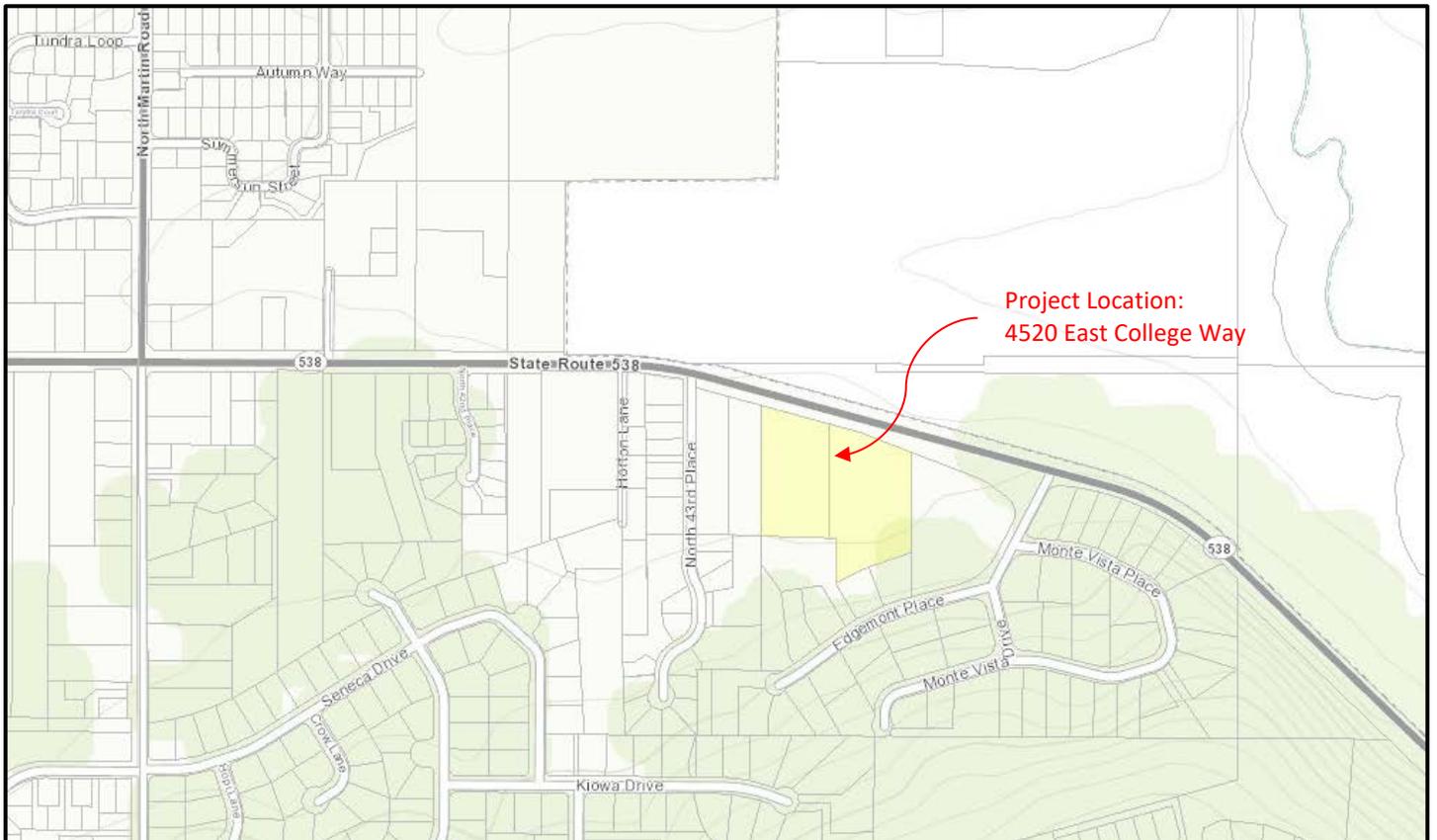


DECISION & STAFF REPORT *for* TEMPORARY HOMELESS ENCAMPMENT

PROJECT DESCRIPTION & LOCATION

PROJECT NAME:	Seventh Day Adventist Temporary Emergency Shelter
PROJECT DESCRIPTION:	The Seventh Day Adventist Church wishes to host a temporary emergency shelter for the homeless within the Church gymnasium at their below-described site. The shelter will be contained inside the church and the applicant states they will have trained staff supervising the homeless individuals at all times.
PROJECT LOCATION:	The project site is located at 4520 East College Way. The parcel numbers are P109134 and P24796 and the site is located within the SE ¼ of Section 15, Township 34 North, Range 04 East, W.M. Please see the vicinity and aerial maps below.



MAP 1.0: VICINITY MAP



MAP 2.0: AERIAL MAP



MAP 3.0: AERIAL MAP

EXHIBIT LIST:

1. Temporary Homeless Encampment Land Use Application
2. Project Narrative and Management Responsibility Plan from Encampment Sponsor/Manager
3. Maps from Encampment Sponsor/Manager
4. City's Notices and Correspondence:
 - 4a. Technically Complete Determination, October 8, 2018
 - 4b. Notice of Application and Public Meeting, October 8, 2018
 - 4c. Notice of Continued Hearing, October 23, 2018
 - 4d. Public Meeting Sign-In Sheets
5. Public Comments Received

PROCEDURAL:

- | | |
|------------|---|
| 10.02.2018 | The subject application was submitted to the City |
| 10.08.2018 | Staff deemed the materials submitted technically complete for processing |
| 10.08.2018 | The Notice of Application (NOA) was mailed to property owners within 600 feet of the site |
| 10.22.2018 | A public meeting was held and continued to 10.29.2018 |
| 10.29.2018 | Public meeting was continued and completed |

