

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Ordinance No. 762 - Code Amendments for Transitional Encampments
DEPARTMENT:	Planning & Community Development
PRESENTED BY:	Paul Cohen, Planning Manager Kim Lehmborg, Associate Planner Rachael Markle, AICP, Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Council Resolution No. 379, passed December 14, 2015, directs Staff to review City policies and codes that may create barriers for those experiencing homelessness and to continue to support the City's human service partner agencies. These amendments were initiated to facilitate churches and other human service non-profit organizations to provide the homeless with temporary and safe shelter without more process or expense.

The Planning Commission spent significant time in formulating recommended amendments to the City's regulations and unanimously recommended the regulations in Exhibit A to Ordinance No. 762 following significant public comment and Commission deliberation. Council discussed the proposed regulations at the January 30, 2017 meeting and directed staff to formulate some alternatives, specifically to the 20-foot setback requirement.

RESOURCE/FINANCIAL IMPACT:

If adopted as proposed, the City would not receive fees for Temporary Use Permits (TUP) for Transitional Encampments. In the past, an average of 1.2 camps per year have applied for TUPs. Given the current fee for a TUP of \$1,500, the lost revenue would average approximately \$1,800 per year.

RECOMMENDATION

No action is required by Council this evening. Ordinance No. 762 is tentatively scheduled for Council action on March 20, 2017.

Approved By: City Manager **DT** City Attorney **JA-T**

INTRODUCTION

Shoreline Municipal Code (SMC) Section 20.30.070 describes the process and procedures for Type L, Legislative decisions. Amendments to the Development Code are Type L decisions that include a public hearing before the Planning Commission, recommendation by the Planning Commission, and adoption by the City Council.

Development Code Amendment Criteria (SMC 20.30.350)

The following criteria are to be met for approval of amendments to the Development Code:

1. The amendment is in accordance with the Comprehensive Plan; and
2. The amendment will not adversely affect the public health, safety or general welfare; and
3. The amendment is not contrary to the best interest of the citizens and property owners of the City of Shoreline.

Relevant Comprehensive Plan Housing goal and policies that support the amendments are as follows:

Goal H VII: “Collaborate with other jurisdictions and organizations to meet housing needs and address solutions that cross jurisdictional boundaries.”

Policy #H19: “Encourage, assist, and support non-profit agencies that construct, manage, and provide services for affordable housing and homelessness programs within the city.”

Policy #H25: “Encourage, assist, and support social and health service organizations that offer housing programs for targeted populations.”

Policy #H29: “Support the development of public and private, short-term and long-term housing and services for Shoreline’s population of people who are homeless.”

Policy #H31: “Partner with private and not-for-profit developers, social and health service agencies, funding institutions, and all levels of government to identify and address regional housing needs.”

BACKGROUND

Since 2005 the City has successfully approved seventeen (17) TUPs for Transitional Encampments (formerly referred to as Tent Cities). These TUPs were administered only with the TUP criteria and staff added conditions on a permit-by-permit basis. These approvals sought to balance the need to allow temporary encampments and address neighborhood concerns. Though neighbors have expressed concerns, Shoreline Police has not reported any substantiated problem with these encampments nor is City Planning Staff aware of any such problems.

Currently transitional encampments are a permitted use, with indexed supplemental criteria, in all of the City’s residential zones, except Town Center (TC) 1, 2 and 3 (SMC

20.40.120). Transitional encampments are also a permitted use, with indexed supplemental criteria, in all MUR zones within station areas (SMC 20.40.160).

The supplemental criteria is set forth in SMC 20.40.535”

- A. Allowed only by Temporary Use Permit.
- B. Prior to application submittal, the applicant is required to hold a neighborhood meeting as set forth in SMC 20.30.090. A neighborhood meeting report will be required for submittal.
- C. The applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver’s license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff’s Office Communications Center.
- D. The applicant shall have a code of conduct that articulates the rules and regulation of the encampment.
- E. The applicant shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The applicant shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment.

In 2015, supplemental criteria C through E were added to the code by Ordinance 731 in response to neighborhood concerns and in coordination with the police department. To be clear, the list of residents is not submitted to the City as part of the public record – it is kept by the applicant and provided directly to the Sheriff’s office liaison, who reports any issues to City staff.

In December 2015 the City Council adopted Resolution No. 379 supporting King County’s declaration of emergency due to area homelessness and expressed the City’s commitment to work with King County and partner agencies on plans to address homelessness.

On August 26, 2016, the City Manager and other Staff met with representatives of area churches that have hosted transitional encampments in Shoreline to discuss potential changes to the City’s regulations related to transitional encampments and how best to assist them in their efforts to host encampments.

Based on these communications and extension research by Staff, on September 15, 2016, transitional encampment code amendments were presented to the Planning Commission.

On October 20, 2016, the Planning Commission held a public hearing on these potential amendments. Links to the public hearing staff report and minutes are here:

<http://www.shorelinewa.gov/home/showdocument?id=29221>

<http://www.cityofshoreline.com/Home/ShowDocument?id=30145>

Much of the public comment expressed concern that the proposed changes to the code, which included changing the permit type from a TUP to a Transitional Encampment Permit, would allow for encampments in backyards of single-family properties. Other public comment voiced concern that the code would deter encampments from locating in Shoreline. While these were not the intent of the proposed changes, the Planning Commission continued the public hearing and asked Staff to respond to a number of concerns raised by the public.

Based on the concerns raised at the initial public hearing, Staff proposed amendments wherein Transitional Encampment applications would not be a listed land use on the development code land use tables as originally proposed and would continue to be processed under a Temporary Use Permit, with added criteria that Staff believed would preclude incompatible siting of such encampments on single-family properties. At the continued public hearing on December 15, 2016, the Planning Commission voted to recommend the revised amendments. Links to the staff report and minutes are here:

<http://www.shorelinewa.gov/home/showdocument?id=29809>

<http://www.cityofshoreline.com/Home/ShowDocument?id=30083>

DISCUSSION

On January 30, 2017, Council held a study session on the Planning Commission's recommendation. A link to the staff report is here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport013017-8a.pdf>

Much of the public comment at the Council meeting centered around the proposed 20-foot setbacks and the new definitions, especially that of "Managing Agency." To address these comments along with the Council's direction, Staff has proposed reduced setbacks, a minimum usable space area for Transitional Encampments, an additional definition for Host Agency and a revised definition for Managing Agency.

