

DRAFT  
PROPOSAL  
FOR  
WINTER HAVEN

*A Temporary Safe Camping Community*



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# 1. BACKGROUND

## 1.1. Purpose

This document is a proposal for Winter Haven, a temporary safe camping site for the homeless community in Bellingham and Whatcom County. This proposal provides background information about Homes NOW, the purpose of this project, a detailed project description, and operations plan, and addresses the requirements of the Bellingham Municipal Code (BMC) 20.15.020. Homes NOW will be the managing agency and sponsor for this project.

**Winter Haven will be a drug and alcohol-free community.** Winter Haven is intended to provide a safe and stable place for homeless individuals to live while they actively seek permanent housing. Winter Haven residents will likely consist of people who are either working or disabled and who have a source of income. Winter Haven residents will also be selected based on their ability to succeed in a community living setting.

## 1.2. Mission Statement and Background

Homes NOW is a 501(c)(3) non-profit organization made entirely of volunteers working together to offer affordable housing options for the homeless in Bellingham and Whatcom County. Homes NOW supports the Housing First model to house homeless people immediately. The goal is for each person to have a sense of home and community.

Homes NOW previously worked with Lummi Nation to build two tiny homes in June and July 2017, which temporarily housed 8 people transitioning to permanent housing. On average, occupancy is 2 to 3 months before moving into permanent housing.

In 2017, Homes NOW assisted 25 people into housing by eliminating barriers. Homes NOW provided: telephone access, avenues for reconnecting family members, assistance with rental applications for those having difficulty reading and/or writing, direction for people entering detox programs, and the stability of an organized permitted camp site at City Hall for 18 days.

## 1.3. Statement of Intent

Homes NOW intends to build and manage the Winter Haven safe camping site in accordance with Ordinance No. 2018-10-019, Bellingham Municipal Code, permit requirements, Washington State laws and regulations, and Whatcom County Health Department regulations. The project duration will be from December 2018 through March 2019. The parking lot is generally in use from March 2019 onward, so this project will not interfere with that use.

## 1.4. Project Incentive

As of 2018, there are over 800 homeless people in Whatcom County. Approximately half of the homeless people in Whatcom County are unsheltered on a given night. Many homeless people are forced to illegally camp on public or private property or sleep in their cars.

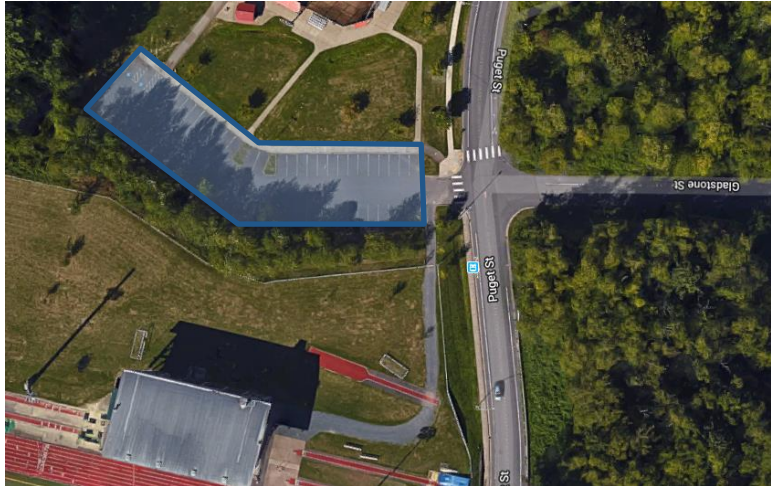
Because many homeless people have to camp illegally, they are often forced to move, resulting in instability and loss of personal belongings. Homeless people also lack access to basic human necessities, including bathrooms, showers, drinking water, cooking facilities, garbage services, etc. Many homeless people are forced to carry all of their belongings with them at all times, which often prevents them from being able to seek employment.

The proposed project provides a safe legal place for our homeless neighbors to live. Winter Haven will give access to basic human necessities, such as bathroom and kitchen facilities, garbage/recycling service, as well as a sense of safety and community. Winter Haven will also serve as a central location for service providers to meet with residents to determine their individual needs.

## 2. PROPOSED PROJECT

### 2.1. Site Location

Winter Haven will be located on the Civic Athletic Complex property located at 1355 Civic Field Way, Bellingham, WA 98225. The property is owned by the City of Bellingham. The property consists of a parking lot that is seasonally used for parking at the Frank Geri softball field. The parking lot is generally not in use from November through March. The site is accessible from Puget Street via a driveway that leads to the parking lot. Electricity is available at the site.



