



City of Rochester, New Hampshire

Zoning Board of Adjustment

Special Exception Application

TO: BOARD OF ADJUSTMENT
CITY OF ROCHESTER

DO NOT WRITE IN THIS SPACE

CASE NO. 2-24-07

DATE FILED 11/7/24

CJ
ZONING BOARD CLERK

Applicant: Shawn Richardson/The Freeman Organization

E-mail: thefreemenhouse@gmail.com

Phone: 603-988-9748

Applicant Address: 8 Whitehall Rd. Rochester, NH 03867

Property Owner: Shawn Richardson

Property Owner Address: 8 Whitehall Rd. Rochester, NH 03867

Variance Address: 8 Whitehall Rd. Rochester, NH 03867

Map Lot and Block No: Map 126 - Lot 12

Description of Property (give length of lot lines): ---

Proposed use or existing use affected: Residential Facility: Sober Living Home

The undersigned hereby requests a special exception as provided in section Table 18-A § 275-22 of the Zoning Ordinance to permit the proposed use of a Residential Facility as defined in the Zoning Ordinance.

The undersigned alleges that the following circumstances exist which prevent the proper enjoyment of his land under the strict terms of the Zoning Ordinance and thus constitute grounds for a Special Exception.

Signed: Shawn R

Date: 01/16/2024



City of Rochester, New Hampshire

Zoning Board of Adjustment

275.22 Special Exception Sheet

(a) General Provisions

- (1) Certain uses, structures, or conditions are designed as Special Exceptions (E) in this ordinance. Upon application, the Board of Adjustment may, subject to the appropriate conditions and safeguards, grant a permit for these special exceptions and no others.
- (2) Special Exceptions, for which conformance to additional standards is required, may be permitted in their respective districts, subject to the satisfaction of the requirements and standards set forth in this section 275.22, in addition to all other requirements of this ordinance. All such uses are hereby declared to possess such special characteristics that each shall be considered as an individual case.
- (3) The Board of Adjustment may require that a site plan for development for a proposed special exception be submitted showing the location of all buildings, parking areas, traffic access, open spaces, landscaping, and any other pertinent information that may be necessary to determine if the proposed special exception is in harmony with the intent of this ordinance.

(b) Considerations Governing Granting Special Exceptions: In acting upon an application for a special exception, the Board of Adjustment shall take into consideration whether:

(1) The specific site is an appropriate location for the proposed use or structure. Yes ☒ No
Reasoning: Please see attached

(2) The proposal is detrimental, injurious, obnoxious, or offensive to the neighborhood. Yes No ☒
Reasoning: Please see attached

(3) There will be undue nuisance or serious hazard to pedestrian or vehicular traffic, including the location and design of access ways and off street parking. Yes No ☒ Reasoning: Please see attached

(4) Adequate and appropriate facilities and utilities will be provided to ensure the proper operation of the proposed use or structure. Yes ☒ No Reasoning: Please see attached

(5) The proposed use or structure is consistent with the spirit of the ordinance and the intent of the Master Plan. Yes ☒ No Reasoning: Please see attached

Please check section 275.22 of the Zoning Ordinance for any additional specific conditions that apply to your Special Exception request.

Special Exception 8 Whitehall Rd. Rochester, NH 03867

1)The specific site is an appropriate location for the proposed use or structure:

Response: YES

The Ross Elkhay House is on a quiet residential street. This is an appropriate place for an additional sober living home. It has ample parking with additional parking next door at 10 Whitehall Rd., our other sober living home. There is a residential home on the other side with a large wooded area in the back. It is a great community area with close access to public transportation which our residents use to get back and forth to work.

2)The proposal is detrimental, injurious, obnoxious, or offensive to the neighborhood:

Response: NO

The proposed use is simply residential housing. This house is a benefit to the community, we are a positive force in the community that does not disturb the neighbors. We have ample parking so our residents will never be parked on the street. The property will be well maintained inside and out. We have in place within our residential handbook a good neighbor policy and code of conduct, all of which is positive to the neighborhood and community. We have attached such policies for your understanding of our requirements for the residents to stay with the Freeman House (see attachment A). To note, in the time we have operated our sober home at 10 Whitehall Rd, we have had no neighbor complaints. Our ardent goal is to be sure we are not detrimental, injurious, obnoxious or offensive to our neighbors or surrounding community.

3)There will be undue nuisance or serious hazard to pedestrian or vehicular traffic, including the location and design of access ways and off street parking:

Response: NO

We do not allow parking on the street as we have plenty at the house, including parking at 10 Whitehall Rd. as overflow parking and makes this a less intensive impact on traffic flow and parking. We will not exceed the parking available on the property .

