

Homeless Services Uses LUC 20.20.455

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B. Applicability

This section applies to all proposals for new or expanding Homeless Services Uses as defined in LUC 20.20.455. This section does not apply to:

1. Temporary Public Safety Facilities permitted under the terms of LUC 20.20.850;
2. Temporary Uses permitted under the terms of Part 20.30M LUC;
3. Temporary Encampments permitted under the terms of Part 20.30U LUC; or
4. Religious organizations hosting temporary encampments within buildings on their property under the terms of RCW 35A.21.360 (Temporary encampments for the homeless – Hosting by religious organizations authorized – Prohibitions on local actions).
- 4.5. Unrelated individuals living together as a “Family” pursuant to the definition contained in LUC 20.50.020.

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E. Pre-application Process and Determination of Permit Approval Path Required

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2. Pre-application Community Meeting. Prior to City Council determination of the Process Path as provided by paragraph 4 below, the applicant shall hold a public informational meeting. The purpose of this meeting is to provide an early, open dialogue between the applicant, the Operator, and property owners surrounding the proposed Homeless Services Use. The meeting should acquaint the surrounding property owners with the Operator and provide for an exchange of information about the proposal and the community where the use is proposed to be located. The Operator should share information submitted with its permit application (e.g., the Standard Operating Procedures, Code of Conduct, and Safety and Security Plan) for the proposed Homeless Services Use, and the surrounding property owners should share characteristics of the surrounding community and any issues or concerns of which the Operator should be made aware. Notice of the Community Meeting shall be provided by the Director pursuant to the requirements of LUC 20.35.120.B, and the required mailing radius for notice of a Homeless Services Use shall be expanded to include owners, [and the physical addresses for properties that are not owner-occupied](#), of real property within 1,000 feet of the project site.

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F. Submittal Requirements

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2. In addition to the applicable Conditional Use Permit submittal requirements identified in paragraph F.1 above, information identified in this paragraph shall also be included with the permit application. An application that does not contain the information listed in this paragraph shall not be considered complete. All applications for Homeless Services Uses shall include the following:
 - a. A description of the homeless population to be served by the proposed Homeless Services Use, dates and times of operation, and associated occupancy targets.
 - b. A statement of the Operator's experience at providing Homeless Services Uses, including examples of similar facilities managed by the Operator.
 - c. A list of transit stops and park and rides within one-half mile of the proposed Homeless Services Use.
 - d. A list of job retraining and education uses within one-half mile of the proposed Homeless Services Use.
 - e. A Standard Operating Procedures plan including, but not limited to:
 - i. A description of how the proposed Homeless Services Uses will serve the homeless population that will be accommodated by the use;
 - ii. A description of staffing for the proposed Homeless Services Use and the training provided to staff hired to fulfill the identified staffing demand;
 - iii. A description of the anticipated Providers that will serve the population that will be accommodated by the Homeless Services Use;
 - iv. A description of the known Funders for the Homeless Services Use;
 - v. A description of the procedures used to manage intake of the homeless population that is proposed to be served;
 - vi. A plan for encouraging prospective occupants to provide personal identification ([including name, date of birth and photo](#)) for inclusion in the Homeless Management Information System (HMIS) to help increase opportunities to provide access to housing and services and to secure public funding for the proposed Homeless Services Use;
 - vii. Where applicable, a plan to ensure that school-aged residents of the use are enrolled in school during their stay;
 - viii. Identification of a primary point of Operator contact for assistance and referrals to send homeless individuals seeking services;
 - ix. A plan for managing exterior appearance of the proposed Homeless Services Use, including trash/litter, hazardous materials, and biohazards on or near the site;

- x. A description of how the Operator will inform and educate occupants of the Homeless Services Uses regarding the Code of Conduct; and
- xi. A description of consequences to be imposed for violating the Code of Conduct.

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 - iv. A description of the known Funders for the Homeless Services Use;
 - v. A description of the procedures used to manage intake of the homeless population that is proposed to be served;
 - vi. A plan for encouraging prospective occupants to provide personal identification for inclusion in the Homeless Management Information System (HMIS) to help increase opportunities to provide access to housing and services and to secure public funding for the proposed Homeless Services Use;
 - ~~vi.~~vii. [A plan for developing a Community Service Model that is tailored to the homeless population that is proposed to be served at the location where the Homeless Services Use is proposed to be located. A Community Service Model is intended to provide a framework for persons experiencing homelessness to work volunteer service hours within the scope of their ability in the community where they are receiving support from a Homeless Services Use.](#)

- ~~vii-viii.~~ Where applicable, a plan to ensure that school-aged residents of the use are enrolled in school during their stay;
- ~~viii-ix.~~ Identification of a primary point of Operator contact for assistance and referrals to send homeless individuals seeking services;
- ~~ix-x.~~ A plan for managing exterior appearance of the proposed Homeless Services Use, including trash/litter, hazardous materials, and biohazards on or near the site;
- ~~x-xi.~~ A description of how the Operator will inform and educate occupants of the Homeless Services Uses regarding the Code of Conduct; and
- ~~xi-xii.~~ A description of consequences to be imposed for violating the Code of Conduct.