Adding the Host Agency definition was originally intended to clarify that the host and managing agency could be either the same or different agencies. Historically the hosting agency has been a separate entity from the agency actually managing encampments within Shoreline. During the Council discussion on January 30, a question arose regarding the liability/responsibility of either agency for any potential code violations. In response to this question, the City Attorney's Office offers this opinion:

If these are separate entities (e.g. a church and ShareWheel) then the relationship is one of a private contractual arrangement. Think of it like the owner of an apartment project that hires a property management firm to handle the tenants.

Compliance with Shoreline's regulations related to transitional encampments (or any regulation) is the responsibility of both parties (and potentially even the residents themselves). SMC 20.30.730(A) states that any person who causes or

maintains a code violation and the owner, lessor, or tenant, or others entitled to control, use, or occupy the property are responsible parties subject to enforcement. This provision also recognizes that if a violation occurs without the owner's knowledge/consent, the owner is still responsible to bring the property into compliance to extent reasonably feasible.

Thus, both the Managing Agency and the Host are responsible for code violations. However, if found liable, how to distribute the cost/burden of bringing the property into compliance will be left to the Managing Agency and Host; the City will not participate in that arrangement.

As to specific issues, City Council directed Staff to consider the following:

Alternative Setback Solutions – Minimum Setback and Site Area

Council directed Staff to look at alternatives to the 20-foot setback proposal, either by reducing or eliminating the setback, even with the ability of the Director's discretion to modify.

To provide context, the City uses setback requirements in most zones to help provide separation from property uses between parcels. This continues to be the case for Transitional Encampments.

Council discussed using alternatives to the property line for establishing set-backs, such as residential buildings or other structures. Minimum setbacks to residential buildings on adjoining parcels are an option but would be difficult for applicants to provide accurate information and also might be difficult for Staff to enforce.

Staff recommends that the Council consider a 10 foot setback from all property lines, excluding rights of way and adjoining property owned by the host agency.

Staff also recommends that Council allow for reductions in the 10 foot setback to no less than five (5) feet if the condition of the site warrants a reduction in relation to such factors as: topography; presence of an intervening structure; substantial distance of structures on adjacent property from a transitional encampment; or vegetation that effectively creates visual separation or a physical barrier between properties adjoining a transitional encampment.

Additionally, Staff recommends that Council consider establishing a minimum site area for transitional encampments. This requirement would ensure that adequate space is available to provide a healthy and safe environment for the residents of the transitional encampment. The cities of Seattle and Tacoma have adopted regulations that require a specific site area for transitional encampments. Seattle, at SMC 23.42.056, establishes a minimum of 100 square feet of land area for each encampment resident. Tacoma, at TMC 13.06.635, states that the minimum site area for each camp is 7,500 square feet for the first 50 residents, plus 150 square feet for each additional resident, up to a maximum 100 residents.

The cities of Bellevue, Bothell, and Auburn have more subjective criteria for total square footage stating that transitional encampments must be of a sufficient size to support the activities of the camp without creating overcrowding and associated issues. The determination as to what is a “sufficient size” is made on a case by case basis by the planning director and is largely based on life and safety regulations.

Staff further considered the specifications used by agencies that routinely provide temporary shelter such as the Red Cross and U. S. Military. These agencies have per person standards for congregate sleeping: 38 square feet per person in Red Cross facilities and 80 square feet per person for U.S. Military base camps. These minimum areas do not include support facilities and circulation between shelters/tents, only actually sleeping space. Also, these standards are for congregate facilities, not private and semi-private living arrangements as are found in transitional encampments. For additional reference, the Residential Building Code requires that habitable rooms be no less than 70 square feet.

Transitional encampments differ from camps for emergency shelter such as a Red Cross shelter used in response to a natural disaster. Transitional encampments house people for longer periods of time within more individualized living spaces, albeit in tents as opposed to group sleeping quarters. More transitional campers could reside in less space if the facilities were designed as group living quarters. However, this is not how transitional encampments are designed.

For example, the United We Stand camp has eighteen (18) 12’X12’ tents and eight (8) 12’X15’ tents to house about 35 people. The United We Stand camp also has tents for: security, a kitchen and TV viewing. Additional space is occupied by portable restrooms and garbage collection. An estimated 3-4 feet of space is needed between tents to create paths to allow for safe ingress and egress. The site plan the applicant submitted for the United We Stand camp at the Shoreline Free Methodist Church, shows that the camp for 35 residents will use an estimated 9,100 square feet, which is 260 square feet per person.

For the purpose of ensuring that the residents of transitional encampments have a healthy and safe environment, Staff recommends that Council:

- Limit the size of a transitional encampment to a maximum of 100 people;
- Require a minimum useable site area for transitional encampments of 7,500 square feet for the first 50 residents; plus 150 square feet for each additional resident, up to the maximum of 100 residents; and
- Require a minimum 10-foot setback from all property lines excluding rights of way or adjacent property that is also owned by the host agency with noted exceptions that allow for a reduction to a five (5) foot setback.

As previously stated requiring adequate space for transitional encampments is to help ensure a healthy and safe environment for the encampment residents. As a result, these regulations would likely eliminate smaller properties and many residential properties as the required space would not be adequate to ensure a healthy and safe environment for the encampment.

Staff recently met with representatives from agencies that have hosted encampments to review the proposed changes to the setback, camp resident limitation, and site area requirements. The consensus staff heard from these agencies was that these changes were fair.

Although this was the case, there were a couple of additional comments and suggestions about the proposed site area requirements. Please see Attachments C and C1. Greater Seattle Cares sought an alternative to the staff recommended minimum useable site area for transitional encampments. As illustrated in Attachment C1, Greater Seattle Cares indicates that 100 encampment residents can be located in a minimum site area of 10,000 square feet or 100 square feet per person. Staff's recommendation is that a minimum of 150 square feet per person be required or a minimum area 15,000 square feet for 100 residents. Staff continues to believe that the examples provided in Attachment C-1 do not provide adequate space for a healthy and safe environment for the encampments and would not recommend reducing the space allocation per resident. Greater Seattle Cares also recommended a lower minimum camp size than the proposed 7,500 square feet, seeking a 2,500 square feet for up to 25 people; 5,000 square feet for 26-50 people; 7,500 square feet for 51-75 people and 7,500 square feet plus 100 square feet per person over 75 people.

