DPD	**Director's Rule 20-2015**
HSD	**Director's Rule 01-2015**

Applicant: City of Seattle Department of Planning & Development Human Services Department	**Page:** 1 of 6 **Publication:** 8/6/15	**Supersedes:** N/A **Effective:** 9/21/15
Subject: Requirements for Transitional Encampments	**Code and Section Reference:** SMC 23.42.054, 23.42.056, and Sections 8 and 9 of Ordinance 124747 **Type of Rule:** Procedural Rule **Ordinance Authority:** SMC 3.06.040 and 23.88.010.A	
Index: Land Use Code/Technical Standards and Procedural Requirements	**Approved** **Date** 9.16.15 **Diane M. Sugimura, Director, DPD** 9-17-15 **Catherine Lester, Director, HSD**	

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Seattle City Ordinance No. 124747 authorized "transitional encampments" for homeless persons as a permitted "interim" use on City-owned property, private property, and educational Major Institutions according to the standards in Seattle Municipal Code (SMC) Section 23.42.056.

Section 23.42.056.A requires the Directors of the Department of Planning and Development (DPD) and the Human Services Department (HSD) to adopt a joint rule establishing requirements for community outreach, encampment operations standards, and coordination with the permit process for new transitional encampments on any selected site meeting the requirements of the regulation.

I. Human Services Department

A. Community Outreach Standards

1. The encampment operator will comply with community outreach standards before filing a transitional encampment interim use permit application with DPD for either a new transitional encampment or relocation of an existing transitional encampment.

2. The operator will convene at least one public meeting in the neighborhood where the transitional encampment interim use is proposed to be established, **at least 14 days prior to applying for a permit**.

3. Written notice will be provided to all businesses, property owners, and residents within 300 feet of the proposed site. Notices will include:
   - The name of the authorized encampment operator and contact information (name, phone number and email);
   - The purpose of the community meeting;
   - The location, date, and time of the community meeting;
   - A basic description of the purpose of the encampment, the maximum number of residents, and the facilities and services provided; and
   - The responsibilities of encampment occupants in the neighborhood.

4. The community meetings will allow time for questions and feedback and include information about:
   - People who will reside in the encampment;
   - Management and maintenance of the encampment along with safety and security measures;
   - Grievance policies;
   - Encampment operator history and experience;
   - Descriptions of partner agencies and organizations; and
   - A list of phone numbers to call with complaints, suggestions, and concerns.

5. Once the encampment is established, the operator will be responsible for maintaining open communication with neighbors, ensuring compliance with neighborhood agreements, if any, and developing a grievance procedure for both community members and encampment residents.

B. Community Advisory Committee

Following the public meeting, the encampment operator will establish and convene a Community Advisory Committee to provide advisory input on proposed encampment operations including identifying methods for handling community complaints or concerns relating to the facility or facility clients. The committee will include one individual identified by each stakeholder group in the geographic area where the proposed encampments would be located as best suited to represent their interests. The committee will consist of no more than seven members. Encampment operator representatives will attend committee meetings to answer questions and provide regular reports to the committee concerning encampment operations. City staff may attend the meetings.

C. Operations Standards and Plan

1. Operations Funding and Site Management:

   a. Operating Budget: The operator will develop an annual operating budget for the program. The budgets should include all revenue sources committed and anticipated for the program and any plans for fundraising. The operating budget will be included as part of the lease agreement.
   b. Fund Development Plan: HSD expects that City resources contributed to the encampment will leverage other public and private funds. The operator will be required to secure non-City financial and in-kind resources to support the encampment and its operations. HSD will require the operator to submit a Funding and Resource Development Plan which outlines milestones and a schedule for leveraging other funding at time of application.
   c. Management Plan: The operator will assume responsibility for management, maintenance, operations, and security at the site, including enforcement of procedures and protocols for the safety and welfare of the residents, staff and any volunteers at the transitional encampment. The management plan will describe the governance model the program will be operated under, which should include working with residents to implement site/program operations. The management plan should also outline goals and plans for connections with community resources, and plans for on-going community engagement.

      The management plan will make provisions for site/program operations including security, enforcement, evacuation, accessibility, fire prevention and other standards appropriate for health, welfare and safety. The plan will also include a resident code of conduct, resident rights, and a resident and community grievance policy.
   d. Services Plan: Program services to be provided during business hours defined by the operator will include: (a) provision of information and

referral services; (b) provision of or referral to showers, laundry and secure accommodations for residents to store personal belongings during their stay; (c) provision of or referral to food service; and (d) provision of or referral to crisis intervention services.

2. Resident Support: Encampment residents will have access to on-site and off-site services and resources that will provide assistance in helping to create a personal stability and transition plan to identify participant strengths and barriers, and develop the skills necessary to obtain and maintain stable housing.

3. Service Coordination: The operator will work with social service agencies to provide outreach and engagement services to residents. Social service agencies and support from peers in the encampment will work in concert to provide support and encouragement to assist residents to develop a personal stability and transition plan, identify strengths and barriers, and provide referrals to critical services, including shelter, transitional/permanent housing, hygiene and day centers, benefit assistance, medical/dental/mental health services, chemical dependency treatment, literacy/training materials and employment. This includes building partnerships with local homeless and housing providers to further ensure that services are available on-site to respond to the comprehensive needs of clients and support participants in realizing success and overcoming obstacles to personal empowerment and housing stability.