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G. Good Neighbor Agreement Process Required

This section describes the required Good Neighbor Agreement Advisory Committee process.

1. Purpose. The purpose of a GNA Advisory Committee formed under the terms of this section is to foster communication between the community and Homeless Services Use operators by:
 - a. Dedicating the time necessary to represent community, neighborhood and Citywide interests in the Homeless Services Use approval process; and
 - b. Ensuring that issues of importance are identified early in the Homeless Services Use approval process while there is still time to address design issues while minimizing cost implications; and
 - c. Considering the communities and land uses within which the Homeless Services Use is proposed; and
 - d. Helping guide Homeless Services Use design to ensure that specific neighborhood conditions are considered and design is context sensitive by engaging in ongoing dialogue with the Homeless Services Use Operator and the City during permit review; and
 - ~~e. Building a sense of community with the project such as collaborating with the Operator to develop a Community Endorsed Service Program for occupants of the Homeless Services Use and surrounding property owners; and~~
 - ~~f.e.~~ Ensuring the GNA Advisory Committee participation is streamlined and effectively integrated into the Homeless Services Use permit process to avoid delays that jeopardize funding and place people experiencing homelessness at risk.

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- g. Safety and Security Plan describing measures that the Operator will employ to promote the safety of shelter occupants and surrounding residents and businesses, including but not limited to:
 - i. Criteria for rejection or removal of an individual seeking access to the proposed Homeless Services Use;
 - ii. A plan for deployment (including time, place and manner) of security patrols;
 - iii. A plan to address disruptive behavior within a Homeless Services Use and in the immediate vicinity that infringes on the safety of occupants or employees of the use, and a description of the consequences for engaging in disruptive behavior;
 - iv. A plan for managing loitering, panhandling, and unpermitted camping in the vicinity of the Homeless Services Use;
 - v. Identification of site specific magnet areas (e.g., greenbelts, parks, libraries, transit facilities, etc.) and a plan to address behavior that is inconsistent with the Code of Conduct and Bellevue City Code;
 - vi. Implementation of outstanding registered sex offender background checks and compliance with applicable registration and notification requirements;
 - vii. A plan for managing individuals excluded from accessing the proposed Homeless Services Uses;
 - viii. A plan for coordination between the Operator, Bellevue Public Safety staff (e.g., police, fire, park rangers, etc.), and private security forces employed by surrounding property and business owners;
 - viii-ix. [A plan for coordination and communication between the Operator, Bellevue Police, and other local and regional law enforcement agencies to ensure timely information sharing between agencies.](#)
 - ix-x. Provision of a phone number and point of contact at the site of the proposed Homeless Services Use for the community to report concerns;

5. Coordination with Local Law Enforcement (Robinson)

- ~~x~~-xi. A plan for addressing reported concerns and documenting resolution, and making this information publicly available; and
- ~~xi~~-xii. Identification of performance metrics that will be used to track compliance with the Safety and Security Plan.

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 - vi. Implementation of outstanding registered sex offender background checks and compliance with applicable registration and notification requirements;
 - vi.vii. A plan for coordination with state and local law enforcement to ensure compliance with conditions of parole, probation, or community custody, including but not limited to any residency restrictions applicable to a registered sex offender;
 - vii.viii. A plan for managing individuals excluded from accessing the proposed Homeless Services Uses;
 - viii.ix. A plan for coordination between the Operator, Bellevue Public Safety staff (e.g., police, fire, park rangers, etc.), and private security forces employed by surrounding property and business owners;
 - ix.x. Provision of a phone number and point of contact at the site of the proposed Homeless Services Use for the community to report concerns;
 - x.xi. A plan for addressing reported concerns and documenting resolution, and making this information publicly available; and

xixii. Identification of performance metrics that will be used to track compliance with the Safety and Security Plan.

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 - iii. A plan to address disruptive behavior within a Homeless Services Use and in the immediate vicinity that infringes on the safety of occupants or employees of the use, and a description of the consequences for engaging in disruptive behavior;
 - iv. A plan for managing loitering, panhandling, and unpermitted camping in the vicinity of the Homeless Services Use;
 - v. Identification of site specific magnet areas (e.g., greenbelts, parks, libraries, transit facilities, etc.) and a plan to address behavior that is inconsistent with the Code of Conduct and Bellevue City Code;
 - vi. Implementation of ~~outstanding~~ registered sex offender background checks and compliance with applicable registration and notification requirements;
 - vii. A plan for managing individuals excluded from accessing the proposed Homeless Services Uses;
 - viii. A plan for coordination between the Operator, Bellevue Public Safety staff (e.g., police, fire, park rangers, etc.), and private security forces employed by surrounding property and business owners;
 - ix. Provision of a phone number and point of contact at the site of the proposed Homeless Services Use for the community to report concerns;
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I. Development Standards/Use Requirements

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5. Special and Overlay District Requirements. The applicable Special and Overlay District Requirements of Chapter 20.25 LUC ([e.g., Downtown, BelRed, Critical Areas Overlay, etc.](#)) shall be met unless specifically modified by the terms of this section when applied to a Homeless Services Uses.

