

MASON COUNTY PLANNING COMMISSION

March 19, 2018 - 6:00 p.m.
Mason County Building 1 - Commission Chambers

411 N. 5th Street, Shelton, WA 98584

1. **6:00pm - Call to Order**
Roll Call
Approval of Planning Commission Meeting Summary – February 12, 2018
Changes to Agenda by Commissioners or Staff
Conflict of Interest Inquiry
Next Planning Commission Meeting Date – April 16, 2018
Committee / Staff Updates
Other Business
2. **6:15pm – Public Comment** on topics associated with the mission of the Planning Commission for which a public hearing is not being held. Please limit comments to 3 minutes.
3. **6:30pm – Briefing:** Water Availability
4. **6:45pm – Briefing:** Transitory Housing in Mason County
5. **7:00pm – Worksession:** Parks, Recreation & Open Space Planning
6. **8:00pm – Worksession:** Belfair Sign Code Update – Compliance Revisions Only

What is the Planning Commission?

The Mason County Planning Commission is a citizen advisory commission that is appointed by and advisory to the Mason County Commission on the preparation and amendment of land use plans and implementing ordinances such as zoning.

- The actions tonight are not final decisions; they are Commission recommendations to the Board of County Commissioners who must ultimately make the final decision. If you have any questions or suggestions on ways the Planning Commission can serve you better, please contact the Planning Office at 360-427-9670

Americans with Disabilities Act (ADA) accommodations will be provided upon request, with reasonable, adequate notice.

Agendas are subject to change, please contact the Planning Office for the most recent version. The agenda was last printed on 3/7/2018 9:51 AM

Chapter 6.68 – MASON COUNTY WATER ADEQUACY REGULATIONS

Sections:

6.68.010 - Purpose.

6.68.020 - Scope of coverage.

6.68.030 - Definitions.

6.68.040 - Determination of adequacy for building permits.

6.68.050 - Determination of adequacy for division of land.

6.68.060 - Waiver of regulations.

6.68.070 - Appeals.

6.68.010 - Purpose.

- (a) The purpose of these rules is to define basic water adequacy in accordance with the Growth Management Act (RCW 36.70A) for new construction and to each lot in a proposed subdivision or a short subdivision prior to approval.
- (b) It is the express purpose of this chapter to provide for and promote the health, safety and welfare of the general public, and not create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefitted by the terms of this chapter.

6.68.020 - Scope of coverage.

- (a) The provisions of this chapter shall apply to all territories contained within the jurisdictional boundaries of the Mason County department of health services. The provisions of these rules and regulations shall apply to all new residences, places of business, or other buildings or places where persons congregate, reside or are employed which requires potable water and to land segregation regulated under Title 16 of this code.
- (b) Any building necessitating potable water shall provide proof of potable water as delineated in this code and approved the health services director or designee(s) prior to issuance of the permit. Exemptions to this code are listed as follows:
 - (1) Buildings identified by the building official which do not require potable water facilities;
 - (2) Improvements, replacement structures, or additions to buildings which already contain potable water and will not result in increased water usage;

6.68.030 - Definitions.

The definitions of terms in WAC 246-290, WAC 246-291, RCW 90.03, RCW 90.44, and Title 16 of this code are adopted and incorporated by reference.

6.68.040 - Determination of adequacy for building permits.

- (a) Group B or Two-Party Public Water Systems.
 - (1) Prior to issuance of a building permit, the water system manager provides, in writing, verification that the water system is able and willing to provide water to the new connection and that doing so will not exceed limits imposed upon the system by any state and local regulation. Verification in writing will be accomplished by signing a statement on an application form; and
 - (2) Upon receipt of the application, the Group B public water system file is reviewed for the following:
 - (A) Quality.
 - (i) Public water sources must meet all the standards set forth by state regulation and be current on monitoring requirements.
 - (ii) In areas of water quality concern, water quality may be required to be further evaluated for any or all of the following:
 - A. Primary contaminants,
 - B. Secondary contaminants,
 - C. Volatile organic compounds (VOC), and/or
 - D. Synthetic organic compounds (SOC).
 - (B) Quantity. The minimum quantity of available water supply shall be eight hundred gallons per connection per day and a pumping rate of one gallon per minute per connection.
 - (C) Compliance.
 - (i) Water systems must be in compliance with state and local design and construction requirements and with on-going requirements set forth by state regulation.
 - (ii) Source wells must be constructed according to the requirements set forth by WAC 173-160. Proper permitting and notification to state and local departments shall be adhered to.
 - (iii) A water right permit or certificate of surface water right shall be obtained from the Washington State Department of Ecology where required by RCW 90.03 and 90.44.
- (b) Group A Public Water Systems.
 - (1) Prior to issuance of a building permit, the water system manager provides, in writing, verification that the water system is able and willing to provide water to the new connection and that doing so will not exceed limits imposed upon the system by any state and local regulation. Verification in writing will be accomplished by signing a statement on an application form; and
 - (2) Upon receipt of the application form, the Washington State Department of Health is consulted and the Washington State Department of Health determines that the water system is adequate.
- (c) Individual Sources.
 - (1) Prior to issuance of the building permit, a copy of the water well report, a satisfactory bacteriological report, and a capacity test is attached to the application; and
 - (2) Upon receipt of the application, documentation will be reviewed for the following:
 - (A) Quality.
 - (i) A satisfactory bacteriological analysis is required.
 - (ii) In areas of water quality concern, the same requirements apply as described in subsection (a)(2)(A)(ii) of this section.

- (B) Quantity. The same requirements apply as described in subsection (a)(2)(B) with the exception that appropriate conservation in conjunction with adequate storage measures may be used to justify a daily volume of less than eight hundred gallons.
- (C) Compliance. The same requirements apply as described in section (d), subsections (a)(2)(C)(i) and (ii) and assurance that the water source will not interfere with existing water rights;

(d) New connections including individual sources, Group A and Group B, Accessory Dwelling Units, and additional bedrooms, will comply with the following:

(i) Any permit-exempt groundwater withdrawal associated with a water well constructed before January 19, 2018 is deemed to have evidence of adequate water supply under this section;

(ii) An applicant whose building location is in Water Resource Inventory Area (WRIA) 14, 15, and 22 shall pay a fee of five hundred dollars to Mason County and record relevant water restrictions or limitations with the property title;

(iii) Except as provided in (iv) of this subsection, an applicant whose building location is within WRIA 14 and 15 may obtain approval for a withdrawal exempt from permitting under RCW 90.44.050 for domestic use only, with a maximum annual average withdrawal of nine hundred fifty gallons per day per connection;

(iv) An application whose building location is within WRIA 22 may obtain approval for a withdrawal exempt from permitting under RCW 9.44.050 for domestic use only, with a maximum annual average withdrawal of three thousand gallons per day per connection;

(v) Upon the issuance of a drought emergency order under RCW 43.83B.405, Ecology may curtail withdrawal of groundwater exempt from permitting under RCW 90.44.050 and approved under this subsection (C), (iii) to no more than three hundred fifty gallons per day per connection for indoor use only;

(vi) Notwithstanding the limitation to no more than three hundred fifty gallons per day per connection for indoor use only, an applicant may use groundwater exempt from permitting to maintain a fire control buffer during a drought emergency order.

(vii) Projects proposing to rely on well water have the opportunity to demonstrate that their proposed withdrawal is not hydraulically connected to closed or regulated surface waters, or that they can provide adequate mitigation to offset new consumptive use impacts. This requires site specific analysis that is typically conducted by a licensed hydro-geologist and is consistent with Mason County Stormwater Regulations (MCC 14.48).

- (3) A surface water source will be determined to be adequate or issuance of a building permit upon receipt of a copy of the certificate of surface water right and evidence of an appropriate disinfection method is attached to the application.

6.68.050 - Determination of adequacy for division of land.

- (a) Group B or Two-Party Public Water Systems.

- (1) New Water System.
 - (A) The water system is completely installed and meets all state and local regulations; or
 - (B) Moneys, under the name of Mason County health services, totaling one hundred thirty-five percent of a bid obtained from an appropriate contractor for the entire cost of drilling the well, obtaining approvals, and installing the system, is placed either into an escrow account or a bond to secure completion of the work after the well site location is passed.
- (2) Existing Water System. The same requirements apply as described in subsection 6.68.040(a).
- (b) Group A Public Water System. The same requirements apply as described in subsection 6.68.040(b).
- (c) Individual Water Sources.
 - (1) Individual water sources will be adequate for land division when the lots meet the sizing criteria in WAC 246-272-20501. The following disclaimer shall be placed on the face of the plat when potable water is not available for each parcel at the time of subdivision approval:

"The lots, parcels or tracts contained within this land segregation have been created after establishing a potable water supply meeting all state and local regulations."
 - (2) In areas where a water quantity or quality problem may exist, the following may be required:
 - (A) Well logs of adjacent properties;
 - (B) One or more well drilled;
 - (C) Water study by a qualified hydrogeologist.

