

BM&P

**PROPOSAL
FOR
SAFE PARKING**

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APPENDICES

Appendix A: Handbook

BACKGROUND

Purpose of this Document

This is a proposal for a safe parking site for the homeless community in Whatcom County. The managing agency could be a nonprofit, church, or other religious organization. Land could be provided by a religious organization, private owner, or government entity. The project would be in compliance with Bellingham Municipal Code (BMC) 20.15.020, permit requirements, Washington State laws and regulations, and Whatcom County Health Department regulations.

Project Need

As of 2019, there are over 700 homeless people in Whatcom County. Approximately half of the homeless people in Whatcom County are unsheltered on a given night. Many homeless people are forced to illegally camp on public or private property or sleep in their cars.

Because many homeless people have to camp illegally, they are often forced to move, resulting in instability and loss of personal belongings. Homeless people also lack access to basic human necessities, including bathrooms, showers, drinking water, cooking facilities, garbage services, etc. Many homeless people are forced to carry all of their belongings with them at all times, which often prevents them from being able to seek employment.

The proposed safe parking project provides a safe legal place for our homeless neighbors to live. This project will give access to basic human necessities, such as bathroom and kitchen facilities, garbage/recycling service, and a sense of safety and community. This project will also serve as a central location for service providers to meet with residents to determine their individual needs.

PROPOSED PROJECT

Project Description

The proposed project is a temporary safe parking site for homeless people in Whatcom County. The exact number of safe parking sites will depend on the space available at the specific location. This project will provide residents with a secure, stable location to live and store their belongings.

The site will be surrounded by a 6-foot tall chain link fence. A welcome office will be located near the front gate where residents and visitors will sign in and out.

A community kitchen and dining tent will be located on-site and will be used by the residents for food storage, food preparation, and dining, as well as a place to gather and socialize. Other facilities will include a storage container for storing donated supplies, a welcome tent, dumpsters and recycling bins, portable toilets, and a hand washing station.

Showers would be provided by either a shower trailer, vouchers to public showers, or partnership with an organization with shower facilities. The site will include two large community tents for kitchen and dining areas.

Site Location

The safe parking site will be located at either an existing church or religious organization, private land, or publicly owned land in Bellingham or Whatcom County. **Ideally, the site will be located on an existing paved lot with access to water and electricity.** *The site should be located on a WTA bus line.* Since the facility includes portable toilets and handwashing stations, sewer access is not required.

Project Funding

The project would be funded by the managing agency.

Insurance

General commercial liability insurance with a limit of \$1 million will be acquired.

1. IMPACT ON THE SURROUNDING NEIGHBORHOOD

Neighborhood Outreach

The managing agency will identify nearby residents, businesses, and any other affected neighbors. The managing agency will hold a neighborhood meeting to solicit input from the nearby residents. The City will be notified of the meeting date and time. All questions and concerns will be addressed during the meeting. The managing agency will provide contact information to all nearby residents, so they can continue to discuss any ongoing concerns and provide feedback.

The City will also publish a notice of application for the project once the application is submitted, which will be followed by a 14-day comment period.

Once the site begins operations, neighbors will be invited to take a tour of the site and meet the residents. The goal is to make the residents of the safe parking site feel welcome as part of the community and to reduce any remaining uncertainties or doubts that the neighbors may have.

Safety & Security of Neighborhood

The site will be surrounded by a 6-foot tall chain link fence for the security of the residents. The fence has a 12-foot wide gate for site access. A welcome office will be located near the front gate where residents and visitors will sign in and out.

The site will be monitored by 24/7 video surveillance. 720P HD security cameras will be placed around the perimeter of the property to monitor all activity occurring on and surrounding the perimeter of the site.

- Camera use on the site is necessary to protect rights of all residents as well as neighbors in the area from any potential problems or unlawful activity.
- Site location will be monitored remotely by the managing agency through an application on the phone and/or PC to ensure stability of the site.
- Security cameras will **not** be installed inside vehicles or bathrooms; this measure is to preserve the privacy and rights of the site residents.

The Bellingham Police Department will be provided with a complete list of residents, including full name and date of birth. An updated list will be provided to the Bellingham Police Department as new residents move in or out.

The City will authorize the installation of an internet access point/radio antenna on site. The managing agency will be responsible for all installation and removal costs and requirements.