Staff does not recommend the proposed reduction in the minimum site area standard or the per resident allocation. Although, large transitional encampments may fit within smaller site areas whereby accommodating more people, the impacts to the health and safety of both the encampment residents and neighboring property owners is an important factor to consider and balance. Based on staff analysis of the past host sites and known potential host sites in the City, the minimum camp size of 7,500 square feet is achievable.

The additional 150 square feet per person may limit some host sites to fewer than the maximum number of 100 encampment residents. This is intended to balance the capacity of the site with the health and safety needs of the residents and nearby neighbors. The 150 square foot minimum allows enough space for: private and semi-private tents commonly used in encampments that have recently been hosted in Shoreline; separation between tents; safe ingress/egress aisles; sanitary facilities; security tents; dining and kitchen tents; and other common area tents. Staff has also heard from some of Shoreline's former encampment hosts that the smaller camps serving 35 or fewer residents better match their capability to support such endeavor.

All previously permitted encampments in Shoreline were approved with TUPs only for church sites with adequate space and facilities. Applications will need to meet the criteria for TUP's, and specific additional criteria for transitional encampments, including a requirement that they be located on property owned or leased by a host or managing agency. The Planning Commission's recommendation includes a fee waiver for such applications. Host agencies request the Council also consider not charging the hour fee, currently \$187 for creation of the mailing labels for the required Neighborhood Meeting. The proposed regulations do not provide for waiver of this fee. If Council desires to waive the cost for creating the mailing labels, then staff would recommend

amending SMC 20.30.295(D)(3) to indicate that the City will provide the mailing labels to the permit applicant at no cost.

Using the TUP process, the City will administer transitional encampments in the same manner that it has since 2005 but without the barrier of a fees, and with criteria to increase health, safety, and neighborhood welfare.

PROPOSAL & ANALYSIS

Attachment A, Ordinance No. 762, includes Exhibit A, which are the Planning Commission's recommended Transitional Encampment regulations. As has been Council's practice, when Council takes final action on Ordinance No. 762, scheduled for March 20, Council will start with the Planning Commission's recommendation and then make any amendments to that recommendation desired by Council. For ease of looking at the Staff's recommended changes to the Planning Commission's recommendation as outlined in this staff report, Staff has included Attachment B to this staff report which starts with the Planning Commission's recommendation and incorporates Staff recommendations, denoted in yellow highlight.

All of Staff's proposed amendments to the Planning Commission's recommendation are shown in Attachment B. Many of these changes were suggested by former host agencies that recently met with Staff on February 15th. A brief explanation for each amendment is discussed below with staff's recommended changes being highlighted in yellow.

1. Definitions: SMC 20.20.024, 20.20.034 & 20.20.048

Add definitions for "Host Agency" and amend the definition of "Managing Agency" and "Transitional Encampment": as follows:

20.20.024 H definitions.

Host agency: Religious or not for profit organization that invites a transitional encampment to reside on the land that they own or lease.

Additionally, at least one past host agency would like the Council to consider broadening the definition of a host agency to include any organization that wants to have an encampment instead of limiting it to religious or not for profit organizations only. **Staff does not recommend this change.** Over the past twelve years, the City has had a good track record with religious organizations serving as hosts for transitional encampments. The regulations are largely written to support the rights of religious organizations to exercise religious freedoms as required by Federal law and State law. The proposed change would allow the siting of a transitional encampment anywhere within the City (assuming all other criteria could be met) without the benefit of a proven host and management agency support system.

The Managing Agency or Host Agency is a religious or non-profit organization that manages or hosts a transitional encampment. These definitions are inclusive of religious organizations and secular non-profit agencies such as human service agencies, housing advocacy groups, or a governmental organization.

20.20.034 M definitions. Managing agency: *Managing agency means a religious or City-recognized non-profit organization or other type of organization approved by the City to that manages a transitional encampment.*

There was much discussion centered on the definition of Managing Agency. Based on this feedback, Staff is recommending a change to the definition that will include “or other type of organization approved by the City” so that the self-managed Transitional Encampment can be considered as a Managing Agency. This helps to ensure that there is an entity with responsibility for compliance with the requirements of the encampment. (Note that additional criteria under SMC 20.30.295 propose that a Managing Agency or Host Agency must either lease or own the land where the encampment is located).

2. Neighborhood Meeting 20.30.045

Added under this section is that a neighborhood meeting is required for a TUP for a Transitional Encampment. This is not a new requirement and has been in the indexed criteria since 2005. However, this amendment clarifies the requirement by including it with the other neighborhood meeting requirements for certain Type A proposals. Staff is recommending an amendment to clarify who is responsible to conduct the neighborhood meeting as follows:

20.30.045 Neighborhood meeting for certain Type A proposals.
1. A neighborhood meeting ~~is required~~ shall be conducted by the applicant for Temporary Use Permits for Transitional Encampment proposals.

This section (20.30.045) was added to the code after the original transitional encampment (Tent City) indexed criteria were enacted.

3. Temporary Use Permit 20.30.295:

Add Section D for Transitional Encampments Criteria under the Temporary Use Permit criteria. Move current indexed criteria from SMC 20.40.535 to this section and add additional criteria. This will further ensure that an application for a transitional encampment will have to meet all of the criteria for a Temporary Use Permit, plus the additional criteria specific to a Transitional Encampment. Section D is shown below with yellow-highlight reflecting Staff’s recommended changes to the Planning Commission’s recommendation:

D. Additional Criteria for Transitional Encampment.

1. The site must be owned or leased by either a Host or Managing Agency.
2. The application fee for a Temporary Use Permit (TUP) for a transitional encampment is waived
3. Prior to application submittal, the applicant is required to hold a neighborhood meeting and provide a written summary as set forth in SMC 20.30.045 and 20.30.090.

4. The applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center.

5. The applicant shall have a code of conduct that articulates the rules and regulation of the encampment. These rules shall include, at a minimum, prohibitions against alcohol and/or drug use and violence; and exclusion of sex offenders. The applicant shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The applicant shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment.

6. The maximum number of residents at a transitional encampment site shall be determined taking into consideration site conditions, but shall in no case be greater than 100 residents at any one time. Any proposed site shall meet the site requirements in 20.30.295(D)(7) and be of sufficient size to support the activities of the transitional encampment without overcrowding of residents.

