



## Residential Care Use Zoning Permit Application

*(Fill in all blanks - please use "N/A" if an item is not applicable - incomplete applications will be returned without processing.)  
Zoning approval does not necessarily mean city approval of your project. Check with all departments for other applicable permits.*

SUBJECT PROPERTY /ZONE LOT			
Complete Property Address:		Zone District:	
Legal Description ( <a href="http://www.denvergov.org/property">www.denvergov.org/property</a> ):			
Current Use(s) of Zone Lot:			
Description of Proposed Work or Use(s):			
Property Owner as defined by DZC 12.3.3.1 or FC 59-2 (189)	Owner Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:

TYPE OF RESIDENTIAL CARE USES		
Select one: <input type="checkbox"/> Residential Care, Large <input type="checkbox"/> Residential Care, Small	Select one: <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Shelter for the Homeless <input type="checkbox"/> Community Corrections Facility <input type="checkbox"/> Special Care Home <input type="checkbox"/> Assisted Living Facility (8 or fewer residents)	Type and status of city or state licenses for the subject facility already granted, in progress, or required:
Number of employees on staff per shift:		Maximum number of residents:
Number of shifts per day:		Maximum number of beds:

BUILDING			
Year Constructed:	Number of bedrooms by floor:	Number of residents by floor:	Number of exits by floor:
Number of floors:			
Fire protection (e.g., smoke detectors, sprinklers, fire alarms):			
Present building code occupancy classification:			

DESIGNATED CONTACT PERSON FOR RESIDENTIAL CARE FACILITY			
Business Name:			
Name (Last, First):		Phone:	
Address:		Email:	
City:	State:	Zip:	

SIGNATURES REQUIRED	
<b>The permittee accepts full responsibility for compliance with all Denver zoning codes and all other city regulations as applicable. A zoning permit for use or construction will automatically expire 180 days from issue date unless a building permit is issued or the permitted use is legally established. Zoning inspections may be required before occupancy is permitted.</b>	
By my signature, I attest to the best of my knowledge and belief that the information stated in this application and in all supporting plans and documents is true and consistent with the standards and limitations of the City and County of Denver.	
Signature (Owner or Authorized Agent): _____	
Full Name (Print): _____ Date: _____	

# COTTONWOOD COMMUNITY ALTERNATIVES

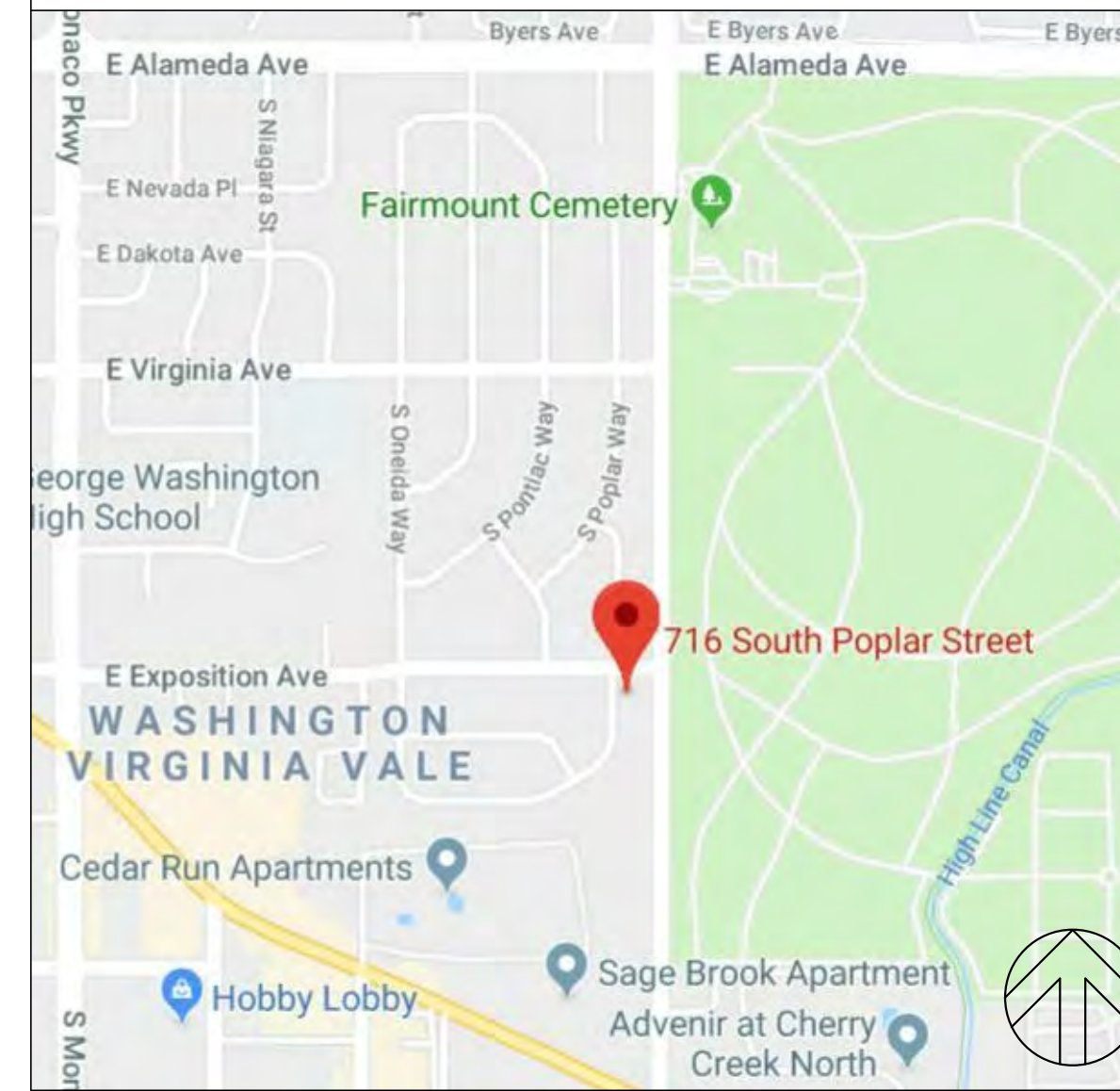
## 716 S POPLAR, DENVER, CO 80224

DESIGN  
STUDIO  
ARCHITECTS

5730 SOUTH CURTICE ST  
LITTLETON, CO 80120  
(720) 485-5577

ARCHITECTS  
PLANNERS  
INTERIOR  
DESIGNERS

### VICINITY MAP



### BUILDING INFORMATION

CODE: 2015 INTERNATIONAL RESIDENTIAL CODE W/ AMENDMENTS  
2015 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)  
2017 NATIONAL ELECTRIC CODE (NEC)

OCCUPANCY: RESIDENTIAL  
ZONING: S-SU-F

SITE AREA: 9,600 SF

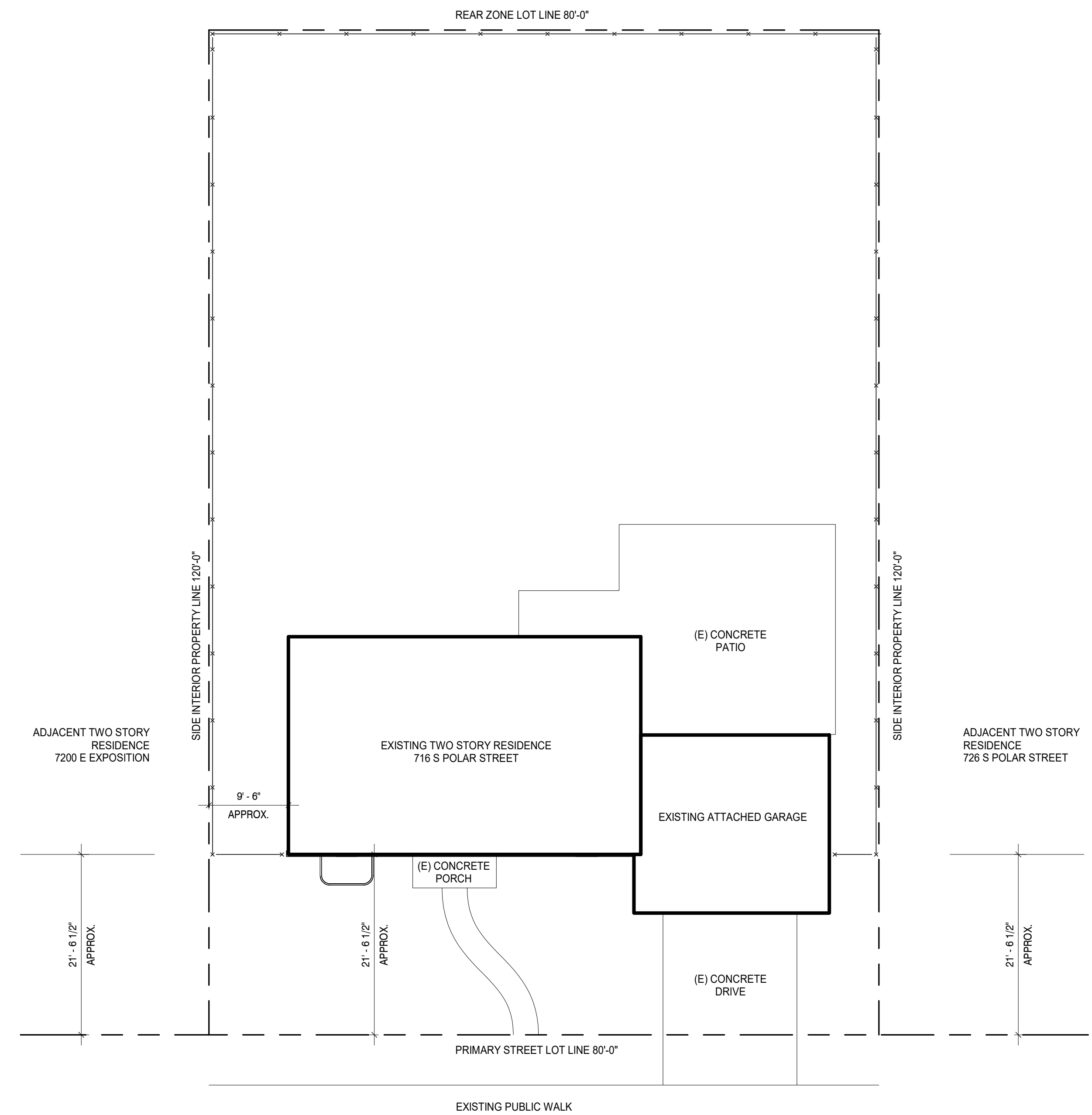
BUILDING AREA (E): GARAGE 484 SF APPROX.  
BASEMENT FLOOR 1,135 SF APPROX.  
FIRST FLOOR 1,094 SF APPROX.  
SECOND FLOOR 1,175 SF APPROX.