4)Adequate and appropriate facilities and utilities will be provided to ensure the proper operation of the proposed use or structure:

Response: YES

We are working on getting our NHCORR certification, which means we will be required to have adequate utilities and the home meets certification standards to make this safe and habitable for our residents.

5)The proposed use or structure is consistent with the spirit of the ordinance and the intent of the Master Plan:

Response : YES

As explained above, the proposed use is consistent with this chapter - it is a residential use.

- Helps to “provide a variety of residential opportunities”
- Helps to provide opportunities for business growth.
- Consistent with residential use.
- Minimal use of city infrastructure consistent with residential use.
- Encourages development that is responsive to the public interest—see Project Narrative.

Summary

The Freeman House has been operating in Strafford county since 2005 and specifically in Dover for the past 6 years. Our organization provides a much needed service to the community at large and especially to Strafford County as this area is underserved. We bring to our residents a nurturing home environment with support groups. The benefits to the community, as required by the resident handbook, are required to volunteer and participate in community outreach. It is a net positive for Rochester to have us here participating in the Rochester Community. The Ross Elkhay House meets all the criteria needed for the Special Exception and we ask the board to grant us the Exception. Thank you.

ZONING

275 Attachment 1

City of Rochester

Table 18-A Residential Uses
[Amended 4-4-2017; 3-5-2019; 5-7-2019]

LEGEND

P = Permitted Use

C = Conditional Use

E = Use Allowed by Special Exception

	Residential Districts					Commercial Districts			Industrial Districts		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS		
Residential Uses													
Apartment, accessory (accessory use)	E	P	P	P	P	P	P	—	—	E	—	—	Article 21 and 23
Apartment, in-law	P	P	P	P	P	P	P	—	—	—	—	—	
Apartment, security	—	P	—	P	P	P	P	P	P	P	P	P	Articles 2 and 23
Assisted living facility	—	C	C	C	C	C	C	—	—	C	—	—	Article 21
Boardinghouse	—	—	—	—	E	—	—	—	—	—	—	—	
Community residence-1	—	E	E	—	E	E	E	—	E	E	—	—	Article 22
Community residence-2	—	—	E	—	—	E	—	—	E	E	—	—	Article 22
Conservation subdivision	C	C	C	—	—	C	C	—	—	—	—	—	Articles 21 and 33
Dwelling, apartments (apartment/mixed-use building)	—	—	—	P	P	C	P	—	—	—	—	—	Article 21
Dwelling, multifamily development	—	P	—	—	P	—	P	—	—	—	—	—	Articles 20 and 22
Dwelling, multifamily	—	P	—	—	P	—	P	—	—	—	—	—	
Dwelling, single-family	P	P	P	P	—	P	P	—	—	P	—	—	
Dwelling, two-family	—	P	P	P	C	P	P	—	—	—	—	—	Articles 21 and 33
Flag lots	—	C	C	—	—	—	—	—	—	C	—	—	Article 21
Home occupation-1 (accessory use)	P	P	P	P	P	P	P	—	—	P	—	—	Article 24
Home occupation-2 (accessory use)	P	P	P	P	P	P	P	—	—	P	—	—	Articles 22 and 24

ROCHESTER CODE

	Residential Districts				Commercial Districts			Industrial Districts		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	
Residential Uses	—	E	E	P	P	P	P	—	—	E	—	Articles 22 and 24
Home occupation-3 (accessory use)	—	—	P	—	—	—	—	—	—	—	—	
Manufactured housing unit on own lot	—	—	P	—	—	—	—	—	—	—	—	Articles 20 and 21
Nursing home	—	—	C	—	—	C	—	—	—	P	—	
Outdoor wood-fired hydronic heater	—	—	P	—	—	—	—	—	—	—	—	Articles 20 and 21
Porkchop subdivision	—	—	C	—	—	—	—	—	—	—	—	
Residential facility	—	—	E	—	—	E	—	—	E	E	—	Article 22
Senior housing	—	P	C	C	C	C	—	—	—	—	—	Article 21
Temporary structure	P	P	P	P	P	P	P	P	P	P	P	Article 20
Zero lot line development	C	C	C	—	—	C	C	—	—	—	—	Article 33

Article 22. Special Exceptions

§ 275-22.1. General provisions.

A.

Granting authority. Wherever a special exception is authorized under this chapter, the authority to administer or grant special exception approval is vested in the Zoning Board of Adjustment.

B.

Purpose. Certain uses, structures, or conditions possess special characteristics such that if developed in certain locations or in certain ways may have significant adverse impacts. In order to safeguard the public interest and the interest of neighboring property owners, these uses, structures, and conditions are designated as uses allowed by special exception.

