox"/> Aged 65 years and older	<input type="checkbox"/> Receiving cancer treatment
<input type="checkbox"/> Chronic lung disease / Moderate to severe asthma	<input type="checkbox"/> Diabetes / Renal failure / Liver disease
<input type="checkbox"/> Immunocompromised	<input type="checkbox"/> Bone marrow or organ transplant
<input type="checkbox"/> Poorly controlled HIV or AIDS	<input type="checkbox"/> Pregnant women
<input type="checkbox"/> Other:	

Behavioral Health

Do you use substances such as opiates, meth, alcohol, or other drugs? ☐ Y ☐ N

 If yes, do you receive medication assisted treatment? ☐ Y ☐ N

 If yes, do you have withdrawal symptoms when you stop? ☐ Y ☐ N

Do you have, or think you have a mental health diagnosis like depression or anxiety? ☐ Y ☐ N

 If yes, do you receive treatment for it? ☐ Y ☐ N

Do you smoke tobacco or marijuana? ☐ Y ☐ N

Do you live with a partner? ☐ Y ☐ N

 If yes, do you feel safe in your relationship with that partner? ☐ Y ☐ N

Pets

Do you have a pet that needs fostering for you to participate in this program? ☐ Y ☐ N

If so, what needs does your pet have? (e.g. walks, litter boxes, food, water, medications, etc):

Do you have a designated service animal? ☐ Y ☐ N

What is your service animal trained to do for you (please note therapy animals are not service animals)?

Other Needs

Do you use a walker? ☐ Y ☐ N

Do you use a wheelchair? ☐ Y ☐ N

Do you have a car or other vehicle that needs to be sheltered? ☐ Y ☐ N

Do you have someone to pick up your mail? ☐ Y ☐ N

Do you have a way to pay your bills? ☐ Y ☐ N

Is there someone you trust who can pick up your benefit or entitlement check? ☐ Y ☐ N

**Kern Project Roomkey
Referral Form**

Name:

DOB:

Do you need documentation about your isolation for work/school?

☐ Y ☐ N

Do you have any concerns about staying inside or being in isolation?

☐ Y ☐ N

If yes, please describe:

Supplemental Table 1: Medications

Medication name	Dose	Frequency (e.g, daily, 2x per day)

I understand that in order to participate in Kern Project Roomkey, I am required to remain in isolation until cleared by a medical provider. I understand that I am not to have visitors nor am I to leave the room to visit others. I understand that I must practice social distancing at all times. Participation in Kern Project Roomkey is a privilege, not a right. I may be asked to leave the program at any time.

Signature	Date
-----------	------

Please attach verification of qualifying medical diagnosis and a photo of participant to file for final submission (may be a photo you take or a copy of an id card). Email with all completed forms, including Participant Agreement and ROI to: kpr@cavaf.org

For Intake Coordinator:

Notes: _____

Kern Project Roomkey (KPR) Participant Agreement

Directions to Referring Provider: Please use the “Kern Project Roomkey Protocol for People Experiencing Homelessness During SIP” flow chart to determine eligibility before making referral. If you believe your participant may be eligible you will need to complete the INTAKE form as well as this agreement. Please go over this agreement with the “high risk” participant you would like to refer BEFORE sending the INTAKE to California Veterans Assistance Foundation at: kpr@cavaf.org.

Both the referring provider and the participant must sign this form to be considered for placement.

In order to maintain the health and safety of all participants, on-site providers, and motel staff, violation of rules/agreements below may result in immediate cancellation the Participant’s participation in KPR.

- **The health and safety of clients and staff comes first.** All participants must agree to Kern County’s Shelter-in-Place directive and practice social distancing of 6 feet or more at all times. Participants are not permitted to congregate in groups on or around motel property to ensure the health and safety of all participants of the KPR program.
- **Limit leaving your room or the motel property for essential needs only.** Participants are welcome to take walks off property but must do so independently and/or maintain appropriate social distancing. Otherwise all participants are asked to remain in your motel room to decrease the chance of infection and spread of COVID19.
- **Each unit is designed to hold ONE occupant.** Each room is assigned and cannot be changed without permission. Please respect the privacy of other building occupants. Be aware of how your behavior impacts others.
- **Outside persons are NOT permitted on-site and/or in your room.** Do not invite family, friends or ANY other persons to the property. Only IHSS is allowed on-site and must be approved by the on-site team.
- **Your stay here is temporary, and space is limited.** Access to walls, windows, and power outlets must be clear. Excessive clutter may jeopardize your stay. Participants are **limited to bringing one (1) small tote (backpack, purse, etc.) and one 64 gallon bag with personal belongings.**
- **Garbage cans are placed throughout the perimeter of the building.** If you need help disposing of anything, please ask the on-site staff to assist. There is NO LITTERING on the motel property. All trash must be properly thrown away in motel garbage cans in hallways or in your room. Each day put your trash outside of your door for disposal.
- **The building has program staff operating 24 hours a day, seven days per week.** Please comply with any requests from the on-site staff and call the on-site service provider if you are not feeling well (physically and/or emotionally).