6.68.070 - Appeals.

Decisions of the director of health services may be appealed to the Mason County board of health. Appeals must be made in writing within twenty working days of the decision which is being disputed. A hearing date shall be scheduled with the board for their next regular meeting. All appeals shall be sent to the board in writing via certified mail with return receipt requested.



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

Transitory Housing in Mason County

Briefing - ITEM# 4

March 19, 2018

Staff Contact

Paula Reeves, AICP CTP
Ext #286

Background

Over 260 people in Mason County are homeless, and over 140 of them are living in places not meant for human habitation, according to Mason County's annual "Point in Time Count" survey. Mason County's 2017 Housing and Homelessness Report explains that the number one reason cited for becoming homeless is job loss/unemployment followed by eviction/loss of housing and disability.

Homelessness is a growing crisis in unincorporated Mason County as well as most parts of Washington state, and emergency housing options should be considered for the homeless as well as those displaced by unforeseen events. To continue to maximize the support network in Mason County as well as improving protection of personal and public health and safety we are evaluating transitory accommodations options.

After evaluating a number of other County programs across the state and in other states, we have compiled some examples for discussion and consideration.

Most Counties allow transitory accommodations that have proper permits in place to operate for 180 days. Some offer 180-day extensions if certain criteria can be met. Kitsap County also allows for an application for a conditional land use permit for permanent use after an initial temporary permit and public hearing.

Transitory Housing Options/Examples

Kitsap County defines "Transitory accommodation" as shelters that are not permanently attached to the ground, may easily be erected and dismantled or moved, and are intended for temporary occupancy.

- **Single Family Transitory Accommodations** – Permit for one recreational vehicle or up to two tents to reside on a developed residential property.
- **Small Transitory Accommodations** – In partnership with a Host Agency (a religious organization, a non-profit 501(c)(3), or public entity that owns the property), a permit may be obtained to accommodate up to 10 shelters or 25 people. Requires public notice, a neighborhood meeting, a site plan detailing how various health, safety, and neighborhood/site preservation requirements are met, a resident Code of Conduct, and a site Management Plan.
- **Large Transitory Accommodations** – In partnership with a Host Agency, a permit may be obtained to accommodate 11 to 40 shelters to house up to 50 people. Requires all of the elements for a Small Transitory Accommodation permit, plus a Security Plan and fence, a communal structure for food preparation, and hygiene facilities.
- **Safe Park** – A permit for safe and secure parking for up to six vehicles accommodating up to 25 people in established parking lots for people living in motor vehicles or recreational vehicles. These permits have the same requirements as Small Transitory Accommodations and require an agreement for the provision of case management services.
- **Indoor Transitory Accommodations** – A Host Agency may locate up to 75 people within an existing building, provided they meet the assigned requirements. These permits have the same requirements as Small Transitory Accommodations. In addition, they must meet building code and health district regulations.
- **Boarding Houses** – The number of individual boarding rooms must be between the maximum and minimum density for the zone or six rooms, whichever is greater.

Recommendation

Consistent with Mason County’s Comprehensive Plan policies and objectives for addressing homelessness, staff recommend the Planning Commission consider revising the Mason County Code to provide for transitory housing. After review and consideration, conduct a public hearing to recommend a proposed change.

Attachments

Attachment A – Mason County Zoning – Recreational Vehicles

Attachment B – Kitsap County Transitory Housing Policy

Attachment B – Washington County, OR Severe Weather Shelter Response Plan

Recreational Vehicles (RVs) in Mason County

Zoning	RVs Allowed for Camping?	RVs Allowed for Living?	Permit Required	RV Rule	Code or Regulation Reference
All Zones	Specific Zones Only	NO	RV Park Permit required in zones where RV Parks are permitted and Park Models may be permitted as manufactured homes. A building permit may be granted to park models when they meet all state and Mason County requirements.	*RVs are not Accessory Dwelling Units	MCC 17.03.029 - Assessorly Dwelling Units
RURAL AREAS					
Rural Residential - All Classes	NO	NO		Off Street Parking - RV Storage Only - Lot with no home may have no more than 3 vehicles parked. Lot with home may have no more than 10 vehicles parked.	17.03.040 - Off Street Parking
Rural Commercial 3 and 4	IN RV PARK ONLY	NO	RV Park Permit	No recreational vehicle shall remain in the RV park for rental purposes or for a time period of more than one hundred twenty consecutive days and one hundred eighty days in a three hundred sixty-day period (this standard applies to new occupants at existing mobile home and recreational vehicle parks, and to new mobile home and recreational vehicle parks). The RV park management shall maintain rental records identifying each RV and registered occupants and shall present them to the county on written request. Failure to maintain or to present these records on request shall be sufficient grounds to rescind the RV park permit. The recreational vehicle shall be built on a chassis and self-propelled or permanently towable, and shall not be set up in a RV park as a permanent structure for limited use.	MCC 17.04.347
Rural Commercial 5	NO	NO		Allowed uses include sales and service of automobiles and trucks, <i>recreational vehicles</i> , watercraft, and manufactured homes: retail sales and single-family residential accessory use or apartment.	MCC 17.04.362
Rural Natural Resource	NO	NO		Off Street Parking - RV Storage Only - Lot with no home may have no more than 3 vehicles parked. Lot with home may have no more than 10 vehicles parked.	17.03.040 - Off Street Parking
Rural Industrial	NO	NO		Off Street Parking - RV Storage Only - Lot with no home may have no more than 3 vehicles parked. Lot with home may have no more than 10 vehicles parked.	17.03.040 - Off Street Parking
Rural Tourist Campground	YES	NO	Special Use Permit (not in campground or park) and RV Park Permit	No recreational vehicle shall remain in the RV park for rental purposes or for a time period of more than one hundred twenty consecutive days and one hundred eighty days in a three hundred sixty-day period (this standard applies to new occupants at existing mobile home and recreational vehicle parks, and to new mobile home and recreational vehicle parks). The RV park management shall maintain rental records identifying each RV and registered occupants and shall present them to the county on written request. Failure to maintain or to present these records on request shall be sufficient grounds to rescind the RV park permit. The recreational vehicle shall be built on a chassis and self-propelled or permanently towable, and shall not be set up in a RV park as a permanent structure for limited use.	MCC 17.04.617
Rural Tourist	YES	NO	Special Use Permit (not in campground or park) and RV Park Permit	No recreational vehicle shall remain in the RV park for rental purposes or for a time period of more than one hundred twenty consecutive days and one hundred eighty days in a three hundred sixty-day period (this standard applies to new occupants at existing mobile home and recreational vehicle parks, and to new mobile home and recreational vehicle parks). The RV park management shall maintain rental records identifying each RV and registered occupants and shall present them to the county on written request. Failure to maintain or to present these records on request shall be sufficient grounds to rescind the RV park permit. The recreational vehicle shall be built on a chassis and self-propelled or permanently towable, and shall not be set up in a RV park as a permanent structure for limited use.	MCC 17.04.607
Master Planned Resorts	YES	NO	RV Park Permit	No recreational vehicle shall remain in the RV park for rental purposes or for a time period of more than one hundred twenty consecutive days and one hundred eighty days in a three hundred sixty-day period (this standard applies to new occupants at existing mobile home and recreational vehicle parks, and to new mobile home and recreational vehicle parks). The RV park management shall maintain rental records identifying each RV and registered occupants and shall present them to the county on written request. Failure to maintain or to present these records on request shall be sufficient grounds to rescind the RV park permit. The recreational vehicle shall be built on a chassis and self-propelled or permanently towable, and shall not be set up in a RV park as a permanent structure for limited use.	MCC 17.04.702