C.

Types of special exceptions.

(1)

There are two types of special exceptions included in this chapter:

(a)

Uses. Special exceptions for actual "uses" as defined in this chapter and as listed in the Uses Tables (e.g., contractor's storage yard).

(b)

Departures from standards. Special exceptions to allow for certain departures from standards otherwise applicable, articulated throughout this chapter (e.g., allowing for reduced setbacks for garages).

(2)

The process is the same for both types of special exceptions. The term "special exception" is used throughout this chapter for both situations.

D.

Criteria and conditions. The base criteria in § 275-22.2 apply to all special exceptions. In addition, certain particular uses have specific criteria and/or conditions which must also be met in order for those uses to be approved as listed below in § 275-22.3, Conditions for particular uses. For those uses which are not specifically discussed below, it is necessary only that the base criteria be satisfied.

E.

Burden of persuasion. The applicant shall bear the burden of persuasion, through the introduction of sufficient evidence as may be required by this chapter or by the Zoning Board of Adjustment in its reasonable discretion, that the proposal will comply with this chapter.

F.

Pertinent information. In reviewing an application for a special exception, the ZBA shall consider the following information, as applicable to the case:

(1)

Compliance with the applicable requirements contained in this chapter;

(2)

The results of any special investigative or scientific studies prepared in association with the proposed development;

(3)

Special reports or analysis of the project or its impacts, prepared by the City or consultants;

(4)

The findings, goals and objectives of the City's Master Plan;

(5)

The relationship of the development to the timing, location and cost of public improvements scheduled in the Capital Improvements Program;

(6)

Testimony and evidence introduced at the public hearing on the application; and

(7)

Any other appropriate information or documentation.

G.

Terms of approval. The ZBA may also impose, in addition to any applicable conditions specified in this chapter, such additional conditions as it finds reasonably appropriate to safeguard the neighborhood or otherwise serve the purposes of this chapter, including, but not limited to, the following:

(1)

Increasing front, side, and rear setbacks in excess of the minimum requirements of this chapter;

(2)

Screening of the premises from the street or adjacent property in excess of any minimum requirements of this chapter;

(3)

Landscaping in excess of any minimum requirements of this chapter or the Site Plan Regulations;

(4)

Modification of the exterior features of buildings or other structures;

(5)

Limitations on the size of buildings and other structures more stringent than the requirements of this chapter;

(6)

Footprint or lot coverage less than the allowed maximum of this chapter;

(7)

Limitations on the number of occupants and methods and times of operation;

(8)

Regulation of design of access drives, sidewalks, crosswalks, and other traffic features;

(9)

Off-street parking and loading spaces in excess of, or less than, the minimum requirements of this chapter or the Site Plan Regulations; and

(10)

Other performance standards as appropriate.

H.

Existing uses and structures. Any use that was lawfully established prior to the adoption of this chapter and which now may require a special exception is now permitted and may continue in the same manner and to the same extent as conducted prior to the adoption of this chapter. However, special exception approval shall be secured from the ZBA before the use or structure or building in which the use is conducted may be intensified, enlarged, expanded, moved, or significantly altered.

I.

Expiration. A special exception shall become null and void after three years from the date of approval unless a building permit is issued, a plat is recorded, or other appropriate action is taken pursuant to the special exception within that time frame.

J.

Procedures. See Article 4, Zoning Board of Adjustment and Building Code Board of Appeals.

§ 275-22.2. Base criteria.

The Zoning Board of Adjustment shall approve a special exception if, and only if, it reasonably determines that all of the following criteria are met (in addition to those criteria/conditions articulated for specific uses in § 275-22.3 below, or in addition to those articulated elsewhere in this chapter for departures from standards):

A.

Location. The specific site is an appropriate location for the proposed use or structure;

B.

Neighborhood. The proposed use would not be detrimental, injurious, obnoxious, or offensive to the neighborhood;

C.

Traffic. The proposed use would not create an undue hazard or nuisance to vehicular or pedestrian traffic;

D.

Public facilities. Adequate and appropriate facilities and utilities would be provided to ensure the proper operation of the proposed use or structure; and

E.

Master Plan. The proposed use or structure is consistent with the spirit of this chapter and the intent of the Master Plan.

§ 275-22.3. Conditions for particular uses.

I.

Residential facility. The minimum lot size shall be increased by 2,000 square feet per resident.



City of Rochester, NH




CAI Technologies
Practical Mapping. Geospatial Solutions.