### DRAWING LIST

A1 SITE & COVER SHEET  
A2 PLANS  
A3 ELEVATIONS

INTERIOR REMODEL  
Cottonwood Community Alternatives

716 S POPLAR STREET  
DENVER, CO 80224

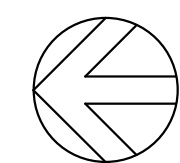


DATE: 07-31-2018  
ISSUED FOR: ZONING & LICENSING

SHEET TITLE:  
SITE & COVER SHEET

**A1**

EXISTING SITE PLAN 1  
1" = 10'-0" A1



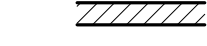
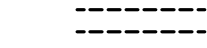

WORK NOTES

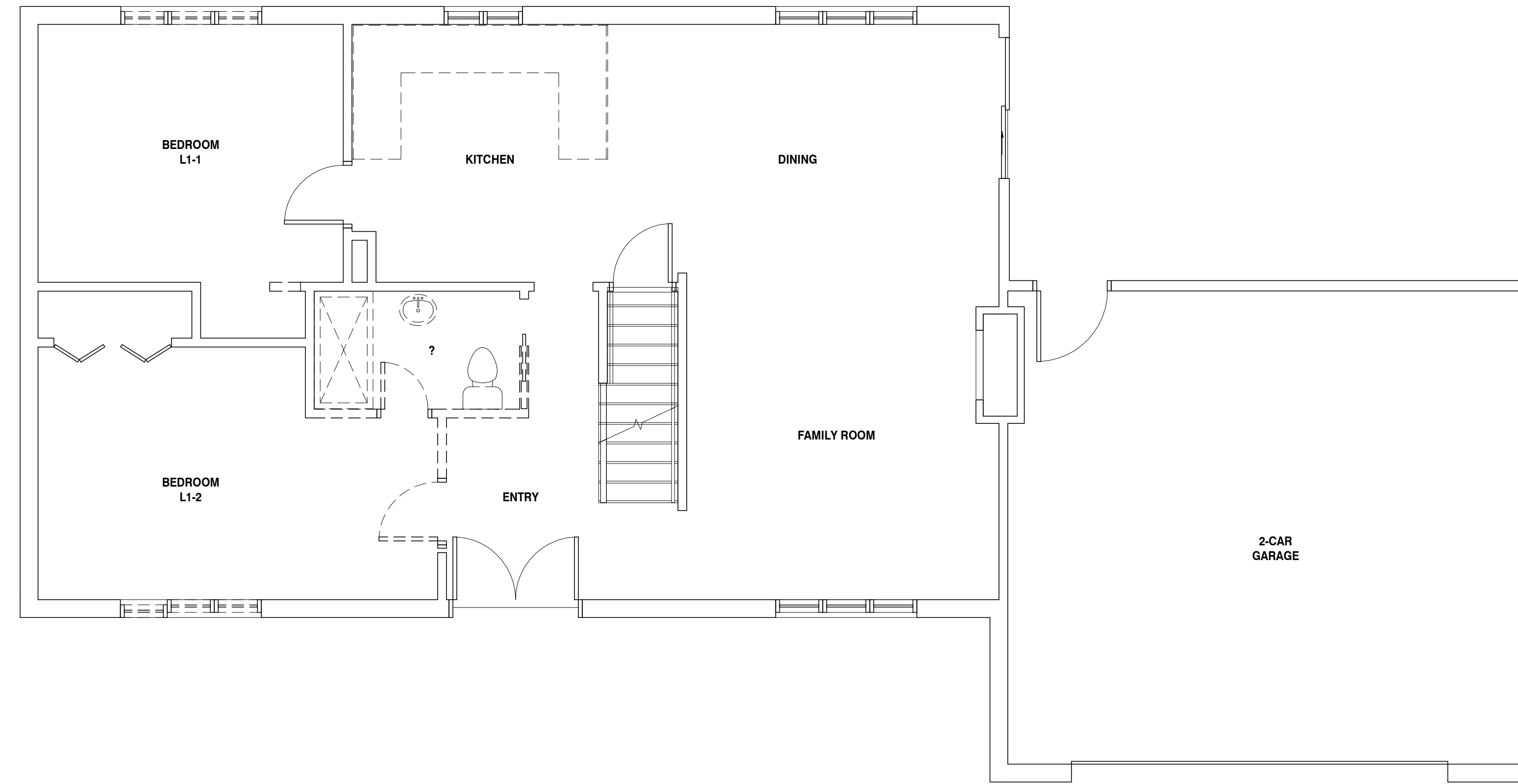
- NO WORK IN BASEMENT. BASEMENT IS NOT SHOWN.

GENERAL NOTES

1. REMOVE AND REPLACE EXISTING SIDING W/ NEW CEMENTITIOUS SIDING.
2. REMOVE AND REPLACE ALL EXISTING WINDOWS W/ NEW VINYL WINDOWS AS CALLED OUT IN PLAN.

LEGEND

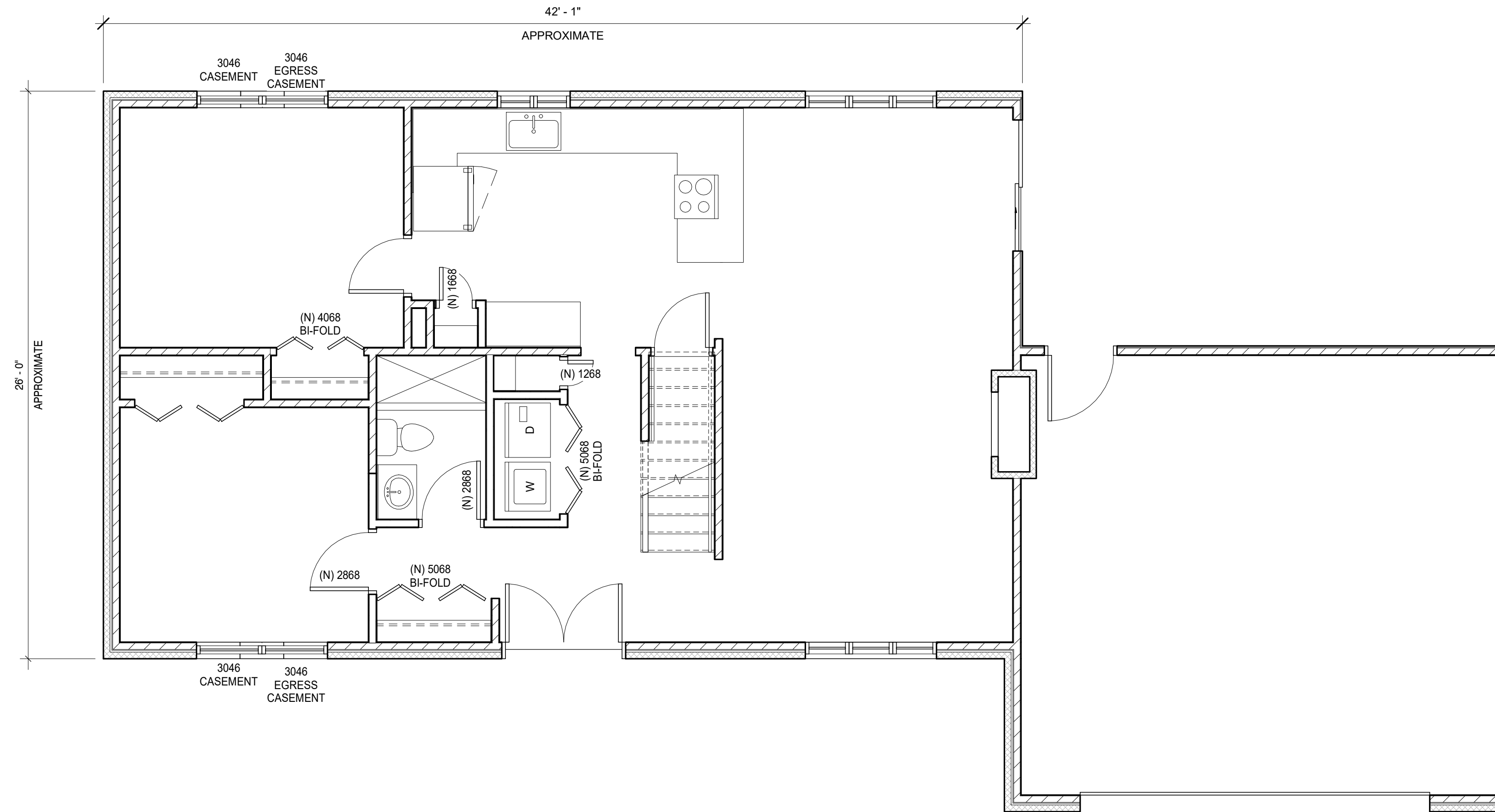
-  EXISTING WALL TO REMAIN
-  EXISTING WALL TO BE REMOVED
-  NEW WALL



EXISTING LEVEL 1



2  
A-101



LEVEL 1 - 1,094 SF (APPROXIMATE)