Recreational Vehicles (RVs) in Mason County

Zoning	RVs Allowed for Camping?	RVs Allowed for Living?	Permit Required	RV Rule	Code or Regulation Reference
Urban Growth Areas	Specific Zones Only	NO	RV Park Permit required in zones where RV Parks are permitted and Park Models may be permitted as manufactured homes. A building permit may be granted to park models when they meet all state and Mason County requirements.	*RV Parks are only allowed in Urban Growth Areas	MCC 17.03.020
ALLYN UGA				In Residential Areas, unenclosed vehicle storage or parking is prohibited on parcels without a residence or business. No parcel having a residence shall have more than one inoperable vehicle located on the parcel.	MCC 17.10. 490
Residential	IN RV PARK ONLY	NO	RV Park Permit	In mobile home parks, planned developments and apartment complexes, Recreational vehicles may not be parked in spaces provided for passenger vehicle parking. Recreational vehicles shall be parked and/or stored as provided for in the development approval of the project. For single-family detached houses, duplexes and triplexes, Recreational vehicles shall be parked beyond the front or street side yard edge of the residential unit except where they are beyond the front or street side yard setback and screened with a minimum six-foot high fence or vegetation wall. Temporary parking of recreational vehicles on driveways and on the street, where parking is permitted, for the purpose of cleaning, loading or unloading is allowed. No habitation of recreational vehicles is permitted when parked or stored on a residential lot or street except habitation may be permitted for vehicles parked on a private residential lot for self-contained vehicles or for any vehicle designed for habitation on a lot with an existing residence where a permit has been issued by the building official and copied to the sheriff department.	MCC 17.14.160
Commercial	NO	NO			
BELFAIR UGA					MCC 17.10. 490
Residential Medium Density R-5	YES	NO	Special Use Permit	Recreation or Outdoor Parking areas are permitted with a special use permit	MCC 17.22.080
Multi-Family Residential R-10	YES	NO	Special Use Permit	Recreation or Outdoor Parking areas are permitted with a special use permit	MCC 17.22.130
Mixed Use	YES	NO	Conditional Use Permit	Outdoor Parking of more than one vehicle	MCC 17.23.040
Commercial and Industrial	NO	NO			
SHELTON UGA					
Neighborhood Residential	NO	NO	No	RVs may be stored only	MCC 17.07.120
Low Intensity Mixed Use	NO	NO	Special Use-Conditional Use Permit	RVs may be stored only and RV Parks may be permitted as a non-conforming use (MCC 17.05)	MCC 17.07.220 - RV Storage MCC 17.07.240 - Special Use
General Commercial	NO	NO			
Commercial Industrial	NO	NO			
Airport Industrial and Industrial	NO	NO			
Public Institutional	NO	NO			
RESOURCE LANDS					RVs may be stored per MCC 17.03.040
Long term commercial forest, agricultural, mining	NO	NO			
Inholding	NO	NO		Land Uses. Permit-required and conditional uses within inholding lands are the same as for designated long-term commercial forest lands, with the exception that mining and related activities are conditional uses if the county has authority to make such determination pursuant to the State Surfacing Mining Act, RCW 78.44 or as thereafter amended. Development Standards. The following development standards for inholding lands shall apply to the lands designated in subsection (b) of this section. Lot Size/Density. The minimum lot area for any new subdivision, short subdivision or large lot segregation of property shall be five acres (2.15 hectares).	MCC 8.52.070



KITSAP COUNTY EMERGENCY TRANSITORY ORDINANCE 531-2016 FACT SHEET

Homelessness is a growing crisis in unincorporated Kitsap County and recent data shows the number of people experiencing homelessness increasing. In order to reduce homelessness and protect the health and safety of the community, the Board of County Commissioners adopted emergency ordinance [531-2016](#) to allow for transitory accommodations. This ordinance creates a six-month pilot program while the county and its partners work towards a more permanent solution. Within this ordinance there are five temporary permit types that can be acquired, valid for 180 days with an option of one 180-day extension.

Transitory Permits:

- **Single Family Transitory Accommodations** - Permit for one recreational vehicle or up to two tents to reside on a developed residential property.
 - [Transitory SFR Regulations & Application](#)
- **Small Transitory Accommodations** - In partnership with a Host Agency (religious organization, a nonprofit 501(c)(3) or public entity that owns the property). Permit to accommodate up to 10 tents, or 25 people.
 - [Small Transitory Accommodations Regulations & Application](#)
- **Large Transitory Accommodations** - In partnership with a Host Agency. Permit to accommodate 11 to 40 tents and up to 50 people.
 - [Large Transitory Accommodation Regulations & Application](#)
- **Safe Park** - A permit for safe and secure parking in established parking lots for people living in motor vehicles or recreational vehicles. Accommodates six or fewer vehicles.
 - [Safe Park Accommodation Regulations & Application](#)
- **Indoor Transitory Accommodations** - A Host Agency may locate up to 75 people within an existing building, provided they meet the assigned requirements.
 - [Indoor Transitory Accommodation Regulations & Application](#)

For questions on transitory permits, call Kitsap County's Department of Community Development at (360) 337-5777 or e-mail Natalie Kuzmick at nkuzmick@co.kitsap.wa.us. Public feedback on the temporary ordinance is being taken as the county shapes a permanent solution at [Transitory Accommodations Feedback](#).

Resources for those living without homes and information on residing in temporary accommodations are available through the [Housing Solutions Center of Kitsap County](#).

Information on Kitsap County's annual Point In Time Count that identified those living unsheltered in Kitsap County, and resources on how to help are available through the Kitsap County Department of Human Services [Housing and Homelessness Program](#) or contact Program Coordinator Kirsten Jewell at (360) 337-7286, kjewell@co.kitsap.wa.us.

A. Relaxation of Required Spaces.

1. The director may authorize a reduction up to 25% to the amount of required off-street parking if a project proponent demonstrates that, due to the unusual nature of the proposed use, it is reasonable that the off-street parking required by this section exceeds any likely need, or that trip demand reduction programs or public transit availability serves to further reduce parking demand.
2. An increase over 10% or a reduction greater than 25% from the minimum parking ratio shall be processed pursuant to KCC 17.560.

B. Other Uses.

1. Other uses not specifically listed above shall furnish parking as required by the director. The director shall use the above list as a guide for determining requirements for said other uses.
2. Storage of junk motor vehicles is subject to the provisions of Section 17.105.090(I).

NEW SECTION Section 11. A new Chapter 17.505, “Transitory Accommodations” is added to Title 17, Kitsap County Code to read as follows:

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 maybe 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 KCC 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:
 - a. 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.
 - b. A wood or metal structure must be manufactured offsite according to manufacturer’s specifications and intended for temporary housing or is constructed onsite 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 KCC 21.04; all through temporary land use permits.
2. Approvals of Single-Family Transitory Accommodations shall be a Type I decision under KC 21.04.
3. Approval is valid for 180-days from issuance. A single extension requested, at minimum, 30 days in advance, may be approved for an additional 180-days. Such renewal shall be a Type I decision. If submitted less than 30 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 180-day extension, small, large, safe-park and indoor transitory accommodations may apply for permanent approval after their initial 180-day temporary approval. Such an approval would be a 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 KCC 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 KCC 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 (1) recreational vehicle, as defined in KCC 17.110.650, or up to two (2) membrane shelters on developed property that it owns or controls for the shelter of up to two (2) 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 15 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 (10) shelters on developed or undeveloped property that it owns or controls for the shelter up to twenty-five (25) 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 (5) 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 KCC 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 30 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 75 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 (2) -foot separation must be maintained between shelters
- j. Electrical service shall be in accordance with recognized and accepted practices and approved by the 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 ½ 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 3-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 (11) to forty (40) shelters on developed or undeveloped property that it owns or controls for the shelter of up to fifty (50) 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 condition 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 24 hours a day, 7 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 (6) or fewer motor vehicles or recreational vehicles accommodating up to 25 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 (75) 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.

17.505.040 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.

Section 12. Effective Date: This Ordinance shall take effect immediately upon adoption.

Section 13. Severability: If any sentence, section, provision, or clause of this ordinance or its application to any person, entity or circumstance is for any reason held invalid or unconstitutional,

the remainder of the ordinance, or the application of the provision to other persons, entities, or circumstances is not affected.

Section 14. Scribner's Error: Should any amendment to Kitsap County Code Title 17 that was passed by the Board during its deliberations on this Ordinance be inadvertently left out upon publication, the explicit action of the Board as discussed and passed shall prevail upon subsequent review and verification by the Board.

DATED this _____ day of _____, 2017.

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

CHARLOTTE GARRIDO, Chair

ATTEST:

ROBERT GELDER, Commissioner

Dana Daniels
Clerk of the Board

EDWARD E. WOLFE, Commissioner

Approved as to Form:

Lisa Nickel
Deputy Prosecuting Attorney



PROJECT APPLICATION SINGLE FAMILY TRANSITORY ACCOMMODATIONS

Single Family Temporary Accommodations

This is an application for a temporary permit for transitory accommodations on developed and owned residential land. Kitsap County recognizes a need for transitory accommodations, this permit is a temporary pilot program for unincorporated Kitsap County and strives to find a permanent solution.

Permit Issuance, Validity, Extensions

- The application shall be submitted at least **15 days prior to use** for temporary accommodations. The Director of Community Development may waive this requirement in warranted circumstances.
- This permit is valid for **180 days from issuance of the permit**.
- A free permit extension may be granted, but the applicant needs to apply for an extension **30 days before the 180 day expiration date**. No second extension shall be granted.
- If permit has expired, the applicant will need to submit a new application.