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C. Definitions

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2. Additional definitions applicable to terminology used in this section LUC 20.20.455.
 - a. Code of Conduct is an agreement on rules of behavior between occupants of a Homeless Services Use and Operators and Providers offering a Homeless Services Use at a specific location. The Code of Conduct is intended to protect the health, safety and welfare of the occupants and employees of the Homeless Services Use, and the surrounding residents and businesses.
 - b. Funder means any person, partnership, corporation or other organization of any kind that provides funding to establish, construct or operate a Homeless Services Use.
 - c. Good Neighbor Agreement (GNA) refers to a specific plan developed through a Good Neighbor Agreement Advisory Committee process to address operational and communication commitments that are uniquely tailored to the location where a Homeless Services Use is proposed.
 - d. Homelessness refers to the state of a person who is living in a place not meant for human habitation, which may include, but is not limited to, vehicles, streets, parks, alleys, parking garages, vacant buildings, all night commercial establishments and other similar places, or is a resident in an overnight shelter.
 - e. Operator means any person, partnership, corporation or other organization of any kind that proposes to site and operate a Homeless Services Use in the city.
 - f. Provider means any person, partnership, corporation or other organization of any kind that provides supportive services to a homeless population accessing a Homeless Services Use.
 - g. Safety and Security Plan refers to a plan developed by the Operator and updated to reflect input provided by the Bellevue Police Department to address security concerns regarding a Homeless Services Use that is proposed at a specific location.
 - h. Standard Operating Procedures refer to a plan developed by the Operator that address the elements required by LUC 20.20.455.F.2.e. The elements contained in the Standard Operating Procedures plan would generally be applicable to all Homeless Services Uses in Bellevue irrespective of where they are proposed to be located.

9. Mobile Safe Injection Site Prohibition (Robertson/Nieuwenhuis)

- i. Supportive Services are those provided to occupants of a Homeless Services Use for the purpose of facilitating their independence and include, but are not limited to, services such as case management, medical treatment, psychological counseling, childcare, transportation and job training. ~~Supportive services do not include Medically Supervised Consumption Centers (MSCC) which are prohibited in all land use districts citywide pursuant to LUC 20.10.410.~~

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Comment: Robertson, Jennifer
MSCC not being a supportive service was removed and the limitation was inserted as a limitation in the development standard section as it seemed to go better there.

I. Development Standards/Use Requirements

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- 6. Medically Supervised Consumption Centers (MSCC) are prohibited. MSCCs are prohibited in all land use districts pursuant to LUC 20.10.410, and shall not be allowed (whether temporary, mobile or in a structure) to locate on a property where a Homeless Services Use has been permitted under the terms of this section LUC 20.20.455.

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E. Pre-application Process and Determination of Permit Approval Path Required

1. Pre-application Materials. Shall be submitted to the Development Services Department pursuant to LUC 20.35.020 before a permit application for a Homeless Services Use may be filed. Materials shall include:
 - a. Name of the Operator;
 - b. [Statement of eExperience running operating the type of Homeless Services Uses that is proposed](#); and
 - c. Statement of homeless population to be served and occupancy target for each Homeless Services Use proposed.

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F. Submittal Requirements

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2. In addition to the applicable Conditional Use Permit submittal requirements identified in paragraph F.1 above, information identified in this paragraph shall also be included with the permit application. An application that does not contain the information listed in this paragraph shall not be considered complete. All applications for Homeless Services Uses shall include the following:

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- f. Code of Conduct for individuals granted access to the proposed Homeless Services Uses including, but not limited to:

- ~~i. No entry onto surrounding private properties, or areas of surrounding properties, that are not open to the public (e.g., office and residential spaces);~~
- ~~ii. Limit travel paths to public rights of way;~~
- ~~iii. No loitering or panhandling;~~
- ~~iv. Maintain the site aesthetics and do not litter;~~
- ~~v. Restrict smoking to designated areas of the site;~~
- ~~vi.i. Comply with City of Bellevue regulations governing public conduct (including but not limited to the prohibition on public camping, [loitering](#), [trespassing](#), [panhandling](#), etc.); and~~
- ~~vii.ii. Comply with terms of Good Neighbor Agreement provisions that apply to occupants of the Homeless Services Use.~~

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