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CITY OF MOUNT VERNON
OCT 24 2019
D S DEPARTMENT
BY

City of MOUNT VERNON
DEVELOPMENT SERVICES

APPLICATION FORM
TEMPORARY HOMELESS ENCAMPMENT

FILE NUMBER: PLAN19-0210

① PROPERTY WHERE PROJECT IS PROPOSED

ADDRESS: 4520 E College Way
PARCEL NUMBER(S): P24796

② ENCAMPMENT SPONSOR INFORMATION

NAME: Friendship House
ADDRESS: PO BOX 517 | CITY: Mount Vernon | STATE: WA | ZIP: 98273
TELEPHONE: 360-336-6138 | CELL: | EMAIL: tina@skagitfriendshiphouse.org

③ ENCAMPMENT HOST INFORMATION

NAME: Mount Vernon Seventh Day Adventist
ADDRESS: 4520 E College Way | CITY: Mount Vernon | STATE: WA | ZIP: 98273
TELEPHONE: 360-336-6138 | CELL: | EMAIL: pastor@mountvernonsda.co

④ ENCAMPMENT MANAGER INFORMATION

NAME: Friendship House
ADDRESS: PO BOX 517 | CITY: Mount Vernon | STATE: WA | ZIP: 98273
TELEPHONE: 360-336-6138 | CELL: | EMAIL: tina@skagitfriendshiphouse.org

⑤ OTHER INFORMATION

BRIEF PROJECT DESCRIPTION:

Temporary Homeless encampment at the Seventh day Adventist church on College Way in Mount Vernon. To Be open 120 days Starting Nov. 25th 2019. and ending on March 25, 2020

⑥ ACKNOWLEDGEMENTS & SIGNATURE

Read and initial each of the following statements prior to signing this application:

	I understand that land use and/or planning permits do not authorize earth disturbing activities, the removal of vegetation, or the construction of buildings. I understand that additional permits will be required after my land use and/or planning permitting process is completed. I understand that no earth disturbing activities (including the removal vegetation) may take place until after my land use and/or planning process is complete, and only after I have received additional permits such as Fill & Grade, Building Utility, or Right-of-Way permit(s).
	I understand that if critical areas (wetlands, streams, steep slopes, et cetera) are found on or near my property I am not authorized to impact these areas in any way and will be required to leave an undisturbed buffer area around the critical area. I also understand that depending upon the size and scope of my project that I may be required to enhance a critical area buffer.
	I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, my permits will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Development Services Department could require an entirely new application be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for letting the City staff person assigned to my project know.

ENCAMPMENT SPONSOR SIGNATURE

Under penalty of perjury I swear that all information provided on this form and the materials accompanying it are true and correct.

Signature: _____ Date: 10/24/19

Printed Name: Tina Tate

ENCAMPMENT HOST SIGNATURE

Under penalty of perjury I swear that all information provided on this form and the materials accompanying it are true and correct.

Signature: See Attached. Date: _____

Printed Name: _____

ENCAMPMENT MANAGER SIGNATURE

Under penalty of perjury I swear that all information provided on this form and the materials accompanying it are true and correct.

Signature: _____ Date: 10/24/19

Printed Name: Tina Tate

TEMPORARY HOMELESS ENCAMPMENT PERMIT

Site Address: 4520 E College Way

P24796
Parcel Number (if applicable):

Lot/Tract Number/Plat name (if applicable):

Flood Zone (if applicable):

ENCAMPMENT HOST NAME: Mount Vernon Seventh Day Adventist Church

Address: 4520 E College Way

City/State: Mount Vernon, WA

Zip:98273

Phone: 360-336-6138

Email: pastor@mountvernonsda.com

ENCAMPMENT SPONSOR NAME: Skagit Valley Hospitality Association dba Friendship House

Address: PO Box 517

City/State: Mount Vernon, WA

Zip:98273

Phone: 360-336-6138

Email:tina@skagitfriendshiphouse.org

ENCAMPMENT MANAGER NAME: Skagit Valley Hospitality Association dba Friendship House

Address: PO Box 517

City/State: Mount Vernon, WA

Zip: 98273
Phone: 360-336-6138

Email: tina@skagitfriendshiphouse.org

SUBMITTAL ITEMS:

The following items must be submitted to the City with the noted number of copies – as applicable:

☐ **Application Fees**
Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.