Temporary Shelter and Property Requirements


- Any person who owns/operates the land may locate **one recreational vehicle**, a vehicles such as a motor home, travel trailer, truck, camper combination or camp trailer, **OR two membrane shelters**, which is a tent or other fabric enclosure that is not constructed on-site, but is manufactured and approved according to manufacturer's specifications. Up to two households may be accommodated under this permit.
- Accommodations shall be on **developed property**, land that has an existing residence, with 24-hour access to utilities, including sewer or septic, water and electricity. Please include additional waste disposal for the term of the accommodations.
- No appliances, heater, or electrical connections may be used in the recreational vehicle/membrane shelter, or attached between the recreational vehicle/membrane shelter(s) and any other sources that are not installed or used according to manufacturer's instructions.

Other Regulations

- The applicant shall attest that the hosted household(s) occupying a recreational vehicle/membrane are actively engaged with local social services and homeless housing providers, such as the Housing Solutions Center of Kitsap County.
- If a sponsoring agency is involved, the sponsoring agency shall be a co-applicant with the person who owns or controls the property on which the temporary accommodations will be located.



Section 1 Checklist, Applicant shall provide the following:

✓	Required Submittal Items
☐	Emergency Single Family Transitory Project Application (This document)
☐	Site Diagram (Site Plan) to scale and no larger than 11 x 17 – locating and clearly labeling where the temporary accommodations will be placed, indicating setbacks from all property lines. Please see last page for Site Diagram Template for your use
☐	<p>Fees are due at the time of submittal \$221.30 for a 180 day permit of temporary accommodations.</p> <p>Accepted forms of payment:</p> <ul style="list-style-type: none"> • Cash • Check/Cashier's Check - Make checks payable to Kitsap County Department of Community Development • Electronic Checks • Credit Cards: VISA, MasterCard, Discover, or American Express <div style="text-align: center;">  </div>

Section 2 Property Information

Site Address: _____

Assessor Tax Parcel Number(s): _____
 (See below for directions to acquire)

Current Zoning: _____

Current Use of Property: _____

Property is served by:

☐ Sewer ☐ On-site Septic System

To find your **tax parcel and zoning information** go to this link Parcel Search, type in your address on the tool bar at the top of the page and hit enter/return. It should locate your parcel and an information box should pop up with taxpayer information. If you click on the Assessor and Zoning link, it will open another form. Your parcel number is the same as your Tax Account No. and your zoning is listed on there as well. Your zone will be an acronym (example RR, UM etc.). If you click on the zoning title it will tell you all of the acronyms.



Section 3 Contact Information

The property owner/applicant is the primary contact for all project-related questions and correspondence, unless written document deems authorized agent/representative primary contact. The County will email requests and information about the application to the primary contact and will 'copy' (Cc) any other contacts noted below. The primary contact is responsible for communicating information to all parties involved with the application. It is the responsibility of the primary contact to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to "junk mail"). There may be instances where regular USPS or courier mail is used.

Property Owner/Applicant:

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Authorized Agent/Representative (if applicable):

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Host or Sponsoring Agency (if applicable):

Organization Name: _____

Contact Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____



Section 4 Signatures

Please initial (Property Owner/applicant) and sign below on the following terms:

_____ I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site. Further, as owner, I grant permission to any and all employees and representative of the County of Kitsap and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I understand, in accordance with Community Development fee policies, I agree to pay all fees of the County that apply to this application.

_____ I affirm that if I, the property owner, fail to take action against a resident that violates the terms and conditions of this application/permit, the approval may be terminated.

_____ Applicant must attest that the hosted household(s) occupying recreational vehicle/membrane shelter are actively engaged with local social services and homeless housing providers, such as Housing Solutions Center of Kitsap County.

Print Name (Property Owner/Applicant)

Signature

Date

Print Name (Authorized Agent)

Signature

Date

Print Name (Host/Sponsor Agency)

Signature

Date



Site Diagram (Site Plan)

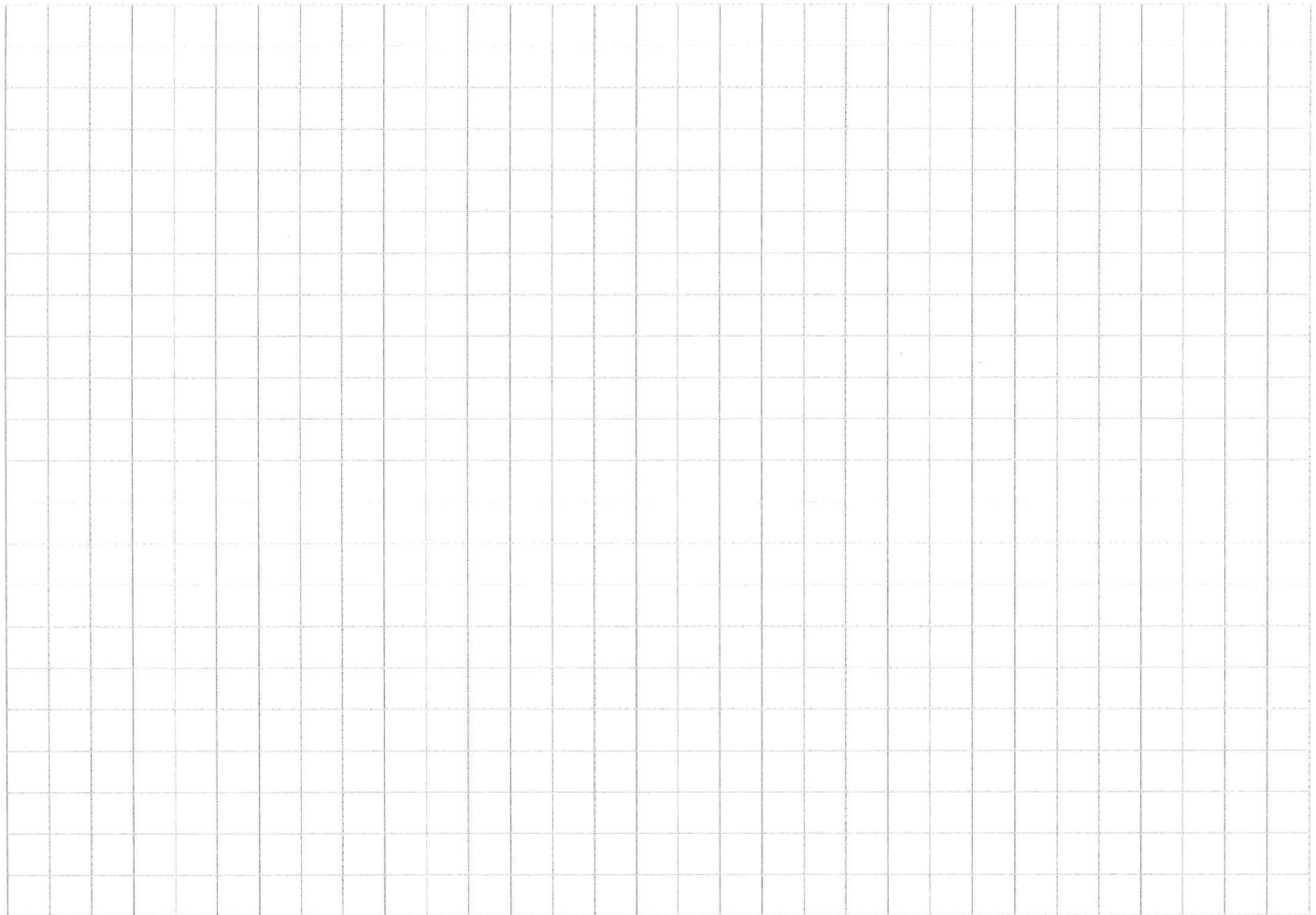
You may submit your own site plan or draw it on this template. Site plans must include (at a minimum) the following:

- ✓ Property Lines
- ✓ All existing structures
- ✓ Location of all critical areas (steep slopes, wetlands, streams etc.,) for information on critical areas, please see Brochure #36 Critical Areas Ordinance
- ✓ Location of septic components (main field, reserve field and tanks) and infiltration pits (if applicable)
- ✓ Location of proposed Transitory accommodations
- ✓ Dimension lines from Transitory accommodations to all property lines OR plan drawn to scale

Required Setbacks	Front	Side & Rear
Urban Zones	20'	5'
Rural Zones*	50'	20'

*If the property is less than one (1) acre or the lot is narrower than 140' along the front property line, Urban Restricted (UR) Zone setbacks apply

If you are in a Plat, Large Lot Plat, or Short Plat, please verify whether you have additional setback requirements to consider from easements and/or buffers BEFORE applying for your permit. If you are unsure of your setback requirements, please verify with DCD staff. Scale: 1 square = 10 feet (1" = 40')





PROJECT APPLICATION SAFE PARK ACCOMMODATION



Safe Park Transitory Accommodation: Up to 25 persons/6 vehicles

This is an application for a temporary permit for safe and secure parking provided by a host agency. The accommodation shall be in an established parking lot for people residing in motor or recreational vehicles. A **Host Agency** is a religious organization (501c3) or a public entity that owns or controls property on which transitory accommodation is proposed to be located. Kitsap County recognizes a need for transitory accommodations, this permit is a temporary pilot program for unincorporated Kitsap County and strives to find a permanent solution.