January 24, 2024



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

CURRENT OWNER FMH HEALTH SERVICES LLC ONE PARK PLAZA NASHVILLE TN 37203-6527	UTILITIES	TOPO	ZONING	CURRENT ASSESSMENT		VISION ROCHESTER, NH 
	0 CITY WATER R	0 LEVEL	HS HOSPITAL	BLDG	LUC Co	
	0 CTY WTR PBO	NEIGHBORHOOD	NHBD NAME	LAND	Prior Assessed	
	0 PROPANE	3911	FRISBIE HOSPITAL Z	OB	Current Assesse	
	UTL/ ST / TRAF	EXEMPTIONS				
0 CITY SEWER	Year	Code	Description			
0 PAVED						
0 MEDIUM						
LEGAL DESCRIPTION						

SALES INFORMATION-GRANTEE		BOOK/PAGE	SALE DATE	SALE PRICE	SALE CODE	PREVIOUS ASSESSMENTS (HISTORY)			
FMH HEALTH SERVICES LLC FRISBIE FOUNDATION TORRANCE CATHLEEN A REVOC TORRANCE CATHLEEN A PALMER WESTON H JR & JUSTINE D	4738	567	02-29-2020	11,531,006	21	Year	Descri	Prior Assesse	Year
	3872	718	10-18-2010	275,000	24	2020	BLDG	125,800	2021
	3760	201	07-17-2009	2,667	44		LAND	87,500	2022
	1108	14	08-17-1983	89,000	99		OB	11,300	
	824	241	03-31-1967	0	99			11,500	
Total		Total		Total		261,200			

BUILDING NOTES		APPRAISED VALUE SUMMARY	
ON CALL HOUSE	UNF=HST	Appraised Building Value (Card)	162,240
		Appraised Extra Feature Value (Bldg)	0
		Appraised Outbuilding Value (Bldg)	11,500
		Appraised Land Value (Bldg)	87,500
		Total Appraised Parcel Value	261,240
BUILDING PERMIT RECORD		Valuation Method	
		C	

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)								
Element	Cd	Description	Element	Cd	Description	UNFIN (-604 sf)						
Style	08	COLONIAL	Solar	0								
Grade	B	GOOD	Central Vac	0								
Stories	2.5		Nbhd Modifier									
Units	1		MH Make									
Frame	01	WOOD	MH Serial #		WHITE;							
Foundation	01	CONCRETE	Color,Mdl #,D									
Exterior Wall 1	03	ALUMINUM	CONDO DATA									
Roof Structure	01	GABLE	Condo Main		Complex #							
Roof Cover	01	ASPH SHINGLE	Adjust Type		Building #							
View	N	NONE	Condo Floor		Section #							
Interior Wall 1	06	AVERAGE	Condo Location		% Owner							
Interior Floor 1	08	AVERAGE	COST / MARKET VALUATION									
Basement Flo	12	CONCRETE	Building Value New		374,416							
Bsmt Garage	0		Year Built		1944							
Finished Bsmt			Depreciation Code		AG							
FBLA			Remodel Rating									
Rec Room	02	GOOD	Year Remodeled		44							
Electric	02	TYPICAL	Depreciation %		40							
Insulation	SAME	SAME	Functional Obsol		1,000							
Interior/Exterio	100.00		Economic Obsol									
% Heated	01	OIL	Trend Factor		56							
Heat Fuel	03	FORCED H/W	Special Adj		162,240							
Heat Type	100.00		Condition %									
AC Percent	4		Percent Good									
Bedrooms	2		RCNLD									
Full Bath(s)	0		Dep % Ovr									
3/4 Bath(s)	1		Dep Ovr Comment									
Half Bath(s)	0		Misc Imp Ovr		36,440							
Extra Fixture(s)	1		Misc Imp Ovr Comment									
Kitchen(s)	0		Cost to Cure Ovr									
Extra Kitchen(0		Cost to Cure Ovr Comment									
Fireplace(s)	8											
Total Rooms	1											
WS Flues	0											
OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)												
Code	Description	L/B	Qty	Dim 1	Dim 2	Grade	Condition	Yr Blt	% Gd	Unit Price	Grade Adj.	Appr. Value
01	SHED FRAME	L	1	10	12	C	AV	1995	60	28.15	1.00	2,000
25	VINYL POOL	L	1	16	32	C	AV	1970	30	61.67	1.00	9,500
BUILDING SUB-AREA SUMMARY SECTION												
Code	Description		Living Area	Floor Area	Eff Area	Unit Cost	Undepreciated Value					
BMT	BASEMENT											
ENCL PORCH												
1ST FLOOR												
GARAGE												
HALF STORY												
2ND FLOOR												
FRAME SHED BULKHEAD/FRAM												
STOOP												
UNFINISHED AREAADJ												
Ttl Gross Liv / Lease Area			2,166	4,405	2,456		316,792					