EXISTING CONDITIONS/FINDINGS OF FACT:

PROPERTY OWNER	Western WA Corp. of Seventh Day Adventist 32229 Weyerhauser Way South Auburn, WA 98001	ENCAMPMENT HOST	Mount Vernon Seventh Day Adventist Church 4520 East College Way Mount Vernon, WA 98273
ENCAMPMENT MANAGER	Skagit Valley Hospitality Association, dba Friendship House P.O. Box 517 Mount Vernon, WA 98273	ENCAMPMENT SPONSOR	Skagit Valley Hospitality Association, dba Friendship House P.O. Box 517 Mount Vernon, WA 98273
SITE ACREAGE	P109134 = 2.50 acres and P24796 = 3.21 acres		
SITE ZONING	Public (P)	SITE COMPREHENSIVE PLAN DESIGNATION	Church (CH)
EXISTING SITE USE & IMPROVEMENTS	The Skagit County Assessor provided the below listed information with regard to the existing improvements on the subject site: 17,353 square foot church building constructed in 1996.		

SURROUNDING LAND USES

- Abutting the site to the north is East College Way
- Abutting the site to the east is a church named Faith Community Fellowship that exists on a 3.18 acre property
- Abutting the site to the south are six (6) single-family residential homes that take access off of Edgemont Place and a Native Growth Protection Area (NGPA) owned by the City of Mount Vernon
- Abutting the site to the west is a duplex dwelling unit

APPLICABLE MVMC:

- Title 14 Land Use and Development**
Chapter 14.05 Administration of Development Regulations
- Title 15 Buildings and Construction**
Chapter 15.04 Building Code
Chapter 15.08 International Fire Code and Fire Prevention Bureau
- Title 17 Zoning**
Chapter 17.210 Temporary Homeless Encampments

PERMIT REQUIREMENTS:

MVMC 17.110.030 states that temporary homeless encampments must meet all of the below listed requirements:

1. The property or building must be of sufficient size to accommodate the proposed number of tents and residents and the on-site facilities required by this section.

STAFF ANALYSIS: Outdoor tents are not proposed. The occupancy of the structure has been determined by the City’s Fire Marshall and is discussed in greater detail within item #6, below.

2. Adequate provision must be made for the provision of 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:
 - a. 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; and
 - b. Hand washing stations by the toilets or restrooms and by food service areas; and
 - c. Refuse receptacles meeting the requirements of the city’s solid waste division; and
 - d. A food service tent or other food service building or facility meeting health department requirements; and
 - e. A management tent or other management office or facility providing administrative and security services and readily identifiable to residents and visitors. Through the permit process a ratio of encampment staff to residents shall be established by the City. This ratio shall ensure the health and safety of the staff, residents, and surrounding neighbors.

STAFF ANALYSIS: The structure within which this encampment is proposed is connected to a potable water supply, has bathroom facilities for disposal of human waste, sinks for washing hands, and the encampment manager has stated they will dispose of garbage and other solid waste in receptacles meeting the requirements of the City’s Solid Waste Division. Food preparation is not proposed. The encampment Manager will be required to provide administrative and security services readily identifiable to residents and visitors.

3. Outdoor temporary homeless encampment shall 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.

STAFF ANALYSIS: This item is not applicable because the subject proposal is for an encampment located within an existing building.

4. Outdoor temporary homeless encampments shall have a six-foot-tall sight obscuring fence shall be provided around the perimeter of the temporary homeless encampment unless the Director determines that there is sufficient vegetation, topographic variation, or other site conditions to provide equivalent screening of the use from adjacent properties.

STAFF ANALYSIS: This item is not applicable because the subject proposal is for an encampment located within an existing building.

5. Any and all exterior lighting for outdoor temporary homeless encampment shall be directed downward and away from adjacent properties to minimize light impacts.

STAFF ANALYSIS: This item is not applicable because the subject proposal is for an encampment located within an existing building.

6. The maximum number of residents within a temporary homeless encampment shall not exceed 100.

STAFF ANALYSIS: The City's Fire Marshall has set the occupancy for the 4,214 square foot area where occupants will be sleeping at 25 based on residential allowances of table 1004.1.2 of the International Fire Code.

7. Parking for at a minimum five vehicles shall be provided and otherwise comply with Chapter 17.84 of the MVMC.

STAFF ANALYSIS: The church has 110 existing parking spaces with six (6) of these spaces being ADA compliant.

8. No children under the age of 18 shall be allowed in the temporary homeless encampment. 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.

STAFF ANALYSIS: The Encampment Manager has stated, "No children under the age of 18 will be admitted into the shelter. Child Protective Services will be notified as appropriate". See the accompanying Exhibit 2.

9. No animals shall be permitted in the temporary homeless encampment, except for service animals.

STAFF ANALYSIS: The Encampment Manager/Sponsor has requested a hardship exemption for this item. Hardship exemptions are allowed per MVMC 17.210.040. See the accompanying Exhibit 2 and the conditions upon which this hardship exemption has been approved contained under the heading Decision & Conditions.

- 10.** The Encampment Sponsor and/or the Encampment Host shall submit 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:
- a. A prohibition on the possession or use of illegal drugs or alcohol.
 - b. A prohibition on the possession of guns, knives with blades in excess of three inches, and weapons of all kinds.
 - c. A prohibition on violence.
 - d. A prohibition on open flames.
 - e. A prohibition on trespassing into private property in the surrounding neighborhood.
 - f. Hours during which quiet is to be observed.

STAFF ANALYSIS: The accompanying Exhibit 2, submitted by the Encampment Manager, contains each of the code of conduct items that are listed within this item.

- 11.** A transportation plan must be submitted providing for access to transit. 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.