Permit Issuance, Validity, and Extensions-

- Host Agency may locate **six (6) or fewer motor vehicles or recreational vehicles**, accommodating up to **twenty-five (25) people**.
- The application must be submitted at least **30 days prior to use** for temporary accommodations. The Director of Community Development (DCD) may waive this requirement in warranted circumstances.
- This permit is valid for **180 days from issuance of permit**
- A free permit extension may be granted, but the applicant needs to apply for an extension **30 days before the 180 day expiration date**.
- If permit has expired, the applicant will need to submit a new application
- Fees consist of the base application fee plus the hourly rate as set forth in the Department of Community Development DCD Fee Schedule.

Applicant shall provide the following public notices of the project

- A sign shall be posted **within five (5) days** of submitting your application. The sign can be posted by the applicant, or you may request DCD to post the sign, at an hourly fee. Sign needs to be on the proposed property, visible to neighbors.
- The applicant shall hold a neighborhood meeting after posting the sign, but prior to application approval. Advertising and convening the meeting will be the applicant's responsibility.
- The signs and meeting is designed to inform the neighborhood of the project and provide an opportunity for input in the review process. Please see the following code for further information on neighborhood meetings KCC 21.04.130.
- Sign shall not be removed until after the permit is approved.

Temporary Shelter and Property Requirements and Regulations-

- The site can be developed or undeveloped property that a host agency owns or controls.
- Accommodation shall be located within ½ mile of routed bus stop, or proof that carpools or a shuttle is available daily.
- If a sponsoring agency is involved, the sponsoring agency shall be a co-applicant with the host agency. A written agreement between the Host Agency and Sponsoring Agency must be included with the application materials.
- The site shall be a sufficient size to support the activities of transitory accommodation without overcrowding and without intruding into setbacks or critical areas. The accommodation shall be adequately buffered or screened from surrounding properties and right of ways (roads and driveways).
- Portable toilets or other sanitation facilities shall be provided in a number required to meet capacity guidelines. Facilities shall be located within 75 feet of all of the shelters. All toilets shall be screened from neighboring properties.


- Hand washing stations with water or other approved sanitation methods shall be provided near toilets and food areas.
- Trash containers shall be provided in a number and size sufficient to accommodate the number of people residing at the site. Collection shall occur weekly at a minimum.
- No cooking or heating equipment shall be allowed inside vehicles.
- No open flames or camp fires shall be allowed, unless approved by the local fire department.
- Electrical service shall be in accordance with recognized and accepted practices and approved by the Washington State Labor and Industries. Electrical cords shall not be strung together. Any cords shall be approved and rated for their interior/exterior use.
- On-site off street parking shall be provided and not result in inadequate parking being available for the original primary use of the property.
- Accommodation shall have a Code of Conduct, failure to comply with the site Code of Conduct shall result in expulsion from the accommodation by the offending resident.
- The DCD Director may impose additional public health and safety conditions as appropriate, including limiting the number of residents or increasing the buffer from specific land use activities such as daycares and schools.
- The property owner shall allow inspections by Kitsap County staff and the Kitsap Public Health District staff at reasonable times without prior notice for compliance with the Kitsap County Code, health regulations and the permit.
- Host Agency shall provide and maintain Biomedical Sharps Containers.

Submittal Requirements- Applicant will need to provide

Please be aware that permit application submittals can take 45-60 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Submittal Checklist & Project Application (this document)	2 copies *2 paper or 1 paper and 1 electronic
<input type="checkbox"/>	<u>SEPA Environmental Checklist</u> (Link to fill-able SEPA Checklist)	2 copies *
<input type="checkbox"/>	Accommodation will be using: <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Existing Indoor Facilities If accommodation plans to use existing facilities and property is served by a septic system, Host Agency will need to provide an accepted Building Clearance Exemption including Site Plan from Kitsap Public Health District (360) 337-5285 or visit their site http://www.kitsapublichealth.org/	2 copies * Of Building Clearance Exemption
<input type="checkbox"/>	Neighborhood Meeting Plan- Including Information of scheduled meeting: • Date: _____ Time: _____ • Location of meeting: _____ • Contact person: _____ • Meeting shall be scheduled within 18 days of application submittal	

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Operational Plan Items shall include:	
<input type="checkbox"/>	Site Diagram (Site Plan)- Last page of application provides a site plan template. Site diagram needs to include each of the following, clearly labeled: <ul style="list-style-type: none"> <input type="checkbox"/> Location of the Safe Park site, including vicinity map <input type="checkbox"/> Location of all proposed vehicle spots <input type="checkbox"/> Location of portable toilets, showers, hand washing stations and trash containers <input type="checkbox"/> Location of neighbors and any site barriers, vegetation buffers, fences, etc. <input type="checkbox"/> Location of any security lighting, which must be directed downward, away from neighbors <input type="checkbox"/> Location of garbage facilities or dumpster pads <input type="checkbox"/> Location of access to the site 	2 copies *
<input type="checkbox"/>	The Duration of the accommodation and the hours of operation: <ul style="list-style-type: none"> • Months of operation: _____ • Hours of operation: _____ 	
<input type="checkbox"/>	The maximum numbers of residents proposed: _____	
<input type="checkbox"/>	Security protocols & emergency contact for daytime hours and after hours, please also submit to the Kitsap County Sheriff's Office- (360)-337-7101	2 copies *
<input type="checkbox"/>	Written Management Plan (REQUIRED) that contains:	
<input type="checkbox"/>	<ul style="list-style-type: none"> • A general description of the daily operation, oversight, and enforcement of approval conditions • A written plan that specifies how human services will be provided to residents 	2 copies *
	Other Plans and Documents	
<input type="checkbox"/>	A Code of Conduct. At a minimum, it shall prohibit weapons, fighting or abuse of any kind, littering or disturbing neighbors. The Code of Conduct shall be incorporated into the conditions of approval	2 copies *
<input type="checkbox"/>	An agreement with an agency certified for case management services	2 copies *
<input type="checkbox"/>	A Severe Weather Plan	2 copies *
<input type="checkbox"/>	A Waste/Recycle Schedule (how often is your waste, recycle collected)	2 copies *
<input type="checkbox"/>	Photos showing the site prior to the transitory accommodation	2 copies *
<input type="checkbox"/>	Fees, due at time of submittal	
	Fees: Base application fee plus the hourly rate as set forth in the DCD Fee Schedule Accepted forms of payment: <ul style="list-style-type: none"> • Cash 	

✓	Use the Column to the left to check off items included with your Application	Number
	<ul style="list-style-type: none"> • Check/Cashier's Check - Make checks payable to Kitsap County Dept. of Community Development • Electronic Checks • Credit Cards: • VISA, MasterCard, Discover, or American Express 	

*Electronic means documents are submitted on either USB drive or disc. Electronic documents must be in a searchable PDF format (saved as PDF, not scanned) and no more than 150MB per file. If not submitting a copy electronically, additional paper copies, as indicated above, must be included.

Project Application for Safe Park Transitory Accommodation

The Host agency is the primary contact for all project-related questions and correspondence, unless Host Agency has signed and deemed an Authorized Agent as primary contact. The County will email requests and information about the application to the primary contact and will 'copy' (Cc) other contacts noted below. The primary contact is responsible for communicating information to all parties involved with the application. It is the responsibility of the primary contact to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to "junk mail"). There may be instances where regular USPS or courier mail is used.

Property Owner/Host Agency:

Organization Name: _____
 Name: _____
 Address: _____
 Phone #: _____ Cell Phone #: _____
 Email Address: _____

Authorized Agent/Representative (if applicable):

Name: _____
 Address: _____
 Phone #: _____ Cell Phone #: _____
 Email Address: _____

Sponsoring Agency (if applicable):

Organization Name: _____
 Contact Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Project Information:

Site Address: _____

Assessor Tax Parcel Number(s): _____

Total Parcel Size: _____

Area of Accommodation Site (in square feet if less than 1 acre; in acres, if greater): _____

Current Zoning: _____

Current Use of Property: _____

Access (name of street(s) from which access will be provided): _____

To find your **tax parcel** and **zoning information** go to this link [Parcel Search](#), type in your address on the tool bar at the top of the page and hit enter/return. It should locate your parcel and an information box should pop up with taxpayer information. If you click on the Assessor and Zoning link, it will open another form. Your parcel number is the same as your Tax Account No. and your zoning is listed on there as well. Your zone will be an acronym (example RR, UM etc.). If you click on the zoning title it will tell you all of the acronyms.