The site is surrounded by athletic fields and wooded areas. The nearest residence is approximately 500 feet away from the site. The site has convenient access to nearby amenities.

### 2.2. Project Description

**Winter Haven will consist of 20 tent sites.** The tents will be either single or double occupancy. Assuming up to half of the tents will be double occupancy, there will be an expected maximum of 30 people living in tents. Winter Haven will provide residents with a secure, stable location to live and store their belongings.

The designated camping area will be approximately 150 feet by 60 feet and will occupy the rear half of the parking lot. The site will be surrounded by a 6-foot tall chain link fence.

A community kitchen and dining tent will be located on-site and will be used by the residents for food storage, food preparation, and dining, as well as a place to gather and socialize. A storage container will be located on site for storage of donated goods and supplies. A hand wash station will be located next to the kitchen. Dumpsters and recycling bins will be placed near the front gate. Portable toilets will be located near the entrance of the site.



Site Layout

### 2.3. Project Funding

**Homes NOW is 100% funded by donations and operated by volunteers.** Our goal is to have a commitment from sponsors for the full cost of the project prior to initiating use of the site. *Homes NOW has community partners who have agreed to donate some of the needed items, labor, and/or services.*

The initial start-up cost for the project is estimated to be \$7,700. The ongoing monthly expenses for the project are estimated to be \$1,400 per month. **Assuming the project operates for 3 months, the total project cost will be \$11,900.**

*Homes NOW is not requesting any taxpayer funds from the City of Bellingham.* The City would be providing temporary use of their property and possibly access to electricity. This project will potentially relieve pressure from existing City services and reduce the amount the City spends to address homelessness.

### 2.4. Project Duration

The duration of the project will be in accordance with the ordinance. Based on information provided by the City, the project duration will be from December 2018 through March 2019. The parking lot is generally in use from March 2019 onward, so this project will not interfere with that use.

## 2.5. Transportation Plan

The site consists of a parking lot that is accessible via a driveway entrance off Puget Street near the intersection with Gladstone Road. All vehicle, bicycle, and pedestrian traffic will enter and exit the site using the front gate. The emergency vehicle gate will only be used by emergency vehicles (police, fire department, or ambulance). Use of the rear emergency gate is limited to exiting the site during an emergency.

A southbound WTA bus stop (serviced by bus line 190) is located 50 feet south of the site entrance. The 190 bus line runs every hour from 7:00 am to 11:00 pm on weekdays, 8:00 am to 11:00 pm on Saturday, and 9:00 am to 8:00 pm on Sunday. Residents will be provided with a street map and a bus schedule. Each resident is allowed to keep one bicycle on the site.

The southeastern portion of the lot may be used for parking by Homes NOW volunteers, case managers, service providers, and visitors.

The site has convenient access to nearby amenities.

- A Whatcom Transportation Authority (WTA) bus stop is located near the site. The 190 bus line runs every hour, 7 days a week.
- The site is a 3-minute bus ride or a 15-minute walk to the nearest grocery store (Fred Meyer).
- The site is a 12-minute bus ride to downtown Bellingham, where there are a variety of potential employers and social services.

The site is located in the following school districts. The schools are accessible by public transportation or are in walking distance:


- Carl Cozier Elementary School (10-minute walk)
- Kulshan Middle School (18-minute bus ride)
- Sehome High School (15-minute bus ride)

## 2.6. Insurance





General commercial liability insurance with a limit of \$1 million will be provided by Farmers Insurance.

## 2.7. Community Partners

Homes NOW is partnering with a number of businesses, government agencies, and non-profits who are providing services or donations for Winter Haven.

Community Partner	Description
 Dept. of Social and Health Services (DSHS)	DSHS has agreed to bring their mobile community services office to Winter Haven once per month to assist residents with determining eligibility for cash and food assistance programs, child care benefits, Medicare, and Medicaid.



	<p>Mt. Baker Care Center</p>	<p>Mt. Baker Care center has agreed to provide laundry service for towels used for the shower truck.</p>
	<p>Sikh Community</p>	<p>The Sikh Community has agreed to provide a free meal once per week at Winter Haven.</p>
	<p>WeSNiP</p>	<p>WeSNiP has agreed to provide services to spay or neuter pets at Winter Haven.</p>
	<p>Greene's Corner</p>	<p>Greene's Corner is providing financial donations.</p>
	<p>The Joint</p>	<p>The Joint is providing potable water for the shower truck.</p>

## 3. IMPACT ON THE SURROUNDING NEIGHBORHOOD

### 3.1. Neighborhood Outreach

At the same time, Homes NOW will identify nearby residents, businesses, and any other affected neighbors. Homes NOW will hold a neighborhood meeting to solicit input from the nearby residents. All questions and concerns will be addressed during the meeting. Homes NOW will provide contact information to all nearby residents, so they can continue to discuss any ongoing concerns and provide feedback.

