

KITSAP COUNTY CODE AMENDMENTS

TRANSITORY ACCOMMODATIONS AND BOARDING HOUSES

The following code amendments are proposed to help address temporary homelessness in unincorporated Kitsap County. The amendments address two main issues:

- The prohibition on Transitory Accommodations for the homeless being located in rural areas
- The limitation on materials used in shelters allowed in single-family transitory accommodations (currently only allows membrane shelters while wood and metal are prohibited)

These proposed amendments will help address homelessness by expanding opportunities for public agencies, non-profit, faith-based and other community members to apply for transitory accommodations. These accommodations are intended to provide safe and secure shelter for homeless citizens while they seek permanent housing. The rural areas may include many sensible locations for these facilities that are more cost-effective and efficient to provide services.

Additionally, these amendments will expand the materials allowed in the construction of transitory accommodations to include temporary wooden and metal structures.

Section 17.410.070 FOOTNOTES TO ZONING USE TABLES

KCC 17.410.040(A-C). Add footnote 101 to the column heading in all zones EXCEPT Forest Resource Lands and Mineral Resource.

Chapter 17.505 TRANSITORY ACCOMMODATIONS

Sections:

- 17.505.010 Purpose.**
- 17.505.020 Definitions.**
- 17.505.030 Transitory accommodations – Review and approval process.**
- 17.505.040 Transitory accommodations – Types, application requirements and conditions.**
- 17.505.045 Number of transitory accommodations per property.**
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17.505.010 Purpose.

In an effort to address homelessness issues in unincorporated Kitsap County, this chapter provides additional housing options for at-risk populations. Under the requirements of this chapter, transitory accommodations may be developed in ~~urban areas of~~ Kitsap to provide

short-term housing for the homeless. Review of applications for these accommodations will ensure adequate public notice in advance of any approval and impose conditions as appropriate to ensure compatibility with the surrounding area. These accommodations may be created on a temporary basis or made permanent through a future land use approval process.

17.505.020 Definitions.

All definitions of Chapters [17.110](#) and [21.02](#) shall apply except as otherwise defined herein.

- A. “Case management” means a process that includes a needs assessment of a homeless individual, provides knowledge of resources available to the homeless individual, assists the homeless individual in creating a housing plan to help the individual out of homelessness, and has oversight of a professional case manager. Volunteers who have completed a case management training course through the Kitsap continuum of care coalition or other qualified agency may be used to assist with case management.
- B. “Director” means the director of the Kitsap County department of community development or a duly authorized designee.
- C. “Department” means the department of community development.
- D. “Developed property” means land that has an existing building with utilities, including sewer or septic, water and electricity, provided to the site.
- E. “Host agency” means a religious organization, a 501(c)(3) or a public entity that owns or controls the property on which a transitory accommodation is proposed to be located and that joins a sponsoring agency in an application for a transitory accommodation approval for providing basic services and support to transitory accommodation residents. A “host agency” may be the same entity as the sponsoring agency.
- F. “Religious organization” or “501(c)(3)” has the same meaning as defined in RCW [36.01.290](#).
- G. “Shelter” means a place giving temporary protection that is not on a permanent foundation and is used for the shelter of homeless or other vulnerable populations consistent with the allowance of this chapter. Allowable shelters are membrane shelters or structures made of wood or metal as follows:
 - 1. A membrane shelter is any tent or other fabric enclosure that is not constructed on site, but is manufactured and approved according to manufacturer’s specifications.

2. A wood or metal structure must be manufactured off site according to manufacturer's specifications and intended for temporary housing or is constructed on site and meets minimum public health and safety building code requirements as established by the building official.

H. "Sponsoring agency" means an organization that joins in an application with a host agency for a transitory accommodation approval and assumes responsibility for providing basic services and support to transitory accommodation residents. A "sponsoring agency" may be the same entity as a host agency.

I. "Transitory accommodation" means shelters that are not permanently attached to the ground, may easily be erected and dismantled or moved, and are intended for temporary occupancy. Transitory accommodation also includes all other facilities specifically identified in this chapter.

J. "Undeveloped property" means raw land or land not developed with a building or utilities. Nothing herein prohibits raw land from being developed under standard development regulations within Kitsap County Code.

17.505.030 Transitory accommodations – Review and approval process.

The department may approve the use of property for transitory accommodations in accordance with this chapter. The specific approval shall be dependent upon the class of accommodation detailed below and shall be processed under Chapter [21.04](#), with fees of the base application fee plus the hourly rate as set forth in the current DCD fee schedule. The board of county commissioners may reduce or waive application fees at their discretion through resolution based upon public benefit.

A. Approval Type, Duration, Extension and Termination.

1. Approvals for small transitory accommodations, large transitory accommodations, safe parks and indoor transitory accommodations shall be a Type II decision under Chapter [21.04](#); all through temporary land use permits.