Environmental Features on or near Site (show areas on site plan):

Creek or Stream (name): _____ Yes No Don't know

Critical Aquifer Recharge Area: _____ Yes No Don't know

Endangered or threatened species (identify): _____ Yes No Don't know

Flood hazard area: _____ Yes No Don't know

Project Information:

Lake (name): _____ Yes No Don't know

Lake Shoreline Designation: Don't Know Rural Conservancy Shoreline Residential

Natural High Intensity Urban Conservancy

Marine Shoreline: _____ Yes No Don't know

Marine Shoreline Designation: Don't Know Rural Conservancy Shoreline Residential

Natural High Intensity Urban Conservancy

Wetlands: _____ Yes No Don't know

Steep slopes or Geological hazard: _____ Yes No Don't know

Utilities:

Water Source:

Existing: Yes No
Proposed: Yes No
Well: Yes No
Public Water: Yes No

Sewer:

Existing: Yes No
Proposed: Yes No
Septic: Yes No
Public Sewer: Yes No

Name of Water Provider: _____ Name of Sewer Provider: _____

Power:

Existing: Yes No
Proposed: Yes No

Name of Power Provider: _____

NOTE: If any of the above utilities needs to be installed and disturbance will occur in a public maintained or unmaintained county road and/or Right-of-Way easement then a Right-of-Way Supplemental Application is required.

Please initial (owner/host agency) and sign (all applicable) below on the following terms:

_____ I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I affirm that none of the activities within the location of this application violate any State or Federal laws. I also affirm that I am the owner of the subject site. Further, as owner, I grant permission to any and all employees and representative of the County of Kitsap and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I understand, in accordance with the Department of Community Development fee policies, the base fee is determined by an average processing time. If staff hours required to process the permit exceeds the base fee, additional charges may be incurred, and I agree to pay all fees of the County that apply to this application. I understand refunds may also be issued for those permits that require less processing time.

_____ As the Property Owner/Host Agency, I attest that if our Host Agency fails to take action against a resident who violates terms and conditions of the approval or violates the Code of Conduct, the approval may be terminated.

_____ Host Agency must attest that the hosted household(s) occupying recreational vehicle/membrane are actively engaged with local social services and homeless housing providers, such as Housing Solutions Center of Kitsap County.

Print Name (Property Owner/
Host Agency)

Signature

Date

Print Name (Authorized Agent)

Signature

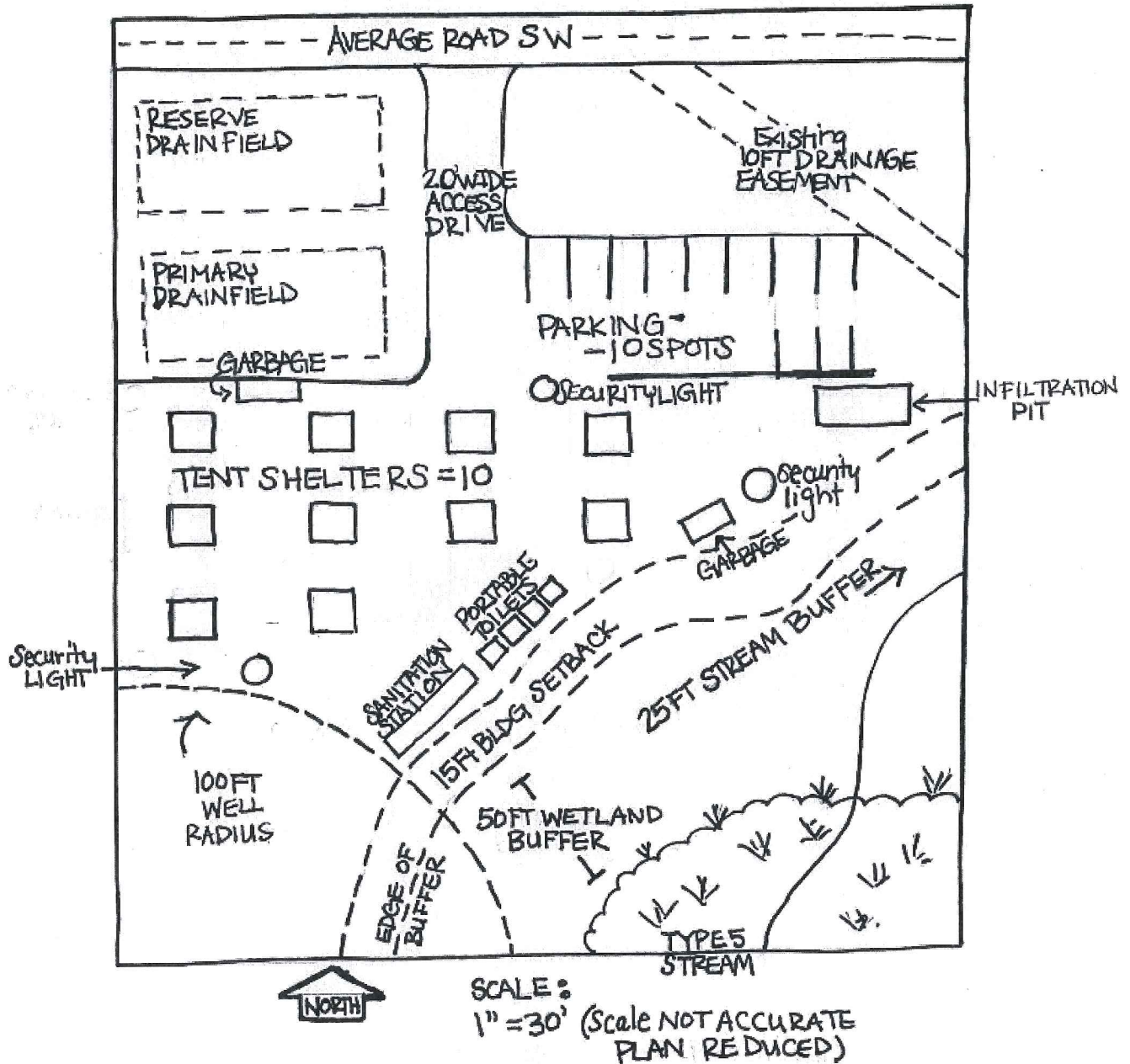
Date

Print Name (Sponsor)

Signature

Date

SAMPLE SITE PLAN



Show all of the following on your site plan: Location of the site (nearby crossroads), Location of all shelters, Location of portable toilets, showers, hand washing stations and trash containers, Location of neighbors and any site barriers, vegetation buffers, fences, Location of security lighting, Location and number of off-street parking spaces, Location of garbage facilities or dumpster pads, Location of access to the site (driveway)



PROJECT APPLICATION LARGE TRANSITORY ACCOMMODATION



Large Transitory Accommodation: Up to 50 people/40 shelters

This is an application for a temporary permit for large transitory accommodation provided by a host agency. A Host Agency is a religious organization (501c3) or a public entity that owns or controls property on which a transitory accommodation is proposed to be located. Kitsap County recognizes a need for transitory accommodations, this permit is a temporary pilot program for unincorporated Kitsap County and strives to find a permanent solution.

Permit Issuance, Validity, and Extensions

- Host agency may locate **eleven (11) – forty (40) temporary membrane shelters, for up to twenty-five (50) people. 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.
- The application must be submitted at least **30 days prior to use** for temporary accommodation. The Director of Community Development may waive this requirement in warranted circumstances.
- This permit is valid for **180 days from issuance of the permit.**
- A free permit extension may be granted, but the applicant needs to apply for an extension **30 days before the 180 day expiration date.** No second extension shall be granted.
- If permit has expired, the applicant will need to submit a new application.
- Fees consist of the base application fee plus the hourly rate as set forth in the Department of Community Development DCD Fee Schedule.

Applicant shall provide the following public notices of the project

- A sign shall be posted **within five (5) days** of submitting your application. The sign can be posted by the applicant, or you may request DCD to post the sign, at an hourly fee. Sign needs to be on the proposed property, visible to neighbors.
- The applicant shall hold a neighborhood meeting after posting the sign, but prior to application approval. Advertising and convening the meeting will be the applicant's responsibility.
- The signs and meeting is designed to inform the neighborhood of the project and provide an opportunity for input in the review process. Please see the following code for further information on neighborhood meetings KCC 21.04.130.
- Sign shall not be removed until after their permit is approved.