The City will also publish a notice of application for the project once the application is submitted, which will be followed by a 14-day comment period.

Once the site begins operations, neighbors will be invited to take a tour of the site and meet the Winter Haven residents. The goal is to make the residents of Winter Haven feel welcome as part of the community and to reduce any remaining uncertainties or doubts that the neighbors may have.

### 3.2. Safety & Security of Neighborhood

**The site will be surrounded by a 6-foot tall chain link fence for the security of the residents.** The fence will have a 10-foot wide gate for emergency vehicle access, a 3-foot wide pedestrian gate, and a 3-foot wide emergency exit. An reception office will be located near the front gate and will be staffed 24-hours per day, 7 days per week by either a site resident or volunteer.

**The site will be monitored by 24/7 surveillance.** 720P HD security cameras will be placed around the perimeter of the property to monitor all activity occurring on and surrounding the perimeter of the site.

- Camera use on the site is necessary to protect rights of all residents as well as neighbors in the area from any potential problems or unlawful activity.
- Site location will be monitored remotely by Homes NOW through an application on phone and/or PC to ensure stability of the site.
- Security cameras will **not** be installed inside tents or bathrooms; this measure is to preserve the privacy and rights of the site residents.

The Bellingham Police Department will be provided with a complete list of residents, including full name and date of birth.

### 3.3. Minimizing Adverse Impacts

The location of Winter Haven has been chosen with consideration of minimizing any adverse impacts to the site and the surrounding area. Winter Haven will only exist temporarily during the winter months. The site will be located in a parking lot that is unused during those months. The parking lot is at least 500 feet from the nearest residence and ¼-mile from the nearest school.

Signs will be posted around the perimeter of the site to limit any camping or loitering outside of the site. Any person camping on the property adjacent to Winter Haven may be subject to immediate removal.

The proposed use involves tents and temporary structures that will be easily removed at the end of the project. The proposed use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity of the site. The property will be restored to its original condition at the end of the project.

## 4. OPERATIONS PLAN

This Operations Plan addresses site management, site maintenance, and provision of human and social services.

### 4.1. Site Management

#### 4.1.1. Site Setup

Upon issuance of the permit, Homes NOW will immediately begin to setup the site. Homes NOW will post a sign at the site to notify the public of the upcoming construction activities. Homes NOW will begin by installing the perimeter fence and security cameras. The temporary structures and tents will be acquired and brought to the site. A commercial service will be contacted to provide the portable toilets, hand wash stations, potable drinking water, and dumpster and recycling bins.

Homes NOW will identify specific volunteers to fill necessary roles and will start screening potential applicants from the list of applicants on file.

#### 4.1.1. Identifying Eligible Residents

Initial residents will be chosen by Homes NOW based on direct knowledge of individuals who are suitable for Winter Haven community living. Homes NOW may coordinate with the Opportunity Council to get recommendations on suitable applicants.

**Winter Haven will be a drug and alcohol-free community.** Winter Haven is intended for homeless individuals who are actively working to improve their situation and need a safe temporary place to live while seeking permanent housing. Winter Haven residents will likely consist of people who are either working or disabled and who have a source of income. Winter Haven residents will also be selected based on their ability to succeed in a community living setting. Individuals with a known history of violence or unsafe behavior are not eligible.

If residents move out or find other accommodations, future residents will be chosen from our list of applicants. A copy of the resident application form is included in the Handbook.

#### 4.1.2. New Resident Orientation

All new residents receive a New Resident Orientation by a PM. Orientation includes a detailed review of the policies and guidelines of Winter Haven. New residents complete all required paperwork and intake procedures, which will be managed by Homes NOW. Detailed information about the new resident intake procedures and required paperwork is provided in the Handbook.

#### *4.1.3. Homes NOW Role*

Winter Haven will be managed by Homes NOW's Project Managers (PMs) in coordination with elected Resident Assistants (RAs). PMs will communicate with the Homes NOW Board of Directors (Board).

A case manager will provide all volunteers with de-escalation training. Homes NOW will provide all volunteers with a site orientation and copy of the Handbook.

The PMs and at least one member of the Board will meet once every week to discuss any feedback from RAs, troubleshoot any problems, and identify any necessary changes to site operations. During these meetings, the PMs and the Board will determine the site schedule and the on-call contact list.