☐ **Project Narrative (9 copies)**
A clear and concise description and summary of a proposed project that includes all of the items listed on the accompanying project narrative sheet.

☐ **Site Plan(s) (9 copies)**
A site plan that includes all of the items listed on the accompanying site plan requirements list.

I, Eric Davis, Associate Secretary, declare that I am (please check one) _____ the owner of the property involved in this application, ✓ the authorized representative to act for the property owner (proof of authorization must be attached), and that the statements and answers herein contained and the infroamtion herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature: Associate Secretary

SEVENTH-DAY ADVENTIST CHURCH
Western Washington Corporation

32229 Weyerhaeuser Way South
Federal Way, WA 98001-9347
Telephone: (253) 681-6008
Fax: (253) 681-6054
washingtonconference.org
wcwilltrust.org

CERTIFICATE OF ADOPTION OF CORPORATE RESOLUTION

I, Eric C. Davis, in my official capacity, hereby certify: That I am an officer, namely, Associate Secretary and Trustee of the Western Washington Corporation of Seventh-day Adventists, a corporation duly authorized and existing under the laws of Washington. At a meeting of the board of trustees of this corporation, duly and regularly convened and held on the 19th day of March, 2019 at which a quorum for the transaction of business was present and acting throughout, the following was duly and regularly adopted, and is still in full force and effect, and appears as follows in the minutes of the meeting:

ELECTION OF CORP BOARD OFFICERS/ENDORSE AS SIGNERS	**Action#**
VOTED Corporation Board approval to elect/re-elect the officers of the Western Washington Corporation of Seventh-day Adventists and endorse them to sign on behalf of the Corporation as follows: Douglas L. Bing, President; Craig Carr, Vice President; Gerald S. Russell, Vice President; Matthew Gilkey, Secretary; Eric Davis Associate Secretary; Rita Gruesbeck, Associate Secretary; Jose Jerez, Associate Secretary.	**19-024**

I further certify that the foregoing resolution is not contrary to any provision in the charter or by-laws of this corporation; that I have been duly authorized to make this certificate on behalf of this corporation.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of this corporation this 17th day of October, 2019.

WESTERN WASHINGTON CORPORATION OF SEVENTH-DAY ADVENTISTS INCORPORATED SEAL 1913 WASHINGTON

Eric C. Davis, Associate Secretary

Since the information contained within this application includes the same information required in an Encampment Management Responsibility Plan under MVMC 17.110.020(C), the application also serves as the Encampment Management Responsibility Plan.

ENCAMPMENT MANAGEMENT RESPONSIBILITY PLAN:

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BY

PROJECT NARRATIVE REQUIREMENTS

1. **Describe how and why the property or building is of sufficient size to accommodate the proposed number of tents and residents and the on-site facilities required.**

The Mount Vernon Seventh Day Adventist Church was built in approximately 1995 and includes a carpeted gymnasium with adjacent restrooms, which will be used to host the temporary, emergency shelter. Other sections of the church will be locked and off limits to guests. There will be no tents on the property and no guests will be permitted to sleep outdoors. Guests may be permitted outside one at a time to smoke in the designated smoking area. Guests will not be permitted to come and go during shelter hours, which will be approximately 7 pm to 7 am. Intake will occur at the Friendship House Café located at 1008 S. Third Street in Mount Vernon prior to transport to the Church each evening. The property includes 110 parking spaces, but guests will be transported to and from the Friendship House Café and the property in one or two 15 passenger vans. The shelter will allow for law enforcement drop-offs outside of the normal intake hours. Aside from law enforcement drop-off, intake will be limited to Friendship House's scheduled drop off times. A hardship is being requested to allow certain individuals that have jobs that start or end outside of the regular Van transportation time to be allowed to drive directly to and from the Church with prior authorization from the Friendship House.

