

SHELTER AND EMERGENCY HOUSING PERMIT APPLICATION

Property Location

Property Address: _____

Parcel Number: _____

Property Owner

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Representative

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Ownership Verification

I verify the property affected by this application is the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

Print Name: _____

Signature: _____

Date: _____

See attached for details on permit submittal requirements.

APPLICATION AND SUBMITTAL CONTENTS

Application

1. Type I-A: Disaster Relief Shelter
2. Type I-A: Safe Parking Hosted by Religious Organization
3. Type I-A: Safe Parking Hosted by Nonreligious Organization
4. Type I-A: Emergency Housing or Shelter Facility (as described in [PTMC 17.62.040](#))
5. Type I-A: Emergency Housing or Shelter Facility and All Continuum of Care Facilities

Site Plan of Property Including

1. Existing natural features and critical areas
2. Existing and proposed utility improvements
3. Existing rights-of-way and improvements
4. Parking proposed on property
5. Off-site parking available
6. Existing and proposed structures or other improvements including campsite or safe parking locations and quantities.
7. *If new construction is proposed, additional submittal requirements apply.

Other Materials

1. Vicinity Map (showing the location of the site in relation to nearby streets and properties)
2. Written Summary of Proposal and how it meets the Approval criteria, Operations Plan, Safety and Security Plan, Transportation Plan, Proposed Code of Conduct, and Good Neighbor Policy
3. Photographs of Site
4. Expected number of residents and proposed duration of the facility.
5. Applicable Permit Fees*
6. *The City's waiver program for affordable housing may apply.

Approval Criteria

The following operational requirements apply to all emergency housing and shelters offering overnight services or beds, unless exempt under state law.

1. No children under the age of 18 are allowed to stay overnight in a shelter unless accompanied by a parent or legal guardian. If a child under the age of 18 without a parent or legal guardian present attempts to stay at the shelter, the managing agency shall immediately contact the Department of Social and Health Services, Child Protective Services, for placement in an alternative shelter.
2. The managing agency shall ensure compliance with all state and local public health regulations during operation of the shelter. As a condition of approval of the shelter, the managing agency shall allow reasonable access and permit inspections by state and local agencies and/or departments to ensure such compliance with public health requirements, including but not limited to the following:
 - a. Potable water, which must be available at all times at the site

- b. Portable or permanent toilets and food preparation areas, which shall be set back from all property lines as determined by the PCD director and serviced as often as necessary to ensure sanitary conditions
 - c. Hand washing stations by all toilets and food preparation areas
 - d. Food handling and storage facilities meeting all public health requirements (including those in [Chapter 246-215 WAC](#)), including but not limited to proper temperature control for food storage and an educational program for shelter residents
 - e. Refuse receptacles capable of providing capacity to keep the facility clean, without excess garbage accumulating outside of receptacles
 - f. At continuum of care facilities and tiny shelter villages, the on-site services described in subsection (A)(2)(a) through (A)(2)(e) of this section [17.62.050 PTMC](#) shall be limited to the residents only and not available for drop in use by nonresidents.
3. The managing agency shall immediately contact the Port Townsend police department's office if any individual is rejected or ejected from the facility under any of the following circumstances;
 - a. There is an active warrant on the individual
 - b. There is a match on a sex offender check
 - c. In the judgment of the on-duty point of contact or on-duty security staff, the person rejected or ejected presents a potential threat to the community.
4. If not already required by state or federal funding provisions, the managing agency shall cooperate and collaborate with other providers of shelters and services for people who are unhoused within Port Townsend and Jefferson County, particularly with respect to provision of services and availability of resources.
5. Emergency Locator Address. After permit approval, the managing agency shall apply to the department for an emergency locator address for purposes of emergency response. The facility address shall also be recognized with the United States Postal System for mail delivery.
6. Buildings and Construction Compliance. The managing agency shall ensure that facilities including tiny shelters or other purpose-built structures are at all times in compliance with the requirements of [PTMC Title 16](#) with respect to building and fire code requirements. As a condition of approval, the managing agency shall allow building and fire code officials reasonable access to outdoor and shared spaces for inspection purposes.
7. Upon vacation of an entire shelter facility, all temporary structures and debris shall be removed from the host site within two calendar weeks, unless otherwise permitted by the PCD director. The site shall be restored, as near as possible, to the original condition, as identified on the site photos submitted with the application. Where deemed necessary by the director, the managing agency shall re-plant areas in which vegetation has been removed or destroyed. This requirement may be waived if the director approves the site be redesigned for a different use.

STANDARDS AND POLICIES

Standards for All New Facilities

The following site requirements shall apply to all continuum of care facilities, emergency indoor day-use shelters, emergency indoor overnight shelters, emergency indoor housing facilities, emergency outdoor shelters, and tiny villages, unless exempt under state law. Each approved standard shall be included as a condition of approval.