STAFF ANALYSIS: The accompanying Exhibit 2, submitted by the Encampment Manager, contains the transportation plan required within this item.

- 12.** The Temporary Homeless Encampment must 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.

STAFF ANALYSIS: The encampment host, sponsor, and manager have all been made aware that the existing church building constructed in 1996 while under the jurisdiction of Skagit County – not the City of Mount Vernon – does not comply with current Building or Fire codes contained within MVMC Chapters 15.04 (Building Code) or 15.08 (International Fire Code and Fire Prevention Bureau) primarily due to the lack of an automatic fire sprinkler system and existing infrastructure to safely deliver fire suppression flow per the Public Utility District #1's required criteria.

A hardship exemption for this item has been requested and the Encampment Manager has stated they will have a minimum of two (2) staff members awake and alert to keep a fire watch and conduct regular fire inspections. Additionally, they have agreed to perform emergency drills with the occupants. The conditions upon which this hardship exemption has been approved are contained under the heading Decision & Conditions.

- 13.** The Encampment Sponsor shall 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. 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.

STAFF ANALYSIS: The Encampment Manager/Sponsor has requested a hardship exemption for this item. Hardship exemptions are allowed per MVMC 17.210.040. This hardship exemption is not granted and the encampment manager/sponsor shall take all reasonable and legal steps to obtain verifiable identification from prospective residents to obtain sex offender and warrant checks from appropriate agencies and to reject or evict those that do not comply with the criteria of this item.

14. Adequate access for fire and emergency medical apparatus shall be provided.

STAFF ANALYSIS: In its existing condition the church property has adequate access for fire and emergency medical apparatus.

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

STAFF ANALYSIS: This item is not applicable because the subject proposal is for an encampment located within an existing building and tents and other structures are not proposed.

16. Temporary homeless encampment permits may be approved only once over a one (1) year period for no more than 120 consecutive days. These time limits shall apply to property where a temporary homeless encampment is permitted regardless of whether or not an Encampment Manager or Sponsor is different. For example, if a temporary homeless encampment permit was issued on December 1 of a given year for a 120 day period the site upon which the permit was issued could not host another temporary homeless encampment until December 1 of the following year.

STAFF ANALYSIS: The subject permit will be issued for 120 days and will contain the timing limitations outlined within this item.

DECISION & CONDITIONS:

The Temporary Homeless Encampment Permit hosted by the Mount Vernon Seventh Day Adventist Church, file number: PL18-138 is hereby **APPROVED** by the Development Services Department subject to compliance with the standards of the Mount Vernon Municipal Code and the following specific requirements placed on this action that allow this permit to be issued:

1. The Encampment shall be operated consistent with the Encampment Management Responsibility Plan, accompanying this permit identified as Exhibit 2, and all of the additional requirements outlined below that are conditions of approval for this permit.
2. A hardship exemption per MVMC 17.210.040 with regard to having animals at the encampment is hereby granted subject to all of the following:
 - a. All animals must be pre-screening by the Encampment Manager to ensure that the subject animal is not a threat to people, other animals, property, and can be controlled by their owner.
 - b. Animals shall be required to be kept on-leash at all times.
 - c. The Encampment Manager is responsible for providing on-site crates to contain animals.
 - d. A designated and supervised outdoor area where pets can urinate and defecate shall be created by the Encampment Manager. Animals shall be taken inside after urinating/defecating and shall not be outside of the church building for any other reason.
3. A hardship exemption per MVMC 17.210.040 with regard to complying with Building and Fire codes is hereby granted subject to all of the following:
 - a. Occupants and encampment staff, during encampment hours, shall not occupy the educational wing, sanctuary, lobby or administrative offices.
 - b. A minimum of two (2) qualified personnel shall be on duty when the encampment is open. One of the staff members is to remain in the sleeping area at all times. The other member is required to walk the building every 30 minutes and complete the below-described activity log.

- c. An activity log shall be maintained by encampment staff/manager. The activity log shall include all of the following.
 - i. Name of the person completing the log
 - ii. Date and time of activity
 - iii. Inspection of exit doors for operation, clear pathways, and to make sure they are not locked or blocked from the inside. These inspections shall occur every 30 minutes.
 - iv. Inspection of unoccupied and occupied areas. These inspections shall occur every 30 minutes.
 - v. Inspection of fire extinguishers before the encampment opens every evening.
 - vi. Inspection and testing of emergency lights and exit signs before the shelter opens every evening.
 - vii. Garbage cans emptied daily while the encampment is in operation.
 - viii. Inspection to make sure that emergency evacuation plan is posted at all exits in the sleeping area before the encampment opens every evening.
 - ix. Verify that the emergency evacuation plan is practiced by occupants each and every day the encampment is in operation.
 - x. Verify that information is compiled in writing and provided to the staff in charge that lists/describes each of the occupants at the encampment every day the encampment is in operation. This form will be used to account for everyone in the building in the event of an emergency
 - d. The two encampment staff on duty shall have certified fire extinguisher training in the last 12 months. Each member shall have their card upon request.
 - e. No cooking in the church kitchen will be allowed for encampment occupants or staff.
 - f. No smoking or open flame allowed in building. Smoking may take place at least 25 feet from the building. Smoking materials to be placed in an approved metal container. Smoking signs to be posted in areas where occupants are permitted
 - g. The buildings fire alarm shall be operational at all times, if the fire alarm becomes inoperable for any reason the encampment shall be closed until the alarm is repaired.
 - h. Occupant load - The maximum occupant load for the encampment will be 25. The occupant load is based on residential allowances of table 1004.1.2 of the International Fire Code. A sign listing this occupancy shall be posted within the sleeping area.
 - i. Partitions used shall be non-combustible or limited so that it is not easily ignited by open flame.
4. A hardship exemption per MVMC 17.210.040 with regard to complying with the code requirements for background checks is not granted and the encampment manager/sponsor shall take all reasonable and legal steps to obtain verifiable identification from prospective residents of the encampment. The encampment manager/sponsor shall obtain sex offender and warrant checks from appropriate agencies. If the warrant and sex offender checks reveal 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 Manager/Sponsor shall reject the prospective resident or evict the existing resident.
 5. The encampment can operate for 120 days at the subject site. The 120 day period shall toll from the first day the encampment opens following approval of the subject permit and shall run consecutively.
 6. The Encampment Manager/Sponsor shall call the City for an inspection of the encampment facility for compliance with this permit prior to becoming operational for the first time.
 7. The Encampment Manager/Sponsor shall submit reports with supplemental evidence verifying that all conditions of approval of this permit are being complied with including, but not limited to, background checks and activity logs described within condition 3 (above). These reports shall be submitted to the City every 30 days while the encampment is in operation.