67. Site requirements:

a. The minimum useable site area for a transitional encampment shall be: 7,500 square feet for the first 50 residents, plus 150 square feet for each additional resident, up to the maximum allowable of 100 residents. The useable site area may be a combination of contiguous parcels in the same ownership of the host or managing agency.

b. Tents and supporting facilities within an encampment must meet 2010-foot setbacks from neighboring property lines, not including right-of-way lines or properties under the same ownership as the host agency. Setback from rights-of-way must be a minimum of five feet. Setbacks may be modified by the Director based on site conditions or in order to bring the site into compliance with the criteria. Additional setback from rights-of-way may be imposed based on the City's Traffic Engineer's analysis of what is required for safety. Setbacks to neighboring property lines may be reduced by the Director to a minimum of five feet if it can be determined that the reduction will result in no adverse impact on the neighboring properties, taking into account site conditions, including but not limited to:

1 Topography changes from adjoining property

2 Intervening structures

3 Distance from nearest structure on neighboring property

4 Vegetation that creates a visual screen.

- c. The transitional encampment shall be screened. The screening shall meet setbacks except screening or structures that act as screening that are already in existence. Screening is required for mitigation of visual appearance to the street and neighboring properties. There shall be screening fence installed wherever the camp is visible from streets or residential properties. The color of the screening shall not be black.
- d. A fire permit is required for all tents over 400 square feet. Fire permit fees are waived.
- e. All tents must be made of fire resistant materials and labeled as such.
- f. Provide adequate number of 2A-10BC rated fire extinguishers so that they are not more than 75 feet travel distance from any portion of the complex. Recommend additional extinguishers in cooking area & approved smoking area.
- g. Smoking in designated areas only; these areas must be a minimum of 25 feet from any neighboring residential property. Provide ash trays in areas approved for smoking.
- h. Emergency vehicle access to the site must be maintained at all times.
- i. Members of the transitional encampment Security personnel shall monitor entry points at all times. A working telephone shall be available to security personnel ensure the safety and security of the transitional encampment at all times.

NOTE: This edit came from the February 15th meeting with former host agencies. This change reflects the fact that on site security has been performed by campers, not hired security personnel or the managing agency.

- j. Provide adequate sanitary facilities.

8. The encampment shall permit inspections by City, King County Health Department, and Fire Department inspectors at reasonable times during the permit period without prior notice to ensure compliance with the conditions of the permit.

9. The encampment shall allow for an inspection by the Shoreline Fire Department during the initial week of the encampment's occupancy.

10. Encampments may be allowed to stay under the Temporary Use Permit for up to 90 days. A TUP extension may be granted for a total of 180 days, on sites

where agencies in good standing have shown to be compliant with all regulations and requirements of the TUP process, with no record of rules violations. The extension request must be made to the City, but does not require an additional neighborhood meeting or additional application materials or fees.

11. Host or Managing Agencies may not host a transitional encampment on the same site within 180 days of the expiration date of the TUP for a transitional encampment.

12. At expiration of the permit, the Host or Managing Agency shall restore the property to the same or similar condition as at permit issuance.

Most of the additional criteria are standard health and safety conditions that have been required for Transitional Encampment TUP's in the past.

RESOURCE/FINANCIAL IMPACT

If adopted as proposed, the City would not receive fees for Temporary Use Permits (TUP) for Transitional Encampments. In the past, an average of 1.2 camps per year have applied for TUPs. Given the current fee for a TUP of \$1,500, the lost revenue would average approximately \$1,800 per year.

RECOMMENDATION

No action is required by Council this evening. Ordinance No. 762 is tentatively scheduled for Council action on March 20, 2017.

ATTACHMENTS

Attachment A: Draft Ordinance No. 762
Exhibit A: Planning Commission Recommended Transitional Encampment Code Amendments

Attachment B: Staff's Recommended Amendments to the Planning Commission's Recommended Transitional Encampment Code Amendments

Attachment C: Greater Seattle Cares Comments
Attachment C1: Greater Seattle Cares Amendment Supporting Documentation

ATTACHMENT A

ORDINANCE NO. 762

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING CERTAIN SECTIONS OF THE SHORELINE MUNICIPAL CODE TITLE 20, THE UNIFIED DEVELOPMENT CODE, TO ADDRESS TRANSITIONAL ENCAMPMENTS.

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington, and planning pursuant to the Growth Management Act, Title 36.70A RCW; and

WHEREAS, the City has traditionally permitted transitional (homeless) encampments through the issuance of a Temporary Use Permit; and

WHEREAS, the application process for a Temporary Use Permit has been considered burdensome by the hosts of such encampments, churches and human service organizations; and

WHEREAS, via the adoption of Resolution No. 379, the City Council directed staff to review policies and development code provisions that may create barriers for those experiencing homelessness; and

WHEREAS, staff worked with interested members of the public, churches, and human service organizations in addition to reviewing regulations of other municipalities; and

WHEREAS, on September 15, 2016, the City of Shoreline Planning Commission reviewed the proposed Development Code amendments; and

WHEREAS, on October 20, 2016, the City of Shoreline Planning Commission held a public hearing on the proposed Development Code amendments so as to receive public testimony; and

WHEREAS, the Planning Commission continued the public hearing so as to allow the staff time to respond to public and commission questions and concerns; and

WHEREAS, on December 15, 2016, at the continued public hearing, the Planning Commission considered revisions to the proposed Development Code amendments and, at the conclusion of public hearing, the Planning Commission, after adopting several revisions to the proposal submitted by staff, recommended approval of the amendments to the City Council; and

WHEREAS, on January 30 and February 27, 2017, the City Council considered the Planning Commission's recommendation on the proposed Development Code amendments; and

ATTACHMENT A

WHEREAS, the City Council has considered the entire public record, public comments, written and oral, and the Planning Commission's recommendation; and

WHEREAS, the City provided public notice of the amendments and the public hearing as provided in SMC 20.30.070; and

WHEREAS, the environmental impacts of the proposed amendments resulted in the issuance of a Determination of Non-Significance (DNS) on October 13, 2016, and

WHEREAS, pursuant to RCW 36.70A.370, the City has utilized the process established by the Washington State Attorney General so as to assure the protection of private property rights; and

WHEREAS, pursuant to RCW 36.70A.106, the City has provided the Washington State Department of Commerce with a 60-day notice of its intent to adopt the amendment(s) to its Unified Development Code; and

WHEREAS, the City Council has determined that the amendments are consistent with and implement the Shoreline Comprehensive Plan and serves the purpose of the Unified Development Code as set forth in SMC 20.10.020;

THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment. Title 20 of the Shoreline Municipal Code, Unified Development Code, is amended as set forth in Exhibit A to this Ordinance.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON ____, MARCH, 2017.