Temporary Shelter and Property Requirements and Regulations

- The site can be developed or undeveloped property that the host agency owns or controls.
- Accommodation shall be located within ½ mile of routed bus stop, or proof of carpools or shuttle is available daily.
- If a sponsoring agency is involved, the sponsoring agency shall be a co-applicant with the host agency. A written agreement between the Host Agency and Sponsoring Agency shall be included with the application.
- The site shall be a sufficient size to support the activities of transitory accommodation without overcrowding and without intruding into setbacks or critical areas. The accommodation shall be adequately buffered or screened from surrounding properties and right of ways (roads and driveways).
- A minimum of two (2) feet separation shall be maintained between membrane shelters.
- The living space of all shelters shall be at least 3-inches off the ground, raised by a standard pallet or other means.


- Portable toilets or other sanitation facilities shall be provided in a number required to meet capacity guidelines. Facilities shall be located within 75 feet of all of the shelters. All toilets shall be screened from neighboring properties.
- Hand washing stations with water or other approved sanitation methods shall be provided near toilets and food areas.
- Showers or other bathing facilities shall be provided where warranted, based on the duration, number or residents, and/or other factors.
- Trash containers shall be provided in a number and size sufficient to accommodate the number of people residing at the site. Collection shall occur weekly at a minimum.
- A communal tent, membrane shelter, or room in a permanent building shall be provided for food prep, gathering and/or common use. Cooking and heating equipment is not allowed inside the shelters, but only in communal area and only if approved by the Host Agency, Kitsap Public Health District, the Fire Marshal and DCD.
- Property shall provide security 24hours a day, a security shelter, and a security fence.
- No open flames or camp fires are allowed, unless approved by the local fire department.
- Electrical service shall be in accordance with recognized and accepted practices and approved by the Washington State Labor and Industries. Electrical cords shall not be strung together. Any cords shall be approved and rated for their interior/exterior use.
- On-site off street parking shall be provided and not result in inadequate parking being available for the original primary use of the property.
- Accommodation shall have a Code of Conduct, failure to comply with the site Code of Conduct shall result in expulsion from the accommodation by the offending resident.
- 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.
- The DCD Director may impose additional public health and safety conditions as appropriate, including limiting the number of residents or increasing the buffer from specific land use activities such as daycares and schools.
- The property owner shall allow inspections by Kitsap County staff and the Kitsap Public Health District staff at reasonable times without prior notice for compliance with the Kitsap County Code, health regulations and the permit.
- Host Agency shall provide and maintain Biomedical Sharps Containers.

Submittal Requirements- Applicant will need to provide

Please note that permit application submittals may take 45 – 60 minutes for each application. In order to begin processing and reviewing your application, the entire application and all submittal documents must be complete and included.

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Submittal Checklist & Project Application (this document)	2 copies *2 paper or 1 paper and 1 electronic
<input type="checkbox"/>	<u>SEPA Environmental Checklist</u> (Link to fill-able SEPA Checklist)	2 copies *
<input type="checkbox"/>	Accommodation will be using: <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Existing Indoor Facilities If accommodation plans to use existing facilities, and property is served by a septic system, Host Agency will need to provide an accepted Building Clearance Exemption including Site Plan from Kitsap Public Health District (360) 337-5285 or visit their site http://www.kitsapublichealth.org/	2 copies * Of Building Clearance Exemption

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Neighborhood Meeting Plan- Including Information of scheduled meeting: <ul style="list-style-type: none"> • Date: _____ Time: _____ • Location of meeting: _____ • Contact person: _____ • Meeting shall be scheduled within 18 days of application submittal 	
<input type="checkbox"/>	Operational Plan shall include:	
	Site Diagram (Site Plan)- Last page of this application provides a site plan template. Site diagram needs to include each of the following, clearly labeled: <ul style="list-style-type: none"> <input type="checkbox"/> Location of the site, including vicinity map <input type="checkbox"/> Location of all shelters (including community shelter) <input type="checkbox"/> Location of portable toilets, showers, hand washing stations and trash containers 	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Location of neighbors and any site barriers, vegetation buffers, fences, etc. <input type="checkbox"/> Location of security lighting, which must be directed downward, away from neighbors <input type="checkbox"/> Location of the security office and security fence <input type="checkbox"/> Location and number of off-street parking spots <input type="checkbox"/> Location of garbage facilities or dumpster pads <input type="checkbox"/> Location of access to the site (driveway) 	2 copies*
<input type="checkbox"/>	The Duration of the accommodation and the hours of operation: <ul style="list-style-type: none"> • Months of operation: _____ • Hours of operation: _____ 	
<input type="checkbox"/>	The maximum numbers of residents/shelters proposed: _____	
<input type="checkbox"/>	Written security protocols & emergency contact for daytime hours and after hours	2 copies*
<input type="checkbox"/>	Written Management Plan shall include:	
	<ul style="list-style-type: none"> • A general description of the daily operation, oversight, and enforcement of permit conditions • A written plan that specifies how human services will be provided to residents 	2 copies*
	Other Plans & Documents	
<input type="checkbox"/>	A Code of Conduct. At a minimum, it shall prohibit weapons, fighting or abuse of any kind, littering or disturbing neighbors. The Code of Conduct shall be incorporated into the conditions of approval.	2 copies*
<input type="checkbox"/>	A Severe Weather Plan	2 copies*
<input type="checkbox"/>	A Waste/Recycle Schedule (how often is your waste, recycle collected)	2 copies*

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Photos showing the site prior to the transitory accommodation	2 copies*
<input type="checkbox"/>	A written security plan that requires: <ul style="list-style-type: none"> • Security to be provided 24 hours a day, 7 days a week • A separate security officer • A security fence 	2 copies*
<input type="checkbox"/>	Fees, due at time of submittal	
	Fees: Base application fee plus the hourly rate as set forth in the DCD Fee Schedule Accepted forms of payment: <ul style="list-style-type: none"> • Cash • Check/Cashier's Check - Make checks payable to Kitsap County Dept. of Community Development • Electronic Checks • Credit Cards: • VISA, MasterCard, Discover, or American Express 	*Electronic means documents are submitted on either USB drive or disc. Electronic documents must be in a searchable PDF format (saved as PDF, not scanned) and no more than 150MB per file. If not submitting a copy electronically, additional paper copies, as indicated above, must be included.

Project Application for Large Transitory Accommodation

The Host agency is the primary contact for all project-related questions and correspondence, unless Host Agency has signed and deemed an Authorized Agent as primary contact. The County will email requests and information about the application to the primary contact and will 'copy' (Cc) other contacts noted below. The primary contact is responsible for communicating information to all parties involved with the application. It is the responsibility of the primary contact to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to "junk mail"). There may be instances where regular USPS or courier mail is used.

Property Owner/Host Agency:

Organization Name: _____

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Authorized Agent/Representative (if applicable):

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Sponsoring Agency (if applicable):

Organization Name: _____

Contact Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Project Information:

Site Address: _____

Assessor Tax Parcel Number(s): _____

Total Parcel Size: _____

Area of Accommodation Site (in square feet if less than 1 acre; in acres, if greater): _____

Current Zoning: _____

Current Use of Property: _____

Access (name of street(s) from which access will be provided): _____

Project Information:

To find your **tax parcel** and **zoning information** go to this link [Parcel Search](#), type in your address on the tool bar at the top of the page and hit enter/return. It should locate your parcel and an information box should pop up with taxpayer information. If you click on the Assessor and Zoning link, it will open another form. Your parcel number is the same as your Tax Account No. and your zoning is listed on there as well. Your zone will be an acronym (example RR, UM etc.). If you click on the zoning title it will tell you all of the acronyms.

Environmental Features on or near Site (show areas on site plan):

Creek or Stream (name): _____ Yes No Don't know

Critical Aquifer Recharge Area: _____ Yes No Don't know

Endangered or threatened species (identify): _____ Yes No Don't know

Flood hazard area: _____ Yes No Don't know

Lake (name): _____ Yes No Don't know

Lake Shoreline Designation: Don't Know Rural Conservancy Shoreline Residential

Natural High Intensity Urban Conservancy

Marine Shoreline: _____ Yes No Don't know

Marine Shoreline Designation: Don't Know Rural Conservancy Shoreline Residential

Natural High Intensity Urban Conservancy

Wetlands: _____ Yes No Don't know

Steep slopes or Geological hazard: _____ Yes No Don't know

Utilities:

Water Source:

Existing: Yes No

Proposed: Yes No

Well: Yes No

Public Water: Yes No

Name of Water Provider: _____

Sewer:

Existing: Yes No

Proposed: Yes No

Septic: Yes No

Public Sewer: Yes No

Name of Sewer Provider: _____

Power:

Existing: Yes No

Proposed: Yes No

Name of Power Provider:

Please initial (Property Owner/host agency) and sign (all applicable) below on the following terms:

____ I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I affirm that none of the activities within the location of this application violate any State or Federal laws. I also affirm that I am the owner of the subject site. Further, as owner, I grant permission to any and all employees and representative of the County of Kitsap and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I understand, in accordance with the Department of Community Development fee policies, the base fee is determined by an average processing time. If staff hours required to process the permit exceeds the base fee, additional charges may be incurred, and I agree to pay all fees of the County that apply to this application. I understand refunds may also be issued for those permits that require less processing time.