Minimizing Adverse Impacts

The location of the safe parking site will be chosen with consideration of minimizing any adverse impacts to the site and the surrounding area. The site will only exist temporarily in accordance with an approved permit. Proximity to residential neighbors and schools will be considered.

Impacts to any neighbors will be minimized by establishing quiet hours on the site. The managing agency will also do a weekly litter pickup in the nearby vicinity.

Signs will be posted around the perimeter of the site to limit any camping or loitering outside of the site. Any person camping on the property adjacent to the site will be asked to vacate by the managing agency. The managing agency will attempt to connect the individual with social services. If the person refuses to leave, the managing agency will contact the Bellingham Police Department.

The proposed use involves temporary structures that will be easily removed at the end of the project. The proposed use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity of the site. The property will be restored to its original condition at the end of the project.

OPERATIONS PLAN

This Operations Plan addresses site management, site maintenance, and provision of human and social services.

Site Management

1.1.1. *Site Setup*

The managing agency will be given permission via the license agreement to begin setting up the site prior to the first day of occupancy. The managing agency will post signs at the site provided by the City regarding the project per BMC 21.10.200.E to notify the public of the upcoming construction activities. The managing agency will begin by installing the perimeter fence and security cameras. The temporary structures will be brought to the site. Each parking spot will have a designated unit number. A commercial service will be contacted to provide the portable toilets, hand wash stations, and dumpster and recycling bins.

The managing agency has sufficient staff and/or volunteers to fill necessary roles. All prospective residents will be screened by the managing agency and by the Bellingham Police Department.

1.1.2. *On-Site Staff*

The managing agency will have a staff member living on-site to serve as the site manager.

The managing agency will provide all staff/volunteers with a site orientation and copy of the Handbook. The managing agency will have at least one staff member available on-call 24 hours per day, 7 days per week to answer questions and solve problems should they arise.

1.1.3. *Identifying Eligible Residents*

Initial residents will be chosen by the managing agency based on direct knowledge of individuals who are suitable for community living. The managing agency may coordinate with the Opportunity Council and the Homeless Outreach Team (HOT) to get recommendations on suitable applicants.

The safe parking site will be a drug and alcohol-free community. The site is intended for homeless individuals who are actively working to improve their situation and need a safe temporary place to live while seeking permanent housing. Site residents will likely consist of people who are either working or disabled and who have a source of income. Site residents will also be selected based on their ability to succeed in a community living setting. Individuals with a known history of violence or unsafe behavior are not eligible.

If residents move out or find other accommodations, future residents will be chosen from a wait list. A copy of the resident application form is included in the Handbook.

1.1.4. *Application Process*

Individuals who would like to apply to be a site resident must complete an application form. Once an application is submitted, the managing agency will interview the prospective resident off-site. No prospective residents will be brought to the site. Government issued valid photo ID is required and is scanned and kept on file. If no ID is available at the time of the interview, when the applicant becomes a resident, they will be signed-up for an ID.

If the applicant is approved, the managing agency will submit the applicant's name and date of birth to the Bellingham Police Department to run an active warrant check and sex offender status check. If the applicant passes those checks, they will be accepted when a spot becomes available.

1.1.5. *New Resident Orientation*

All new residents receive a New Resident Orientation by the managing agency. Orientation includes a detailed review of the policies and code of conduct for the site. New residents complete all required paperwork provided in the Handbook.

1.1.6. *Resident Responsibilities*

Residents will assist with day-to-day duties and responsibilities, such as managing the site logs, answering resident's questions, maintaining a donations inventory, doing shifts at the welcome desk, and maintaining and cleaning shared spaces.

Every person who enters or leaves the site will be checked in or out on the sign-in sheet. This includes residents, volunteers, case managers, service providers, visitors, and any other person who enters or leaves the site. If there is an emergency, emergency personnel (police, fire, EMT, etc.) are not required to sign-in before entering the site.

1.1.7. *Exit Plan*

The managing agency will continually work with service providers to help residents find permanent housing as well as job training or assistance (if needed). The managing agency will also work to identify any programs that residents are eligible for as a first step toward financial stability (such as cash and food assistance programs, child care benefits, Medicare, and Medicaid, rental assistance, and utility subsidies).