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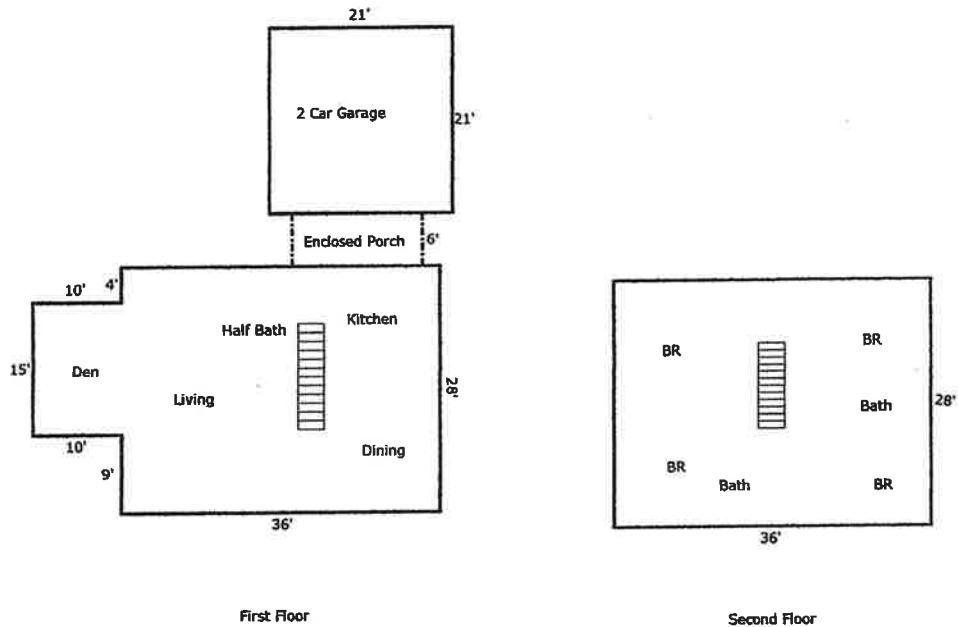


Owner1	BillingAddress	City State Zip
RICHARDSON SHAWN	10 WHITEHALL RD	ROCHESTER, NH 03867
RICHARDSON SHAWN	10 WHITEHALL RD	ROCHESTER, NH 03867
FMH HEALTH SERVICES LLC	ONE PARK PLAZA	NASHVILLE, TN 37203-6527
ROCHESTER CEMETARY ASSOCIATION	168 NO MAIN ST SUITE TWO	ROCHESTER, NH 03867-1219

Building Sketch

Borrower	Shawn Richardson				
Property Address	8 Whitehall Rd				
City	Rochester	County	Strafford	State	NH Zip Code 03867
Lender/Client	Envoy Mortgage, Ltd				

Drawing Not To Scale For Visualization Purposes Only



TOTAL Sketch by a la mode

Area Calculations Summary

		Calculation Details	
Living Area	First Floor	1158 Sq ft	15 x 10 = 150 28 x 36 = 1008
	Second Floor	1008 Sq ft	28 x 36 = 1008
Total Living Area (Rounded):		2166 Sq ft	
Non-living Area			
Closed Porch		90 Sq ft	15 x 6 = 90
2 Car Attached		441 Sq ft	21 x 21 = 441



Freemen House

Program Overview

Recovery. Love. Wholeness.

Helping men and women obtain sobriety and wholeness
through an authentic relationship with a loving God.



Program Overview

The Program Overview outlines the day-to-day life of The Freeman House. Included are the mission, vision, and values, and the expectations that guide the culture of the Houses for Residents, staff, guests, and volunteers.

For additional information, please contact us at **(978) 358-1349** or thefreemenhouse@gmail.com.



Welcome

We are Shawn and Leah Richardson. We are the founders and overseers of The Freeman House. We decided to answer God's calling to help men and women who are looking for a way out of alcoholism and addiction by creating a safe, supportive environment in which to recover. In Shawn's words, "The homes are an expression of all the work that God accomplished in my own recovery journey."



Our hope is that when residents encounter the dynamic love and wisdom that is woven into the culture at The Freeman House they will not only stay sober, but will be inspired to grow in God and will obtain every promise that a loving Father has for His child.

The intention of The Freeman House is to provide structure that creates freedom, offering every resident who comes through the doors the opportunity to enrich their life and build healthy relationships - with God, with others, and most importantly with themselves.

Sincerely,

Shawn and Leah



Mission Statement

Helping men and women obtain sobriety and wholeness through an authentic relationship with a loving God.

