

F. Submittal Requirements

1. An applicant seeking to establish and construct a Homeless Services Use is required to submit application materials that meet the submittal requirements for a Conditional Use Permit as adopted by the Director pursuant to LUC 20.35.030.B.
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 proposed Perimeter Area around the site where the Code of Conduct and applicable sections of the Safety and Security Plan will apply;
 - iv-vi. A map of proposed travel routes that the Operator will suggest individuals use when seeking access to the Homeless Services Use;
 - v-vii. A description of the procedures used to manage intake of the homeless population that is proposed to be served;

- ~~vi-viii.~~ 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;
 - ~~vii-ix.~~ Where applicable, a plan to ensure that school-aged residents of the use are enrolled in school during their stay;
 - ~~viii-x.~~ Identification of a primary point of Operator contact for assistance and referrals to send homeless individuals seeking services;
 - ~~ix-xi.~~ A plan for managing exterior appearance of the proposed Homeless Services Use, including trash/litter, hazardous materials, and biohazards within the identified Perimeter Area of on or near the site;
 - ~~x-xii.~~ A description of how the Operator will inform and educate occupants of the Homeless Services Uses regarding the Code of Conduct; and
 - ~~xi-xiii.~~ A description of consequences to be imposed for violating the Code of Conduct.
- f. A Code of Conduct that applies within the Perimeter Area to all 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);~~ Respect the rights of property owners to restrict access to areas of their property that are not open to the public;
 - ~~ii. Limit travel paths to public rights-of-way~~ Use Operator-suggested routes of travel to access the Homeless Services Use;
 - ~~iii. No loitering or panhandling;~~
 - ~~iv-iii.~~ Maintain the site aesthetics ~~and do not litter;~~
 - ~~v-iv.~~ ~~Restrict~~ Respect state law restrictions on smoking and use ~~to~~ designated smoking areas where provided ~~of the site;~~
 - ~~vi-v.~~ 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-vi.~~ Comply with terms of Good Neighbor Agreement provisions that apply to occupants of the Homeless Services Use.
- 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~~Perimeter Area 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~~Perimeter Area 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;
 - x. A plan for addressing reported concerns and documenting resolution, and making this information publicly available; and
 - xi. Identification of performance metrics that will be used to track compliance with the Safety and Security Plan.
3. When the City Council has adopted a resolution to negotiate a development agreement that would allow a Homeless Services Use to be established and constructed in Bellevue pursuant to LUC 20.20.455.D.1, the applicant is required to submit application materials required under LUC 20.20.455.F.1 and F.2 above and any additional submittal requirements identified in the resolution as needed for City Council negotiation of the development agreement pursuant to LUC 20.20.455.F.3.