A Homes NOW PM will check in at the site every day. There will be at least one PM available on-call 24 hours per day, 7 days per week to answer questions and solve problems should they arise.

#### *4.1.4. Training of Resident Assistant*

At a minimum, for the first two weeks of occupancy, a Homes NOW Board member (Jim Peterson or Doug Gustafson) will be living on-site to serve as the initial site manager. During that time, a RA and deputy RA will be elected and trained in all duties and responsibilities.

After the first two weeks, Homes NOW and the City will assess the status of the project and determine whether continued occupancy by a Board member is necessary. A Homes NOW representative will continue to live on-site until the City agrees it is no longer necessary.

#### *4.1.5. Resident Assistant*

One resident of Winter Haven will be elected by popular vote each month to be the RA. A second resident will be elected by popular vote each month to be the deputy RA and will take on the duties of the RA when the RA is not present on the site or if the RA is no longer a site resident. The RA and deputy RA are expected to work out a schedule so that one of them is available on-site at all times. If neither the RA or deputy RA can be present on the site, the RA will notify Homes NOW so that a volunteer can be on-site during the gap. Only individuals who intend to be on-site for a majority of the day will be eligible to be an RA or deputy RA.

The RA will be a liaison between the residents and the PMs. The RA will assist in managing the community and work to develop a sense of pride amongst the residents in their community.

The RA will answer resident's questions, listen and record resident's suggestions, and advise the PMs of site activity. The RA will make sure daily sign-in sheets are filed and maintained. The RA will notify the PMs of any incidents within 24 hours. The RA is available as a contact person for residents to report any general or immediate concerns.

Residents will be responsible for notifying the RA of any inventory needs, such as food, clothing, hygiene products, and gear. The RA will notify PMs of any inventory needs.

#### *4.1.6. Reception, Security, and Donation Positions*

Residents of Winter Haven will be required to do regular shifts in the reception office, as security lead, and/or as donation lead. The length of shifts will vary depending on the current number of residents as well as the number of shifts done by volunteers. The reception office and security lead positions will be staffed 24-hours per day. The donation lead position will be staffed during hours when donations are dropped off (between 9:00 am to 6:00 pm). Shifts will not exceed 8 hours per week.

A schedule will be determined for the week during the weekly meetings. If a resident cannot cover their scheduled shift due to emergency, illness, or if they move out of Winter Haven, the resident should notify the RA who will notify the PM. The PM will identify a volunteer or other resident to cover the shift. The receptionist, security lead, and donation lead will each have a walkie talkie for communication and will be required to wear a safety vest identifying those individuals as on duty.

##### **Reception Position**

Residents will be provided with training on how to manage the reception office and the daily sign-in sheet. The receptionist is required to stay in the reception office at all times. If the receptionist needs to leave for any reason (including bathroom break), they must communicate with the security lead to take their place.

Every person who enters or leaves the site will be checked in or out on the sign-in sheet. This includes residents, volunteers, case managers, service providers, visitors, and any other person who enters or leaves the site. If there is an emergency, emergency personnel (police, fire, EMT, etc.) are not required to sign-in before entering the site.

##### **Security Lead Position**

The security lead is a resident who oversees the security system. The security lead reviews cameras and notifies the RA of any safety or security concerns. The security lead assists the RA in recordkeeping of any incident reports. The security lead communicates with the receptionist to handle any issues that occur at the reception office. The security lead is required to walk through the site at least once per hour. The security lead will also walk through the kitchen to ensure all residents are keeping the shared kitchen space clean.

##### **Donation Lead Position**

The donation lead is a resident who is responsible for the receipt of donations such as food, clothing, hygiene products, and gear. When donations are brought to the site, the donation lead will record the donation on the Donation Receipt Form. The donation lead also maintains an inventory of supplies and notifies the RA when additional supplies are needed.

#### *4.1.7. General Resident Meetings*

**The RA will host a weekly meeting.** *All residents are required to attend the weekly meeting.* The date and time will be posted on the community bulletin giving residents ample time to work the meeting into their personal schedule. General meetings occur to review site expectations, discuss experiences, disclose any needs, provide suggestions, and conduct voting sessions for RA positions.

RAs will meet with PMs at least monthly to discuss any proposed changes to policies or guidelines. The Homes NOW Board of Directors will finalize any changes to policies or guidelines to be implemented or revised. Any changes will be posted publicly at the site and discussed at subsequent General Resident Meetings.