1  
A-101

INTERIOR REMODEL  
Cottonwood Community Alternatives

716 S POPLAR STREET  
DENVER, CO 80224

DATE: 07-31-2018  
ISSUED FOR: ZONING & LICENSING

07-31-2018	ZONING & LICENSING
09-18-2018	PRICING

SHEET TITLE:  
FIRST LEVEL FLOOR PLAN

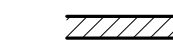


A-101

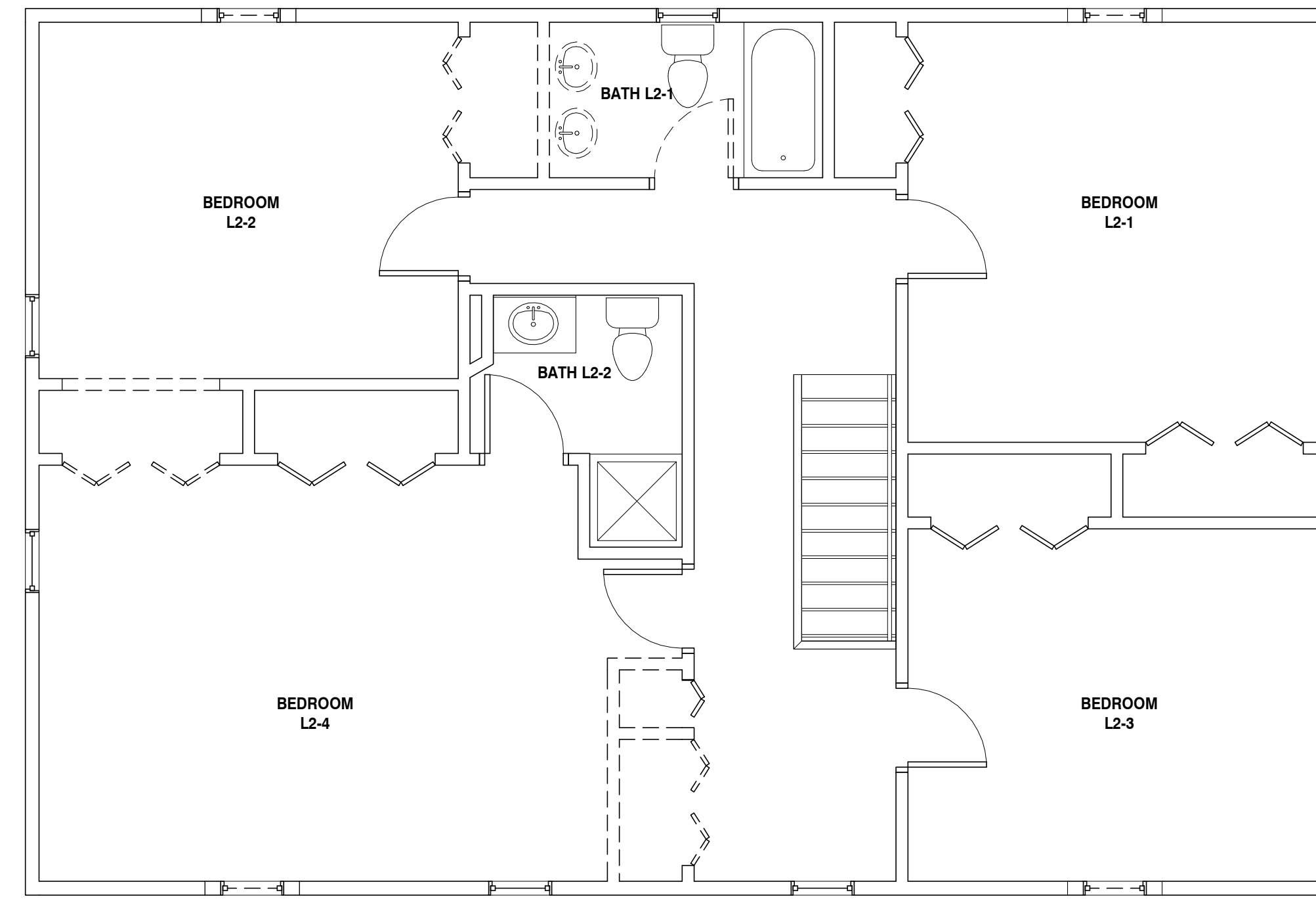
WORK NOTES

GENERAL NOTES

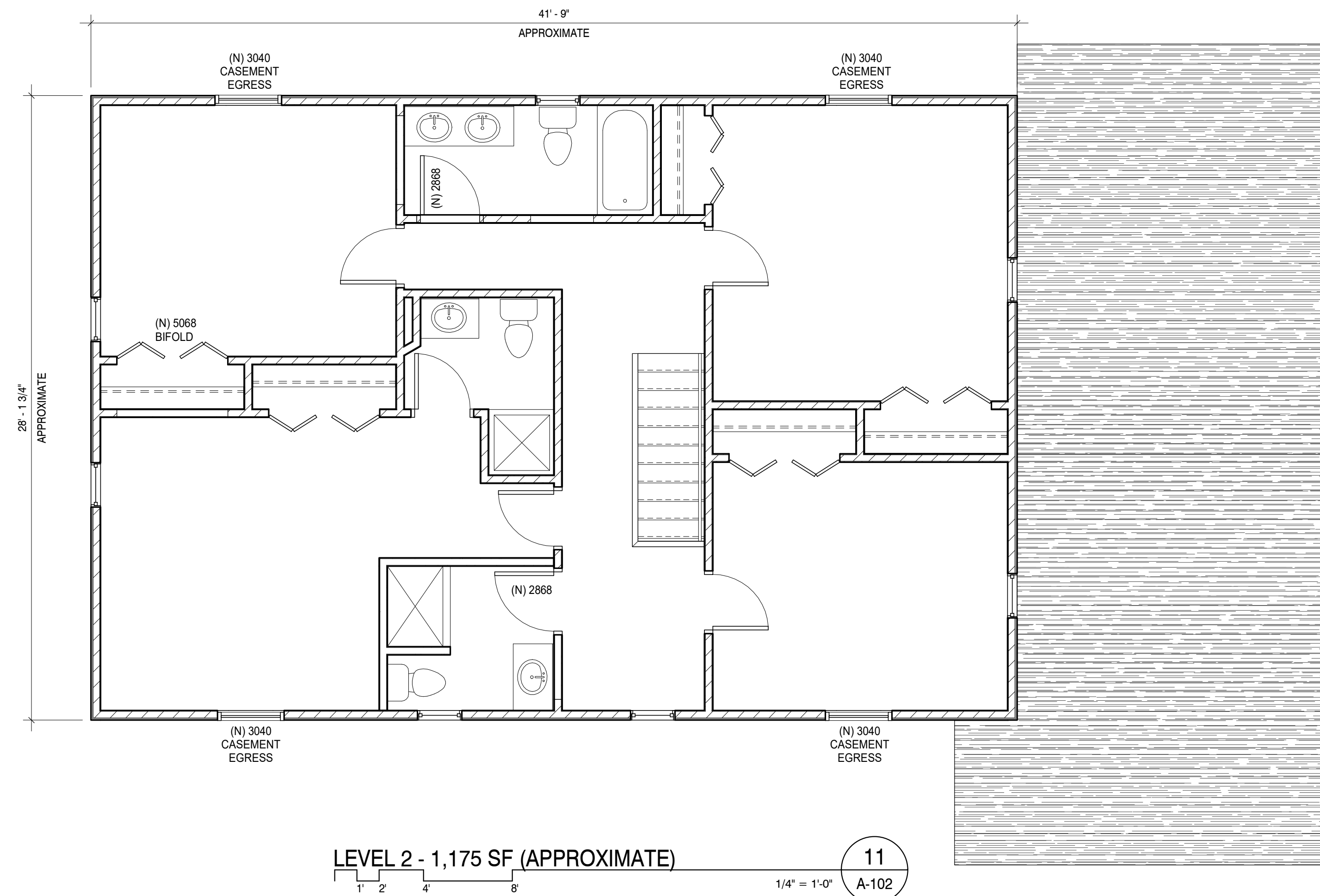
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LEGEND