Vision

Our vision is to love our brothers and sisters through their journey to recovery, and that through love, support, and community they will recognize self-worth, self-love, and love for others. The ultimate goal for each of our brothers and sisters is to begin a self-sustaining life with God as their guide to a full and balanced life, and to contribute to the community as others have contributed to their own recovery.



Values



Recovery

Recovery is not simply hearing solutions but putting them into practice, until practice becomes a way of life.

Each Resident is encouraged to abandon themselves to God and trust Him with the process. We do not assume to know what is best for each Resident, but we will guide them to the One who does.



Love

Love is the wholehearted desire to seek the well-being of self and others at all times and in every way.

As love is commonly misunderstood, we encourage each Resident to seek out a more complete understanding.



Wholeness

Wholeness is a general working awareness of personal strengths and weaknesses and a healthy acceptance of both.

Residents are encouraged to seek a healthy self awareness for themselves in relation to God as they work through the twelve steps of Alcoholics Anonymous. The Freeman House exists to support each Resident on their path to wholeness.



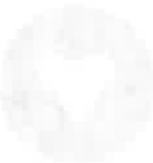
Values



Honesty

Honesty is the only lasting advantage that a man can give to himself and his country.

Honesty is the only advantage to which a man can give to himself and his country. It is the only advantage that a man can give to himself and his country.



Love

Love is the only advantage that a man can give to himself and his country. It is the only advantage that a man can give to himself and his country.

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Wisdom

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Residency Requirements

Objectives

The Freeman House offers a season to partner with each Resident on their journey. The objectives for this season include:

1. Completion of the 12-step program
2. Coming to a workable relationship with God as they understand Him
3. Relaying a foundation from which to live as a healthy member of society

For the purpose of laying a foundation for themselves, it is expected that the Resident commits to the program for a minimum of three months upon receiving admission. The intention is for the Resident to have one year with the House, and we hope that each Resident chooses to commit and follow through for one year for their own benefit.

Eligibility

In order to be eligible for residency, a candidate must:

1. Be willing to abandon themselves to God, as they understand Him.
2. Have no past history of assault, sex offense, or arson.
3. Be only on non-abusable medications.
4. Be able to come up with program fee advance prior to move in.
5. Be able to pass a drug test.
6. Be willing to own their own recovery process
7. Be looking for a supportive community

Program Requirements

1. Seek God
2. Maintain sobriety
3. Work through the 12-steps of AA/NA/HA
4. Satisfy all recovery responsibilities
5. Maintain full-time employment
6. Maintain good financial standing
7. Volunteer in the community

House Structure

1. Maintain a clean living space
2. Complete assigned house chores
3. Attend mandatory house meetings
4. Hold curfew
5. Pre-approve visitors with staff
6. Respect Residents and neighbors
7. Work through conflicts as they arise



Application Process

Candidates work through the following steps below as they are in contact with staff regarding residency. Staff review candidates thoroughly in order to ensure proper fit within the community.

Phone Screen

Candidates are encouraged to give staff a call to talk through the eligibility requirements and gauge their willingness to commit to the program.

Application

Candidates are then directed to complete an application. The link to complete the application online can be texted/emailed or a file sent to print and submit via email or mail.

Follow-up

Candidates then receive a follow-up phone call to clarify any unclear details and to propose a way to continue to get to know the candidate (i.e. Family Dinner), after which a determination is made.

Preparation

Candidates who are a good fit for the community are then requested to complete a residency preparation packet in order to be positioned to hit the ground running when they arrive in our homes.

If you are looking to be part of one of our homes, please email us or give us a call.

When the Work Verification form is used as a payment plan (i.e., what the Resident plans to set aside from their daily paycheck toward program fees) and sufficient funds from income are available, Residents are expected to pay full program fees first. Lack of full payment for program fees at the end of the week is grounds for dismissal.

When the Work Verification form is used as a daily check-in, Residents are expected to discuss work hours with leaders each day and make payments daily. Insufficient effort or demonstrated misallocation of funds are grounds for dismissal.

2.5.2 Volunteer Policy

Volunteering is doing something kind for someone outside your social norm. Selfishness is the core of our disease. Volunteering pushes you beyond yourself to begin serving others. See a need, fill a need.

Volunteering may be accomplished in two ways: 1) Serve the community or 2) Serve The Freeman House Family.

1. Serve the Community - *Go out of your way, offering selfless acts of kindness to strangers, businesses, or charities.*

What It Is: (Creative Ideas)

- Do we have eyes that see the people around us every day? Do we notice the elderly man or woman whom we can help unload groceries into the back of their vehicle? Do we notice when someone drops their change on the ground? Every day is packed with opportunities to love and serve the people around us, if we start looking.
- What cause does your heart connect with? Are local organizations engaged in work or service you can contribute to?
- Identify places where loneliness and discouragement are common, and be a source of joy! Find a local hospital, nursing home, or soup kitchen and simply be present with those there.