#### *4.1.8. Communication*

Residents are encouraged to communicate with the RAs during weekly meetings. Residents may also contact Homes NOW directly if an issue is not being addressed by the RA and/or if there is a need to communicate to Homes NOW anonymously. Any comments or concerns communicated to Homes NOW are addressed anonymously and made available as a topic for discussion at the next General Resident Meeting, unless the resident requests otherwise. This provision is available to residents who may find that communication or disclosure of their needs is too difficult to reveal publicly within the group.

Homes NOW's goal is to ensure that all residents feel safe and have a way to communicate their needs. Residents can contact Homes NOW by email at [admin@homesnow.org](mailto:admin@homesnow.org) or by mail:

Homes NOW  
814 Dupont Street  
Bellingham, WA 98225

Residents can also contact the on-call PM by phone at any time.

#### *4.1.9. Exit Plan*

Homes NOW will continually work with service providers to help residents find permanent housing as well as job training or assistance (if needed). Homes NOW will also work to identify any programs that residents are eligible for as a first step toward financial stability (such as cash and food assistance programs, child care benefits, Medicare, and Medicaid, rental assistance, and utility subsidies).

Residents will be made aware of the temporary nature of the tent encampment and will be reminded again one month before the permit expires. During the last month, every effort will be made to find alternative living arrangements for the residents. If no alternative arrangements can be made, the resident will be required to vacate the premises at least 48-hours before the

permit expires so that site restoration activities can be completed. No new residents will be admitted during the last month of operations.

## 4.2. Site Maintenance

Residents are responsible for maintaining the cleanliness of their own tent site, common areas, and surrounding areas.

### 4.2.1. Solid Waste Disposal

Dumpsters and recycling bins will be located near the entrance to the facility. Trash bags will be provided to all residents. Each resident will be responsible for collecting their own trash and recycling and placing it into the appropriate bins.

Community trash bins are located throughout the site, including in the community kitchen tent and the reception office. Cigarette butt disposal bins will be located in the designated smoking area, which will be located near the dumpster area. Community trash bins will be maintained by residents on a daily rotation schedule that will be posted on-site. Those residents will also be responsible for a daily trash patrol in the immediate vicinity of the site. *Residents with relevant physical disabilities will be accommodated or excused from this duty.*

### 4.2.2. Food Preparation and Kitchen Maintenance

The site will include a community tent for the kitchen/food preparation area and dining area. The kitchen will include food preparation counters and dishwashing basins. Assuming the site has access to electricity, the kitchen will include refrigerators, freezers, and a microwave. Barbeque grills will be located outside in a designated space with a metal roof near the food preparation area.

Residents will prepare their own food and will be responsible for properly storing and disposing of their food, and maintaining a clean kitchen and dining area. Many residents will likely be recipients of food stamps and will purchase their own food.

HomesNOW will coordinate with the Bellingham Food Bank to provide any additional food needed by the residents. The Sikh community will provide a community meal once per week.



If other volunteers or businesses would like to provide food donations, all public health regulations on food handling and storage will be followed. Any volunteer that prepares food will be required to have a WA State Food Workers card.

Dishwashing gray water will be collected in an on-site tank. Gray water will be sent off-site for disposal by a commercial provider (e.g. SSC Inc.).



#### *4.2.3. Sanitary Portable Toilet Maintenance*

If the site does not have access to City-owned restrooms, the site will have six portable toilets (including 2 ADA accessible toilets) provided by a commercial provider (e.g. SSC Inc.) and will be available on-site at all times. The wastewater from the portable toilets and handwash stations will be sent off-site for disposal by the same commercial provider.

#### *4.2.4. Potable Water Maintenance*

Potable drinking water will be provided by a commercial provider and will be available on-site at all times.

Potable water for handwashing stations will be provided by a commercial provider (e.g. SSC Inc.) and will be available on-site at all times. The site will have 3 handwashing stations: two will be located next to the portable toilets and one will be located near the kitchen area.

#### *4.2.5. Portable Shower Maintenance*

The mobile shower truck built by Homes NOW provides residents with access to showers and will be on-site in a designated parking location. Potable water for the 300-gallon potable water tank on the mobile shower truck will be provided by community partners, such as The Joint. Homes NOW will ensure the water tank is full each day.

Shower gray water will be collected in the tanks mounted on the shower truck. When the tanks are full, the water supply will be turned off at the shut off valve in the utility closet. The gray water will be properly disposed of at a commercial RV dump site.

The RA will monitor the water tank and gray water tanks. When the water tank contains less than 20 gallons or when the gray water tanks are near full, the RA will post an “out-of-order” sign on the door and turn off the water supply at the shut off valve in the utility closet.