Residents will be made aware of the temporary nature of the project and will be reminded again one month before the permit expires. During the last month, every effort will be made to find alternative living arrangements for the residents. If no alternative arrangements can be made, the resident will be required to vacate the premises at least 48-hours before the permit expires so that site restoration activities can be completed. No new residents will be admitted during the last 3 weeks of operations.

1.1.8. *Emergency Plan*

In the event of an emergency, the managing agency will provide alternative shelter for the site residents (if deemed necessary). Alternative shelter may include motel rooms or other existing shelters. The managing agency will provide the residents with transportation from the site to the alternative shelter.

All parking spaces will have a designated unit number so that emergency personnel can easily locate a particular unit in the event of an emergency.

1.1.9. *Bill and Utility Costs*

Utility fees at the site are 10% of the resident's income or \$100 per month, whichever is lower. Utility fees are based on the residents' ability to pay. Utility fees must be paid by cash or check. Utility payments are given to the managing agency's on-site supervisor. If a resident's income changes during their stay, they must notify the managing agency as soon as possible (but no later than 1 month after such changes) so that utility fees can be adjusted accordingly.

Utility fees are due on the first day of the month, with a 10-day grace period with proper notification to the managing agency. If there is anticipated or unexpected delays in payment beyond the grace period, the resident is required and expected to notify the managing agency of their circumstances to discuss the situation and adjust payment arrangement if necessary. Failure to pay utility fees (where required) in accordance with the payment arrangements may lead to *grounds for termination of stay*.

Utility fee payments offset costs of operating the site and allows the community to be self-sustaining and self-funded through operations and maintenance on a continuous basis without relying solely on donations.

1. Payments are used to pay all bills for site operations and upkeep such as electrical, sewage disposal, garbage, and internet, as well as supplies for the site such as toilet paper, soap, and other household products.
2. This payment model helps residents to transition to regular housing with greater ease by developing a familiarity with expectations of traditional rent and housing requirements.

Site Maintenance

Residents are responsible for maintaining the cleanliness of their own space, common areas, and surrounding areas.

1.1.10. *Solid Waste Disposal*

Dumpsters and recycling bins will be located near the entrance to the site and will be serviced by a commercial service. Trash cans will be provided throughout the site. Trash bags will be

provided to residents. Each resident will be responsible for collecting their own trash and recycling and placing it into the appropriate bins.

Community trash cans are located throughout the site, including in the community kitchen tent and the welcome office. Cigarette butt disposal bins will be located in the designated smoking area. Community trash bins will be maintained by residents on a daily rotation schedule that will be posted on-site. Those residents will also be responsible for a daily trash patrol in the immediate vicinity of the site. *Residents with relevant physical disabilities will be accommodated or excused from this duty.*

1.1.11. *Food Preparation and Kitchen Maintenance*

The site will include a community tent for the kitchen/food preparation area and dining area. The kitchen will include food preparation counters and a sink. The kitchen will include refrigerators, freezers, and a microwave. A barbeque grill will be located outside in a designated space near the food preparation area.

Residents will prepare their own food and will be responsible for properly storing and disposing of their food, and maintaining a clean kitchen and dining area. Many residents will likely be recipients of food stamps and will purchase their own food.

If volunteers or businesses would like to provide food donations, all public health regulations on food handling and storage will be followed. Any volunteer that prepares food will be required to have a WA State Food Workers card.

Dishwashing gray water will be collected in an on-site tank. Gray water will be sent off-site for disposal at the Post Point Wastewater Treatment Plant or a nearby RV dump station.

1.1.12. *Sanitary Portable Toilet Maintenance*

The site will have at least one portable toilet for every 4 residents (including 1 ADA accessible toilet) that will be available on-site at all times. The wastewater from the portable toilets and handwash stations will be sent off-site for disposal by a commercial provider.

1.1.13. *Potable Water Maintenance*

Potable drinking water will be provided by the City's potable water supply and will be available on-site at all times.

Potable water for the handwashing station will be provided by a commercial provider and will be available on-site at all times.

1.1.14. *Repairs and Maintenance*

Repairs and maintenance to community tents and structures will be handled by the managing agency. Residents must notify the managing agency of any needed repairs or maintenance promptly. If an emergency repair is required, residents must contact the managing agency as soon as possible.

a. Social & Health Services

The safe parking site will serve as a central location for service providers to meet with residents to determine their individual needs. The managing agency will coordinate with other service providers and providers of shelters for homeless persons within the County and will inquire about the availability of existing resources with these providers.

