

November 21, 2017

PL2017-131 RECEIVED  
CITY OF MOUNT VERNON

Dear Mr. Phillips:

17-131

NOV 21 2017

C.E.D. DEPARTMENT

Thank you for considering our application to host a temporary, emergency winter shelter ~~at the Mount~~  
Vernon Seventh Day Adventist Church located at 4520 East College Way. Friendship House, the shelter  
sponsor and manager, is working together with the Church to meet a critical need in our community.  
After over a year of working with our respective leadership councils to find funding, staffing, and an  
appropriate location for a new shelter, we are anxious to begin services to those in need.

On any given night in Skagit County, there are over 130 individuals living outdoors on our streets. Many  
of the people sleeping on our streets are elderly or medically-compromised, making them especially  
vulnerable to injury, illness, or death. Across the City—from our hospital to our downtown businesses—  
we see the toll homelessness takes on individuals, our first responders, and the community at large.  
Providing shelter is the best way to bring immediate relief to those suffering on our streets may prevent  
future tragedies.

Friendship House has over thirty years of experience sheltering and feeding the homeless and is pleased  
to expand the reach of its services through this new temporary, emergency winter shelter. We believe  
our community has a duty to provide a safe temporary cold weather shelter option, and we are  
committed to providing this service in a responsible manner. The shelter will be completely contained  
inside an existing building, with trained staff supervising guests at all times. Friendship House will  
provide meals at its Downtown location and private transport to the Church. The existing Church  
gymnasium will provide a warm, safe space for guests to sleep with minimal impact to the surrounding  
area.

We respectfully request the City of Mount Vernon expedite its review and approval of our application so  
the shelter can open no later than **Thursday, December 21, 2017**, the first day of winter and in time for  
the Christmas holiday. We request a permit to remain open until March 31, 2018, allowing us to provide  
services through the coldest months of the year. Please find the enclosed completed application form,  
(which also serves as our Encampment Management Responsibility Plan), and a site plan and an indoor  
as-built drawing from the original building permit file.

We look forward to partnering with the City of Mount Vernon on this application. Please feel free to  
contact me at 360-488-4357 with any questions. Thank you again for your consideration.

Sincerely,

Tina Tate  
Director, Friendship House

Ann Struthers  
Mt. Vernon Seventh Day Adventist Church

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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**PROJECT NARRATIVE REQUIREMENTS**

NOV 21 2017

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BY \_\_\_\_\_

- 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.

- 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. No food will be prepared or provided on site; guests will be provided meals at the Friendship House Café.

- (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.**

We are working with the City to determine the appropriate occupancy number. In any event, the maximum number shall not exceed 100.

- 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.**

Pursuant to MVMC 17.210.040, we are requesting a hardship exemption to the requirement that the shelter be within one-half mile of transit service. The nearest bus stop is approximately 1.5 miles from the property. 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.

- 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 90 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 90 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 December 21, 2017 and provide services through the end of the winter on March 31, 2018. Pursuant to MVMC 17.210.040, we are requesting a hardship exemption to the 90 day limit to provide shelter during the coldest time of the year.

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BY \_\_\_\_\_

### 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

**ENCAMPMENT MANAGER NAME:** Skagit Valley Hospitality Association dba Friendship House

Address: 4520 E College Way

Address: PO Box 517

City/State: Mount Vernon, WA

City/State: Mount Vernon, WA

Zip:98273

Zip: 98273

Phone: 360-336-6138

Phone: 360-336-6138

Email: pastor@mountvernonsda.com

Email: tina@skagitfriendshiphouse.org

**ENCAMPMENT SPONSOR NAME:** Skagit Valley Hospitality Association dba Friendship House

**SUBMITTAL ITEMS:**

Address: PO Box 517

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

City/State: Mount Vernon, WA

**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.

Zip:98273

**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.

Phone: 360-336-6138

**Site Plan(s) (9 copies)**

A site plan that includes all of the items listed on the accompanying site plan requirements list.

Email:tina@skagitfriendshiphouse.org

I, Mark Everett, 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 infoamtion herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature: Mark Everett

**Church Business Meeting**

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BY \_\_\_\_\_

***Sunday, October 8, 2017***

**Opening Prayer and Remark**

**Start:**

**Prayer:**

**Members:**

- a.. **John McGhee** -- *(chair) Pastor*
- b.. **Bonnie Bierman** -- *Treasurer / Clerk*
- c.. **Mark Everett** -- *Head Elder*
- d.. **Bob Walton** -- *Head Deacon*
- e.. **Melissa Baskett** -- *Head Deaconess*
- f.. **Arlene Salt** -- *Elder*
- g.. **Rick Baskett** -- *Elder*
- h.. **Ron Everett** - *Elder*
- i.. **Ann Struthers/Rochelle Everett** -- *Children's Ministries*
- j.. **Rozella Stroud** -- *Women's Ministries*
- k.. **Darci Guise** -- *Worship Coordinator*