-  EXISTING WALL TO REMAIN
-  EXISTING WALL TO BE REMOVED
-  NEW WALL



EXISTING LEVEL 2  
1/4" = 1'-0" A-102



LEVEL 2 - 1,175 SF (APPROXIMATE)  
1/4" = 1'-0" A-102

INTERIOR REMODEL  
Cottonwood Community Alternatives

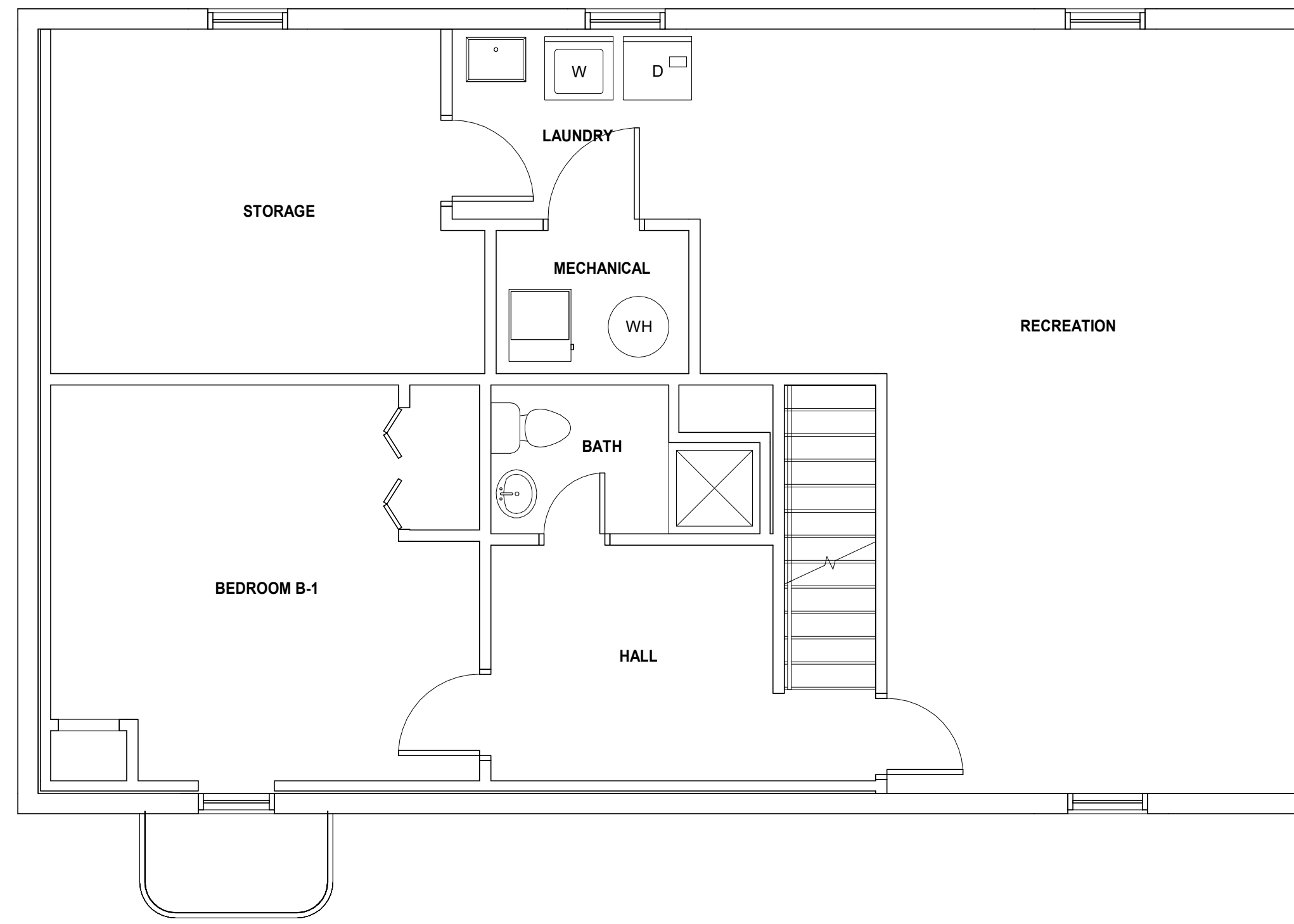
716 S POPLAR STREET  
DENVER, CO 80224

DATE:	ISSUED FOR:
07-31-2018	ZONING & LICENSING
09-18-2018	PRICING

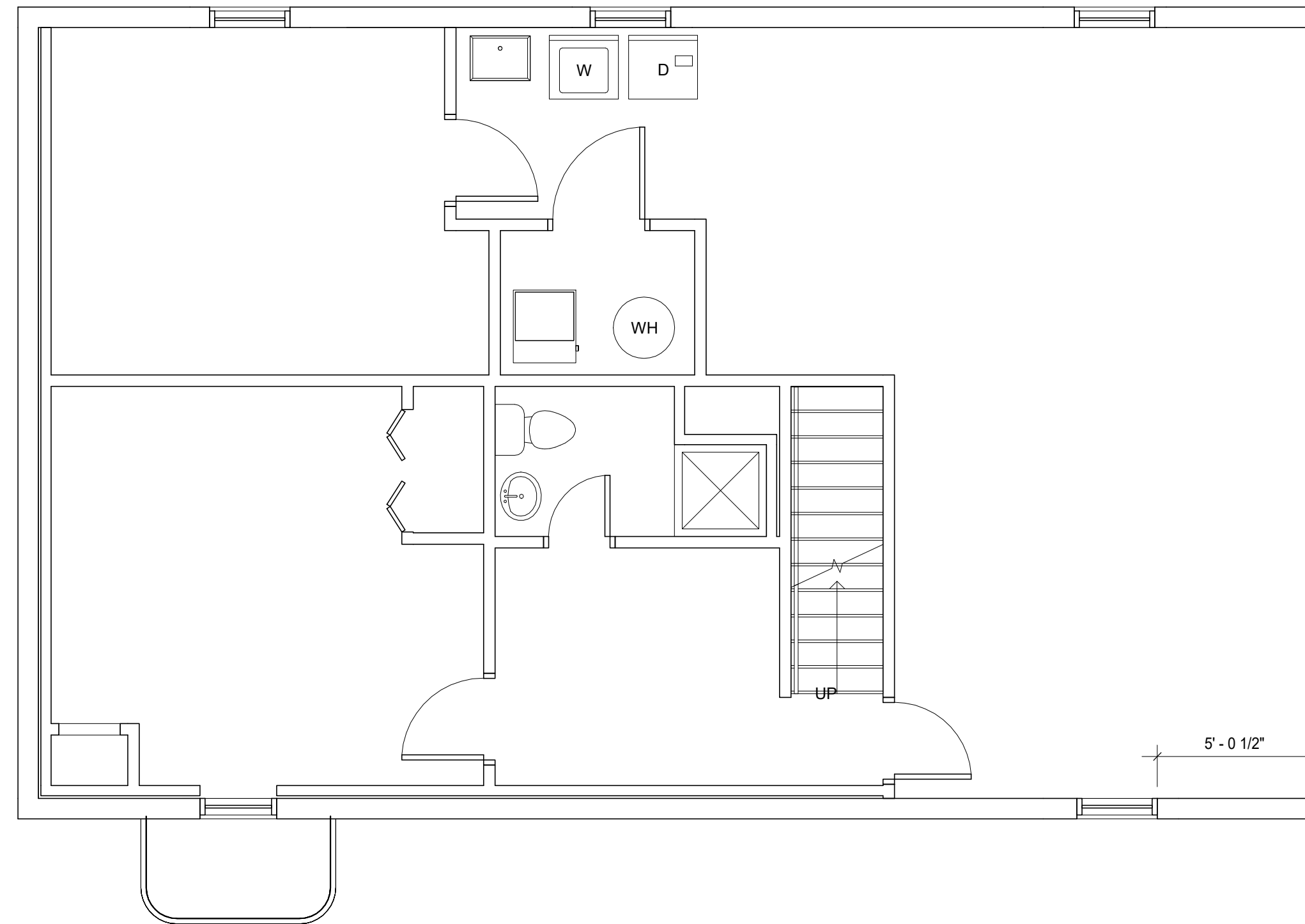
SHEET TITLE:  
SECOND LEVEL FLOOR PLAN

**A-102**

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DEMO - BASEMENT 2  
 1" = 1'-0" A-100