It is recommended that any chronic health and/or mental health conditions be assessed as a prerequisite for residency. Case worker(s) will identify which support services are needed (if any) based on a preliminary evaluation. Examples of support services may include:

- Eligibility for residency
- Job training accessibility
- Mental health assessment
- Counselling for drug/alcohol recovery
- DSHS follow-ups and reviews

If an individual currently has a case manager, they will notify the managing agency and will continue to work with that case manager. If an individual does not have a case manager, the managing agency will work with the Opportunity Council and/or HOT team to identify an appropriate case manager or any other required services. Volunteer case managers may help conduct the initial screenings of residents. Volunteer case managers must have a degree in social work or related field and relevant experience and will be screened by the managing agency.

Washington State Department of Social and Health Services (DSHS) may assist residents with determining eligibility for cash and food assistance programs, child care benefits, Medicare, and Medicaid.

Any mild health conditions that progress negatively must be addressed immediately. Residency at the site is subject to re-evaluation. Sobriety and moderate mental health are mandatory for communal living to provide the best atmosphere for all residents.

MUNICIPAL CODE REQUIREMENTS

The following sections identify the relevant requirements established in the Bellingham Municipal Code (BMC) Chapter 20.15.020.

1.2. Section A: Site Vicinity

Temporary safe parking areas must be located a minimum of 20 feet from the property line of abutting properties, unless the director finds that a reduced buffer width will provide adequate separation between the shelter and adjoining uses due to changes in elevation, intervening buildings or other physical characteristics of the site.

1.3. Section B: Critical Areas

Temporary safe parking areas must not be located within a critical area or its buffer as defined by Chapter 16.55 BMC.

1.4. Section C: Maximum Number of Residents

The maximum number of people allowed at one time in a single temporary safe parking area will be determined by the director taking into consideration site conditions, but in no case may the number be greater than 100 people. In determining the maximum number of people allowed at each individual encampment, the director shall consider factors such as the size and location of the site, the surrounding land uses, and other contextual factors. The number of people allowed at each site may be reduced based on the characteristics of the population served and necessary services to be provided.

1.5. Section D: Maximum Number of People Housed in Temporary Shelters

No more than 300 people may be housed at one time in temporary safe parking areas, temporary tent encampments and temporary tiny house encampments citywide. Multiple locations may be permitted, provided the aggregate of people in these three temporary shelter types does not exceed 300. Informed by the Whatcom County point-in-time census of homeless individuals and families, the director may increase the maximum number of people who may be housed in temporary shelters.

1.6. Section E: Fence

Fencing adequate to limit access to the site for the safety and security of residents must be installed on the perimeter of the shelter site; provided, that fencing does not create a sight obstruction at the street or street intersections or curbs as determined by the city engineer. A six-foot-tall fence, which may include chain link or other temporary fencing materials, is presumed adequate for this purpose. The director may waive this requirement if there is sufficient vegetation, topographic variation, or other site considerations such that complete perimeter fencing would not be needed to serve this purpose.

1.7. Section F: Lighting

If provided, exterior lighting must be directed downward and glare must be contained within the shelter site.

1.8. Section G: Health & Safety

The following health and safety elements must be provided for the temporary shelter site:

1. Exterior 2A-10BC fire extinguishers within 75 feet from any point in the shelter site;

2. A designated smoking area;
3. Flame-retardant materials for tents over 300 square feet and canopies in excess of 400 square feet;
4. Prohibition of any open flames, except an outdoor heat source approved by the fire department;
5. A first aid kit large enough to serve the maximum population of the shelter site;
6. Obstruction-free access aisles as required by the fire department;
7. Appropriate power protection devices at any location where power is provided;
8. Trash receptacles in multiple locations throughout the site and regular trash patrols in the immediate vicinity of the site;
9. Regular removal of trash from individual trash receptacles and a centralized area for trash and recycling that is regularly serviced by a local provider of this service;
10. Chemical toilets set back at least 40 feet from all property lines as recommended by the portable toilet service provider, along with the recommended maintenance of these toilets, or access to toilets in an indoor location;
11. Hand-washing stations by the toilets;
12. Running water in an indoor location, or continuous running water in an outdoor location that is discharged to a location approved by the city;
13. Posting at the site and distribution to shelter guests copies of health and safety information provided by the city, county, or any other public agency;
14. Observation of and compliance with all Whatcom County health department requirements related to food donations; and
15. Cooking facilities, if provided, may be located in an indoor or outdoor location and must include the following:
 - a. A sink with running water. If located outdoors, it must include continuous running water that is discharged to a location approved by the city;
 - b. A nonabsorbent and easily cleanable food preparation counter;
 - c. A refrigerator or cooler to keep perishable food cold; and
 - d. All products necessary to maintain the cooking facilities in clean condition.