ATTACHMENT A

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2017
Effective Date: , 2017

Amendment #1 - Definitions.

20.20.034 M definitions.

[Managing agency: Managing agency means a religious or City-recognized non-profit organization that manages a transitional encampment.](#)

20.20.048 T definitions.

[Transitional Encampments: Temporary campsites for the homeless, organized by a managing agency.](#)

Amendment #2 Neighborhood meeting

20.30.045 Neighborhood meeting for certain Type A proposals. 

[1. A neighborhood meeting is required for Temporary Use Permits for Transitional Encampment proposals.](#)

[2.](#) A neighborhood meeting shall be conducted by the applicant for developments consisting of more than one single-family detached dwelling unit on a single parcel in the R-4 or R-6 zones. This requirement does not apply to accessory dwelling units (ADUs). This neighborhood meeting will satisfy the neighborhood meeting requirements when and if an applicant applies for a subdivision (refer to SMC [20.30.090](#) for meeting requirements). (Ord. 695 § 1 (Exh. A), 2014).

Amendment #3 Additional TUP Criteria for Transitional Encampments

20.30.295 Temporary use. 

A. A temporary use permit is a mechanism by which the City may permit a use to locate within the City (on private property or on the public rights-of-way) on an interim basis, without requiring full compliance with the Development Code standards or by which the City may permit seasonal or transient uses not otherwise permitted.

B. The Director may approve or modify and approve an application for a temporary use permit if:

1. The temporary use will not be materially detrimental to public health, safety, or welfare, nor injurious to property and improvements in the immediate vicinity of the subject temporary use;
2. The temporary use is not incompatible in intensity and appearance with existing land uses in the immediate vicinity of the temporary use;
3. Adequate parking is provided for the temporary use and, if applicable, the temporary use does not create a parking shortage for the existing uses on the site;
4. Hours of operation of the temporary use are specified;
5. The temporary use will not create noise, light, or glare which would adversely impact surrounding uses and properties; and

6. The temporary use is not in conflict with the standards of the critical areas regulations, Chapter 20.80 SMC, Critical Areas, and is located outside the shoreline jurisdiction regulated by the Shoreline Master Program, SMC Title 20, Division II.

C. Except for Transitional Encampments, a A temporary use permit is valid for up to 60 calendar days from the effective date of the permit, except that the Director may establish a shorter time frame or extend a temporary use permit for up to one year. (Ord. 724 § 1 (Exh. A), 2015; Ord. 425 § 1, 2006).

D. Additional Criteria for Transitional Encampment. 

1. The site must be owned or leased by a Managing Agency.

2. The application fee for a Temporary Use Permit (TUP) for a transitional encampment is waived.

3. Prior to application submittal, the applicant is required to hold a neighborhood meeting and provide a written summary as set forth in SMC 20.30.045 and 20.30.090.

4. The applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center.

5. The applicant shall have a code of conduct that articulates the rules and regulation of the encampment. These rules shall include, at a minimum, prohibitions against alcohol and/or drug use and violence; and exclusion of sex offenders. The applicant shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The applicant shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment.

6. Site requirements:

a. Tents and supporting facilities within encampments must meet 20-foot setbacks from neighboring property lines. Setbacks may be modified by the Director based on site conditions or in order to bring the site into compliance with the criteria.

b. Screening is required for mitigation of visual appearance to the street and neighboring properties. There shall be screening fence installed wherever the camp is visible from streets or residential properties. The color of the screening shall not be black.

c. A fire permit is required for all tents over 400 square feet. Fire permit fees are waived.

d. All tents must be made of fire resistant materials and labeled as such.

- e. Provide adequate number of 2A-10BC rated fire extinguishers so that they are not more than 75 feet travel distance from any portion of the complex. Recommend additional extinguishers in cooking area & approved smoking area.
- f. Smoking in designated areas only; these areas must be a minimum of 25 feet from any neighboring residential property. Provide ash trays in areas approved for smoking.
- g. Emergency vehicle access to the site must be maintained at all times.
- h. Security personnel shall monitor entry points at all times. A working telephone shall be available to security personnel at all times.
- i. Provide adequate sanitary facilities.

7. The encampment shall permit inspections by City, King County Health Department, and Fire Department inspectors at reasonable times during the permit period without prior notice to ensure compliance with the conditions of the permit.

8. The encampment shall allow for an inspection by the Shoreline Fire Department during the initial week of the encampment's occupancy

9. Encampments may be allowed to stay under the Temporary Use Permit for up to 90 days. A TUP extension may be granted for a total of 180 days, on sites where agencies in good standing have shown to be compliant with all regulations and requirements of the TUP process, with no record of rules violations. The extension request must be made to the City, but does not require an additional neighborhood meeting or additional application materials or fees.

10. Managing Agencies may not host a transitional encampment on the same site within 180 days of the expiration date of the TUP for a transitional encampment.

11. At expiration of the permit, the Managing Agency shall restore the property to the same or similar condition as at permit issuance.

Amendment #4 – Use Tables.

Note: not all rows in tables are shown here in the interest of brevity and clarity.

20.40.120 Residential uses. 

Table 20.40.120 Residential Uses

NAICS #	SPECIFIC LAND USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
TEMPORARY LODGING									
721191	Bed and Breakfasts	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
72111	Hotel/Motel						P	P	P
	Recreational Vehicle	P-i	P-i	P-i	P-i	P-i	P-i	P-i	
	Transitional Encampment	P-i	P-i	P-i	P-i	P-i	P-i	P-i	-

20.40.150 Campus uses. 

NAICS #	SPECIFIC LAND USE	CCZ	FCZ	PHZ	SCZ
	Tent City	P-i	-	-	-
	Wireless Telecommunication Facility	P-i			P-i
P = Permitted Use P-i = Permitted Use with Indexed Supplemental Criteria P-m = Permitted Use with approved Master Development Plan					

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
RESIDENTIAL				
	Tent City	P-i	P-i	P-i

Amendment #5. Move existing Indexed Criteria from the Use Provisions to the new section under 20.30.295, Temporary Use Permit, Section D, Additional Transitional Encampment Criteria.