BASEMENT 1  
 1" = 1'-0" A-100

WORK NOTES

GENERAL NOTES

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LEGEND

- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE REMOVED
- NEW WALL

DESIGN STUDIO ARCHITECTS

5730 SOUTH CURTICE ST  
LITTLETON, CO 80120  
(720) 485-5577

ARCHITECTS PLANNERS INTERIOR DESIGNERS

INTERIOR REMODEL  
Cottonwood Community Alternatives

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DENVER, CO 80224

DATE:	ISSUED FOR:
07-31-2018	ZONING & LICENSING
09-18-2018	PRICING

SHEET TITLE:  
BASEMENT

**A-100**

WORK NOTES

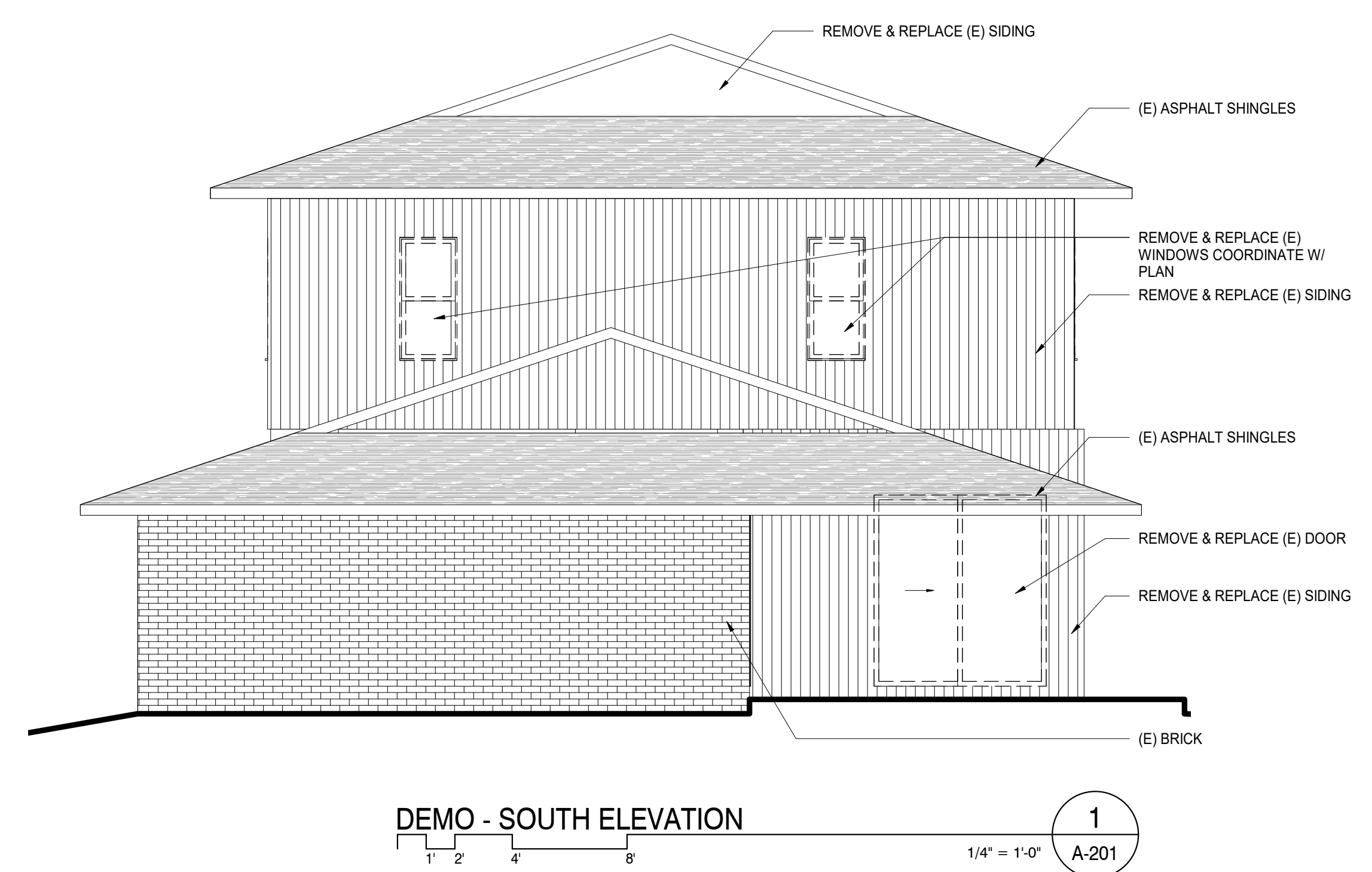
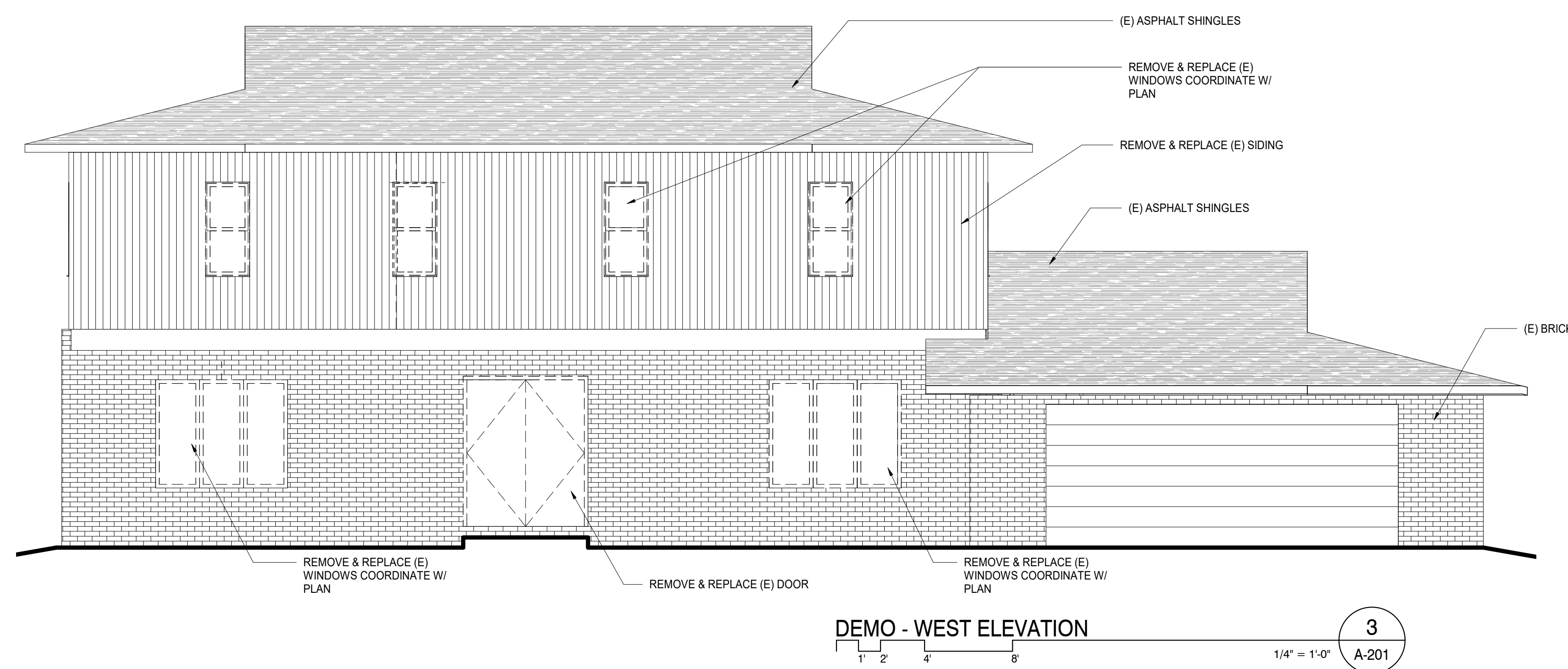
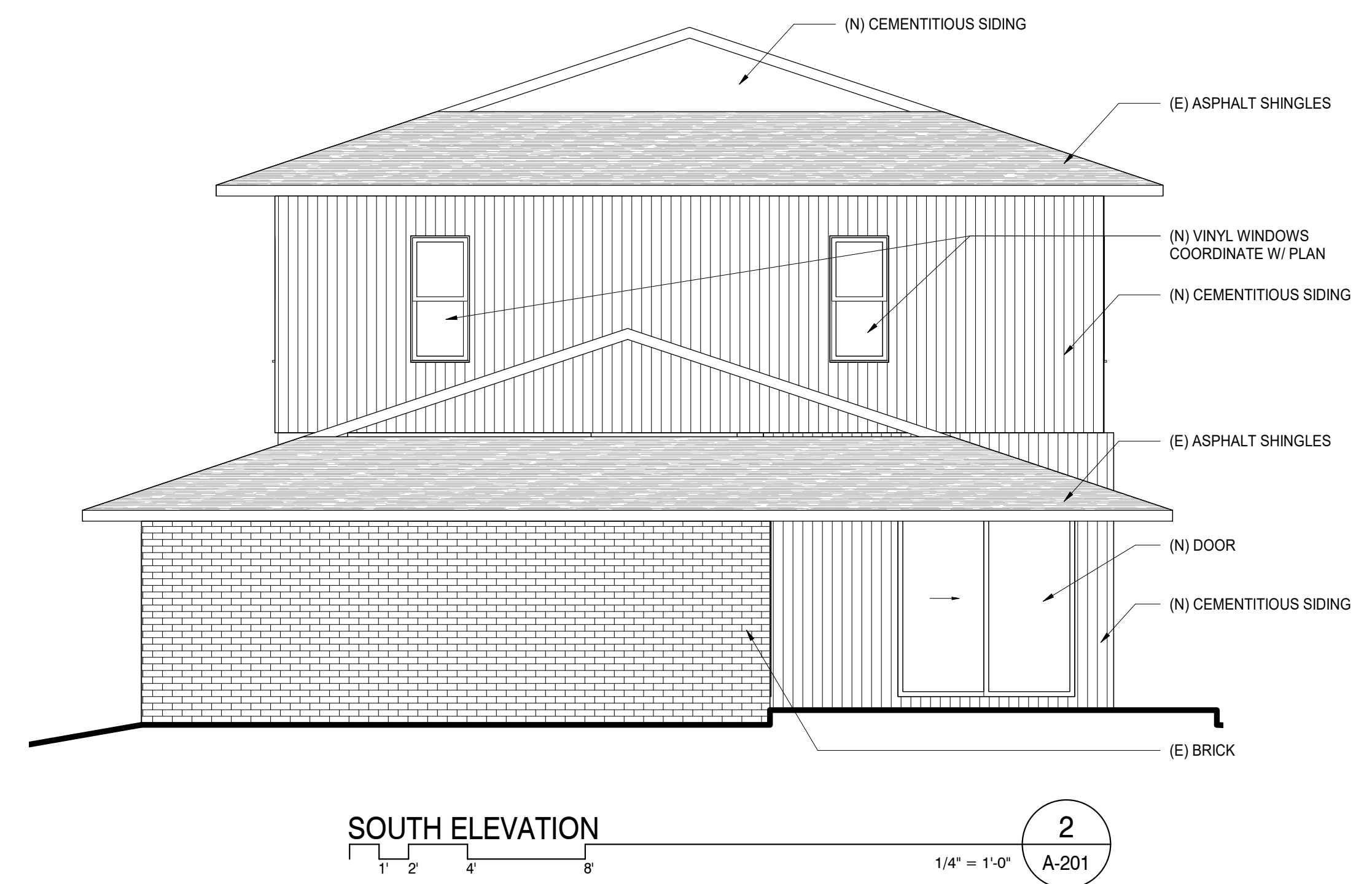
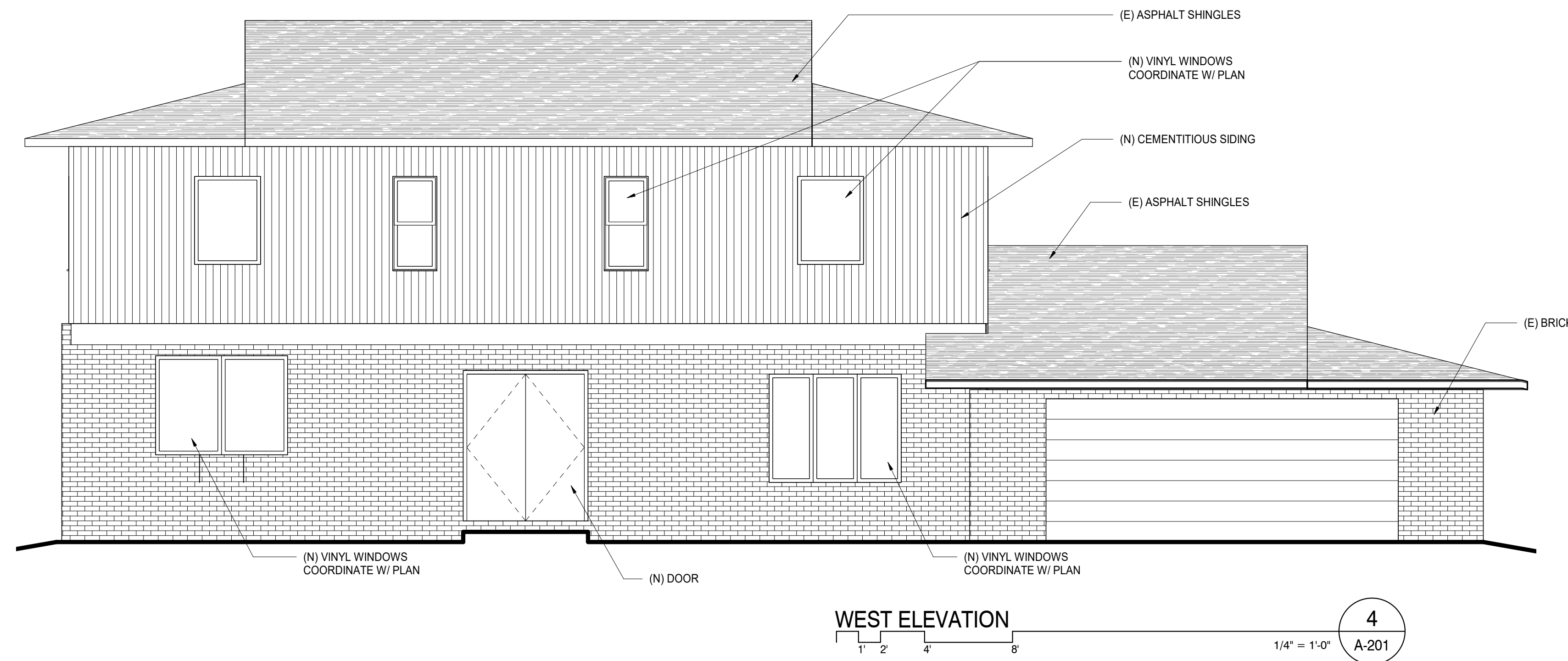
GENERAL NOTES