What It is Not: (Creative Attempts)

- Visiting a family member in the hospital
- Spending time with your kids
- Staying late to have a conversation with a coworker
- Sponsoring people through the 12 Steps
- AA commitments, such as making coffee, offering rides to meetings, taking commitments

Your volunteering should be selfless and not tied to The Freeman House program, otherwise it defeats the purpose of doing it out of love, not obligation.

2. Serve The Freeman House Family - *Go above and beyond what the program and chores require so you can bless those you live with.*

What It Is: (Creative Ideas)

- What nights are residents around the house frequently? Who is willing to plan for and prepare a meal? Be available and make sure there are plenty of leftovers for lunches for those not around that night.
- Ask leaders if there are any outstanding areas of need around the houses or organization. Maybe a neglected flower bed needs weeding or phone calls to treatment centers are needed. Opportunities abound - just ask!
- The event coordinator, commitment lead, food coordinator, and repair lead are service positions. These roles play a vital part in cultivating community and stepping up in areas of giftedness. Consider trying one of those roles for a month.
- Create a weekly rotation where each resident shares ways the house can come alongside them in an area they are invested in. This allows the Resident to contribute more in their given area and provides the other Residents a volunteering opportunity.
- Create a weekly rotation where a resident shares ways the house can bless them that week. It may be through hand-written notes or a neglected activity that would benefit from group help. This increases the Resident's sense of care from the community and provides the other Residents a volunteering opportunity.

What It is Not: (Creative Attempts)

- Doing a chore for someone else.
- Staying up late to have a conversation with someone who is struggling.
- Offering rides to meetings

Need Ideas or Come Across Local Needs?

Find and/or post opportunities on The Freeman House Family Facebook group so that others can lend a hand or join you in a project. Snap a photo, leave a short description, and ensure contact information is included.

2.5.3 Community Resource Policy

"I need help finding a _____ (recovery coach, psychiatrist, primary care physician, etc.)."

Leaders can direct Residents to local community organizations, individuals, and resources, but leaders do not have expertise or legal authority to advise on specific recovery or health-related resources.

The aim is to cultivate community-based relationships that support all aspects of personal growth:

- | | |
|-------------------------|---------------------------|
| • Recovery | • Physical Health |
| • Vocational Employment | • Mental/Emotional Health |
| • Spiritual | • Financial Stability |

Connection to community resources can assist Residents as they develop personalized weekly rhythms of productive activities that support their goals and external responsibilities.

4.1 Maintaining Culture

4.1.1 Maintaining a Positive, Loving Environment

Residents, leaders, guests, and volunteers contribute to a positive environment through the way they conduct themselves at the house. We are all in different places in our lives and recovery, with many backgrounds, personalities, and religious views. Everyone who enters is expected to choose love, kindness, patience, and tolerance without passing judgment and without signs of anger.

4.1.2 Honesty and Integrity

Residents, leaders, guests, and volunteers are expected to demonstrate character, expressed in honesty and integrity, which are the foundation of relationships.

Examples of behavior in opposition to this culture include, but are not limited to:

- Theft
 - Unauthorized taking, use, or possession of another individual's property or services (including The Freeman House)
 - Unauthorized use, distribution, or sale of The Freeman House name and/or logo
- Lying
 - Falsification of employment information, including the loss of a job.
- Manipulation
 - Receiving an unfavorable answer from house leaders and proceeding to ask the same question of the Director
- Gossip
 - Spreading rumors
 - Character assassination

4.2 Being Good Neighbors

4.2.1 Neighborhood Transparency

The Freeman House strives to be a model of recovery in the community, one in which character, responsibility, and care remove the stigma associated with alcoholism and drug addiction. This means upholding high standards of cleanliness inside and outside the house and following parking and smoking policies.

Additionally, all Residents are expected to communicate with the utmost of courtesy when interacting with neighbors. A neighbor and a community is won over through trust cultivated over time. We regularly look for ways to give our one hour of weekly community service to our neighbors. We also welcome them over for family dinner! There should be nothing that leaders, volunteers, and Residents feel obligated to avoid discussing with complete transparency with neighbors and the town. There is dignity in recovery, and we commit to living it!

4.2.2 Neighbor Concern Process

If a neighbor comes to the house with concerns, Residents must not engage in trying to resolve the concern. The Director is responsible for handling all such concerns. If the Director is not on site, the Resident should ask the neighbor to contact the Director and supply the Director's business card. The Resident should request the neighbor's contact information. If possible, the Director will contact the concerned neighbor(s) that same day, preferably in-person.