- **Participants must keep their rooms clean and orderly.** Participants must allow housekeeping staff to clean the room on a regular basis when the motel staff requests to clean the property. Participants are required to allow on-site staff to perform daily visual inspections of the motel room.
- **The on-site provider and/or motel has the right to cancel your stay if you damage the room.** This includes, but is not limited to, food/carpet stains, destroyed or damaged linens/towels, broken electronics (TV, phone, microwave or refrigerator). Food must be kept in the refrigerator or in sealed packages.
- **Occupants are not to block or erect any barriers in the unit.** ALL areas of the unit must remain visible for inspection. You are not to move any furniture within the motel room. Management has the right to enter the motel room at any time. Staff will give notice whenever possible and will always knock before entering.
- **Do not prop the building entry doors open.** For the safety and security of all program participants, occupants should lock the door to their unit when they leave and ensure the outside door of the building closes completely behind them.
- **Pets/Service Animals (according to motel policy) are allowed on property or in your room.** Pets/service animals are allowed (in accordance to motel policy) and must be preapproved by the on-site provider.
- **Stay focused on yourself, not others.** We recommend focusing on your needs while practicing tolerance and distance with others in the program. Interpersonal conflict will not be tolerated. Every person in the motel is evaluated separately for continuing in the program.
- **Disorderly and/or unsafe conduct is not permitted on property.** Such behaviors/actions will jeopardize your continued participation in the program and may result in immediate cancellation of your motel. This includes but is not limited to:
 - Threats, acts of violence that compromises your safety or the safety of others.
 - NO VIOLENCE of any kind allowed in the program.
 - This includes verbal and or physical threats, posturing or physical abuse.
- There is NO THEFT of any kind allowed in this building.
- There is no engaging in ANY illegal activity on or around the motel property.
- There is NO SMOKING or open flame of any kind allowed in this building. We ask that smokers leave the building and conform to County Code by smoking at least 25 feet from any doorway. No candles, incense or open flames are allowed.
- Burning of items in the building/your room and/or dismantling of security systems or fire alarms is strictly prohibited.
- There are to be NO WEAPONS or weapon like items allowed on the property or in your room.
- **Use of alcohol and/or drugs is prohibited on the motel property or in your room.** Substance use that results in disruptive and/or dangerous behavior will result in an immediate cancellation of your KPR program participation.
- **Participants are responsible for storing and managing their prescribed medications.** If you have questions regarding your medications and/or need support with a refill please contact your health provider directly.

- **All participants must dress appropriately when on the motel property** (includes wearing shoes when outside of room, be fully dressed in appropriate clothing, etc.). If you have clothing needs, please discuss with the on-site provider.
- **Participants are not permitted in the pool area.** The gates to the pool will be locked at all times. Violation of this rule will result in an immediate cancellation of your stay.
- **This is a voluntary program.** If your needs are not being met, or you no longer want to participate in Kern Project Roomkey you may choose to leave at any time. Participants who leave will not be allowed to return.

Provider Making Referral: I have explained all of the above rules to my client and they have expressed a desire to be in the program and an understanding of all rules.

Provider Name & Date: _____

Provider Contact Number: _____

Participant: I understand I am being offered a placement in KPR because I am over 65 or have a “high risk” medical condition that requires I self-isolate for my own health and safety. I understand this program is voluntary and I am requesting a motel placement. I understand I will lose my place in the program if I fail to follow the rules of the Shelter-in-Place Order or this Agreement.

Participant Name

Participant Signature

Date

Kern Project Roomkey

W E L C O M E

Welcome to Kern Project Roomkey:

You have been invited to this temporary program because your medical provider has identified you as being particularly at risk for complications from COVID-19 should you become exposed or infected. The intent of the program is to provide you a safe place to self-isolate.

Every effort to remain isolated must be maintained.