1.9. Section H: Not Applicable

1.10. Section I: Compliance with Laws and Regulations

Subject to the limitations in RCW 35.21.915 and 19.27.042, the sponsor and/or managing agency shall ensure compliance with Washington State laws and regulations, the Bellingham Municipal

Code, and Whatcom County health department regulations concerning, but not limited to, drinking water connections, solid waste disposal, and human waste. The sponsor and/or managing agency shall permit inspections by local agencies and/or departments to ensure such compliance and shall implement all directives resulting therefrom within the specified time period.

1.11. Section J: Displacement of Existing Parking

On-site parking of the sponsor must not be displaced unless sufficient required off-street parking remains available for the host's use to compensate for the loss of on-site parking or unless a shared parking agreement is executed with adjacent properties.

1.12. Section K: Transportation Plan

A transportation plan that includes a description of transit, pedestrian and bicycle access from the subject site to services and schools must be provided.

1.13. Section L: Hours of Operation

To limit outdoor waiting, the shelter must be open 24 hours per day.

1.14. Section M: Site Boundary

All functions associated with the shelter, including outdoor recreation areas, parking, and outdoor waiting, must take place within a building or on the site proposed to house the shelter.

1.15. Section N: On-Site Supervision

On-site supervision must be provided at all times.

1.16. Section O: Code of Conduct

A code of conduct must be provided that not only protects the health, safety and welfare of shelter guests, but also mitigates impacts to neighbors and the community consistent with RCW 35.21.915. At a minimum, the code must include a prohibition on illegal drug and alcohol use and threatening or unsafe behavior. The sponsor and/or managing agency shall ensure that items deemed as weapons are stored in a safe location.

1.17. Section P: Operations Plan

An operations plan must be provided that addresses site management, site maintenance, and provision of human and social services.

1.18. Section Q: Qualifications

Sponsors and/or managing agencies shall have either a demonstrated experience providing similar services to homeless guests; and/or certifications or academic credentials in an applicable human service field; and/or applicable experience in a related program with a homeless population. Should a sponsor and/or managing agency not have any of the preceding qualifications, additional prescriptive measures may be required to minimize risk to both guests of the temporary shelter and the broader community.

1.19. Section R: Children

No children under the age of 18 are allowed to stay overnight in a temporary shelter, unless accompanied by a parent or guardian, or unless the shelter is licensed to provide services to this population. If a child under the age of 18 without a parent or guardian present attempts to stay in a shelter not specifically licensed for providing shelter to youth, the sponsor and/or managing agency

shall immediately contact Child Protective Services and actively endeavor to find alternative shelter for the child.

1.20. Section S: 24-Hour Contact Person

The sponsor and/or managing agency shall designate points of contact and provide contact information (24-hour accessible phone contact) to the patrol operations commander for the Bellingham police department. At least one designated point of contact shall be on duty at all times. The names of the on-duty points of contact shall be posted on site daily, and their contact information shall be provided to the Bellingham police department as described above.

1.21. Section T: Identification

The sponsor and/or managing agency shall take all reasonable and legal steps to obtain verifiable identification information, including full name and date of birth, from current and prospective shelter guests.

1.22. Section U: Sex Offender Checks

People who are required to register as a sex offender are prohibited from the shelter. Should the sponsor and/or managing agency become aware of a current or prospective guest who is an unregistered sex offender, they shall immediately contact the Bellingham police department. The sponsor and/or managing agency shall provide notice to prospective guests that the sponsor and/or managing agency will report any current or prospective guest required to register as a sex offender to the Bellingham police department.

1.23. Section V: Active Felony Warrants

Should the sponsor and/or managing agency become aware of a current or prospective guest who has an active felony warrant, it shall follow set protocol (as approved by the Bellingham police department) for contacting the Bellingham police department and addressing these warrants. The sponsor and/or managing agency shall provide notice to prospective guests that the sponsor and/or managing agency will report any current or prospective guest known to have an active felony warrant to the Bellingham police department.