[20.40.535 Transitional encampment.](#) 

~~A.— Allowed only by temporary use permit —.~~

~~B.— Prior to application submittal, the applicant is required to hold a neighborhood meeting as set forth in SMC 20.30.090. A neighborhood meeting report will be required for submittal.~~

~~C.— The applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center.~~

~~D.— The applicant shall have a code of conduct that articulates the rules and regulation of the encampment.~~

~~E.— The applicant shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The applicant shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment. (Ord. 731 § 1 (Exh. A), 2015; Ord. 368 § 2, 2005).~~

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Amendment #1 - Definitions.

20.20.024 H definitions.

Host agency: Religious or not for profit organization that invites a transitional encampment to reside on the land that they own or lease.

20.20.034 M definitions. Managing agency: Managing agency means a religious or City-recognized non-profit organization or other type of organization approved by the City to that manages a transitional encampment.

20.20.048 T definitions.

Transitional Encampments: Temporary campsites for the homeless organized by a managing agency.

Amendment #2 Neighborhood meeting

20.30.045 Neighborhood meeting for certain Type A proposals.

1. A neighborhood meeting is required shall be conducted by the applicant for Temporary Use Permits for Transitional Encampment proposals.

2. A neighborhood meeting shall be conducted by the applicant for developments consisting of more than one single-family detached dwelling unit on a single parcel in the R-4 or R-6 zones. This requirement does not apply to accessory dwelling units (ADUs). This neighborhood meeting will satisfy the neighborhood meeting requirements when and if an applicant applies for a subdivision (refer to SMC [20.30.090](#) for meeting requirements). (Ord. 695 § 1 (Exh. A), 2014).

Amendment #3 Additional TUP Criteria for Transitional Encampments

20.30.295 Temporary use.

A. A temporary use permit is a mechanism by which the City may permit a use to locate within the City (on private property or on the public rights-of-way) on an interim basis, without requiring full compliance with the Development Code standards or by which the City may permit seasonal or transient uses not otherwise permitted.

B. The Director may approve or modify and approve an application for a temporary use permit if:

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1. The temporary use will not be materially detrimental to public health, safety, or welfare, nor injurious to property and improvements in the immediate vicinity of the subject temporary use;
2. The temporary use is not incompatible in intensity and appearance with existing land uses in the immediate vicinity of the temporary use;
3. Adequate parking is provided for the temporary use and, if applicable, the temporary use does not create a parking shortage for the existing uses on the site;
4. Hours of operation of the temporary use are specified;
5. The temporary use will not create noise, light, or glare which would adversely impact surrounding uses and properties; and
6. The temporary use is not in conflict with the standards of the critical areas regulations, Chapter [20.80](#) SMC, Critical Areas, and is located outside the shoreline jurisdiction regulated by the Shoreline Master Program, SMC Title [20](#), Division II.

C. Except for Transitional Encampments, a temporary use permit is valid for up to 60 calendar days from the effective date of the permit, except that the Director may establish a shorter time frame or extend a temporary use permit for up to one year. (Ord. 724 § 1 (Exh. A), 2015; Ord. 425 § 1, 2006).

D. Additional Criteria for Transitional Encampment.

1. The site must be owned or leased by either a Host or Managing Agency.
2. The application fee for a Temporary Use Permit (TUP) for a transitional encampment is waived.
3. Prior to application submittal, the applicant is required to hold a neighborhood meeting and provide a written summary as set forth in SMC 20.30.045 and 20.30.090.
4. The applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center.
5. The applicant shall have a code of conduct that articulates the rules and regulation of the encampment. These rules shall include, at a minimum, prohibitions against alcohol and/or drug use and violence; and exclusion of sex offenders. The applicant shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The applicant shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment.
6. The maximum number of residents at a transitional encampment site shall be determined taking into consideration site conditions, but shall in no case be greater than 100 residents at any one time. Any proposed site shall meet the site requirements in 20.30.295(D)(7) and be of sufficient size to support the activities of the transitional encampment without overcrowding of residents.

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67. Site requirements:

- a. The minimum useable site area for a transitional encampment shall be: 7,500 square feet for the first 50 residents, plus 150 square feet for each additional resident, up to the maximum allowable of 100 residents. The useable site area may be a combination of contiguous parcels in the same ownership of the host or managing agency.
- b. Tents and supporting facilities within an encampment must meet 2010-foot setbacks from neighboring property lines, not including right-of-way lines or properties under the same ownership as the host agency. Setback from rights-of-way must be a minimum of five feet. Setbacks may be modified by the Director based on site conditions or in order to bring the site into compliance with the criteria. Additional setback from rights-of-way may be imposed based on the City's Traffic Engineer's analysis of what is required for safety. Setbacks to neighboring property lines may be reduced by the Director to a minimum of five feet if it can be determined that the reduction will result in no adverse impact on the neighboring properties, taking into account site conditions, including but not limited to:
 - 1 Topography changes from adjoining property
 - 2 Intervening structures
 - 3 Distance from nearest structure on neighboring property
 - 4 Vegetation that creates a visual screen
- c. The transitional encampment shall be screened. The screening shall meet setbacks except screening or structures that act as screening that are already in existence. Screening is required for mitigation of visual appearance to the street and neighboring properties. There shall be screening fence installed wherever the camp is visible from streets or residential properties. The color of the screening shall not be black.
- d. A fire permit is required for all tents over 400 square feet. Fire permit fees are waived.
- e. All tents must be made of fire resistant materials and labeled as such.
- f. Provide adequate number of 2A-10BC rated fire extinguishers so that they are not more than 75 feet travel distance from any portion of the complex. Recommend additional extinguishers in cooking area & approved smoking area.
- g. Smoking in designated areas only; these areas must be a minimum of 25 feet from any neighboring residential property. Provide ash trays in areas approved for smoking.
- h. Emergency vehicle access to the site must be maintained at all times.
- i. Members of the transitional encampment Security personnel shall monitor entry points at all times. A working telephone shall be available to security personnel ensure the safety and security of the transitional encampment at all times.

