



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

October 6, 2014

Ashley Martin  
Chelsea Retirement Community  
805 W. Middle Street  
Chelsea, MI 48118

RE: License #: AH810236762  
Chelsea Retirement Community  
805 W. Middle Street  
Chelsea, MI 48118

Dear Ms. Martin:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (248) 975-5053.

Sincerely,

Andrea Krausmann, Licensing Staff  
Bureau of Children and Adult Licensing  
4th Floor, Suite 4B  
51111 Woodward Avenue  
Pontiac, MI 48342  
(586) 256-1632

enclosure

**MICHIGAN DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING  
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AH810236762
<b>Licensee Name:</b>	United Methodist Retirement Communities Inc.
<b>Licensee Address:</b>	805 W Middle St. Chelsea, MI 48118
<b>Licensee Telephone #:</b>	(734) 475-8633
<b>Authorized Representative:</b>	Ashley Martin
<b>Name of Facility:</b>	Chelsea Retirement Community
<b>Facility Address:</b>	805 W. Middle Street Chelsea, MI 48118
<b>Facility Telephone #:</b>	(734) 475-8633
<b>Capacity:</b>	158
<b>Program Type:</b>	AGED ALZHEIMERS

**II. Purpose of Addendum**

On 05/10/2013, Chelsea Retirement Community's previous authorized representative/administrator, George Osburn, requested a building modification to convert several semi-private rooms into private rooms and to convert six resident rooms into activity-type rooms at the facility's Towsley Village building. Mr. Osburn also included a plan to build a 66-resident room addition to Towsley Village. Upon completion, the 56 home for the aged beds located in of Chelsea's main building known as Glazier 2 and Glazier 3, would relocate to Towsley's addition and Chelsea will close the home for the aged license from these areas.

### **III. Methodology**

07/19/2013 Plan review by Health Facilities Engineering Section (HFES) Project #20130106 for new addition of construction including 66 resident rooms and renovation/alteration of 14 resident rooms currently in Towsley Village building. Total capacity to remain at 158.

09/16/2013 Construction permit issued by HFES for time period 9/16/13 – 9/16/14 of Project #20130106 signed by Kasra Zarbinian P.E. Manager with letter dated 9/16/13 by Riyadh Almuktar, Engineer. New addition of a slab on grade, single story home for the aged building to house 66 new resident rooms along with some support services to be added to the existing Towsley Village. Also, renovation/alteration of 14 semi- private rooms to be private and to reconfigure other spaces. Total capacity to remain at 158, all within Towsley Village and the new addition.

09/08/2014 Email from current authorized representative/administrator, Ashley Martin, that the new addition to Towsley Village will be known as Glazier Commons. Also, Ms. Martin requested to add 14 beds to the 158 bed capacity for a total capacity of 172 beds. Information was forwarded to Riyadh Almuktar, Engineer, at Health Facilities Engineering Section, who responded that he would address the increase in capacity request during his inspection of the new addition.

09/19/2014 Inspection report by Bureau of Fire Services inspector Jeffrey Littleton indicating fire safety certification is temporary until 10/15/2014.

09/29/2014 Inspection completed. Noted two laundry areas in the newly constructed Glazier Commons addition do not meet compliance with R325.1975 requiring a separate soiled linen room, a separate laundry processing room and a separate clean linen room. Area manager, Betsy Montgomery, confirmed with authorized representative/administrator Ashley Martin that the laundry facilities in the new addition will be used solely by residents. Staff will use the previously approved laundry facilities in Towsley Village for linens and residents' personal laundry that they are responsible for laundering.

10/03/2014 Area manager Betsy Montgomery confirmed with Brian Williams at the Bureau of Fire Services that there are no fire safety rule violations that need correction. Full approval will be issued when the facility's plan review payment has been processed.

10/06/2014 Room sheets from HFES Riyadh Almuktar, Engineer, approving total capacity of 158 beds.

#### **IV. Description of Findings and Conclusions**

Chelsea Retirement Community reconstructed six resident rooms in the “Spring” neighborhood of Towsley Village into a fitness center, a life skills kitchen, and a dining room, thereby reducing the number of resident rooms from 24 to 18 in this neighborhood. The “Winter” neighborhood remains at 24 resident rooms. “Summer” and “Fall” neighborhoods continue to have 22 rooms each. Consequently, the number of 92 resident rooms in Towsley Village has been reduced to a total of 86 resident rooms.

April 16, 2010 room sheets by Bureau of Health Facilities Engineering Section previously identified five resident rooms in each of the four neighborhoods at Towsley Village, as meeting qualifications for double occupancy. At that time, the facility was approved to “float” 10 double occupancies among the 20 rooms identified as meeting requirements, provided they are still within the total capacity number for the area and for the facility. However, given the recent changes to Towsley Village, the number of double occupancy is now reduced to maximum of six double occupancy rooms at any given time, for a total of 92 beds, in order to meet compliance with the total capacity of 158 beds.

Glazier Commons is a newly constructed 66 resident room addition to the Towsley Village building. No double occupancy has been approved in Glazier Commons. The total capacity is 66 beds.

All remaining residents in Chelsea Retirement Community’s main building, areas known as Glazier 2 and Glazier 3, will move into the new addition Glazier Commons. There will no longer be any licensed home for the aged beds in Glazier 2 and Glazier 3 on Chelsea’s campus.

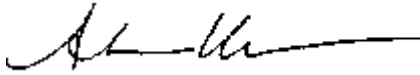
Chelsea Retirement Community identifies the Towsley Village building as the facility’s memory care unit. The newly constructed addition Glazier Commons is designed for providing “assisted living” to the general population.

#### **V. Recommendation**

In accordance with approval by Riyadh Almuktar, Engineer at Bureau of Health Facilities Engineering Section, the total capacity for Chelsea Retirement Community remains at 158 beds total. All 66 resident rooms in the Glazier Commons are single occupancy only. The 86 resident rooms located within the four neighborhoods of Towsley Village have approval to utilize up to six rooms with double occupancy for a total of 92 beds.

The two laundry areas in the newly constructed Glazier Commons will be used solely by residents who wish to launder their own personal items and they will not store their dirty laundry in that area until a later time when they use the washer and

dryer. When/if the washers and dryers are relocated from the soiled and clean linen rooms to a laundry processing room, staff may then use those laundry facilities. Until that time, staff will use the previously approved laundry facilities in Towsley Village for linens and resident personal laundry that they are responsible for laundering.



10/06/2014

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Andrea Krausmann  
Licensing Staff

Date

Approved By:



10/6/14

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Betsy Montgomery  
Area Manager

Date