Residents are responsible for keeping track of the number of showers taken in each shower stall each day. No more than 12 showers should be taken in each stall per day to prevent overflowing the gray water tanks. Dry-erase boards will be placed on each shower door for the purpose of tracking number of showers.

#### *4.2.6. Repairs and Maintenance*

Repairs and maintenance are handled by Homes NOW. Residents must notify either RAs or PMs of any needed repairs or maintenance promptly. If an emergency repair is required, residents must contact the on-call PM as soon as possible.

### **4.3. Social & Health Services**

Winter Haven will serve as a central location for service providers to meet with residents to determine their individual needs. Homes NOW will coordinate with other service providers and

providers of shelters for homeless persons within the County and will inquire about the availability of existing resources with these providers.

It is recommended that any chronic health and/or mental health conditions be assessed as a prerequisite for residency. Case worker(s) will identify which support services are needed (if any) based on a preliminary evaluation. Examples of support services may include:

- Eligibility for residency
- Job training accessibility
- Mental health assessment
- Counselling for drug/alcohol recovery
- DSHS follow-ups and reviews

If an individual currently has a case manager, they will notify Homes NOW and will continue to work with that case manager. If an individual does not have a case manager, Homes NOW will work with the Opportunity Council and/or HOT team to identify an appropriate case manager or any other required services. Volunteer case managers may conduct the initial screenings of residents. Volunteer case managers must have a degree in social work or related field and relevant experience and will be screened by Homes NOW.

Washington State Department of Social and Health Services (DSHS) may provide additional services to the residents of Winter Haven. DSHS may host mobile community services at Winter Haven once per month. DSHS may assist residents with determining eligibility for cash and food assistance programs, child care benefits, Medicare, and Medicaid. Applications for aid are available at the on-site office.

Any mild health conditions that progress negatively must be addressed immediately. Residency at the site is subject to re-evaluation. Sobriety and moderate mental health are mandatory for communal living at Winter Haven to provide the best atmosphere for all residents.

## 5. MUNICIPAL CODE REQUIREMENTS

The following sections address the requirements established in the Bellingham Municipal Code (BMC) Chapter 20.15.020.

### 5.1. Section A: Site Vicinity

The site will be located a minimum of 20 feet from the property line of abutting properties, unless the Planning Director finds that a reduced buffer width will provide adequate separation between the site and adjoining uses, due to changes in elevation, intervening buildings or other physical characteristics of the site.

### 5.2. Section B: Critical Areas

The site will not be located within a critical area or its buffer as defined by BMC 16.55.

### 5.3. Section C: Maximum Number of Residents

The maximum number of residents at the site will be 40 people (2 people per tent). Assuming up to half of the tents will be double occupancy, there will be an expected maximum of 30 residents. This number is below the maximum allowed of 100 people.

### 5.4. Section D: Maximum Number of People Housed in Temporary Shelters

The additional 30 to 40 people sheltered at the site will not result in more than 300 people housed at one time in temporary shelters Citywide.

### 5.5. Section E: Fence

A six-foot-tall chain-link fence will be placed around the perimeter of the site. The fence will limit access to the site for the safety and security of residents. The site will be located in the rear portion of the parking lot, which is approximately 150 feet from the roadway. The fence will not be site obstructing and will not create any obstructions at the street.

### 5.6. Section F: Lighting

Existing exterior lighting is present along the northern boundary of the site. Additional LED lights will be installed near the kitchen and bathrooms. Any exterior lighting will be directed downward and glare will be contained within the site.

### 5.7. Section G: Health & Safety

Homes NOW will assure all applicable public health regulations are met.

- 1) Fire extinguishers (2A-10BC) will be placed within 75 feet from any point on the site. A total of 3 fire extinguishers will be on the site, including 1 at the kitchen, 1 near the designated smoking area, and one near the emergency exit.
- 2) A designated smoking area will be located at the rear of the parking lot and will be at least 25 feet away from tents. Cigarette butt disposal bins will be located in the designated smoking area and near the dumpsters.
- 3) The kitchen tent will be made of flame-retardant materials. Any other tents over 300 square feet and canopies over 400 square feet will also be made of flame-retardant materials.
- 4) Open flames will be prohibited at the site. Cooking will be done at a grill provided for resident use. Patio heaters will be provided at designated locations throughout the site for warmth.
- 5) A first aid kit large enough to serve up to 40 people will be located at the reception office on site.