If you need to go to the store for an essential need, please remember to check in and out with the Roomkey Staff. At the time of your check in you were shown where their office is on site. **When you leave your room or meet with staff please wear a mask for all encounters including checking in or out, daily meal delivery and room checks.**

M E A L S

Meals will be provided to you at the following times:

Breakfast
Lunch
Dinner

When meals are delivered please be prepared to answer the following questions:

Do you have a fever? (100.4 degrees or higher; check temperature)
Do you have a new cough or a cough that is getting worse?
Do you have new or worsening shortness of breath or difficulty breathing?
Do you have new onset of diarrhea?

H E A L T H

If you have any health concerns please call your primary provider. These numbers have been made available to you to expedite contact.

- **Clinica Sierra Vista:**
- **Good Samaritan:**
- **Kern Behavioral Health:**
- **VA Clinic:**

If you have a concern or grievance about this program please discuss it with the on-site staff person. If you feel they were unable to address your concern you may contact BKRHC at xxxxxxxxxxxx where a staff person will direct your concern to the correct person. We hope your temporary stay with the program will be safe and healthful for you and other participants.

Kern Project Roomkey

Daily Population Report

A population report must be completed for each motel site that is participating in the project.
Reports must be completed daily by noon even if no changes in daily population have occurred.

This form can be emailed to anna.laven.bkrhc@gmail.com

If texting information include total rooms occupied and reporting staff member name.

MOTEL INFORMATION

DATE:

MOTEL NAME:

ADDRESS:

CITY:

ZIP:

POPULATION HOUSED:

☐ CO I + ☐ CO I Exposed ☐ Asymptomatic "high risk" ☐ Other

TOTAL ROOMS CONTRACTED:

TOTAL ROOMS OCCUPIED:

COMMENTS:

REPORTING STAFF MEMBER:

MOTEL INFORMATION

DATE:

MOTEL NAME:

ADDRESS:

CITY:

ZIP:

POPULATION HOUSED:

☐ CO I + ☐ CO I Exposed ☐ Asymptomatic "high risk" ☐ Other

TOTAL ROOMS CONTRACTED:

TOTAL ROOMS OCCUPIED:

COMMENTS:

REPORTING STAFF MEMBER:

Project Roomkey FAQ



Kern Project Roomkey Frequently Asked Questions

Is KPR converting motels into homeless shelters?

No. KPR has contracted with 1 local motel to provide lodging for unsheltered homeless persons at high-risk of COVID-19. KPR will last 5 months, and individuals can stay in the program for up to 90 days.

Will KPR increase the number of homeless people I see in my neighborhood?

Likely not. The purpose of KPR is to provide vulnerable individuals with a safe place to quarantine and prevent the spread of COVID-19. Participants agree to shelter-in-place and not leave the facility except for essential services.

What happens to participants after KPR?

KPR will provide supportive services and opportunities for program participants to be placed in permanent supportive housing, rather than return to the streets.

Will there be more litter and trash on our streets?

Likely not. KPR will be contained to our partner motel's facilities, and neighbors should not see an increase in litter.

Will there be criminals and/or registered sex offenders at KPR?

KPR will conduct criminal background checks and make appropriate decisions for the safety and well-being of other KPR participants and neighbors. Registered sex offenders will not be allowed in KPR.

What is being done to address homelessness in our neighborhood?

Homelessness is a complex issue, and every homeless person is an individual with a personal story of how they ended up on the streets. KPR plans to organize street outreach with unsheltered homeless persons residing in the neighborhoods surrounding KPR to build trust and help them access appropriate housing and supportive services so they can have a permanent place to call home.

Project Roomkey Flow Chart

Kern Project Roomkey Protocol for People Experiencing Homelessness During Shelter In Place (SIP)

Referrals from Street Outreach, Hospitals, Service Providers

Step 0:
Current Status

Unsheltered Individual
or Family Member
Suspected or Known
COVID

Unsheltered Individual
NO Known or suspected
COVID exposure

Unsheltered Adult/s
with minor child
and/or female
No known COVID

Step 1:
Screening
Check

Call 9-1-1 for
transportation to
medical facility

If no confirmed COVID diagnosis
prescreen for risk level.
High, Medium, or Low Risk

Call Bakersfield
Homeless Center

Step 2:
Priority &
Wellness
Categorization
Based on
Risk Level

High Risk/PUI

- Is over 65
- Has chronic health condition (lungs, heart, immune deficiencies)
- Is pregnant
- Must be able to ambulate/self manage