SIGNATURE:



Chris Phillips, Director

November 7, 2018

Date

NOTES TO THE APPLICANT AND PARTIES OF RECORD

Permits to allow Temporary Homeless Encampments are Process II decisions per MVMC Chapter 14.05; where a final decision is made by the director or the director's designee following a public comment period but without a public hearing.

This decision may be appealed in an open record appeal hearing to the hearing examiner within 14 days of the date this document was signed by the approval authority, as noted above.

Further information regarding the appeal process may be obtained by contacting the Development Services Department at: 910 Cleveland Ave, Mount Vernon, WA 98273, (360) 336-6214; or by reading through Mount Vernon Municipal Code Chapter 14.05: www.mountvernonwa.gov

TEMPORARY HOMELESS ENCAMPMENT PERMIT

Site Address: 4520 E College Way

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CITY OF MOUNT VERNON

PL18-138

P24796

Parcel Number (if applicable):

OCT 02 2018

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

C.E.D. DEPARTMENT
BY _____

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@mountvernonwa.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:

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 C. Davis, 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 information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature:  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:

PROJECT NARRATIVE REQUIREMENTS

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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. 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.**

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.**

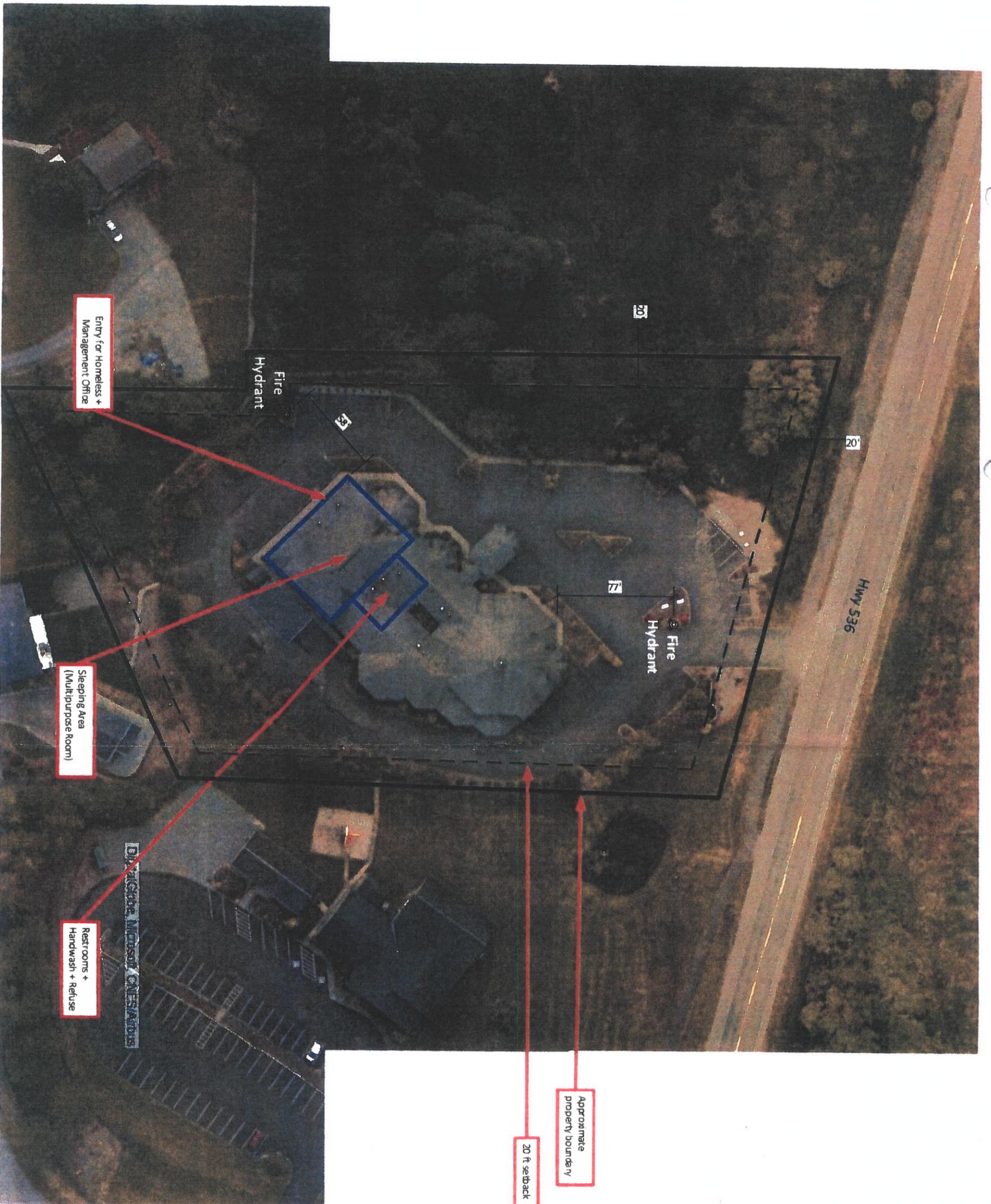
Not applicable, no tents or other outdoor structures are proposed; existing gymnasium in Church will be utilized with appropriate emergency exits. See also answer to question #12 above regarding additional fire protection measures in the building and as-built drawing.