- 6) The central aisle of the parking lot will be obstruction-free to allow for emergency access at all times.
- 7) Power protection devices will be used at any location where power is provided.
- 8) Five trash bins will be located throughout the tent area. Additional trash bins will be located in the kitchen and near the bathrooms. Regular trash patrols will be conducted on site and in the immediate vicinity of the site.
- 9) Dumpsters and recycling bins will be located near the site entrance. Dumpsters and recycling bins will be regularly serviced by a commercial provider. Residents will be responsible for regular removal of trash from community trash bins.
- 10) Portable toilets will be set back at least 40 feet from all property lines. Toilets will be maintained by a commercial provider. *A description of sewage disposal is provided in Section 3.2.3 of this document.*
- 11) A handwashing station will be located by the toilets and kitchen.
- 12) Potable water will be available at all times on the site. Potable water will be stored on-site in a potable water tank that has a spigot. *A description of potable water supply is provided in Section 3.2.4 of this document.*
- 13) Copies of health and safety information provided by the City, county, or any other public agency will be posted at the site and distributed to site residents.
- 14) The site will be in compliance with all Whatcom County Health Department food donation requirements.
- 15) Cooking facilities will consist of an outdoor grill. Potable water will be located nearby. A food preparation counter that is non-absorbent and easy to clean will be located inside the kitchen tent. A refrigerator and freezer to keep perishable food cold will be located inside the kitchen tent. Cleaning supplies will be provided to maintain clean conditions in the kitchen tent. *A description of food preparation methods is provided in Section 3.2.2 of this document.*

#### **5.8. Section H: Tiny Home Indoor Safety (Not Applicable)**

This section is not applicable.

#### **5.9. Section I: Compliance with Laws and Regulations**

Homes NOW will ensure compliance with Washington State laws and regulations, the Bellingham Municipal Code, and the Whatcom County Health Department's regulations concerning, but not limited to, drinking water connections, solid waste disposal, and human waste. Homes NOW will permit inspections by local agencies and/or departments to ensure such compliance and will implement all directives within the specified time period.

#### **5.10. Section J: Displacement of Existing Parking**

On-site parking will not be displaced unless sufficient required off-street parking remains available for the host's use to compensate for the loss of on-site parking or unless a shared parking agreement is executed with adjacent properties.

#### **5.11. Section K: Transportation Plan**

A transportation plan, including provisions for transit, pedestrian, and bicycle ingress and egress from the site to services and schools, is included in Section 2.4 of this document.

#### **5.12. Section L: Hours of Operation**

Winter Haven will be open to residents 24 hours per day.

#### **5.13. Section M: Site Boundary**

All functions associated with Winter Haven will take place on the proposed site (see site plan).

#### **5.14. Section N: On-Site Supervision**

A Homes NOW volunteer will provide on-site supervision at all times. Any volunteer providing supervision will receive de-escalation training.

#### **5.15. Section O: Code of Conduct**

A copy of the Winter Haven Handbook is provided in Appendix A. The Handbook includes a written code of conduct that provides for the health, safety, and welfare of the Winter Haven residents. The code of conduct also mitigates impacts to neighbors and the wider community. Among other requirements, the code of conduct includes a prohibition on illegal drug and alcohol use and threatening and unsafe behavior. Homes NOW will ensure that items deemed as weapons are stored in a safe location. Firearms are not allowed onsite for any reason. The Handbook will be posted on-site and enforced by Homes NOW and the residents.

#### **5.16. Section P: Operations Plan**

The Operations Plan addresses site management, site maintenance, and provision of human and social services and is included in Section 3 of this document.

#### **5.17. Section Q: Qualifications**

Homes NOW has a demonstrated experience providing similar services to the homeless as well as volunteers with certification in social services. A summary of relevant experience and resumes is provided in Appendix B.

#### **5.18. Section R: Children**

No children under the age of 18 are allowed to stay overnight at the site, unless accompanied by a parent or guardian. If a child under the age of 18 without a parent or guardian present attempts to stay at the site, Homes NOW will immediately contact Child Protective Services and will actively seek alternative shelter for the child.

#### **5.19. Section S: 24-Hour Contact Person**

Homes NOW will designate points of contact and provide contact information (24-hour accessible phone contact) to the Patrol Operations Commander for the Bellingham Police Department. At least one designated point of contact will be on duty at all times. The names of the on-duty points of contact will be posted on-site daily, and their contact information will be provided to the Bellingham Police Department.

#### **5.20. Section T: Identification**

Homes NOW will take all reasonable and legal steps to obtain verifiable identification information, including full name and date of birth, from current and prospective site residents.

Examples of verifiable identification include a State issued driver's license or ID card (valid or less than 1 year expired), U.S. passport, or a combination of other identification, such as a birth certificate, marriage license, Medicare card, Social Security card, veteran ID, or similar documentation. If a prospective resident does not have verifiable ID, Homes NOW will assist them in obtaining ID prior to move-in. Homes NOW may coordinate with LAW Advocates to navigate this process.