1. **Managing Agency Qualifications.** Any organization that applies for a permit for a shelter, emergency housing facility, or safe parking as part of the continuum of care facility shall include sufficient information in its application materials to demonstrate, to the director's reason; satisfaction, that the organization possesses two or more of the following qualifications, either directly, or indirectly through one or more of the organization's directors, officers, or managers with direct supervision over the proposed facility:
 - a. Experience providing similar service to unhoused people
 - b. A certification, or comparable academic credentials, in an applicable human service field
 - c. Applicable work or volunteer experience in a related program with unhoused populations
 - d. Lived experience with similar services

Policies for Outdoor Emergency Housing and Shelters and Safe Park Programs

No outdoor emergency housing or shelter shall be permitted without the approved standard operating procedures listed in [PTMC 17.62.050\(B\)\(3\)\(b\)](#) and the following additional procedures:

1. **Operations Plan**
 - a. A statement of action that the applicant will take to obtain verifiable identification from all facility residents for the purpose of obtaining sex offender and warrant checks from appropriate agencies.
2. **Safety and Security Plan**
 - a. The managing agency shall take reasonable and legally permissible steps to obtain verifiable identification information from current and prospective residents, including full name and date of birth, and initiate background checks with the appropriate agencies. The managing agency shall keep a current log of names and dates of all people who stay overnight in the facility. This log shall be available upon request to law enforcement agencies and prospective residents shall be so advised by the managing agency.
 - b. Perimeter fencing or screening to limit access to the site for safety and security reasons, without obstructing sight at the street, street intersections, or curbs. Screening material may include fencing, landscaping or other site-specific methods approved by the PCD director.
 - c. Implementation of registered sex offender background checks and compliance with applicable registration and notification requirements.
 - d. A plan for managing on-site security.
 - e. The provision of a live-in, on-site manager representing the managing agency.

- f. The provision of a phone number and point of contact at the site of the proposed shelter for the community to report concerns.
 - g. A plan for addressing reported concerns and documenting resolution and making this information publicly available with appropriate measures to protect the privacy of those involved.
 - h. viii. Identification of performance metrics that will be used to track compliance with the safety and security plan.
- 3. Transportation Plan. The plan shall address transit proximity, vehicle circulation, and pedestrian and bicycle ingress and egress to the facility.
- 4. Proposed Code of Conduct. A “code of conduct” is an agreement on rules of behavior between facility occupants and the managing agency. The code of conduct is intended to protect the health, safety and welfare of the residents and employees of the shelter facility, and surrounding residents and businesses. The code of conduct must include, at a minimum, provisions committing occupants to the following:
 - a. Respecting the rights of property owners to restrict access to areas of their property that are not open to the public or to facility residents.
 - b. Maintaining appropriate public health standards on the site by preventing the accumulation of garbage and other health hazards or nuisances.
 - c. Respecting state law restrictions on smoking and agreeing to use designated smoking areas where provided.
 - d. Maintaining reasonable noise levels in compliance with the public disturbance noise prohibitions.
 - e. Prohibiting threatening, illegal, and unsafe behavior, per local, state and federal law.
 - f. Storing all items the managing organization deems as weapons in a safe location.
 - g. Prohibiting any of the following fire hazards in any tent or tiny structure: open flames including candles, incense, fuel gas appliances or other equipment, convection or toaster ovens, or hot plates (excluding microwaves).
 - h. Storing materials or objects outside in such a manner to prevent creating a public nuisance or fire risk.
 - i. How to appropriately care for dogs and other pets on site, if pets are allowed, to prevent animal control nuisances, including disposing of animal waste and preventing noise complaints.
 - j. Respecting all rules required by the managing agency as a condition of entry to the site.
 - k. Complying with terms of any “good neighbor” policy provisions that apply to occupants of the tiny shelter village.
 - l. Resident rights statement and grievance procedures, including the right to a copy of the code of conduct and a copy of dispute resolution rules for each resident.
 - m. A visitors policy detailing when the facility is open to residents’ guests, what areas of the facility are available for visitors, check-in procedures for visitors, and steps taken to ensure all visitors comply with the code of conduct.

5. “Good Neighbor” Policy. A policy that that sets out a plan for engagement through the life of the facility with the community and a process for addressing grievances of facility residents, concerned neighbors, and residents of the broader community, and which will:
 - a. Be developed through documented outreach to the adjacent neighbors.
 - b. Include a designated point of contact and their contact information available for the residents and neighbors.
 - c. Be presented to the city council in a public session that includes the opportunity for public comment.

Time Limitations

1. Frequency and Duration of Facility Use. Emergency housing and shelter facilities may be approved without a specified end date and may continue to operate so long as:
 - a. The facility is in substantial conformance with the project as approved.
 - b. The facility complies with all conditions of approval.
 - c. The facility passes all health and safety inspections.
 - d. The facility has not changed the site significantly.
 - e. The facility is not experiencing changed circumstances associated with the use; and
 - f. The facility has passed annual inspections by the fire code official per International Fire Code Section 104, including all temporary structures, tents, RVs, tiny shelters, and common use structures.

Assurance Device

Liability Insurance. Except for religious organizations, the applicant shall procure and maintain in full force, through the duration of the life of the facility, comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence/aggregate for personal injury and property damage.

Permit Suspension or Revocation

If a sponsor and/or managing agency fails to comply with the regulations of PTMC Titles [15](#) or [16](#), or Chapter [17.62](#) PTMC, or the conditions of approval, the PCD director or their designee shall work with the applicant to achieve voluntary compliance. If voluntary compliance cannot be achieved, the director may close the shelter until the sponsor and/or managing agency comes into compliance with this code and the conditions of approval.

The city may suspend or revoke an approved emergency housing or shelter permit pursuant to Chapter [1.20](#) PTMC only upon finding that:

1. The use for which the approval was granted has been abandoned for a period of at least one year; or
2. Approval of the permit was obtained by misrepresentation of material fact; or
3. The permit is being exercised contrary to the terms of approval; or
4. The PCD director or their designee worked with the applicant to reach voluntary compliance, and voluntary compliance cannot be achieved.