- 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 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 1, 2018 and provide services through the end February, last day being February 28, 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'



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CITY OF MOUNT VERNON

OCT 02 2018

C.E.D. DEPARTMENT
BY _____



October 8, 2018

Skagit Valley Hospitality Association
DBA: Friendship House
Attention: Ms. Tina Tate
P.O. Box 517
Mount Vernon, WA 98273

Reference: Seventh Day Adventist Temporary Emergency Shelter, PL15-138, Technically Complete Determination

Dear Tina:

The application materials submitted on October 2, 2018 for the above-captioned proposal have been deemed 'technically complete' for processing. This means staff is now able to commence the requisite public notification process that begins with issuance of a Notice of Application for this project.

As part of the public notice process, pursuant to the Mount Vernon Municipal Code, the project site must be posted with a 'Notice of Land Use Change' sign on or before **OCTOBER 12, 2018**, to avoid any delay in permit processing.

The Land Use sign and a copy of the Notice of Application to place on the sign are available for pick-up at this office. Please sign, notarize, and return the accompanying 'Affidavit of Posting' to this department following the posting of the property.

If you have any questions about the contents of this letter; or if you need additional information, please do not hesitate to call me at (360) 336-6214; or to email me at: rebeccab@mountvernonwa.gov

Thank you,

A handwritten signature in blue ink that reads "R Lowell".

Rebecca Lowell,
Principal Planner

Cc: Mount Vernon Seventh Day Adventist Church



NOTICE OF APPLICATION & NOTICE OF PUBLIC MEETING

This Notice of Application is being posted and sent to those property owners who are located within 600 feet of the project site described within this notice.

DATE: | October 8, 2018

LAND USE NUMBER: | File No. PL18-138

APPLICATION NAME: Seventh Day Adventist Temporary Emergency Shelter

PROJECT DESCRIPTION: The Seventh Day Adventist Church wishes to host a temporary emergency shelter for the homeless within the Church gymnasium at their below-described site. The shelter will be contained inside the church and the applicant states they will have trained staff supervising the homeless individuals at all times.

City staff has created a page on the City's website where the materials for this application can be viewed. This webpage can be viewed as follows: navigate to: www.mountvernonwa.gov; once here click on 'Departments' then 'Development Services' then 'News Notices' and scroll down this webpage until you see the project name/number for this application.

ENCAMPMENT HOST:

Mount Vernon Seventh Day Adventist Church

4520 East College Way

Mount Vernon, WA 98273

253-307-0954

pastor@mountvernonnsda.com

ENCAMPMENT MANAGER & SPONSOR:

Skagit Valley Hospitality Association, dba
Friendship House

P.O. Box 517

Mount Vernon, WA 98273

360-336-6138

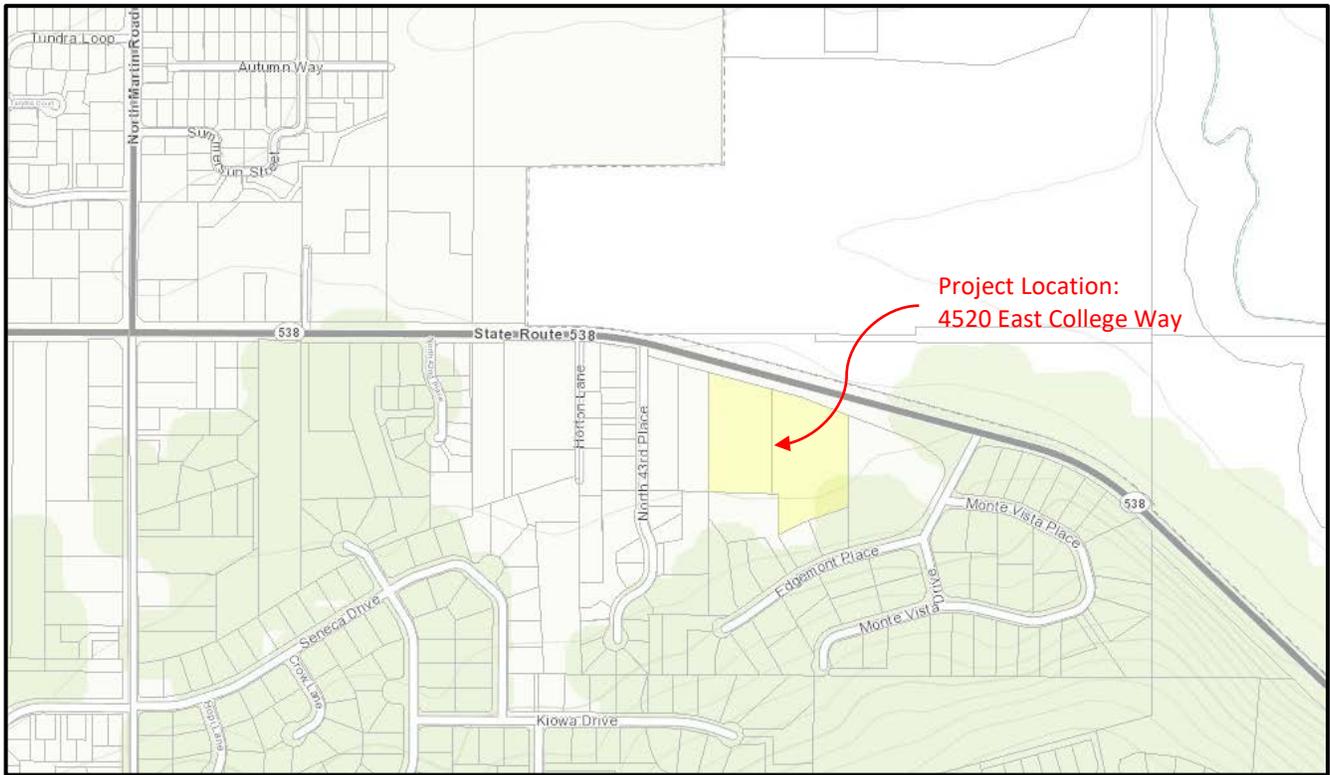
tina@skagitfriendshiphouse.org

PROJECT LOCATION: The project site is located at 4520 East College Way. The parcel numbers are P109134 and P24796 and the site is located within the SE ¼ of Section 15, Township 34 North, Range 04 East, W.M. Please see the vicinity map below.

PUBLIC MEETING: A public meeting to provide information and answer questions will be held on this application on **MONDAY, OCTOBER 22, 2018 AT 5:30 P.M.** at the Seventh Day Adventist Church (4520 East College Way, Mount Vernon)

Comments on the Notice of Application must be submitted, in writing, no later than **5:00 P.M. ON OCTOBER 25, 2018.** Comments should be as specific as possible. Any person may comment on the application, receive notice of and request a copy of the decision once it is made. Questions about this proposal, requests for additional notification by mail and/or appeal procedures should be directed to the contact person listed herein. Any person who submits written comments will automatically become a 'party of record' and will be notified of any decision made regarding this proposal. The application and supporting documentation are available for review at the Development Services Department located at City Hall. Copies will be provided upon request at the cost of reproduction.

VICINITY MAP



DETAILS:

Permit Application Date:	October 2, 2018	Counter Complete: Technically Complete	October 2, 2018 October 8, 2018
Permits/Review Requested:	Temporary Homeless Encampment Permit	Other Permits that may be Required:	None Known

CONSISTENCY OVERVIEW:

Zoning:	Public (P)	Comprehensive Plan:	Church (CH)
Environmental Documents that Evaluate the Proposed Project:	None Required. This project is categorically exempt from the threshold determination and Environmental Impact Statement Requirements of SEPA per WAC 197-11-800.		
Development Regulations Used for Project Mitigation:	MVMC Chapter 17.110 Rebecca Lowell, Principal Planner Development Services Department City of Mount Vernon 910 Cleveland Avenue Mount Vernon WA 98273 Telephone - 360-336-6214; Facsimile - 360-336-6283		
To receive additional information regarding this project contact the Department and ask to become a party of record:			

NOTICE OF CONTINUED PUBLIC MEETING

PUBLIC MEETING: A public meeting was held for the below-described project on Monday, October 22, 2018. At this meeting there were questions and concerns brought forward by property owners living near the project site. To ensure the neighbors' concerns are fully addressed City staff continued the public meeting to **Monday, October 29, 2018 at 5:30 p.m.** This meeting will held at the same location, 4520 East College Way, Mount Vernon.

APPLICANT & APPLICATION NAME/NUMBER: Seventh Day Adventist Temporary Emergency Shelter, PL18-138

APPLICANT (HOST, MANAGER, AND SPONSOR) CONTACT INFORMATION: Mount Vernon Seventh Day Adventist Church, 253-307-0954, pastor@mountvernonsda.com
AND

Friendship House, 360-336-6138, tina@skagitfriendshiphouse.org

CITY CONTACT PERSON: Development Services Department, Contact: Rebecca Lowell, 910 Cleveland Ave., Mount Vernon, WA 98273, (360) 336-6214, rebeccab@mountvernonwa.gov

