



## Homes for All Leadership Group

**“Providing innovative leadership toward ending homelessness”**

*Thursday, December 14, 2017, 9:00 am*

### Meeting Notes

#### Welcome & Introductions

Commissioner Garrido welcomed people to the meeting and thanked the Salvation Army for providing the space and delicious food each month. Notes from the 11/14/17 meeting were reviewed.

#### Reports/Updates

**i. Kitsap Continuum of Care Coalition**

Sarah van Cleve, Chair of the Kitsap Continuum of Care Coalition, reported that the group met on Wednesday Dec 13<sup>th</sup>. Tim Blair was recognized and received the Continuum’s Volunteer Award. The Continuum also reviewed their goals and progress over the last year, and discussed initial ideas for 2018 goals.

**ii. Suquamish Tiny House Village**

Kim Kumpf introduced Vicki Cole, who will fill her position as she moves into another position. The Suquamish Tribe built 6 tiny house units. The units include smoke detectors, space heaters, porch lights, and an external electrical outlet. The Tribal Council selects which residents for the program from applications that are submitted. Initially only 5 units were filled, leaving one open for an emergent need, which has now been filled. The Tiny House Village has been open 6-8 weeks. There have been no outcomes set for the pilot project. No illegal drug use is permitted in the units, no children, and no overnight stays. The site does not have security, but the police visit frequently. There is no central kitchen, but there is a convenience store across the street.

**a. What’s Working Well**

The units were built to include RV hookups, they are mobile, and can be placed into an RV space if needed. They received donations such as mini-fridges from a Veterans group and bed rolls from Kitsap Human Services. All residents have a garbage can and garbage is picked up Monday mornings. Bathroom upkeep has been good, but if upkeep becomes problematic residents will be tasked with maintaining the bathrooms. Residents are charged \$75 per month for rent, which pays for the electricity. Some residents are now feeling at home: one moved in a piano, another a loft bed. Currently, there are weekly inspections, however over time this will be reduced to once per month.

**b. Lessons Learned**

It was difficult to obtain information releases for clients. The application process



will change to have applications come from tribal departments, with releases already completed. Key code locks have been installed on each tiny house, so if a resident loses a key they can still access the house. There has been a request to put key code locks on the bathrooms. Residents are not allowed to use illegal drugs in the units; there is a no tolerance policy. Unfortunately, one person started using drugs and now two units are meth contaminated. These units cannot be lived in due to contamination. There are plans to deconstruct parts of one unit to determine if decontamination is possible.

iii. **Permanent Supportive Housing**

Kurt Wiest, Executive Director of Bremerton Housing Authority (BHA), talked about plans for a project which would bring permanent supportive housing with on-site services following a Housing First model to Kitsap County. He handed out a one page summary draft which outlines the problem and the compelling need for Housing First model and welcomed feedback for this draft. BHA is working with Kitsap Community Resources, who was awarded a grant from the 1/10<sup>th</sup> of 1% mental health tax to fund a feasibility study. Community Frameworks has been hired to do the study. Email [kweist@bremertonhousing.org](mailto:kweist@bremertonhousing.org) with feedback.

## 2017 Progress on Small Cottage Communities

### Homes for All Cottages – SK Pilot

Commissioner Garrido proposed considering this project as consisting of two aspects: development of 1) a physical site and 2) a human services network.

i. **Site Procurement\***

Commissioner Garrido announced that a site on Bethel Avenue in Port Orchard has been identified which is owned by a local couple. They would love to see people with no home live there for up to two years. The Commissioner's Office is working with the legal department on a lease agreement.

ii. **Project Management/Timeline\***

Randy Spitzer, the project manager, noted that there have been a couple of meetings and a punch list and rough site plans have been put together. There still remain a lot of blanks to fill in and dates to be set. A large hurdle will be getting a site plan design finalized. This will require permitting with the City of Port Orchard and to sign an agreement to determine who is the responsible party for the property. Project management cannot move forward until these pieces are complete.

iii. **Site Development/Permitting\***

Shawn Alire, from the Kitsap County Department of Community Development, explained that the City of Port Orchard will require a conditional use permit. This will add approximately 90 days or so to the process. The goal is to get below the threshold of impermeable surface for storm water which will keep the permit much less expensive. He



does not expect that it will be easy to get below this threshold. If it is not possible to do so, this may require an engineered design, which may require a \$6,000 dollar permit, and a firm willing to work on the permitting. This piece will require a 60 day review, but this can be concurrent with the conditional use permit. These are big hurdles. Sean has talked with JWJ Group, LLC and they have offered to help with the facility site plan, permitting process, and pre-application. A pre-application meeting will help to determine requirements.

iv. **Human Services\*\***

Doug Washburn, Director of Kitsap County Human Services, commented that recently Kitsap Rescue Mission has been asked to be involved in the process along with Kitsap Community Resources. Contracts will be drafted in advance to avoid delays. Services will be contracted out to community partners; no additional Human Services staff will be hired.

v. **Village Governance\*\***

Nancy Olsten, Kitsap Rescue Mission, explained that the ideal of self-governance is to create ownership, pride, and leadership skills among residents, and to encourage learning of useful skills such as setting meetings and developing agendas. The model suggested is based on Opportunity Village in Oregon. This model helps to empower residents to live together as a community, have a resident council, and as a group to determine which applicants to select as new members of the community. Skills that are learned in this situation will be transferrable to other living situations.

vi. **Outreach\*\***

The plan is to identify any remaining gaps and have a complete plan as we move forward to help remove any additional and potential delays. The League of Women Voters has done a lot of outreach and both the League and all other members in this group are part of that outreach effort.

vii. **Web Presence/Messaging/Communications**

Having a web presence is an important part of messaging and outreach.