2. **Describe how adequate provisions for drinking water, disposal of human waste, disposal of garbage and other solid waste, and the provision of other services, including, but not limited to, the following facilities will be made:**

(i) Sanitary portable toilets or other restroom facilities in the number required to meet health regulations for the residents and staff of the temporary homeless encampment
(ii) Hand washing stations by the toilets or restrooms and by food service areas;
(iii) Refuse receptacles meeting the requirements of the city's solid waste division; and

Restrooms with hand washing facilities and refuse are located in the hallway outside of the gymnasium as noted on the site plan.

(iv) A food service tent or other food service building or facility meeting health department requirements; and

A drinking fountain will be available for water and paper cups will be provided. Breakfast may be cooked in the health department approved kitchen at the church or sack breakfast prepared in the Friendship House Café will be given out.

(v) A management tent or other management office or facility providing administrative and security services and readily identifiable to residents and visitors.

Management and security staff will have identification badges and will located inside the church as noted on the site plan. Friendship House will have a minimum of two staff on site at all times, including sub-contracted security personnel. Trained volunteers may also be present at times.

3. **Describe how the temporary homeless encampment will meet all setbacks for the zoning district in which the property is located; provided, that where the temporary homeless encampment abuts property containing residential uses, the temporary homeless encampment shall be set back 20 feet from the property line or the minimum setback provided in the Mount Vernon Municipal Code, whichever is greater.**

   As noted above, the temporary, emergency shelter will be located in the Church gymnasium built in approximately 1995 with a building permit approved by the City of Mount Vernon with the appropriate minimum setbacks as shown on the site plan.

4. **Describe the location of the six-foot-tall sight obscuring fence to be provided around the perimeter of the temporary homeless encampment; or describe how/why there is sufficient vegetation, topographic variation, or other site conditions to provide equivalent screening of the use from adjacent properties.**

   As shown on the site plan, there is sufficient vegetation surrounding the existing Church to provide adequate screening to the adjacent properties. Since the shelter will be located inside the gymnasium, the Church building provides additional screening.

5. **Describe how any and all exterior lighting for the temporary homeless encampment will be directed downward and away from adjacent properties to minimize light impacts.**

   The Church will utilize existing facility lighting; no additional outdoor lighting will be installed.

6. **Provide details with regard to the maximum number of residents within the temporary homeless encampment. Please note that the maximum number shall not exceed 100.**

   The maximum amount allowed is 25 and this will be 2 staff and 23 guests.

7. **Describe where the required parking that complies with MVMC chapter 17.84 will be located. Please note that a minimum of five parking spaces are required to be provided.**

   There are approximately 110 parking spaces available at the property.

8. **Verify that no children under the age of 18 shall be allowed in the temporary homeless encampment. Please note that if a child under the age of 18 attempts to reside at the temporary homeless encampment, the Encampment Sponsor, the Encampment Host, or the Encampment Manager shall immediately contact Child Protective Services.**

   No children under the age of 18 will be admitted into the shelter. Child Protective Services will be notified as appropriate.

9. **Verify that no animals will be permitted in the temporary homeless encampment, except for service animals.**

   Pursuant to MVMC 17.210.040, we are requesting a hardship exemption to allow pets on a case-by case basis. Animals will sleep indoors with shelter guests and kept on-leash at all times. We will only allow animals that are not a threat to people, other animals, or property, and are adequately controlled by their owner. We are planning to provide crates of different sizes for guests to keep their animals next to them. Prohibition of pets is a barrier for homeless people utilizing shelter services. We are attempting to implement a low-barrier shelter in accordance with best practice standards and state and federal guidance in which access and assistance is not contingent upon conditions that could prevent people from seeking services. People experiencing homelessness rely on pets for security and comfort, and many people would not utilize the shelter if they were forced to part with their companion animals. A designated and supervised outdoor pet potty area will be identified by the shelter host with proper signage. Guests are responsible for cleaning up after their pets.