2. Approvals of single-family transitory accommodations shall be a Type I decision under Chapter [21.04](#).

3. Approvals ~~are~~ **is** valid for one hundred eighty days from issuance. A single extension requested, at minimum, thirty days in advance, may be approved for an additional one

hundred eighty days. Such renewal shall be a Type I decision. If submitted less than thirty days before or any time after expiration, it shall be treated as a new approval application. Such extension may be granted consistent with the original conditions which may be expanded by the director based on new circumstances or other factors.

4. In addition to a potential one-hundred-eighty-day extension, small, large, safe-park and indoor transitory accommodations may apply for permanent approval after their initial one-hundred-eighty-day temporary approval. Such an approval would be through a Type II conditional use permit process consistent with Chapter [17.540](#). Fees for this permit review process may be reduced or waived with the approval of the board of county commissioners. Prior to decision on the ACUP, a neighborhood meeting, as described in Section [21.04.130](#), shall be held by the department to assess any additional concerns of the community. Feedback from this meeting will be considered by the director in establishing conditions or other mitigation measures.
5. If the host agency fails to take action against a resident who violates the terms and conditions of the approval or violates the code of conduct, the approval may be terminated. Such decision may be appealed as a Type I decision under chapter Chapter [21.04](#).
6. Upon expiration of the approval, the site shall be returned to the pre-transitory accommodation condition, including removal of all shelters and debris, within two weeks of the expiration.

17.505.040 Transitory accommodations – Types, application requirements and conditions.

A. Single-Family Transitory Accommodation. Any person, host agency or other group may locate one recreational vehicle, as defined in Section [17.110.650](#), or up to two ~~membrane~~ shelters on developed property that it owns or controls for the shelter of up to two households. Such approval shall be dependent on the submission of an application and subject to conditions imposed by the department.

Application requirements and conditions of approval:

1. The application for the approval must include a site diagram suitable for review.
2. If a sponsoring agency is involved, the sponsoring agency must be a co-applicant with the person who owns or controls the property on which the recreational vehicle or ~~membrane~~ shelters will be located.

3. The application must be submitted at least fifteen days before the proposed use of the recreational vehicle or ~~membrane~~ shelters. The director may waive this requirement in warranted circumstances.
4. All occupants of the property must have access to restroom, water and power accommodations.
5. The location of the recreational vehicle or ~~membrane~~ shelters must meet the setbacks of the zone.
6. No appliances, heaters, or electrical connections may be used in the recreational vehicle or attached between the recreational vehicle or ~~membrane~~ shelters and any other sources unless they are installed or used according to manufacturer's instructions.
7. The recreational vehicle must be in operating condition and able to be moved.
8. Applicant must attest that the hosted household(s) occupying either the recreation vehicle or ~~membrane~~ shelters are actively engaged with local social services and homeless housing providers, such as the Housing Solutions Center of Kitsap County (the homeless coordinated entry program).

The director may impose additional public health and safety conditions as appropriate.

B. Small Transitory Accommodation. A host agency may locate up to ten shelters on developed or undeveloped property that it owns or controls for the shelter of up to twenty-five persons. Such approval shall be dependent on the submission of an application and subject to conditions imposed by the department.

1. Public Notice. In addition to the requirements of Chapter [21.04](#), an applicant must provide the following public notice:
 - a. The site is posted with a sign at least five days after application submittal. The sign may be posted by the applicant or the applicant may request the department post the sign at the hourly fee. The sign may be removed only after approval of the application.
 - b. A neighborhood meeting, described in Section [21.04.130](#), must be held after posting of the sign and prior to approval. The responsibility of advertising and convening the meeting is that of the applicant.

2. Application.

- a. Host Agency. The host agency must provide proof of ownership or control of the property to be used for the transitory accommodation.
- b. Sponsoring Agency. If a sponsoring agency is involved, the sponsoring agency must be a co-applicant with the host agency. The written agreement between the host agency and the sponsoring agency must be included in the application materials.
- c. The application must be submitted at least thirty days prior to the use of the accommodation(s). The director may waive this requirement in warranted circumstances. The application must include:
 - i. A written operational plan that contains:
 - (a) A site diagram, which identifies all existing and/or proposed:
 - (i) Location of the site, including a vicinity map.
 - (ii) Location of all shelters.
 - (iii) Location of all portable toilets, showers, hand washing stations and trash containers.
 - (iv) Location of neighbors and any site barriers, vegetation buffers, fences, etc.
 - (v) Location of security lighting, which must be directed downward, away from neighbors.
 - (vi) Location and number of off-street parking spots.
 - (vii) Location of garbage facilities or dumpster pads.
 - (viii) Location of access to the site.
 - (b) The duration of the accommodation and the hours of operation.
 - (c) The maximum number of residents proposed.

