



September 21, 2026

To: Todd Smith, Planning Director-Sacramento County Department of Planning and Environmental Review

cc:Wendy Hartman; June Powells-Mays

Dear Mr. Smith,

On behalf of the INSIDE-OUTSIDE CIRCLE FOUNDATION, we are submitting this updated Operational and Use Statement regarding our properties located at 3235 and 3237 Norris Avenue, Carmichael, CA 95821. This document details our planned usage for the locations and supersedes all previously submitted operational plans.

Inside Circle – Operational & Use Statement

Properties: 3235 Norris Avenue & 3237 Norris Avenue, Sacramento, CA.

Operating Status: Non-Licensed, Shared Peer-Support Transitional Housing

1. Core Program Structure & Intended Use

The properties function as, non-clinical **peer-support transitional homes**. The primary objectives are to provide a stable, shared living environment conducive to recovery and personal growth, preventing the risk of experiencing homelessness and recidivism. Program participants will be provided with reintegration support services including:

- **Documentation assistance**
- **Benefits/social services enrollment**
- **Connection to behavioral health and medical care**
- **Employment placement assistance**
- **Personal budgeting and financial literacy**
- **Parole compliance coordination**
- **Securing independent housing**
- **Length of Stay: Housing is transitional, with a typical residency duration ranging from 6 to 24 months.**



Program participants will also have the beneficial supportive continuum of care that are the Healing Circles they participated in while incarcerated. These circles will be conducted both virtually and on site. The circles will be run by residential and non-resident staff, facilitators, trainers, alumni and volunteers. These circles will serve the residents of the homes and/or their invited guests (i.e., friends and family members) and neither this usage or any other space at the home is open to the general public.

2. Property Layout & Single-Household Compliance

To maintain absolute compliance with Sacramento County's single-family residential zoning guidelines, the properties strictly adhere to a unified group-living model:

- **No Independent Rentals / Leases:** Bedrooms are **not rented independently** to residents. There are no individual leases, subleases, or separate rental agreements utilizing financial compensation for individual rooms. Inside Circle completely subsidizes the residents' stay (\$0 resident rental income).
- **Household Selection Process:** While residents may not have pre-established familial ties prior to moving in, they do not have separate individual tenancies. Residents live together cooperatively as a **single integrated family unit** and participate directly in the process of selecting their roommates to ensure communal harmony.
- **No Structural Segmenting:** There are **no private exterior entrances** to individual bedrooms, nor are there individual exterior locks on bedroom doors. Interior and common spaces remain fully shared and accessible to all occupants.
- **Freedom of Movement:** Residents are entirely **free to come and go as they please**. No institutional curfews are imposed; instead, residents adhere to community-based house rules designed solely to protect the shared space and ensure neighborhood safety.

3. Level of Care & Staffing Model

- **Non-Clinical Environment:** There is **no clinical treatment, medical care, or licensed residential care services** provided on-site. Accordingly, no state licensing is planned or required for the properties.
 - **Staffing Structure:** Staffing consists of **2 live-in House Managers** acting as peer-support leaders to guide daily shared responsibilities, alongside a part-time Case Manager working 20 hours per week to coordinate external milestones.
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Financial Operating Statement (Proposed Annual Uses)

The following financial matrix details how capital is deployed across both properties to maintain this layout, including utilities, staffing, and county compliance line items.

Operational Cost Center	Monthly Allocation	Annual Budget	Proposed Use & Distribution Across Properties
Gross Program Revenue	\$0	\$0	100% Subsidized. No fees or rent collected from residents.
Property Control & Safety			
– Mortgage	\$4,995.00	\$59,940.00	Fixed property costs for the Norris Ave locations.
– Sewage & Trash	\$1,000.00	\$12,000.00	Split equally: \$500/mo for 3235 and \$500/mo for 3237 .
– Property Insurance	\$500.00	\$6,000.00	Annual homeowner property protection policy.
– Liability Insurance	\$666.67	\$8,000.00	Specialty commercial general liability for transitional housing.
Staffing & Peer Support			



– Live-In House Managers	\$4,166.67	\$50,000.00	Salary allocated for 2 live-in peer leadership roles.
– Case Manager Support	\$2,600.00	\$31,200.00	Mobile/off-site support tracking (\$30/hr @ 20 hrs/week).
Communal Operations			
– Food & Supplies	\$1600.00	\$19,200.00	Shared household food and staples for both units.
– Security & Compliance	\$310.00	\$3,720.00	Includes \$95/mo monitoring X's 3 and \$50 bi-annual municipal fees.
– Shared Utilities	\$240.00	\$2,880.00	Combined Water (\$85), Internet (\$85), and Electricity (\$70).
Total Funding Use	\$16,078.34	\$192,940.00	Total operational requirement funded via Inside Circle.

Regulatory County Compliance

- **RHIP Registration:** Both homes currently pay the \$16 annual fee to be registered with the **Sacramento County Rental Housing Inspection Program (RHIP).**



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- **Inspection Clearance:** Once the properties are occupied by clients, we will comply with all ordinances and accordingly county staff will conduct standard inspections to ensure both dwellings continuously satisfy the physical Health and Safety Code and standard Zoning Code requirements.
 - **Questions about 'detached garage':** If there is ever any work done on any of the properties that requires a permit, the required and legal steps will be taken to acquire those permits to remain in compliance with any and all local ordinances.

Eldra Jackson III; Executive Director-Inside Circle

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