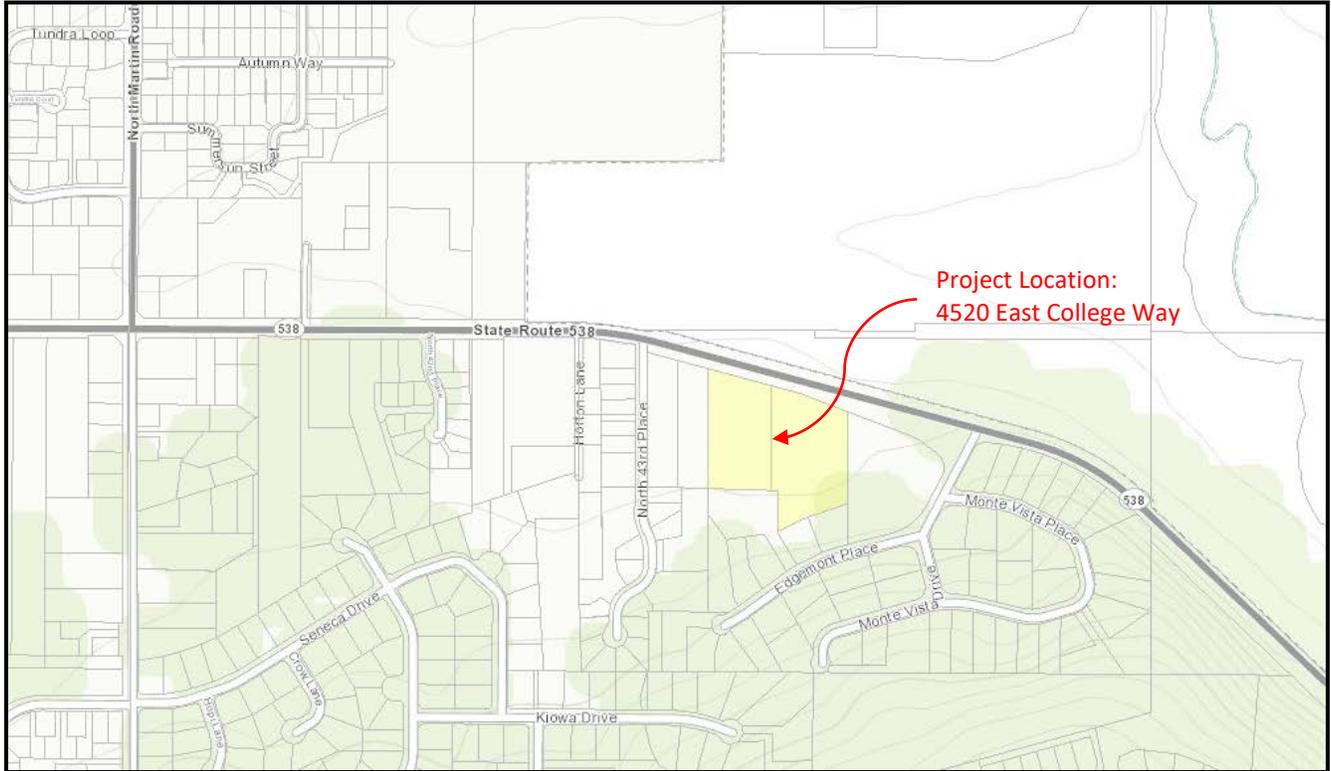
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For the convenience of the public city staff has created a page on the City's website where some materials for this application can be viewed. This webpage can be viewed as follows: navigate to: www.mountvernonwa.gov; once here click on 'Departments' then 'Development Services' then 'News Notices' and scroll down this webpage until you see the project name/number for this application. However, the entire application and supporting documentation are available for review at the Development Services Department located at City Hall. Copies will be provided upon request at the cost of reproduction.

Any person may comment on the application, receive notice of and request a copy of the decision once it is made. Questions about this proposal, requests for additional notification by mail and/or appeal procedures should be directed to the city contact person listed herein. Any person who submits written comments will automatically become a 'party of record' and will be notified of any decision made regarding this proposal.

VICINITY MAP





NOTICE OF APPLICATION & NOTICE OF PUBLIC MEETING

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DATE: | October 8, 2018

LAND USE NUMBER: | File No. PL18-138

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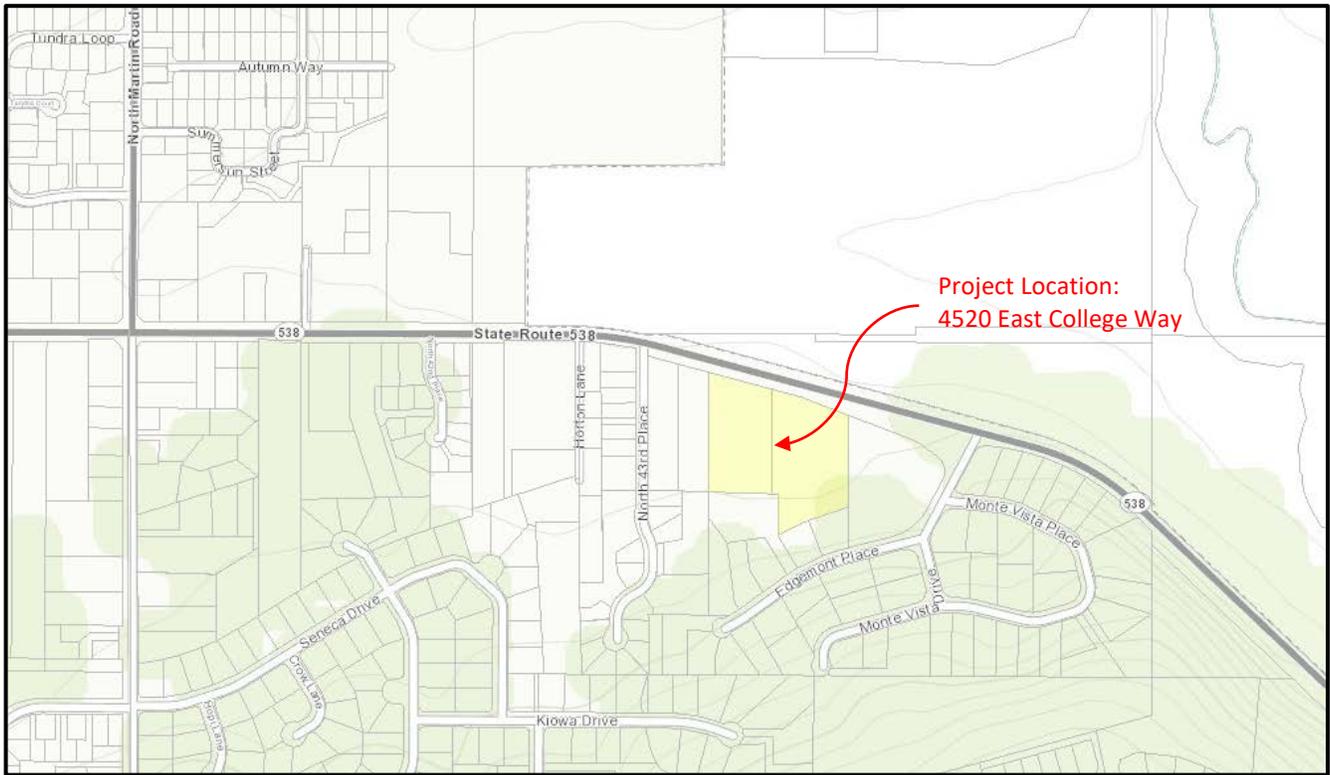
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Development Regulations Used for Project Mitigation:	MVMC Chapter 17.110 Rebecca Lowell, Principal Planner Development Services Department City of Mount Vernon 910 Cleveland Avenue Mount Vernon WA 98273 Telephone - 360-336-6214; Facsimile - 360-336-6283		
To receive additional information regarding this project contact the Department and ask to become a party of record:			

From: [clive boulton](#)
To: [Lowell, Rebecca](#)
Cc: [Phillips, Chris](#)
Subject: Re: CITY FILE: PL18-138 APPLICANT: Seventh Day Adventist Temporary Emergency Shelter
Date: Tuesday, November 6, 2018 9:51:23 AM

Hello Rebecca,

Thank you for the clarification. I don't know of anyone planning to appeal the shelter.