10. **Verify that you have attached a code of conduct for the temporary homeless encampment and a statement describing how the code of conduct will be enforced. The code of conduct shall, at a minimum, contain the following:**
    (i) A prohibition on the possession or use of illegal drugs or alcohol.
    (ii) A prohibition on the possession of guns, knives with blades in excess of three inches, and weapons of all kinds.
    (iii) A prohibition on violence.
    (iv) A prohibition on open flames.
    (v) A prohibition on trespassing into private property in the surrounding neighborhood.
    (vi) Hours during which quiet is to be observed.

    The shelter rules cover all of the above requirements and are as follows:

- Guests must not present a danger to themselves, others, or property
- Cooperate with law enforcement
- Be respectful of other guests, staff, volunteers – no violence will be tolerated
- No weapons - check in any weapons, lighters, or matches with staff upon entry
- No drugs or alcohol are allowed
- No open flames allowed
- No loitering outside or trespassing onto neighboring private property. Drop-off and pick-up times will be supervised and at set times to ensure compliance.
- Be helpful
- Quiet hours will be observed from 7 pm to 7 am

Any individual that is unable to comply with the rules will not be allowed to stay until or unless they are able to ensure that they will abide by the rules. In the event that an individual becomes dangerous or refuses to leave, law enforcement will be contacted.

11. **Provide details with regard to the required transportation plan providing for access to transit. Please note that all temporary homeless encampments must be located within one-half mile of transit service. This measurement shall be taken in a straight line from the closest property line where the temporary homeless encampment is proposed to the existing transit service provided by Skagit Transit. During hours when public transportation is not available, the Encampment Sponsor, Encampment Host, or Encampment Manager shall also make transportation available to anyone who is rejected from or ordered to leave the Temporary Homeless Encampment.**

    A bus stop is currently located at the property line of the Church. Transportation to and from the shelter will be provided by vans owned by Friendship House and driven by staff. Staff will conduct intake with shelter guests at the Friendship House Café before the individual is transported to the shelter. If an individual is rejected from the shelter at intake at the Friendship House Café, they will be within one-half mile of transit services. If an individual is ordered to leave the shelter during their stay, staff will arrange appropriate transportation. If necessary, law enforcement may be contacted to assist with the removal of an uncooperative or combative individual. With prior authorization from the Friendship House upon intake individuals that work outside of the established transportation time of the Vans, an individual may be allowed to drive directly to and from the Church.

12. **Provide details demonstrating how the Temporary Homeless Encampment will comply with all regulations of Washington State, the City of Mount Vernon, and the Skagit County Public Health Department. The Temporary Homeless Encampment shall comply with the requirements of the International Fire Code and Washington Cities Electrical Code as adopted by the city of Mount Vernon. The Encampment Sponsor and Encampment Host shall permit inspections at all reasonable times by appropriate public officials from the agencies enforcing these codes for code compliance.**

    The temporary, emergency shelter complies with the specific requirements of MVMC 17.210 and other applicable regulations. Specifically, the application/Encampment Management Responsibility Plan has sufficient measures to protect the health and safety of the guests and the neighboring community. The Church was built in approximately 1995 with a building permit approved by the City of Mount Vernon. The gymnasium has several signed emergency exits, emergency lighting, fire extinguishers, automatic fire alarm system for early detection, and two fire hydrants on-site as noted on the as-built drawing. In addition, a minimum of two staff members will be awake and alert to

keep fire watch and conduct regular fire inspections. The staff can also perform emergency drills to ensure the safety of the participants. Accordingly, the temporary, emergency shelter will provide a safe, warm space for the most vulnerable members of community during the cold weather season.

13. **Explain how the Encampment Sponsor will take all reasonable and legal steps to obtain verifiable identification from prospective residents of the temporary homeless encampments and use the identification to obtain sex offender and warrant checks from the appropriate agency. Please note that if the warrant and sex offender check reveals that a prospective resident or existing resident is a sex offender who is required to register with police or that the prospective resident has an outstanding warrant, the Encampment Sponsor shall reject the prospective resident or evict the existing resident.**

Pursuant to MVMC 17.210.040, we are requesting a hardship exemption to these requirements. Friendship House will check identification if it is available; however, many homeless individuals do not have identification, and as a result, this requirement would be a major barrier to entry. Friendship House may conduct a WSP check, but is unable to conduct a more extensive background check. The shelter will not serve any person who presents a danger to themselves or others.