**Flex:**

- l.. **Jennifer Walton** -- *JOS Coach/Health Coach*
- m.. **Trevir Faley / Jake Starr** -- *Youth Ministries Director / Youth Ministries Associate*

Credentia



**John McGhee**

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**MOUNT VERNON**  
Seventh-Day Adventist Church  
*Setting People Free in Jesus*

**John K. McGhee**  
Missionary Pastor  
**253-307-0954**

office@mountvernonnsda.com

OFFICE: 360-416-0443 • FAX: 360-848-9603

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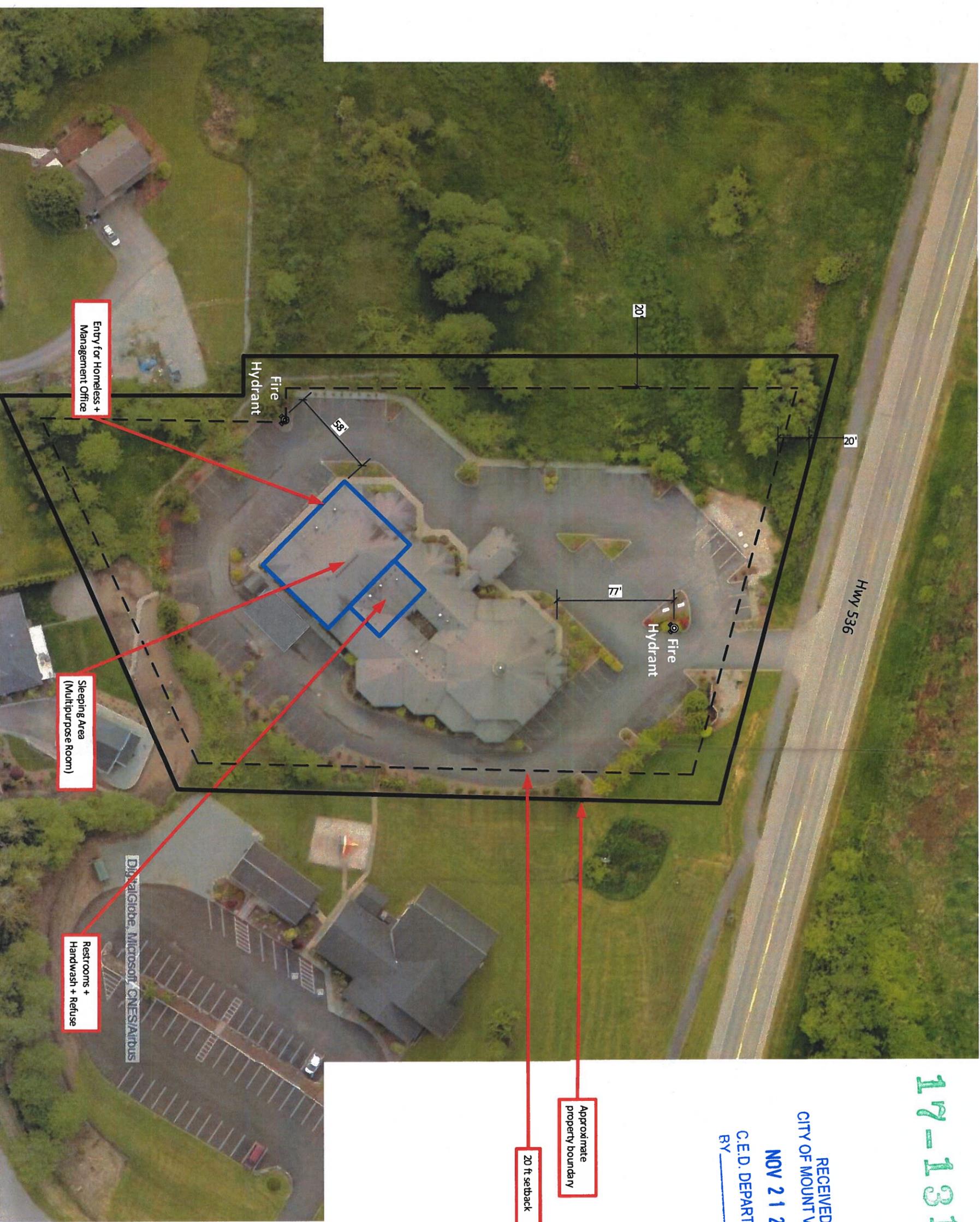
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BY \_\_\_\_\_

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'



Entry for Homeless +  
Management Office

Sleeping Area  
(Multipurpose Room)