I do expect the other 7th Day Adventist Church activities to build up a daytime homeless activities center and site little-houses on adjacent land will spur robust feedback. More so because the pastor in charge is not a resident of Monte Vista, Mount Vernon nor Skagit County. Thus the homeless community seems to be running this not the 7th Day Adventist Church.

In light of this as communicated earlier, pursuant to MVMC 17.210.040 the PL18-138 application requests a hardship exemption to verifiable identification from prospective residents of the homeless encampments to obtain sex offender and warrant checks from agency. There could be liability to City of Mount Vernon for granting this waiver if the shelter leads to unsupervised daytime homeless visitors wandering about the Monte Vista neighborhood. A part-time school is at the Faith Fellowship church with basketball area and children waiting for and disembarking school buses to walk home.

Clive Boulton @ 4505 Edgemont Pl, Mt Vernon, WA 98273

On Mon, Nov 5, 2018 at 5:38 PM Lowell, Rebecca <rebeccab@mountvernonwa.gov> wrote:

Hello Clive:

The permit for the 7th Day Adventist Homeless Shelter is approved by my boss, Chris Phillips, not the City Council. However, the permit, once issued, could be appealed to the Hearing Examiner.

With regard to your statement about little-houses: the 7th Day Adventist church has met with city staff to discuss their desire to build little houses. The discussions have not been about rezoning land for little-houses because there is no zoning district in the City within which little homes could be permanently placed without having to comply with the same development regulations that other neighborhoods comply with.

In 2019 City Council could ask our department to analyze and make recommendations with regard to how little homes could be allowed for the homeless. These types of work program requests are

generally part of a docketing process that happens in February or March of every year.

Please let me know if there is any additional information I can provide. Thank you!

Rebecca S. Bradley-Lowell,

Principal Planner

Development Services Department

910 Cleveland Ave.

Mount Vernon, WA 98273

360.336.6214

<http://www.mountvernonwa.gov>

From: clive boulton [mailto:clive.boulton@gmail.com]

Sent: Monday, November 5, 2018 11:45 AM

To: Lowell, Rebecca <rebeccab@mountvernonwa.gov>

Subject: Re: CITY FILE: PL18-138 APPLICANT: Seventh Day Adventist Temporary Emergency Shelter

Thank you for adding comments to the record.

Do you know when this application will be voted on by the City Council?

Given the emergency shelter application is leading to planning discussions to rezone land for little-houses. Monte Vista residents although generally supportive of the emergency shelter application are quite alarmed with these other activities. We feel we need to alert the Mount Vernon City Council to our concerns.

Clive Boulton @ 4505 Edgemont Pl.

On Tue, Oct 30, 2018 at 8:36 AM Lowell, Rebecca <rebeccab@mountvernonwa.gov> wrote:

Good Morning,

Thank you for the comments they are now part of the record.

Rebecca S. Bradley-Lowell,

Principal Planner

Development Services Department

910 Cleveland Ave.

Mount Vernon, WA 98273

360.336.6214

<http://www.mountvernonwa.gov>

From: clive boulton [mailto:clive.boulton@gmail.com]

Sent: Monday, October 29, 2018 4:42 PM

To: Lowell, Rebecca <rebeccab@mountvernonwa.gov>

Subject: CITY FILE: PL18-138 APPLICANT: Seventh Day Adventist Temporary Emergency Shelter

Rebecca Lowell

Development Services Department

City of Mount Vernon

910 Cleveland Ave., Mount Vernon, WA 98273,

Pursuant to MVMC 17.210.040 the PL18-138 application requests a hardship exemption to these requirements.

"Encampment sponsor will take all reasonable and legal steps to obtain verifiable identification from prospective residents of the homeless encampments to obtain sex offender and warrant checks from agency."

In the October 20th Skagit Herald (gorskagit.com) article covers an additional Welcome Home Community Co-op, an organization formed to find solutions to homelessness is located at the same Seventh Day Adventist Temporary Emergency Shelter.

"Today, the co-op leaders — many of whom are homeless or have experienced homelessness — are joined by officials from the city of Mount Vernon, Skagit County Public Health, Friendship House and Community Action of Skagit County, among others."

"Right now, Johnson said the co-op mostly serves the Mount Vernon homeless community, but the goal is to involve all of Skagit County."

https://www.gorskagit.com/news/local_news/new-group-aims-to-help-homeless/article_df1b1efb-4de7-57ad-bf8e-66a60a0cba26.html

Logically the same people who use the Seventh Day Adventist Temporary Emergency Shelter will also use this co-op focused on the homeless which is open Mon-Fri 2-5 PM. There are school bus stops adjacent and a part time school nursery at the Faith Community Fellowship Church next door. Expanding homeless focused activities raises concerns with granting waivers to code.

Please consider taking this information into consideration with the PL18-138 application.

Clive Boulton

Monte Vista Resident

4505 Edgemont Pl, Mt Vernon, WA 98273