14. **Describe how adequate access for fire and emergency medical apparatus shall be provided.**

Access for fire and emergency medical apparatus will be provided through several church doors and staff will ensure that pathways will be kept clear of any obstacles. *See* attached site plan and as-built drawing.

15. **Describe how adequate separation between tents and other structures shall be to limit fire exposure and provide for emergency exiting by residents.**

Not applicable, no tents or other outdoor structures are proposed; existing gymnasium in Church will be utilized with appropriate emergency exits. *See also* answer to question #12 above regarding additional fire protection measures in the building and as-built drawing.

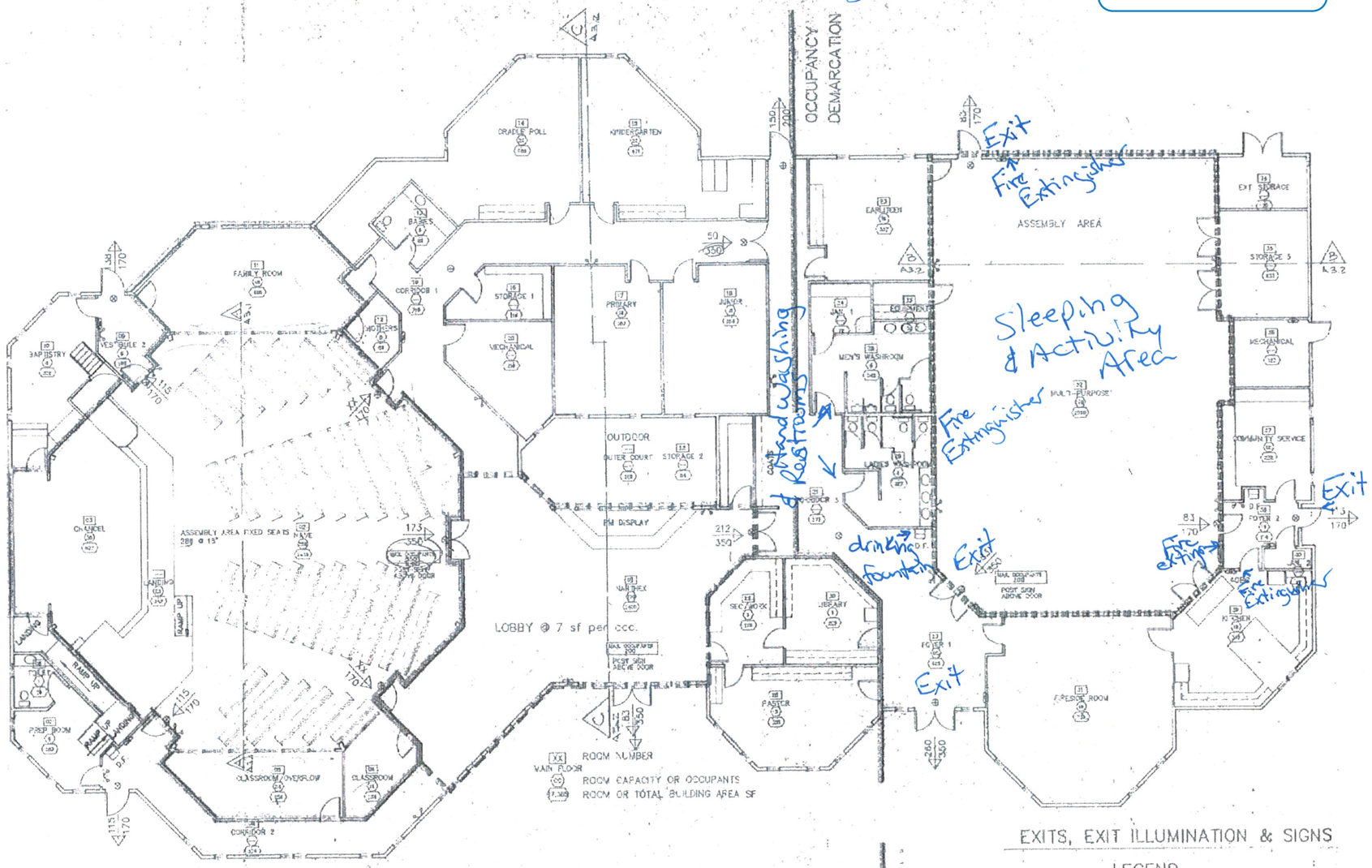
16. **Provide details with regard to the timing associated with the temporary homeless encampment. Please note that these permits may be approved for a time period not to exceed 120 days on any single property regardless of whether or not an Encampment Manager or Sponsor is different. No temporary homeless encampment shall be permitted on any single property for more than 120 days in any calendar year. In addition, minimum of 120 days must lapse before an encampment can be allowed to locate on a site previously occupied by a temporary homeless encampment.**