#### **5.21. Section U: Sex Offender Checks**

People who are required to register as a sex offender are prohibited from the site. If Homes NOW becomes aware of a current or prospective resident who is an unregistered sex offender, the

Bellingham Police Department will be contacted immediately. Homes NOW will provide notice to prospective guests that Homes NOW will report any current or prospective residents required to register as a sex offender to the Bellingham Police Department.

#### **5.22. Section V: Active Felony Warrants**

If Homes NOW becomes aware of a current or prospective resident who has an active felony warrant, the Bellingham Police Department will be contacted in accordance with a set protocol to address those warrants. Homes NOW will provide notice to prospective guests that Homes NOW will report any current or prospective residents known to have an active felony warrant to the Bellingham Police Department.

#### **5.23. Section W: Rejection/Ejection from the Site**

Homes NOW will immediately contact the Bellingham Police Department if someone is rejected or ejected from the site when the reason for rejection or ejection is an active warrant or a match on an unregistered sex offender check, or if, in the opinion of the on-duty point of contact or on-duty security staff, the rejected/ejected person is a potential threat to the community.

#### **5.24. Section X: Log of Names/Dates**

Homes NOW will keep a log of names and dates of all people who stay overnight at the site and this current log will be made available upon demand by any municipal or county law enforcement officer. Status checks of current guests may be routinely performed by the warrant officers of the Bellingham Police Department through the current log provided by Homes NOW. Homes NOW will provide notice to prospective guests that all people staying overnight at the site are subject to status checks by the warrant officers of the Bellingham Police Department.

#### **5.25. Section Y: Coordination with Other Service Providers**

Homes NOW and site residents will cooperate with the coordinated entry system managed by the Homeless Service Center and other providers of shelters and services for the homeless, and will make inquiry with these providers regarding the availability of services, unless Homes NOW can provide these services.

#### **5.26. Section Z: Site Photos**

Homes NOW will provide before-encampment photos of the host site with the application.

#### **5.27. Section AA: Site Restoration**

Upon vacation of the site, all temporary structures and debris will be removed from the site and the site will be restored, as near as possible, to its original condition within one calendar week. Where deemed necessary by the Planning Director, Homes NOW will re-plant areas in which vegetation had been removed or destroyed.

#### **5.28. Section BB: Liability Insurance**

Homes NOW will obtain (prior to permit issuance) and maintain in full force and effect, at its own expense, liability insurance naming the City as an additional insured in the amount of **\$1 million**.

#### **5.29. Section CC: Liability Agreement**

Homes NOW will, on a form approved by the city, agree to defend, indemnify, and hold harmless the City of Bellingham, its officials, officers, employees, and agents as described in BMC 20.15.020 Section CC.

## 6. ADDITIONAL APPLICATION REQUIREMENTS

The following sections address additional requirements listed in the Temporary Shelter Application Packet that were not otherwise addressed in this proposal.

### 6.1. Meeting the Goals and Policies of the Comprehensive Plan

The proposed use is consistent with the goals and policies of the Bellingham Comprehensive Plan. Specifically, the project will support the following goals and policies:

- Goal H-4: Support housing options for special needs populations.
- Policy H-49: Support implementation of the Whatcom County Plan to End Homelessness.
- Policy H-50: Continue to encourage and support the development of emergency transitional and permanent supportive housing with appropriate on-site services for people with special needs and the homeless throughout the City and county. Moving people into permanent housing as quickly as possible should be a priority.
- Policy H-51: Maintain an inventory and expand the city's supply of interim housing for target populations.
- Policy H-52: Foster and support partnerships that have proven to be successful in reducing homelessness, preventing homelessness, and assisting the chronically homeless with needed care.

This project will provide a temporary, safe location for homeless individuals to live. Site residents will have access to on-site services, which will include basic necessities (bathrooms, hand wash stations, kitchen, shower, potable water, etc.). The site will provide a stable location for case managers to meet with the residents. DSHS will also provide services once per month at the site. This project will support the City's policy of expanding interim housing for the homeless.

Homes NOW will be partnering with many organizations (including the City, police, DSHS, HOT team, Opportunity Council, Sikh Community, etc.) to successfully carry out this project, which will ultimately move homeless people into permanent housing.

**Appendix A**  
**Handbook & Code of Conduct**



**Appendix B**  
**Summary of Qualifications and Resumes**

**Appendix C**  
**Site Photographs**