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ARCHITECTS  
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INTERIOR REMODEL  
Cottonwood Community Alternatives

716 S POPLAR STREET  
DENVER, CO 80224

DATE: 07-31-2018  
ISSUED FOR: ZONING & LICENSING

09-18-2018 PRICING

SHEET TITLE:  
EXTERIOR ELEVATIONS

**A-201**

PROJECT NUMBER: 18-118

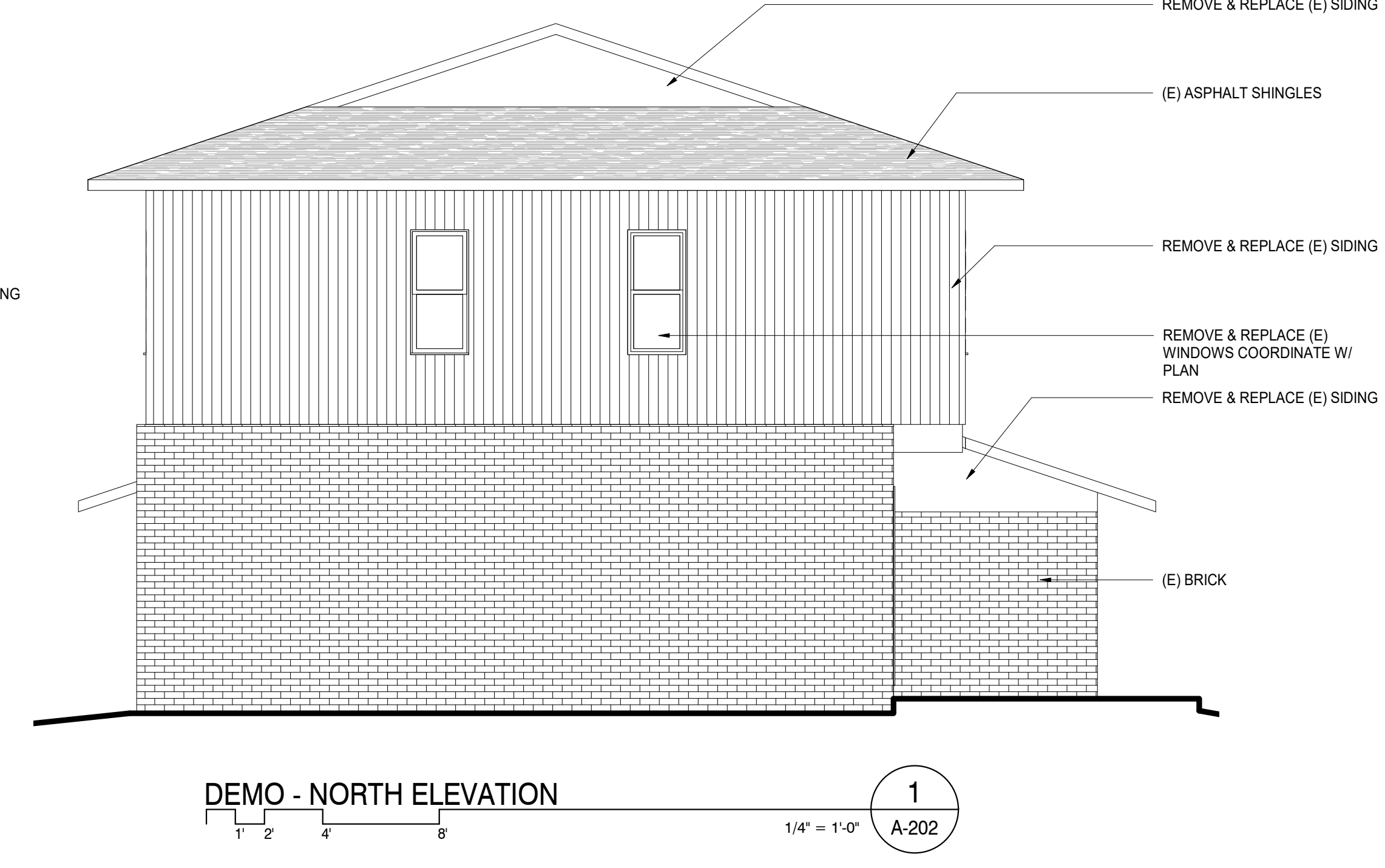
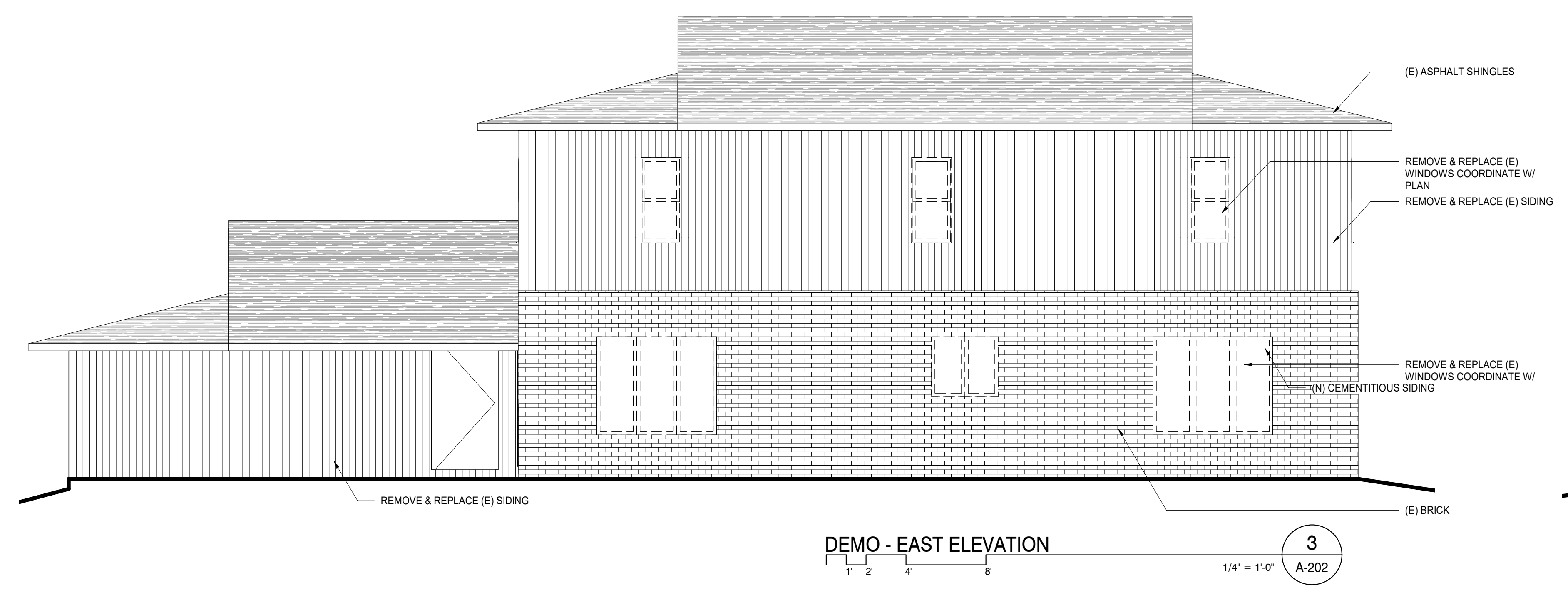
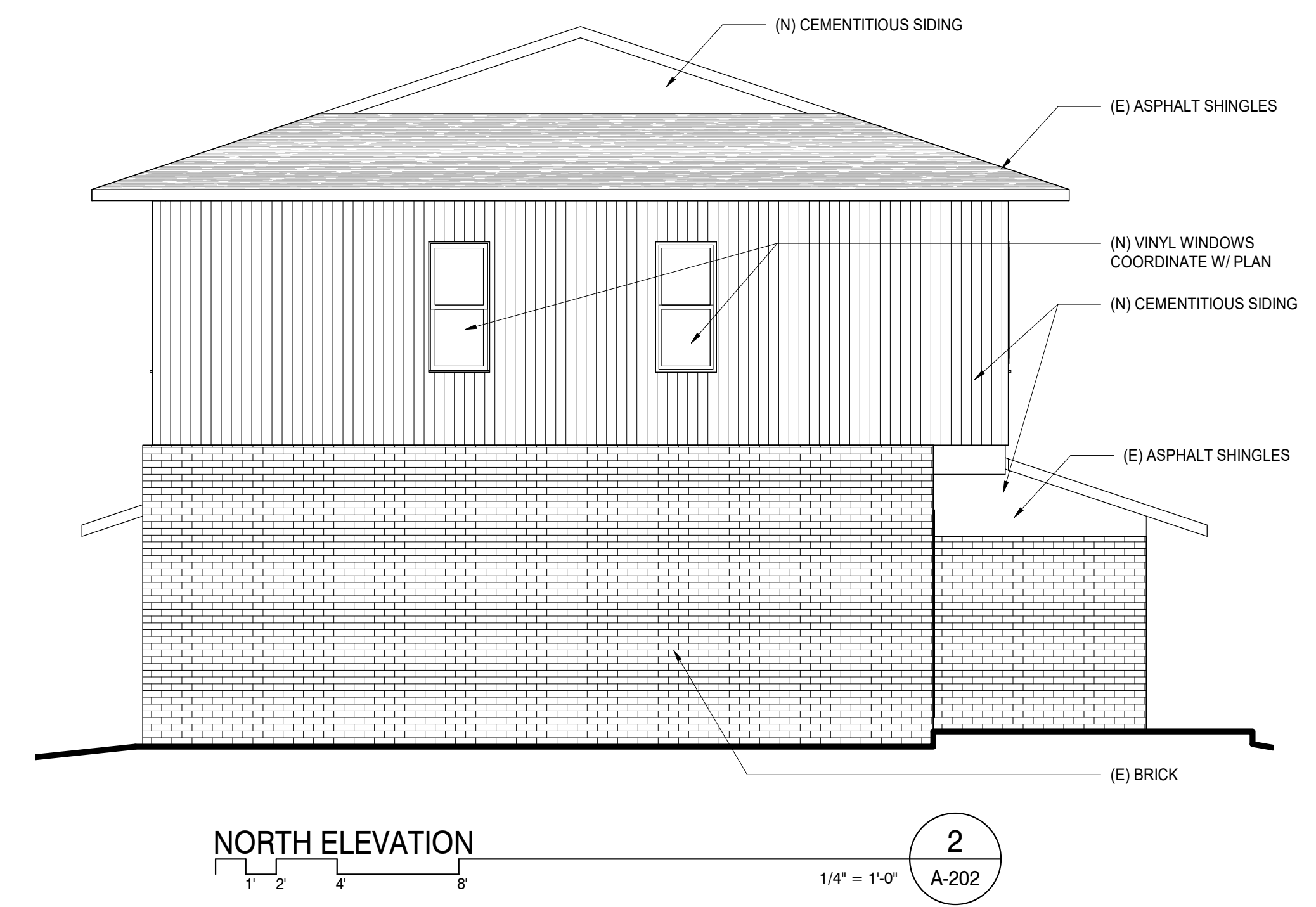
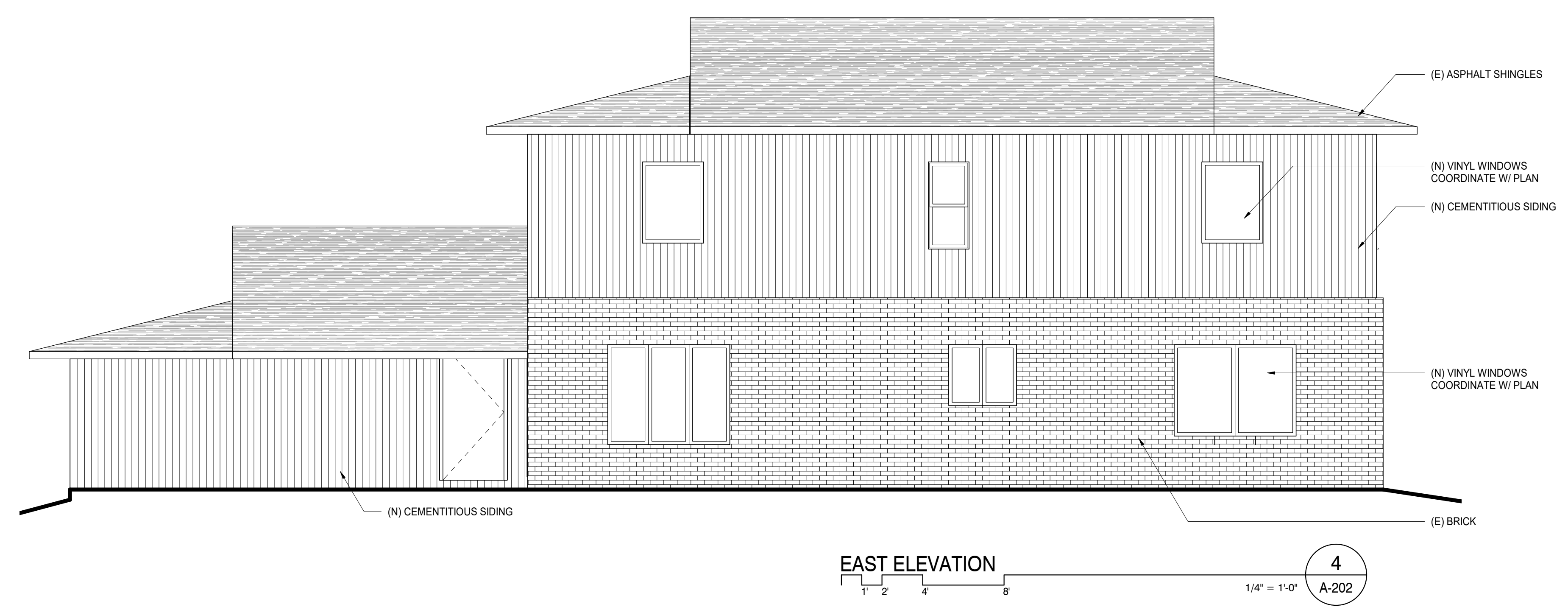
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WORK NOTES