The temporary, emergency shelter will open no later than November 25, 2019 and provide services through most of March, last day being March 25th, 2020.

Pet Potty Area

Designated Smoking Area

City of MOUNT VERNON DEVELOPMENT SERVICES
Received
11/05/2019



FLOOR PLAN

17,358 SQ.FT.

Scale: 1/8" = 1'-0"

EXITS, EXIT ILLUMINATION & SIGNS

LEGEND

- EMERGENCY BATTERY
- REMOTE TWO LAMP EMERGENCY FIXTURE (1 ft. c. min, avg.)
- EXIT SIGN FIXTURE
- XX / XXX — QUANTITY EXITING / CAPACITY OF EXIT
- FIRE EXTINGUISHER @ 8' AFF IN CABINETS RATING OF 2A 10BC UNO

THIS DRAWING MUST NOT BE SCALED

The contractor shall verify all levels, datums and dimensions prior to commencement of any work. All errors and omissions must be reported to the architect and/or engineers immediately.

This drawing is the exclusive property of the engineer and must not be reproduced without their written permission.

REVISIONS

No.	DESCRIPTION	DATE
4	FOR CONSTRUCTION	
3	FOR BUILDING PERMIT	
2	FOR TENDER	
1	FOR APPROVAL	

ISSUES

BRIAN L. GERTZ — STATE OF WASHINGTON — REGISTERED PROFESSIONAL ENGINEER

EXP 9/4/95

PROJECT TITLE
MT. VERNON SDA CHURCH
4520 East College Way
Mt. Vernon, WA

SHEET TITLE
GENERAL PLAN

DATE	5/18/95
DRAWN	JJ/Jbb
DESIGN	blg
CHECKED	
SCALE	1/8"=1'0"

BL GERTZ & ASSOC
ENGINEERING for ARCHITECTURAL PROJECTS
1003 CLEVELAND ST SUITE A
MT. VERNON WA
98273 (206)336-3060

DRAWING NO. A-1.0

REVISIONS

PROJECT NO. A193

OFFICE COPY

City of MOUNT VERNON DEVELOPMENT SERVICES
Received
11/05/2019

Project Title
Homeless Shelter Mount Vernon Seventh Day Adventist Church 4520 East College Way Mount Vernon, WA

Sheet Title
Approximate Site Plan Date 11/21/2017 Scale 1/64" = 1'

N

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BY_____

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OCT 24 2019
D S DEPARTMENT
BY_____

PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY
STATEMENT OF FIRE SUPPRESSION FLOW CAPACITY

Date: **November 16, 2017**

From: **Chris Shaff, P.E.**, Planning Engineer

Re: **FIRE SUPPRESSION FLOW CAPACITY** at **4520 East College Way**
Mount Vernon – P24796 – 7th Day Adventist Church

Customer name: **Ann w/ Sonrise Apartments**

1. Definitions:
   - Fire Flow. That volumetric water flow available for fire suppression from a water distribution system as measured at a residual pressure of 20 pounds per square inch (psi) at the fire hydrant(s).
   - Fire Suppression Flow: That volumetric water flow available from a water distribution system, limited by the District's design criteria in some way, resulting in a residual pressure greater than 20 psi at the fire hydrant(s).