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j. Provide adequate sanitary facilities.

8. The encampment shall permit inspections by City, King County Health Department, and Fire Department inspectors at reasonable times during the permit period without prior notice to ensure compliance with the conditions of the permit.

9. The encampment shall allow for an inspection by the Shoreline Fire Department during the initial week of the encampment’s occupancy.

10. Encampments may be allowed to stay under the Temporary Use Permit for up to 90 days. A TUP extension may be granted for a total of 180 days, on sites where agencies in good standing have shown to be compliant with all regulations and requirements of the TUP process, with no record of rules violations. The extension request must be made to the City, but does not require an additional neighborhood meeting or additional application materials or fees.

11. Host or Managing Agencies may not host a transitional encampment on the same site within 180 days of the expiration date of the TUP for a transitional encampment.

12. At expiration of the permit, the Host or Managing Agency shall restore the property to the same or similar condition as at permit issuance.

Amendment #4 – Use Tables.

Note: not all rows in tables are shown here in the interest of brevity and clarity.

20.40.120 Residential uses. 

Table 20.40.120 Residential Uses

NAICS #	SPECIFIC LAND USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
TEMPORARY LODGING									
721191	Bed and Breakfasts	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
72111	Hotel/Motel						P	P	P
	Recreational Vehicle	P-i	P-i	P-i	P-i	P-i	P-i	P-i	
-	Transitional Encampment	P-i	P-i	P-i	P-i	P-i	P-i	P-i	-

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20.40.150 Campus uses. 

NAICS #	SPECIFIC LAND USE	CCZ	FCZ	PHZ	SCZ
-	Tent City	P-i	-	-	-
	Wireless Telecommunication Facility	P-i			P-i
P = Permitted Use P-i = Permitted Use with Indexed Supplemental Criteria P-m = Permitted Use with approved Master Development Plan					

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
RESIDENTIAL				
-	Tent City	P-i	P-i	P-i

Amendment #5. Move existing Indexed Criteria from the Use Provisions to the new section under 20.30.295, Temporary Use Permit, Section D, Additional Transitional Encampment Criteria.

~~20.40.535 Transitional encampment.~~ 

~~A. Allowed only by temporary use permit.~~

~~B. Prior to application submittal, the applicant is required to hold a neighborhood meeting as set forth in SMC [20.30.090](#). A neighborhood meeting report will be required for submittal.~~

~~C. The applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center.~~

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~~D.—The applicant shall have a code of conduct that articulates the rules and regulation of the encampment.~~

~~E.—The applicant shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The applicant shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment. (Ord. 731 § 1 (Exh. A), 2015; Ord. 368 § 2, 2005).~~

ATTACHMENT C

February 19, 2017 email comments sent by Cindy Roat of Greater Seattle Cares in response to the February 15, 2017 meeting with local church representatives on the proposed transitional encampment amendments

I know that you have already sent the transitional encampment amendments to the City Council, but I wanted you to see this information, explaining why the City should not require 15000 square feet for a camp of 100. The attached document (**Attachment C-1**), Encampment Size letter, explains it all. I understand that you want a minimum size so as to keep encampments out of back yards, but the minimum that is included in the amendments for a camp of 100 is too big.

I know you are interested in learning more about how these camps can work, so I thought you would be interested in seeing this. Attached, (are) some images and a PDF that contains some of them, some explanations, and a sample layout for a 100-person camp in a 100x100 site. Hopefully this helps them see sanity.

My suggestion for the ordinance: 100 sf per maximum population of the encampment. Perhaps in 2500 sf increments.

Thus, 0-25 people, 2500 sf; 26-50 people, 5000 sf; 51-75 people, 7500 sf; et cetera.

They might word it something like this: given a maximum intended encampment population, for each 25 people or portion thereof, 2500 sf must be available for use on the site.

And then they should include a chart up to 75 people, with the +25 and +2500 sf as the bottom row. If that makes sense.

This would allow TC-3 (Tent City 3) to stay at PoP (Prince of Peace), for example.

Regards,

Cindy Roat, President - Greater Seattle Cares

Attachment C-1

Encampment site sizes

By Roger Franz

I was asked by Cindy Roat to present pictures of large camps on small sites, and after some thought I decided to write some explanation to go with them.

Most of these pictures are from Google Earth with prior year aerial and satellite pictures. I have cropped them as I felt necessary to reduce the size of this file.

Most of these are for Tent City 3. One is for Nickelsville.

A 100-person encampment can function fairly well in 10000 square feet. It will function *better* at 12000. It *can* function at 9000.

Prince of Peace Church

145th and 20th, Shoreline

The first example that comes to mind is Prince of Peace. The adjacent lot to Prince of Peace is about 8185 sf per King County. When TC3 was at this church, the camp spilled over about 15 feet into the main lot, which is about 140 feet long. $20 \times 140 = 2800$ sf.

The adjacent lot has embankments at the eastern and northern edges, making about 5' of the northern edge useless for 70' of its length, and about 5' of the eastern edge useless. Campers can make use of some of the embankment, by creative use of pallets.

Again, the lot is 8185 sf. 8185 less 600 nonusable space plus 2800 sf in the northern row of parking spaces from the main lot gives 10385 sf – a little more than 10ksf.

And here's the picture from Google Earth, 2010:



Cherry Hill Baptist Church

22nd and Cherry, Seattle

Another relatively tight space is Cherry Hill Baptist Church's lot. The lot space inside the sidewalks is about 73 x 146 (~10658). The King County Assessor's report is useless, as it