GENERAL NOTES

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2. REMOVE AND REPLACE ALL EXISTING WINDOWS W/ NEW VINYL WINDOWS AS CALLED OUT IN PLAN.



INTERIOR REMODEL  
Cottonwood Community Alternatives

716 S POPLAR STREET  
DENVER, CO 80224

DATE:	ISSUED FOR:
07-31-2018	ZONING & LICENSING
09-18-2018	PRICING

SHEET TITLE:  
EXTERIOR ELEVATIONS

**A-202**

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**Cottonwood Community Alternatives, Inc.  
716 S. Poplar Street, Denver, CO 80220**

This document is designed to provide a narrative for the proposed use of 716 S. Poplar Street (Poplar House).

Cottonwood Community Alternatives (CCA), Inc. was established in 1991 as a non-profit agency that provides services to adults with intellectual and developmental disabilities. Our mission is to provide a variety of community-based supports and services to these individuals, empowering them to live as independently and productively as possible while promoting individual choice, dignity, and quality of life. We do this by offering residential, day program, supported living, transportation, and employment services. All of these respective services are done with the goal of supporting individuals in their unique desires and interests, as well as providing service options that aid in increased independence and a higher quality of life.

CCA as an agency prides itself on upholding its motto, "People serving People" at every turn. Providing a variety of living options and services in an expanding set of locations around Denver gives our agency the best opportunity to support a greater number of individuals. The home located at 793 Olive Street will serve to expand our housing options for individuals currently enrolled in services, as well as provide more options for individuals seeking new agencies or service opportunities.

Our residential settings, which is one of the primary services we provide, offer opportunities for individuals to live in a home where they experience full inclusion with their local communities. We have a variety of residential setting choices that meet the needs of the population we serve, including host homes, family caregiver settings, staffed homes, and independent apartment settings. Our vision with this project would be to utilize Poplar House as a staffed home. This type of setting, also called a Personal Care Alternatives (PCA), is where three individuals in services live together in the shared home. Staffing is based on the needs of the residents and will be scheduled accordingly. CCA ensures that a staff member is available 24 hours a day, seven days a week to provide immediate and continuous support, supervision, and assistance with all needs that individuals may have.

We currently have 4 homes throughout the Denver metro area that are utilized as PCAs. These homes have been incredibly successful and meaningful to the individuals we support and are highly sought after. Having more of these setting options will substantially enhance our ability to provide support in a way that meets each individual's unique needs and desires.

The home will maintain a clean, manicured, presentable appearance at all times. Noise ordinances will be respected. The neighborhood contacts provided below will be available to answer any questions or concerns that neighbors may have.

We appreciate your consideration of our application for this opportunity.





## **ADDITIONAL INFORMATION NARRATIVE:**

### **Where our residents come from:**

To qualify for services the resident must:

- Be determined to have a developmental disability.
- Be 18 years or older.
- Must require access to services and supports 24 hours a day.
- For more information: <https://www.colorado.gov/pacific/hcpf/developmental-disabilities-waiver-dd>

### **Type of residential care:**

The home is called a Personal Care Alternatives (PCA) and is intended for long-term residential placement for individuals with intellectual and developmental disabilities.

### **Room arrangements:**

Each resident (maximum 3) will have their own bedroom.

### **Outdoor smoking area:**

Residents who smoke tobacco will not be allowed to smoke in the house but will have the use of a small yard in the back of the house. We do not allow marijuana use in/on our properties.

### **Outdoor activities:**

The outdoor activities our residents to engage in will be those of any ordinary single-family household. We will have a barbeque grill in the back yard which may be used for occasional meal preparation, and we may install a small garden.

### **Neighborhood contact:**

During the construction phase, the contact will be Seanna Horton, CFO.

- Main office: 303-761-6487 x6906
- Direct line: 303-607-6906
- Email: [shorton@cottonwoodca.org](mailto:shorton@cottonwoodca.org)

After construction has been completed, a Program Manager will be assigned to the home. In addition, CCA has an emergency cell phone for after-hours 303-908-8761.

## **ADDITIONAL INFORMATION APPLICATION:**

### **Number of employees on staff per shift:**

The staffing of is based on the needs of the individuals supported in each home. Some homes may be staffed with 1 or more employees, or periodically as needed. The following are examples of staffing patterns:



Type 1. 3 staff on a rotating shift. In this type of shift we have 3 staff members that complete their shift in rotations to cover 7 days a week. This type of shift requires overnight staff in the house. An example of this pattern is below:

Staff 1 Monday 6am to Wednesday 2pm  
Staff 2 Wednesday 2pm to Friday 10pm  
Staff 3 Friday 10pm to Monday 6am

Type 2. Double coverage would be the same as the shift listed above with extra coverage during peak times like during meals or medication administration.

