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CITY OF KENMORE, WA HOMELESS SHELTER TEMPORARY USE PERMIT CHECKLIST



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Project Number: _____	
	Parent Number: _____	
	Related Permit(s): _____	

Date Stamp

SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore (City) to accept the application. Should any of the following minimum items not be provided, the application will not be accepted. Acceptance does not deem the application complete.

Check each box on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to intake.

SECTION 2: IMPORTANT INFORMATION

- In recognition of the need for temporary housing for homeless persons, Section 18.100.210 of the Kenmore Municipal Code (KMC) describes the permitting requirements for sponsoring religious, nonprofit, and governmental organizations (“sponsoring organizations”) to use property owned or controlled by them for indoor and outdoor temporary homeless shelters, while preventing harmful effects associated with such uses, including but not limited to the possibility of impediments to emergency services, the possibility of environmental degradation, the use of improper sanitary facilities, and the possibility of any other factors that would be considered a nuisance under applicable laws.
- Indoor and outdoor temporary homeless shelters, which include temporary homeless encampments (“tent cities”) and temporary homeless indoor shelters, but exclude cold-weather low-barrier shelters, are regulated by KMC 18.100.210. This checklist does not substitute for or replace the KMC. In cases where there may be a contradiction or discrepancy, the KMC prevails.
- This application must be applied for online via www.MyBuildingPermit.com (“MBP”) by selecting 1. Land Use, 2. Any Project Type, 3. Use Approval, 4. Temporary Use.
- All permit application fees are due at intake (see fee schedule).
- Forms are available online at www.kenmorewa.gov/developmentservices.

SECTION 3: PRIOR TO SUBMITTAL

- Only one indoor or outdoor temporary shelter shall operate in the city per calendar year. The City will accept Notices of Intent to file an application for a temporary shelter during the month of October. The notice of intent must be for operation of a temporary shelter in the subsequent calendar year only. If more than one letter of intent is filed during the month of October, the City Council will rank all potential applicants during the first two weeks of November, after determining a ranking procedure and considering a report from the city manager. The potential applicant with the highest ranking must file a complete application and pay all applicable fees on or before December 30th. If the potential applicant with the highest ranking fails to file a complete application and pay all applicable fees by the deadline or withdraws a complete application, or if the City denies the application, the City will accept and process applications from other potential applications, in the order of ranking by the City Council.
- The Notice of Intent (NOI) shall be submitted to the Development Services Department (department) on or before October 31st. The NOI is accepted via mail or email. If the NOI is mailed, it must be received (not post-marked) by the City no later than October 31st. Emails shall be provided to the Development Services Director and Housing and Human Services Manager, currently SLoyuk@kenmorewa.gov and TCork@kenmorewa.gov.

SECTION 4: REQUIRED DOCUMENTS

- Permit application** (form #101)
- Project Narrative** providing the following:
 - The location, including parcel number(s) and address(es);
 - The dates of the start and termination of the shelter;
 - The maximum number of residents proposed;

- The name(s) of the sponsoring organization(s);
- A proposed plan regarding self-management;
- Explanation of compliance with health and safety standards. Per KMC 18.100.200(C)(3), a temporary homeless shelter must meet or the sponsoring organization must implement all of the following health and safety standards:
 - A maximum of 50 residents, which the city manager may reduce due to property and shelter conditions or considerations.
 - For outdoor shelters, have a total site area of at least 150 square feet per resident.
 - A maximum duration of 125 consecutive days.
 - At approximately the 60-day mark, file a report with the city manager that contains topics, data and information required by the city manager, and thereafter summarize the report at a city council meeting.
 - Enclose outdoor shelters on all sides with a minimum six-foot-tall, sight-obscuring fence; provided, that if the shelter cannot be viewed by a person standing on the ground of or looking out of the window of a building on an abutting property, the fence does not need to be constructed along such abutting property.
 - Use existing permanent structures and not construct new permanent structures¹.
 - At all times, have a point of contact who can be reached by phone.
 - Prohibit overnight stays by children under the age of 18, unless accompanied by a parent or guardian. Before admitting a potential resident, contact the King County sheriff's communications center, or other agency or office approved by the City, to determine whether the potential resident is registered as a sex offender or has an active warrant. If the potential resident is a registered sex offender or has an active warrant, prohibit admission to the shelter.
 - Provide adequate sanitary facilities and satisfy all applicable public health requirements.
 - Allow inspections by City and King County health, fire, and police departments at any reasonable time and without notice.
 - Provide a minimum of two off-street parking spaces per 25 residents, except for an indoor shelter with a fluctuating number of residents, which shall require a minimum of four off-street parking spaces. Not displace any required parking for the principal/existing use on the property as a result of the shelter.
 - Restrict smoking to a designated smoking area, which must be a minimum of 25 feet from adjacent properties.
 - Observe quiet hours in accordance with KMC 8.05.025.

- Transportation Plan**, which shall:
- Detail the plan for the pick-up and delivery of residents, if any, and include the walking routes from nearby transit stops to the shelter, and provisions for public transit tickets for residents, if any.

- Code of Conduct**, which shall at a minimum:
- Require residents to agree to the code prior to being permitted to dwell on site; and
 - Prohibit drugs, alcohol, weapons, and open flames; prohibit violent behavior and loitering in the area surrounding the site; and establish and require observance to quiet hours.

- Site Plan**, which shall:
- Show components of the shelter, including but not limited to: dwelling, eating, living, potable water, sanitary, solid waste, and administrative facilities and areas; entry and exit points; pathways; parking areas; and access routes for emergency services; and
 - Demonstrate compliance with all safety and health requirements.

- Copy of the Letter of Intent**

SECTION 5: BEFORE PERMIT APPROVAL

- The sponsoring organization applicant shall hold an informational meeting before the City's decision on the application. A minimum of 14 calendar days before the city's decision on the application, the City will mail notice by first class mail to owners, residents, and tenants of all property within 1,000 feet of the subject property, advising them of the date, time, and location of a public informational meeting hosted by the sponsoring organization. At the meeting, the sponsoring organization shall inform the attendees of the proposed duration and operation of the shelter, conditions that will likely be placed on the operation of the shelter, and provisions of the code of conduct, and shall answer questions regarding the proposed shelter.

¹ Note: Certain temporary structures, including some tents, may require a building permit. Contact the City's Building Official for more information.