1.24. Section W: Rejection/Ejection from the Site

The sponsor and/or managing agency shall immediately contact the Bellingham police department if someone is rejected or ejected from the shelter when the reason for rejection or ejection is an active warrant or a match on an unregistered sex offender check, or if, in the opinion of the on-duty point of contact or on-duty security staff, the rejected/ejected person is a potential threat to the community.

1.25. Section X: Log of Names/Dates

The sponsor and/or managing agency shall keep a log of names and dates of all people who stay overnight in the shelter, and a current log must be made available upon demand by any municipal or county law enforcement officer. Status checks of current guests may be routinely performed by the warrant officers of the Bellingham police department through the current log provided by the sponsor and managing agency. The sponsor and/or managing agency shall provide notice to prospective guests that all people staying overnight in the shelter are subject to status checks by the warrant officers of the Bellingham police department.

1.26. Section Y: Coordination with Other Service Providers

The sponsor, managing agency and shelter guests shall cooperate with the coordinated entry system managed by the Homeless Service Center and other providers of shelters and services for

the homeless, and shall make inquiry with these providers regarding the availability of services, unless the sponsor or managing agency can provide these services.

1.27. Section Z: Site Photos

The sponsor and/or managing agency shall provide before photos of the host site.

1.28. Section AA: Site Restoration

Upon vacation of the shelter site, all temporary structures and debris shall be removed from the site and the site shall be restored, as near as possible, to its original condition within one calendar week. Where deemed necessary by the director, the sponsor and/or managing agency shall replant areas in which vegetation had been removed or destroyed.

1.29. Section BB: Liability Insurance

The sponsor and/or managing agency of a temporary shelter located on city-owned property shall obtain prior to permit issuance and maintain in full force and effect, at its own expense, liability insurance naming the city as an additional insured in an amount that the city determines is sufficient to protect it from:

1. All potential claims and risks of loss from perils in connection with any activity that may arise from or be related to the sponsor and/or managing agency's activity upon or the use or occupation of the city property allowed by the permit; and
2. All potential claims and risks in connection with activities performed by the sponsor and/or managing agency by virtue of the permission granted by the permit.

1.30. Section CC: Liability Agreement

1. Any liability, claims, actions, suits, loss, costs, expense judgments, attorneys' fees, or damages of every kind and description resulting directly or indirectly from any act or omission of the sponsor and/or managing agency of a temporary shelter located on city-owned property, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the sponsor and/or managing agency's use or occupancy of the city property; and
2. All loss by the failure of the sponsor and/or managing agency of a temporary shelter located on city-owned property to perform all requirements or obligations under the temporary use permit, or federal, state, or city codes or rules.

ADDITIONAL APPLICATION REQUIREMENTS

The following sections address additional requirements listed in the Temporary Shelter Application Packet that were not otherwise addressed in this proposal.

1.31. Meeting the Goals and Policies of the Comprehensive Plan

The proposed use is consistent with the goals and policies of the Bellingham Comprehensive Plan. Specifically, the project will support the following goals and policies:

- Goal H-4: Support housing options for special needs populations.
- Policy H-49: Support implementation of the Whatcom County Plan to End Homelessness.
- Policy H-50: Continue to encourage and support the development of emergency transitional and permanent supportive housing with appropriate on-site services for people with special needs and the homeless throughout the City and county. Moving people into permanent housing as quickly as possible should be a priority.
- Policy H-51: Maintain an inventory and expand the city's supply of interim housing for target populations.
- Policy H-52: Foster and support partnerships that have proven to be successful in reducing homelessness, preventing homelessness, and assisting the chronically homeless with needed care.

This project will provide a temporary, safe location for homeless individuals to live. Site residents will have access to on-site services, which will include basic necessities (bathrooms, hand wash stations, kitchen, shower, potable water, etc.). The site will provide a stable location for case managers to meet with the residents. DSHS may also provide services once per month at the site. This project will support the City's policy of expanding interim housing for the homeless.

The managing agency will be partnering with many organizations (including the City, police, DSHS, HOT team, Opportunity Council, etc.) to successfully carry out this project, which will ultimately move homeless people into permanent housing.

**Appendix A
Handbook**