If a neighbor's concerns are overhead but not voiced directly, alert the Director of the concern, and he will reach out to the concerned neighbor(s) that same day, preferably in-person.

The concern of a neighbor follows the same process as a concern or grievance voiced from within the house. Though the Director initiates the conversation, house leaders oversee the follow-through. They will accompany the Director if visits are in-person; if not, the house leaders may be included on the phone call. During this initial contact, a Grievance Form will be completed. Action steps will be identified and follow-up done.

As with typical grievance forms, the concern will be discussed during leadership meetings as appropriate.

4.3 House

4.3.1 Television

Televisions are a community choice. For televisions in community spaces, television slots must be scheduled on the house calendar, at times agreed to by a majority vote during a house meeting. The remote will be obtained and returned to house leaders for times scheduled for viewing.

Applies to Mavericks House: For televisions in bedrooms, Residents must show courtesy, using headphones and turning off the television when roommates are ready to sleep if the light is bothersome.

4.3.2 Air Conditioners

The Freeman House does not provide air conditioners. If houses agree, they may obtain and install one air conditioner per 700 square feet in the common area(s). If air conditioners are on, the cooled area must be sealed off to the outside. Windows must be closed at all times. The community will determine when they are put in and taken out.

Air conditioners are not allowed in bedrooms.

4.3.3 Internet Policy

The house is equipped with wireless internet, and the password will be supplied upon request, under stipulation of agreement to the following policy:

What are appropriate uses of the internet in keeping with the culture of The Freeman House?

3.7 Resident Conduct Process

3.7.1 Redemptive Discipline

The following goals have been established to guide The Freeman House in its oversight of the Resident Conduct Process:

- *Education* - To educate Residents regarding the value of community and the need to uphold their responsibilities for a healthy community to be maintained.
- *Character Formation* - To cause Residents to reflect upon their behavior to help them develop solid character.
- *Healing* - To help the Resident, as behavior is often a symptom of a deeper, unresolved issue.
- *Reconciliation* - To work intentionally with the Resident and community to reconcile and restore trust and honor.

The Director is responsible for the overall function of the Resident Conduct Process. However, house leaders oversee day-to-day operations.

The Resident Conduct Process follows the steps outlined below:

1) *Conduct Conversation – Verbal Warning*

Upon seeing or hearing of an incident from another Resident (and the Resident has followed the Conflict Management Process), the house leader will have a brief conversation with the Resident about what was seen or heard and request remediation.

The house leader will note the conversation in the Communication Log and create a calendar reminder to confirm completion of any specific actions.



Communication Log

2) *Conduct Meeting – Written Warning*

If the same Resident is seen performing the same incident after the conversation, the house leader will discuss the matter at length with the Resident. The house leader will complete a Resident Written Warning form alongside the Resident and have both parties sign the form. The house leader will create a calendar reminder to confirm completion of any specific actions and have a follow-up conversation with the Resident.



Resident Written Warning

A breach in structure is a breach in relationship. To facilitate restoration, Residents may be required to complete a turn-around.



Resident Turn-Around

3) Residency Review – Notice to Quit

Residents accumulating three Written Warnings within a short period will be reviewed for fit for the house. If the relationship with the Resident and the house can be salvaged, a remediation plan will be developed by the Resident and agreed to by leaders. If dismissal is determined, the house leader will provide a written Notice to Quit, giving the Resident a specific exit time frame not exceeding seven days to vacate the premises in the manner described within the section “Exiting the House.”



Notice to Quit

3.7.2 Immediate Dismissal Offenses

Some offenses may result in dismissal regardless of the number of previous infractions, including but not limited to:

- Drug and/or alcohol use
- Possession of banned medications
- Payment default for two weeks
- Complete disregard for property
- Sexual harassment
- Sexual misconduct (heterosexual or homosexual) or any other such conduct that violates the standards of the house

Incidents falling in this category will be documented using an Incident Report.



Incident Report

Additionally, The Freeman House reserves the right to dismiss any Resident when, in the opinion of the house, such action is deemed in the best interest of The Freeman House or the Resident. Neither The Freeman House nor its leaders shall be under any liability whatsoever for such exclusion. The house leader will provide a written Notice to Quit, giving the Resident a set time frame in which to vacate the premises in the manner described within the “Exit” section.



Notice to Quit

3.7.3 Relapse Policy

The Freeman House maintains a zero tolerance policy for drugs and alcohol. If Residents are found under the influence, they may be asked to leave the house.