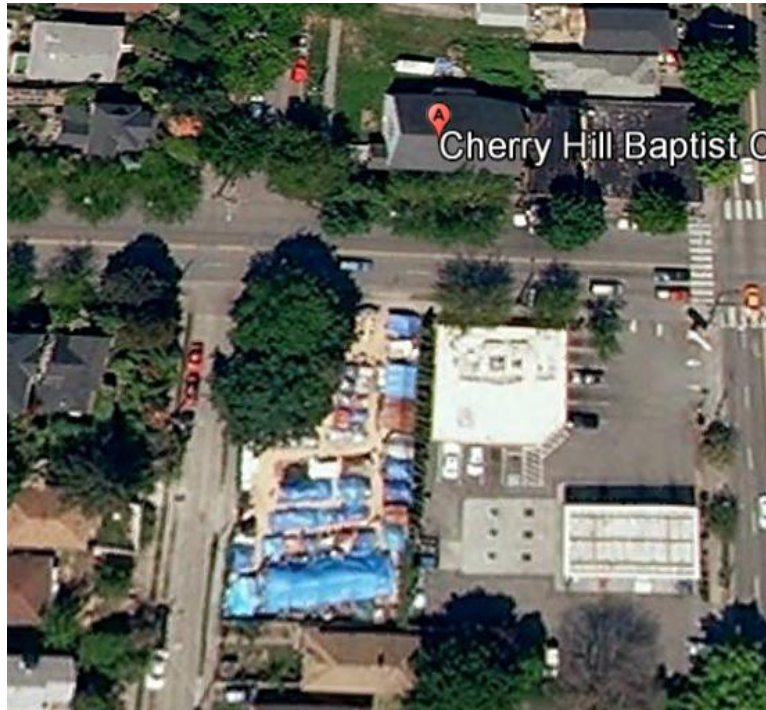
does not accurately reflect the size of the lot. (This is obvious when you overlay the aerial photos).

The south end of the lot is a steep slope, and is relatively useless for approximately seven (7) feet. About six (6) feet of the east edge of the lot is useless for the southern 70 feet for a similar reason. There is also a huge tree on the lot, and about 20 square feet around it is useless. $67*7 + 70*6 + 20$, or 909 sf are useless. Again, campers can be creative and use a foot or two, but such construction is dangerous and not approved on this slope.

$10658 - 909 = 9749$ sf.

Tent City 3 has camped here several times over the years, with 100 people on the site.

Here's a picture, 2009:



St. Therese

35th Ave and E Spring St, Seattle

athletic field, 60 x 150. If the camp uses surrounding margins, perhaps 80 x 170 (12600).

Here's a picture (it's rather blurry, but it shows TC-3 on the site):



I do not know the details about usable space on this site. King County's "Hillshade" graphic shows about 5-8' on the eastern and western edges to be unusable. I estimate, then, that the usable space is 70 x 170, or 11,900 sf.

Tent City 3 has been here at least once. I do not have details.

Bryn Mawr United Methodist Church

80th Ave S and S 116th St.

Adjacent space.

Tent City 3 has been here a few times, and Nickelsville a few times.

The usable space is about 107 x 110 feet (measured with a tape), or 11,770 sf.

Tent City 3 fits here very nicely.

The aerial photograph I found of the space was when Nickelsville was there, in 2009. you can see that there was room to spare, and their tents are not arranged optimally.



A sample Layout:

Currently, Camp United We Stand, Camp Unity Eastside, and Camp Second Chance do not plan for tight spaces. These are small camps, and do not need to pack themselves tightly. They have, in fact, planned to remain small so they will never have that need.

Tent City 3 and Tent City 4, on the other hand, have typically had populations of 80-100 residents. They have often camped in spaces of about 10,000 square feet.

This is accomplished by strictly limiting the size of tents allowed.

In TC3, for example, single tents are allowed 8' x 8'; doubles are allowed 10'x12', and family tents (3 or more people) are allowed 10' x 16'. In addition, Tent City 3 has the dorm tents, where 5-7 people sleep in a tent the size of a carport. At times, these tents have been huge (an old army mash tent is shown, for example, in an aerial photograph from 2007 on King County's iMap site, at Haller Lake UMC (133rd and 1st Ave N, Seattle)). A 16x20 tent can hold 10 people easily (6 ½' x 4' for each).

Below I show a sample layout of an encampment like Tent City 3. This is to scale, and it is drawn in a 100x100 sf space – 10,000 square feet.

I need to explain a few things. First, this is not an optimal layout, as there is unused space. However, this would *work*. It does not include family tents, yet there is easily enough room amongst the Doubles tents to change one of those for a family tent (they do not necessarily have to be exactly 10x16; they could be 12x12 or 12x14, for example).

Tent Type	Number	Persons each	Total
Single	30	1	30
Double	17	2	34
Dorm	6	6	36
TOTAL POPULATION			100

The walkways indicated are at least 4'6" wide. For a long time, Tent City 3 was under a consent decree with the City of Seattle, which required 4' aisles. While the camp is no longer under the consent decree, this practice is still maintained (for the most part) for purposes of emergency access (accommodating gurneys, in particular).

Five porta-potties are near the entrance. Often they will be placed centrally, but must be near an edge of the camp so the porta-potty truck can get near them (25' hose is the limit on distance from the street).

On a larger site, other tents would be placed. On a smaller site, the TV, Computer/Other, and Donations tents might disappear. Donations might be merged with the Executive/Security tent (and, in practice, this happens often even on larger sites).

The only way this works is by strictly limiting tent size. When tents are allowed to be larger, the space required for them grows.

Yet, you can see that a 100-person camp will fit on a 10,000 square feet lot – or a somewhat smaller one; there is unused space in this layout.

Considerations other than space

1. A fire extinguisher should be easily available no more than 75' from any point in the camp. Fire marshals have interpreted this differently, but typically one per row, at the end of the row. In the layout above, Tukwila's fire marshal would have wanted eight full-size fire extinguishers (One in the food preparation area, one at the Executive/Security desk, two in the long singles aisle, one at the end of each doubles row along the top, and one at the end of the singles/doubles row). This is actually 50' or less from any point in camp, but the idea behind his requirement was 'easily available.' No one should have to take a turn to get to a fire extinguisher (nearly his exact words). While fires were rare in Tent City 3, they did happen – almost always when a resident was breaking the rules.

2. Porta-potties must be maintained so that they do not fill completely between truck visits. 3 visits a week for 5 porta-potties is sometimes not adequate for a 100-person camp, particularly in summer. Encampments should have some arrangement for extra visits during high-capacity stays.

3. At larger sites, an encampment may want to expand to larger than 100 people. While this is possible, it's been discovered that beyond about 115 residents, a self-managed encampment becomes nearly unmanageable without modification of its governance structures. When Tent City 3 tried this, the Executive Committee found itself extremely busy.

About the author

Roger Franz survived five years, homeless, in Tent City 3. For four of those years, he occupied a leadership position (Camp Adviser). He led 6 moves as “Movemaster” for Tent City 3, and was deeply involved in design and layout of most of the site plans.