Type 3. Rotating staff that may be at the home daily, or as needed for meals, medication administration, activities, appointments, shopping or transportation.

In addition, we may have other CCA employees that visit the home. Examples would be Program Manager, Program Director (supervisor of Program Manager), Repairs Coordinator, or other employees that conduct monitoring or HUD inspections.

**Maximum number of residents:**

CCA is approved by the Colorado Department of Public Health and Environment to provide services to a maximum of 3 individuals in services living in a home. The term for this type of home is a Personal Care Alternative. CCA does not operate any group homes which is 4 or more individuals living in the home. In addition, we will have staff in the home based on the needs of the residents.

**Number of shifts per day:**

The shifts are determined based on the needs of the individuals supported in the home, see above concerning "Number of employees on staff per shift". Below is an example of a 3 staff rotating shift pattern:

Staff 1 Monday 6am to Wednesday 2pm  
Staff 2 Wednesday 2pm to Friday 10pm  
Staff 3 Friday 10pm to Monday 6am

**Maximum number of beds:**

CCA is approved by the Colorado Department of Public Health and Environment to provide services to a maximum of 3 individuals in services living in a home. While there may be more available bedrooms, the maximum to be occupied is 3 residents, and 1 staff. Other open bedrooms may be used for storage, activities, or a staff office separate from the bedroom.



**Number of bedrooms by floor:**

The total number of bedrooms is currently 7. The maximum number of rooms to be occupied as bedrooms will be 4, 3 for residents and 1 for staff. This is the maximum number of beds that we are approved for by the Colorado Department of Public health and Environment to support in this type of setting.

Main: 2  
Basement: 1  
Upstairs: 4

**Number of residents by floor (after remodel):**

Total number of beds to be occupied at any given time 3 for residents, 1 for staff.

Main: 2  
Basement: 1  
Upstairs: 4

**Number of exits by floor (meaning a window, or exterior door):**

Main: 6  
Basement: 1  
Upstairs: 11



**Cottonwood Community Alternatives, Inc.  
Operating Plan – 716 S. Poplar St.**

**Operator Name:** Cottonwood Community Alternatives, Inc.  
**State of Incorporation:** Colorado  
**Email:** [shorton@cottonwoodca.org](mailto:shorton@cottonwoodca.org)  
**Phone:** 303-761-6487  
**Address:** PO Box 946, Englewood, CO 80151-0946

- 1. Description of population to be serviced in the subject facility:** Adults with intellectual and developmental disabilities.
- 2. Age range of residents:** 18+
- 3. Residents' type/degree of physical or mental impairment, or disability (i.e. the need for care, services, or treatment):** A person with an Intellectual and/or Developmental Disability has one or more lifelong conditions which began before age 22. These may include cerebral palsy, seizure disorders, vision or hearing impairments, mobility impairments, speech or communication disorders, mental illnesses, or behavioral needs.
- 4. General description of the operator's qualifications for operating the subject residential care use:** Cottonwood Community Alternatives, Inc. (CCA) is a private non-profit organization that has provided residential and community-based services and supports for adults with intellectual and developmental disabilities since July 1, 1991. Many of our staff, providers, families, and members of management and our Board of Directors have been in this field and/or with Cottonwood for over 20 years.
- 5. Does the operator of this facility have other licensed residential care facilities in the Denver or Colorado.** CCA is a Program Approved Services Agency (PASA) with the Department of Public Health and Environment (<https://www.colorado.gov/pacific/cdphe>). While a license is not required, an application and rigorous approval process is required to operate a Personal Care Alternative (PCA) home like the proposed use of 716 S. Poplar St. We currently have 4 homes throughout the Denver metro area that are utilized as PCA settings.
- 6. Description of facility staffing plan, including the minimum qualifications and training required for all facility staff:** Staffing will be based on the needs of the individuals that choose to live in the home. Some settings may have a staff member who resides in the home with the individuals, which occurs via a 2 ½ day rotating staffing pattern. The staff member is available 24 hours a day, seven days a week to provide immediate and continuous support,



supervision, and assistance with all needs that individuals may have. Other settings may not require 24/7, on-site staff, however individuals do have 24/7 access to staff. In addition, to staff, each home has an assigned Program Manager, and Program Director.

Minimum hiring and training requirements are listed below:

- a. Hiring Requirements:
    1. Automobile insurance
    2. Background check/CB&I
    3. Colorado Adult Protective Services (CAPS) data check
    4. EVerify
    5. HHS-OIG Exclusion – a search to identify if applicant is excluded from being able to provide services under the Medicaid, Medicare or other federal healthcare programs
    6. MVR/valid driver's license
    7. References
  
  - b. Training Requirements:
    1. Abuse Prevention and Mandatory Reporting
    2. Adult CPR, First Aid & Epi Pen
    3. Clients Rights, Grievance, Dispute
    4. Code of Ethics
    5. Confidentiality/HIPAA
    6. Defensive Driving
    7. Fraud, Waste, and Abuse
    8. Medication Administration and related Competency Evaluation
    9. Organization Introduction (CCA Organization, DD System, Agency Philosophy)
    10. Safety Care
    11. Service Plan and Individual Support Plans
    12. Shift Shadowing
    13. Universal Precautions
7. **Total number of staff:** Staffing is based on the needs of the individuals that choose to live in the home. If an individual has higher needs, there may be times that the home would have staff that provide double coverage.
8. **Number of shifts per day:** The staffing is based on the needs of the individuals that choose to live in the home. Some locations may require 24/7, on-site staff, who resides in the home with the individuals, which occurs via a 2 ½ day rotating staffing pattern. Other locations may not require 24/7, on-site staff, however the individuals still have 24/7 access to staff.
9. **Number of shifts per week:** Please see items 7 and 8.



- 10. Number of staff per shift:** While most shifts have only 1 staff, depending on the needs of the individual, there may be an occasional need for double coverage during a shift.
- 11. Description and frequency of services and care provided at facility, both by internal staff and by outside providers traveling to the facility:** Staff will support individuals with all regular activities of daily living such as medication administration, hygiene, grocery shopping, cooking, cleaning, house maintenance, access to medical professionals, and transportation to work and/or day program. Staff are trained to support individuals to develop practical skills which helps the people we serve to become as independent as possible. The goal for everyone living in these homes is community integration, and staff are trained to promote acceptance and respect of people with disabilities in all areas of life.

Others that may visit the home would be families/friends/co-workers of the individuals that live in the home; Program Managers, Program Directors, Case Managers; employees that monitor the home or review for repairs and maintenance; medical service providers; and transportation providers (Access-A-Ride).

- 12. How will residents travel from the facility to outside services or activities, including travel to training/school or jobs?** Transportation may be provided in a variety of ways and is based on the need of the individuals being supported. Transportation may be provided by Cottonwood for medical appointments, grocery shopping, and other activities. In addition, residents may also make use of Access-A-Ride, public transportation, or transportation provided by family and friends. The house has close access to public transportation.



**Additional Attachment for Operational Plan:**

1. **Type and status of city or state licenses for the subject facility already granted, in progress, or required:**
  - a. No license is required to operate a Personal Care Alternative (PCA) home, however the organization operating the home must be a Program Approved Service Agency through the Department of Public Health and Environment (<https://www.colorado.gov/pacific/cdphe>).
  - b. Denver requires a Residential Care - Special Care Home permit – in progress
  
2. **Description of all measures for safeguarding the public and facility residents, which may include but are not limited to intake, screening, supervision, and security:**
  - a. Intake/Screening: Cottonwood Community Alternatives (CCA) participates in a Request for Proposal (RFP) process. We respond positively to RFP's where we feel we can provide the needed services to the individual. This process allows each individual and/or family/guardian to determine if CCA would be a good fit, and if so, interview us to determine if they would like to choose CCA as their Program Approved Service Agency (PASA). Once an individual chooses CCA as their PASA, an in-depth intake process is completed in order to provide the desired and needed services.
  - b. Supervision – Each home has assigned staff, as well as an assigned Program Manager, and Program Director.
  - c. Screening/Security: The following is a list of CCA's minimum hiring and training requirements:
    - Hiring Requirements:
      1. Automobile insurance
      2. Background check/CB&I
      3. Colorado Adult Protective Services (CAPS) data check
      4. EVerify
      5. HHS-OIG Exclusion – a search to identify if applicant is excluded from being able to provide services under the Medicaid, Medicare or other federal healthcare programs
      6. MVR/valid driver's license
      7. References
  
    - b. Training Requirements:
      1. Abuse Prevention and Mandatory Reporting
      2. Adult CPR, First Aid & Epi Pen
      3. Clients Rights, Grievance, Dispute
      4. Code of Ethics
      5. Confidentiality/HIPAA
      6. Defensive Driving
      7. Fraud, Waste, and Abuse



8. Individual Specific Training
  9. Medication Administration and related Competency Evaluation
  10. Organization Introduction (CCA Organization, DD System, Agency Philosophy)
  11. Safety Care
  12. Service Plan and Individual Support Plans
  13. Universal Precautions
3. **Address how the operator will ensure that the proposed residential care use will not substantially or permanently injure the appropriate use of nearby conformation properties:** This living structure, which is currently utilized by our other houses, serves multiple positive purposes. It limits the number of staff members coming in and out of the house on a regular basis, lessening the level of disruption in our individuals' lives and the lives of neighbors. By limiting the number of individuals living in the home to three, CCA aims to provide a more private, typical living environment and prevent overworked staff and a poor staff-to-individual ratio. The home is intended to function as any other single-family home in the neighborhood would and will cause no disruption to neighbors. All relevant laws and noise ordinances will be followed, and the agency, staff and individuals will work together to maintain the home and lawn in a way that is always a well-maintained and presentable.
4. **Address whether the approval of the subject residential care use will cause or add to the institutionalization of any surrounding residential neighborhood(s):** Please see response to item 3. In addition, our residential settings, which are one of the primary services we provide, offer opportunities for individuals to live in settings where they experience full inclusion with their local communities.