**Small Discussion Groups** (see \* above for topics)

Two small breakout groups focused on identifying gaps in the current charts and plans, and identifying people and organizations which can fill these gaps.

\* **Group 1 - Physical Site Development – Discussion Group Notes appended**

\*\* **Group 2 - Human Services – Discussion Group Notes appended**

**Next Meeting**

9am at the Salvation Army  
January 9<sup>th</sup>  
February 13<sup>th</sup>



### Meeting Participants

Commissioner Charlotte Garrido	Kitsap County
Shawn Alire	Kitsap County Department of Community Development
Stacy Smith	Kitsap County Area Agency on Aging
Kurt Wiest	Bremerton Housing Authority
Connie Syapin	League of Women Voters
Suzanne Hughes	League of Women Voters
Stuart Grogan	Housing Kitsap
Doug Washburn	Kitsap County Human Services
Randy Spitzer	Citizen
Tim Blair	Project Share – Ekklesia Church
Roland Arper	Port Orchard United Methodist Church
Beverly Kincaid	Sound Resources NW
John Keiss	Kitsap Public Health
Judy Rae Karlsen	Citizen
Mike O’Shaughnessy	Kitsap Rescue Mission
Walt LeCouter	Kitsap Rescue Mission
Nancy Olsten	Kitsap Rescue Mission
Victoria Hilt	Citizen
Kim Kumpf	Suquamish Tribe
Vicki Cole	Suquamish Tribe

### Notes from Discussion Group 1

#### Homes for All Infrastructure Brainstorming

##### Real Estate

Lease agreement 2 years

- Assign lease agreement? *E.g. Housing Kitsap*
- Subcontract w/operating agency
- Parking agreements w/adjacent property owners
- Owner disclosure document
- Agreement re utility investments

##### Permitting

Will JWJ Developers take out the permit?

Preliminary plan

After pre-application

ID \$

amount)

JWJ Group, LLC /Randy Spitzer/Shawn Alire  
(ask mayor re sewer/water/power & \$

Professional engineer  
SDAP?

JWJ Group, LLC/Mike Yanick  
Kitsap DCD



Site Development

Outreach

cg/Jim Bolger

Clearing of land (small area)

Jeff Cartwright/Randy Spitzer

Driveway location & material

JWJ Group, LLC

Sewer/Water

JWJ Group, LLC

Parking area

JWJ Group, LLC

Placing Cottages, Footings, heater, beds

JWJ Group, LLC

Central Buildings

JWJ Group, LLC

- Kitchen
- Bath
- Security Building
- Possibility of co-locating in a single common building?

Roland Arper

Installing Fencing

Military/Residents?

Assistance from residents with any part of construction/site preparation?

Signs

Help from residents?

- Directional
- Site landmark
  - Competition?
  - Port Orchard sign code?
  - SK Fire code?
  - Site maps
  - On each home/building

Exterior Lighting

WiFi?

Curtains/blinds

Furnishing/fixtures

Prepared by: Randy Spitzer

Notes from Discussion Group 2

**Human Services**

Homes for All Leadership Group/Group Session on Human Services for Port Orchard Tiny Homes Village on Bethel Avenue. Assumption: First resident(s) will move to Village on March 1

Financing

Doug Washburn, Director, County Department of Human Services, stated funding for services has been secured for the first year of operation. County will provide \$50,000 and donations from the Kitsap Credit Union, United Way and other donors will cover the remaining costs. Most work will be absorbed by existing staff. Kitsap Rescue Mission (KRM) will need one FTE case manager. **Michael O'Shaughnessy III has budget to share with group.** Employee will be on staff in one month from the date funding for the position is available.



## Screening Potential Residents

Kitsap Community Resources Housing Solutions Center (and the Department of Corrections when appropriate) will do the initial screen and has procedures already in place to perform this work. Successful candidates will need minimal support services and will be referred to KRM for a second screening that will include the development of a support services needs assessment plan per an existing Residential Case Management Model. KRM's intake staff will obtain waivers from the candidate necessary to share information and coordinate with other human services agencies as needed. Information on pets will be secured. **Sue Hughes volunteered to work with the Humane Society in seeking free veterinary services including a dog aggression assessment. Donated private veterinary services will also be explored. A report is due at the January Homes for All meeting.** There will be no drug testing. A housing plan will be developed for each household. **A decision is needed to determine whether the candidate will be required to accept case management services or whether this is optional so long as a housing plan is accepted and followed.**

Successful candidates will be referred to the Tiny Village Residents Council for final approval. The KRM will establish an initial Residents Council that will serve until there are enough residents at the Village to form a Council.

## Resident Care Services

The resident's support services plan/housing plan will prescribe what services are already being provided by other agencies, what services are additionally needed. KRM case managers will ensure the resident is referred to these additional services (e.g. connection to workforce services). Kitsap County Department of Human Services will provide bedding, towels, personal hygiene and other supplies to new residents upon request. Many of these items have already been donated. **During discussion it was suggested to include more persons currently or recently experiencing homelessness in service program design.**

## Resident Responsibilities and Governance

KRM has a manual covering security, maintaining community spaces, resident meetings, individual resident responsibilities, food skills, etc. and will hold resident training sessions as needed. KRM will also oversee the Village Council and intervene as required. **Decisions are needed to determine how evictions will be handled; if periodic hot meals such as dinners could be donated by community organizations (Benedict House has evening meal donated) and; if it is feasible to have some picnic tables and a horseshoe game installed.**

Prepared by: Sue Hughes