2. The District has performed a hydraulic analysis of the District's existing water distribution system to determine its capacity, and what improvements would be required (if any), to support fire suppression flows for the referenced project. The analysis was performed by District staff using

   [X] a computer-generated hydraulic model of the distribution system

   [ ] manual hydraulic calculations

   assuming peak hour water demands, a fully functional distribution system, and a fire suppression flow of **3,750** gpm, based on the Fire Marshal's requirements and/or Skagit County Coordinated Water System Plan Regional Supplement minimum flow requirements. Actual flows and pressures may vary from the flows and pressures projected here depending on the combination of actual domestic flow demands, actual fire suppression flow demands, and the condition of the distribution system at the time of review.

3. The analysis indicates that, under the stated conditions:
   a. the static pressure **at the FH at P24796** can be expected to be **68.8** psi.
   b. the existing distribution system can be expected to support **2,060** gpm fire suppression flow from an existing Fire Hydrant located **at P24796** at a residual pressure of **66.5** psi.

      This flow:

      [ ] meets the desired flow quantity in full compliance with District waterline-sizing design requirements.

      [ ] is limited by District pressure design requirements (20 psi at all points within the distribution system).

      [X] is limited by District water velocity design requirements of (select one):

      [ ] 8 fps in the_____ distribution waterline

      [X] 10 fps in the **8-inch Ductile Iron** distribution waterline

      At P24796

STATEMENT OF FIRE SUPPRESSION FLOW CAPACITY FOR:

Mount Vernon – P24796 **Date: November 16, 2017**

4. The existing infrastructure is:
   a. [X] adequate to support **2,060 gpm** fire suppression flow without further improvements to the water system. **Verify with the fire marshal the requirement for fire suppression flow.**
   b. [X] not rated by the District to safely deliver the desired fire suppression flow per the District's required criteria. Additional analyses indicate that to attain the required flow, the existing distribution system must be improved by implementing **ONE** the following Improvements: **Replace approx.. 40 LF of 8-inch Ductile Iron pipe w/ 12-inch D.I. at P24796 at the PRV vault to the fire hydrant.**

   Once these Improvements are incorporated into the existing distribution system, the Customer can expect the upgraded distribution system to have the capacity to provide **3,785** gpm fire suppression flow at **66.5** psi residual pressure, in full conformance with all District waterline-sizing design requirements.

5. If Block 4.b is checked above and the Improvements are NOT constructed, the existing distribution system might be expected to support **3,785** gpm Fire Flow from the fire hydrant located at **P24796** at a residual pressure of **65.7** psi.

HOWEVER: The Fire Flow indicated in paragraph 5 above would result in water velocity in excess of **20.0** fps in the waterline(s), could result in catastrophic failure of the waterline(s) due to surge pressures, would violate the District's development regulations (design requirements) and is in no way endorsed by the District. By allowing the proposal to proceed without replacing the length(s) of waterline indicated above, against the policies and over the objection of the District, the Fire Marshal and his/her governing body is assuming the liability for actual and consequential damages arising from the failure of the water pipelines in that area under Fire Flow conditions at the proposed site.

6. In Summary:

   [X] static pressure is **68.8** psi.

   [X] the existing infrastructure can support **2,060** gpm fire suppression flow at **66.5** psi residual.

   [X] water system improvements are addressed above.