Medium Risk

- Desires shelter during SIP
- No known COVID exposure
- Temp under 100
- Symptoms (cough)
- Other vulnerable medical conditions (ref. Operations Manual)

Low Risk

- Desires shelter during SIP order
- Not known COVID exposure
- Temp under 100
- No cough

Step 3:
Call for
placement

If High Risk **COMPLETE** Roomkey referral,
email to:
KPR@cavaf.org
Call 661.342.5586 9am-3pm to confirm
acceptance and arrange transportation

If **Medium** or **Low** Risk Call
Congregate Shelters (see
information below)
**Do NOT send client without verifying
availability and intake time.**

Place in Roomkey
Hotel Partner site

Contact primary
care team assigned
to client: (*Good
Samaritan, Clinica
Sierra Vista*)
Follow Roomkey
Protocol.

For MEDIUM RISK:

If COVID shelter isolation bed available
will stay in isolation room over night

- Go over guest agreement including SIP protocols and shelter rules
- Temp checked in the morning
- If over 100.4 call 9-1-1
- If 99-100 temp remain in isolation room
- If under 99 assign cot in shelter

For LOW RISK:

If cot available in
COVID Shelter

- Go over guest agreement including SIP protocols and shelter rules
- Assign cot or safe parking space
- Temps checked daily

Step 4:
If no place
available

If no resource available individual should remain in current status (in shelter or unsheltered). Advise individual about spatial distancing and handwashing protocols.

Shelter
Information

Mission at Kern
County
661.325.0863

M St. Navigation
Center
2-1-1

Veteran Only
CVAF
661.829.5908

Bakersfield Homeless
Center
661.322.9199

Project Roomkey Community Fact Sheet



Kern Project Roomkey Community Fact Sheet

Kern Project Roomkey (KPR) is a short-term initiative to protect the health and safety of our community by enabling homeless individuals who are at high risk for COVID-19 to temporarily self-isolate at a local motel, so that they can safely quarantine and shelter-in-place.

To be eligible for Kern Project Roomkey, a homeless person must be:

- Over the age of 65, OR
- Have a chronic health condition, e.g., lung disease, heart disease or a compromised immune system, OR
- Pregnant, AND
- Able to provide care and self-manage

How Kern Project Roomkey Works

Referral

Unsheltered homeless persons who have not had any known or suspected COVID-19 exposures are referred to KPR by a street outreach team, hospital, homeless service provider, or by calling (661) 342-5586.

Placement

Individuals who meet eligibility criteria are offered placement in KPR. If the individual accepts and agrees to program policies, KPR arranges transportation to its lodging facility.

Support

Once an individual is placed in KPR, they are tested for COVID-19 within 24 hours. KPR assigns all participants a primary medical and behavioral health care team. Participants can remain in KPR for up to 90 days.

Kern Project Roomkey Contacts

To refer an individual for placement in
Kern Project Roomkey, call
(661) 342-5586

To share community feedback, contact
Anna Laven, Ed.D.
Anna.Laven.BKRHC@gmail.com

Kern Project Roomkey is a joint project of the Housing Authority of Kern County, the California Veterans Assistance Foundation and the Bakersfield-Kern Regional Homeless Collaborative. KPR is committed to good neighbor practices like open communication, community clean-up and enhanced security to ensure a strong partnership to address homelessness.