4. Site maintenance: The encampment site will be maintained in accord with Public Health – Seattle & King County environmental health standards.

5. Public health and safety goals: The operator will be responsible for ensuring efficient oversight during all hours of operation to include maintenance of hygiene and kitchen facilities, ensuring proper health and safety practices are followed regarding food handling, and storage of personal items and that cleaning and disinfectant products are stocked and properly used.

6. Populations to be served: The encampment must serve homeless persons who do not have primary indoor shelter and lack the resources and support necessary to sustain stable housing and adhere to the following requirements:
   - The encampment will allow families with children and adults who are 18 years of age and older as residents;
   - Unaccompanied minors will **not** be allowed to reside at the encampment;
   - The program will find suitable indoor shelter or alternate placement for encampment residents who are considered highly vulnerable, including women who are pregnant, families with young children, and persons with severe disabilities and/or chronic health conditions; and

- Screening for sex offender status will be completed at the time of intake.

7. Cultural Competency: The operation, management, and provision of services must be culturally and linguistically appropriate, and include the capacity to effectively serve and engage people of diverse backgrounds.

8. Governance: The City will require the transitional encampment operator to develop and implement a formalized governance structure, which should include working with residents to implement site/program operations in which residents are active in contributing their time and talents to work on the day-to-day management of the encampment site and the community in which they live. The governance/management model should create a shared power and decision making structure where residents participate in the adoption and enforcement of policy, assist with security and property maintenance (including the surrounding area), and share experience and expertise with their peers. These experiences are intended to promote balanced and shared power, and skill development in conflict resolution, communication and leadership.

   All residents are expected to be good neighbors. Residents will receive an orientation during enrollment that defines expectations of conduct. Residency is contingent upon agreement to the expectations. The operator and the governance structure will be responsible for providing support to residents to ensure that they are successful in meeting the expectations of conduct. Residents who are unable or unwilling to maintain their commitment may not be allowed to remain at the site. In the event that residency is terminated, the operator will help the individual to connect to appropriate services.

II. Department of Planning and Development

A transitional encampment interim use is a use permitted outright under the Seattle Land Use Code (Title 23) if all applicable requirements and standards in the Code are met, and if the proposal is exempt from environmental (SEPA) review. The transitional encampment interim use permit process is a Type I decision by the Department of Planning and Development (DPD). A Type I decision is a decision made by the Director of DPD that is not appealable to the City's Hearing Examiner. The following process applies to a transitional encampment interim use.

A. **Location requirements:** Transitional encampments shall meet the location requirements of Section 23.42.056.B.

B. **Permit application, plan submittal and site review process:**

1. To support an application to DPD for an interim use permit, an encampment operator or its representative shall submit a standard DPD cover sheet and a

complete site plan meeting DPD minimum requirements for plans as set forth in Tips 103, 103A, and 106, to the extent that the requirements are relevant to an encampment site plan.

2. All encampment plans shall provide sufficient information to show an arrangement of shelters and services, including but not limited to meal preparation areas and bathroom facilities, which meet the standards set forth in Section 23.42.054.B.
3. At the time of application, the encampment operator or its representative shall provide information sufficient to demonstrate that the Human Services Department requirements in Part I of this Director's Rule have been met.
4. If a proposed site is City-owned property, the encampment operator or its representative shall submit the following standard DPD forms with their plan and cover sheet: Preliminary Application Form (PAF)/Counter Application, Statement of Financial Responsibility/Agent Authorization. The forms may be downloaded at the following link, http://www.seattle.gov/dpd/permits/forms/default.htm.
5. If a proposed site is privately owned property, a Pre-Application Site Visit Request (PASV) form may be required in addition to the forms in Part II.B.4 of this rule. The PASV form is also available at the link above.

C. **Renewal of Transitional Encampment Interim Use Permit:** Section 23.76.032.C.4 provides that a transitional encampment interim use permit may be renewed one time for up to one year. To apply for renewal, the encampment operator or its representative shall submit the form for a Request to Renew, Revise or Extend a Master Use Permit to the DPD Applicant Services Center, 700 Fifth Avenue, Suite 2000, P.O. Box 34019, Seattle, WA 98124-4019. This form is available at http://www.seattle.gov/dpd/permits/forms/default.htm.

CERTIFICATION

I CERTIFY that I am Custodian of the Records for the Seattle Department of Planning & Development and that I am the designated custodian of the records of that office; that this is a record kept by the Seattle Department of Planning & Development in the regular course of business of the Seattle Department of Planning & Development and that it is in the regular course of business of that Department that such records are maintained.

THAT this is a true and correct copy of a record maintained by the Seattle Department of Planning & Development pertaining to the property named.

Jill Vanneman

Date 9/22/15

Custodian of the Records
City of Seattle
Dept. of Planning & Development