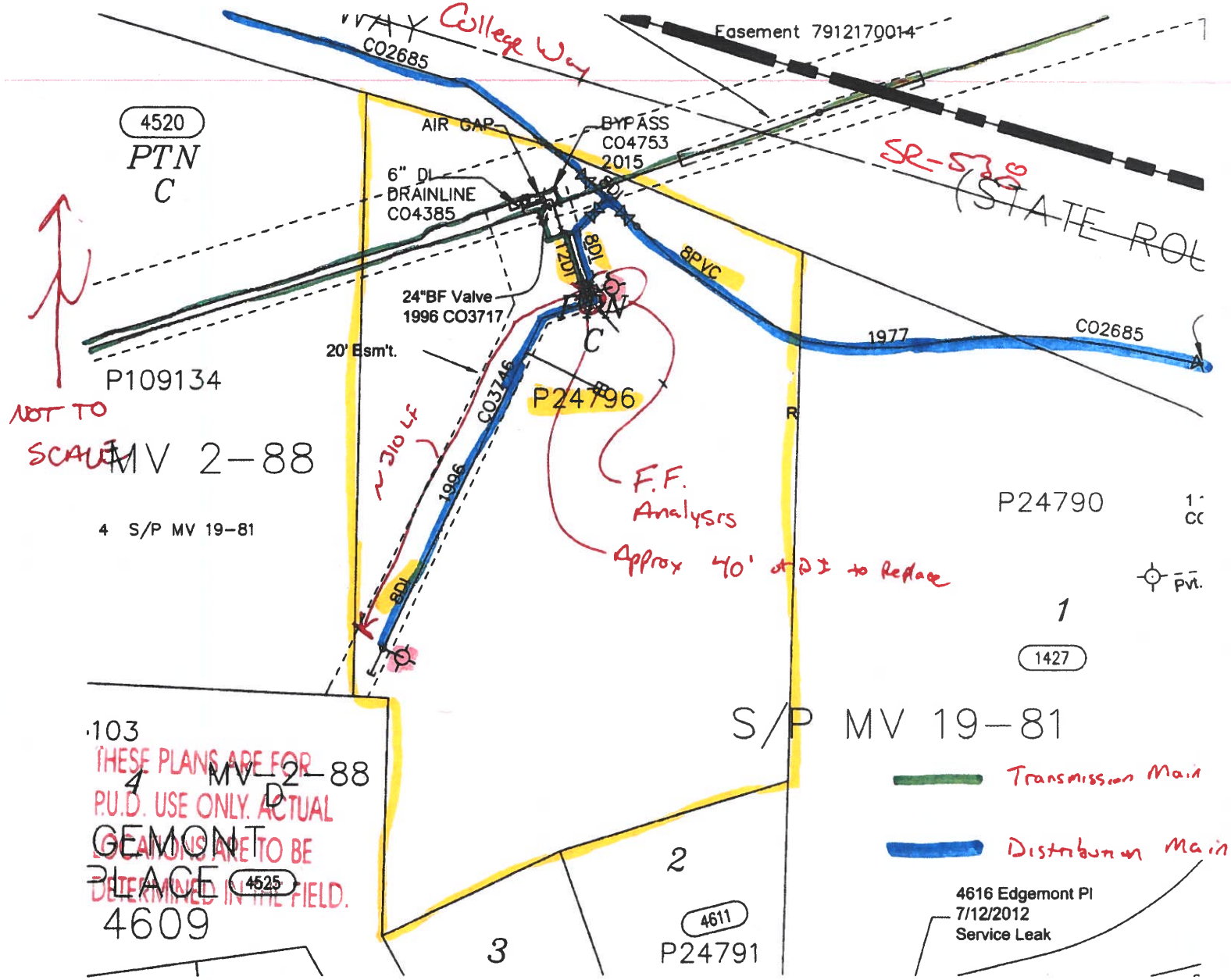
   [X] Fire Flow at 20 psi cannot be achieved at that site without violating District regulations and transferring the associated liability to [X] the City of **Mount Vernon** [ ] Skagit County.

   [ ] Attached pages (qty: _____)

Copy to:

Project File (CO _____)
[ ] Customer
[ ] Engineer
[ ] Fire Marshal (please acknowledge receipt below and return a copy to the District.)
Receipt acknowledged by Fire Marshal:

PRINTED NAME _____ SIGNATURE _____



STAFF REPORT - EXHIBIT 4