Project Roomkey Budget

Kern Project Room Key						
Budget - Sources & Uses						
Assumptions: 90 day max motel stay; 21 rooms; program length 4 months						
rev. 07/16/2020						
	Monthly Budget	Proj. Budget Amount	CVAF	Housing Authority	BKRHC	Comments
RESOURCES: (Projected and/or Actual)						
HEAP		160,000	75,000	85,000		HA - 85,000 CVAF - 75,000
HEAP		23,966	-		23,966	HEAP Admin to Services
HHAP - COVID 19		175,000	-		175,000	
HHAP			-			
Grants		15,000	-		15,000	Kern Community Foundation
Grants		10,000	-	10,000		HOFK
Other (county) ESG Gap			-			
TOTAL PROGRAM RESOURCES AVAILABLE		383,966	75,000	95,000	213,966	
OPERATING BUDGET:						
Salaries & Staff Related Costs:						
Housing Navigator		17,920	17,920	-	-	\$16/hr
Site Monitor X 3		38,304	38,304	-	-	
Benefits @ 30%		16,867	16,867	-	-	
Sub-Total Salaries, Wages, Benefits		73,091	73,091	-	-	
Operating Expenses:						
Insurance				-	-	
Travel/Mileage/Maintenance	150	750	750	-	-	
Vehicle/Transportation/Bus Passes		360	360	-	-	
Vehicle Maintenance		-	-	-	-	CVAF will cover cost of vehicle repair
Computer and other technology		-	-	-	-	CVAF will cover cost of computer equipment
Telephone	100	500	500	-	-	2 cell phones for staff
Office Supplies	200	1,000	1,000	-	-	general office items
Accounting, Legal other Consulting Services - for Master Lease Agrmt.		2,500	-	-	2,500	
Furniture		2,000	2,000	-	-	office furniture/cabinet/chairs
Utilities		-	-	-	-	
Security			-	-	-	
Laundry		18,500	-	-	18,500	Based on \$35 per room per week (Laundry Care)
Minor Equipment - Small Refrigerator/Microwave		-	-	-	-	Provided at motel
Food		10,000	10,000	-	-	BHC & Mission 6 hot meals per week, hotel breakfast, Patel Fdn
Hygiene		5,000	5,000	-	-	clothing/personal items/solicit community donations
Housing Fees		15,000	15,000	-	-	security deposits/vital docs/housing search
Other costs/fees:		9,350	9,350	-	-	permits/fees/bed bug box
Sub-Total Operating		64,960	43,960	-	21,000	
Capital/Facility Related Expenses:						
Maintenance & Repairs (Risk Pool) need estimate from Housing Authority		40,000	-	40,000	-	incl. bed bug abatement
*Motel Rate/Rent - Weekly and/Monthly		180,810	-	180,810	-	21 rooms x \$70 x 4 months
Animal deposits/fees			-		-	25 animals w/deposit and 90 day fees
Sub-Total Facility Expenses		220,810	-	220,810	-	
SUB-TOTAL OPERATING COSTS		358,861	117,051	220,810	21,000	
INDIRECT COSTS		25,105	8,178	15,457	1,470	7% of total operating costs
TOTAL KERN PROJECT ROOM KEY BUDGET		383,966	125,229	236,267	22,470	
AMOUNT OVER/UNDER NET RESOURCES AVAILABLE		(0)				

Project Roomkey Site Monitor Job Description



California Veterans Assistance Foundation, Inc.

Job Description KPR Site Monitor

Position Title: KPR Site Monitor
Reports to: Grants/HR Officer
Classification: Exempt

Category: Part Time or Full time

Objective/purpose of position:

The Site Monitor reports directly to the Grants/HR Officer and is responsible for monitoring the activities of participants of the program and to ensure compliance with program rules and expectations. He/she is also responsible for ensuring the safety of participants and the security and sanitation of the program.

Duties & Responsibilities:

- Ensure a safe and manageable living environment for KPR participants.
- Monitors participant units, is visible and continuously interacts with participants.
- Ensures a safe, secure and efficient facility and program 24 hours a day.
- Ensures safety of participants and staff in case of fire and other emergencies.
- Initiate emergency protocols such as contacting local law enforcement, EMT, mental health or other services as necessary.
- Ensures participants compliance with policy and rules.
- Consult with Housing Navigator and/or supervisor regarding participants' personal needs, behavior and service planning.
- Check for contraband through general observation, room or package searches.
- Maintain visitor protocol and follow daily log procedures for participants.
- Follow appropriate critical incident protocol and accompanying documentation.
- Maintain a comprehensive and accurate written record of events that occur during shifts, as well as thorough incident reports.
- Conduct periodic inspections of the facility and grounds through rounds to ensure security of facility.
- Answer telephone and route calls or messages to appropriate staff. Respond to in-person and telephone inquiries from the participants.
- Receive, account for and secure food, donations or other items received during the shift and provide information to supervisor for donation receipts.
- Collect trash from units and properly dispose of items.
- Collect laundry and return to participants when cleaned.
- Attend staff meetings and trainings as directed.
- Perform other duties assigned.

Knowledge, skill & ability requirements:

- Experience in homelessness, low-income housing programs or services.
- Initiative, flexibility, self-motivated and capacity to respond effectively in stressful situations.
- Compassion, interpersonal skills, listening skills, organizational skills, problem-solving skills and time-management.
- Must be flexible with their work schedule including multiple shift work.
- Experience working with disadvantaged populations.
- Veteran status preferred.

Other:

- This position may require driving the company vehicle for company business.
 - Must have a valid California drivers' license.
 - Must be able to drive company vehicles to pick up food.
- CPR/First Aid Certification must be acquired and maintained once employed.