- (d) Security protocols, including background checks and emergency phone numbers for daytime and after hours.
 - ii. A written management plan that contains:
 - (a) A general description of the daily operation, oversight, and enforcement of approval conditions.
 - (b) A written plan that specifies how human service will be provided to residents.
 - iii. A code of conduct for residents that, at a minimum, prohibits weapons, fighting or abuse of any kind, littering or disturbing neighbors. The code of conduct shall be incorporated into the conditions of approval.
 - iv. A severe weather plan.
 - v. A waste/recycle schedule.
 - vi. Photos showing the site prior to the transitory accommodation.
3. Conditions.
- a. The site shall be of a sufficient size to support the activities of the transitory accommodation without overcrowding and without intruding into setbacks or critical areas.
 - b. Only shelters meeting manufacturer's specifications or approved by the building official are allowed.
 - c. Portable toilets or other sanitation facilities shall be provided in a number required to meet capacity guidelines and must be located within seventy-five feet of all shelters.
 - d. Hand washing stations with water or other approved sanitation methods shall be provided near the toilets and any food areas.
 - e. Trash containers shall be provided in a number and size sufficient to accommodate the number of people residing on site.

- f. No cooking is allowed inside any shelter, unless the cooking appliance is factory-installed or designed specifically for that use and the shelter is factory-designed for the installation of the cooking appliance. No heaters are allowed inside any shelter, unless the heating appliance is factory-installed or designed specifically for that use.
- g. No open flames or campfires are allowed, unless approved by the local fire department.
- h. Adequate access for fire and emergency medical apparatus shall be provided as determined by the fire marshal.
- i. A minimum of two-foot separation must be maintained between shelters.
- j. Electrical service shall be in accordance with recognized and accepted practices and approved by Washington State Labor and Industries. Electrical cords are not to be strung together and any cords must be approved and rated for their interior or exterior use.
- k. The accommodation is located within one-half mile of a routed bus stop, or proof that carpools or shuttle service is available.
- l. The accommodation is adequately buffered or screened from surrounding properties and rights-of-way.
- m. The living space of all units is at least three inches off the ground, raised by a standard pallet or other means.
- n. On-site off-street parking must be provided and must not result in inadequate parking being available for the original primary use of property.
- o. All toilets must be screened from neighboring properties.
- p. Failure to comply with the code of conduct shall result in expulsion from the accommodation by the offending resident.
- q. The director may impose additional public health and safety conditions as appropriate, including limiting the number of residents or increasing the buffer from sensitive land use activities such as daycares and schools.

r. The property owner shall allow inspections by Kitsap County staff and the Kitsap public health district at reasonable times without prior notice for compliance with Kitsap County Code and the approval.

C. Large Transitory Accommodation. A host agency may locate eleven to forty shelters on developed or undeveloped property that it owns or controls for the shelter of up to fifty persons. Such approval shall be dependent on the submission of an application and subject to conditions imposed by the department.

1. All application requirements and conditions for a small transitory accommodation apply in addition to those described below. Where there are conflicts, the requirements of this subsection shall control.
2. Application. The application must include a written security plan that requires:
 - a. Security to be provided twenty-four hours a day, seven days a week.
 - b. A separate security office or shelter.
 - c. A security fence.
3. Additional Conditions.
 - a. A communal tent, shelter, or room in permanent building is provided for food preparation, gathering, or other common use. Cooking and heating appliances, including microwaves, may be allowed only in the communal area and only if approved by the host agency, Kitsap public health district, the fire marshal and the department of community development.
 - b. Showers or other bathing facilities shall be provided where warranted based on duration, number of residents, or other factors.
 - c. The sponsoring and host agencies shall designate points of contact for the Kitsap County sheriff's department. At least one designated point of contact shall be available at all times.
 - d. The director may impose additional public health and safety conditions as appropriate.

D. Safe Park. Safe park is a program that allows safe and secure parking in established parking lots for people living in motor vehicles or recreational vehicles. Host agencies may apply for a safe park for six or fewer motor vehicles or recreational vehicles accommodating up to twenty-five persons.

1. Application requirements and conditions shall be those of the small transitory accommodations.
2. All applications must include an agreement with an agency certified for case management services.

E. Indoor Transitory Accommodation. A host agency may locate up to seventy-five people within an existing building provided they meet the following requirements:

1. The timing, public notice and application requirements of small transitory accommodation are satisfied. Where there are conflicts, the requirements of this subsection shall control.
2. The existing building(s) complies with county building codes, unless a particular noncompliance has been exempted pursuant to RCW [19.27.042](#).
3. The building(s) proposed for use shall be of sufficient size to accommodate the residents and must have necessary on-site facilities, including but not limited to the following:
 - a. Adequate water supply.
 - b. Sanitary toilets in the number required to meet capacity guidelines.
 - c. Hand washing facilities located near the toilets and food areas.
 - d. Refuse receptacles.
 - e. Kitchen facilities for food preparation, if prepared on site.
4. All applicable health standards for providing and using such facilities shall be satisfied as required by the Kitsap public health district.
5. The director may impose additional public health and safety conditions as appropriate.

17.505.045 Number of transitory accommodations per property.

A property(s) may not have more than one transitory accommodation approval on the property(s) at one time.

17.505.050 Failure to apply.

If a transitory accommodation for which an approval would be required is established without an approval first having been obtained, the director shall require that all activities associated with the accommodation cease immediately and the site vacated and restored to its pre-accommodation condition unless and until such time as an approval has been obtained.

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