Restrooms +  
Handwash + Refuse

Approximate  
property boundary

20 ft setback

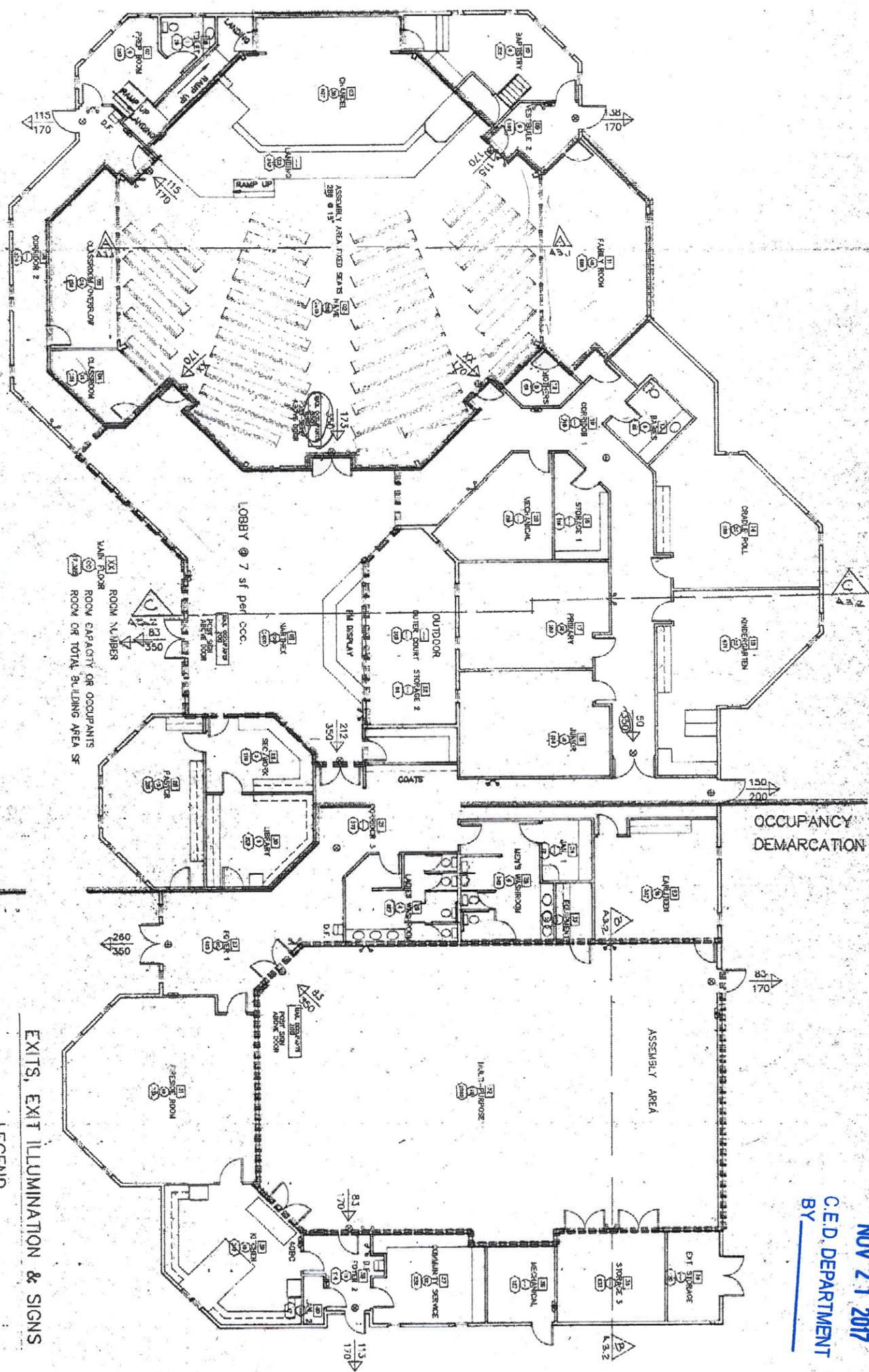
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FLOOR PLAN 17,394 SQ. FT.  
Scale: 1/8" = 1'-0"

EXITS, EXIT ILLUMINATION & SIGNS

LEGEND

- EMERGENCY BATTERY
- E2 RECYCLE TWO LAMP EMERGENCY FIXTURE (1 ft. c. min, max)
- ⊙ EXIT SIGN FIXTURE
- XX QUANTITY EXIT CAPACITY OF EXIT
- XXI FIRE EXTINGUISHER @ 8' FT. IN CABINETS RATING OF 2A 10BC 1.0A

THIS DRAWING MUST NOT BE SCALED  
The contractor shall verify all levels, depths and work. All errors and omissions must be reported to the architect and/or engineer immediately.  
This drawing is the exclusive property of the architect and shall not be reproduced without the written permission.

REVISIONS

NO.	DATE	DESCRIPTION	ISSUES
1	NOV 02 2017	FOR APPROVAL	
2	NOV 10 2017	FOR APPROVAL	
3	NOV 10 2017	FOR APPROVAL	

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

DATE: 5/18/09  
DRAWN: L/J/08  
DESIGN: BHS  
CHECKED: \_\_\_\_\_  
SCALE: 1/8"=1'-0"

BL GRITZ & ASSOC  
ENGINEERING for ARCHITECTURAL PROJECTS

1003 OLDGLAND ST. SUITE A  
MT. VERNON WA 98573  
(253) 536-5065

DRAWING NO. A-1.0  
PROJECT NO. A193

OFFICE COPY