____ As the Property Owner/Host Agency, I attest that if our Host Agency fails to take action against a resident who violates terms and conditions of the approval or violates the Code of Conduct, the approval may be terminated.

____ Property Owner/Host Agency must attest that the hosted household(s) occupying recreational vehicle/membrane are actively engaged with local social services and homeless housing providers, such as Housing Solutions Center of Kitsap County.

Print Name (Property Owner/
Host Agency)

Signature

Date

Print Name (Authorized Agent)

Signature

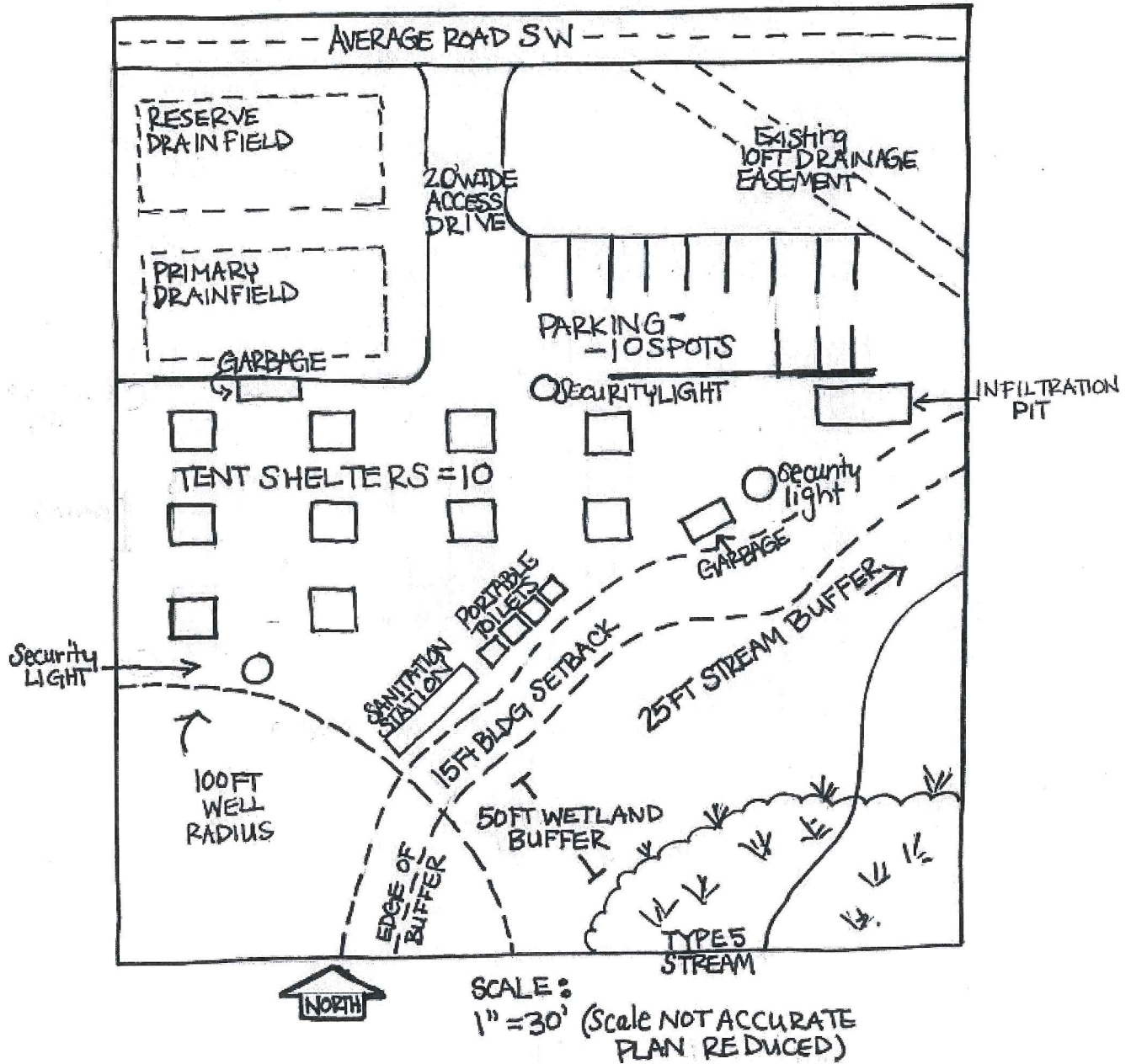
Date

Print Name (Sponsor)

Signature

Date

SAMPLE SITE PLAN



Show all of the following on your site plan: Location of the site (nearby crossroads), Location of all shelters, Location of portable toilets, showers, hand washing stations and trash containers, Location of neighbors and any site barriers, vegetation buffers, fences, Location of security lighting, Location and number of off-street parking spaces, Location of garbage facilities or dumpster pads, Location of access to the site (driveway)



PROJECT APPLICATION

SMALL TRANSITORY ACCOMMODATION



Small Transitory Accommodation: Up to 25 people/10 shelters

This is an application for a temporary permit for small transitory accommodation provided by a host agency. A Host Agency is a religious organization (501c3) or a public entity that owns or controls the property on which a transitory accommodation is proposed to be located. Kitsap County recognizes a need for transitory accommodations, this permit is a temporary pilot program for unincorporated Kitsap County and strives to find a permanent solution.

Permit Issuance, Validity, and Extensions

- Host agency may locate up to **ten (10) temporary membrane shelters, for up to twenty-five (25) people. 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.
- The application must be submitted at least **30 days prior to use** for temporary accommodations. The Director of Community Development may waive this requirement in warranted circumstances.
- This permit is valid for **180 days from issuance of the permit.**
- A free permit extension may be granted, but the applicant needs to apply for an extension **30 days before the 180 day expiration date.** No second extension shall be granted.
- If permit has expired, the applicant will need to submit a new application.
- Fees consist of the base application fee plus the hourly rate as set forth in the Department of Community Development DCD Fee Schedule.

Applicant shall provide the following public notices of the project

- A sign shall be posted **within five (5) days** of submitting your application. The sign can be posted by the applicant, or you may request DCD to post the sign, at an hourly fee. Sign needs to be on the proposed property, visible to neighbors.
- The applicant shall hold a neighborhood meeting after posting the sign, but prior to application approval. Advertising and convening the meeting will be the applicant's responsibility.
- The sign and neighborhood meeting is designed to inform the neighborhood of the project and provide an opportunity for input in the review process. Please see the following code for further information on neighborhood meetings KCC 21.04.130.
- Sign shall not be removed until after their permit is approved.

Temporary Shelter and Property Requirements and Regulations

- The site can be developed or undeveloped property that a host agency owns or controls.
- Accommodation shall be located within ½ mile of routed bus stop, or proof that carpools or a shuttle is available daily.
- If a sponsoring agency is involved, the sponsoring agency shall be a co-applicant with the host agency. A written agreement between the Host Agency and Sponsoring Agency shall be included with the application.
- The site shall be a sufficient size to support the activities of transitory accommodation without overcrowding and without intruding into setbacks or critical areas. The accommodation shall be adequately buffered or screened from surrounding properties and right of ways (roads and driveways).
- A minimum of two (2) feet separation shall be maintained between the membrane shelters.


- The living space of all shelters shall be at least 3-inches off the ground, raised by a standard pallet or other means.
- Portable toilets or other sanitation facilities shall be provided in a number required to meet capacity guidelines. Facilities shall be located within 75 feet of all of the shelters. All toilets shall be screened from neighboring properties.
- Hand washing stations with water or other approved sanitation methods shall be provided near toilets and food areas.
- Trash containers shall be provided in a number and size sufficient to accommodate the number of people residing at the site. Collection shall occur weekly at a minimum.
- No cooking and/or heating equipment shall be allowed inside the shelters, unless the cooking and/or heating appliance is "factory-installed" or designed specifically for that use.
- No open flames or campfires shall be allowed, unless approved by the local fire department.
- Electrical service shall be in accordance with recognized and accepted practices and approved by the Washington State Labor and Industries. Electrical cords shall not be strung together. Any cords shall be approved and rated for their interior/exterior use.
- On-site off street parking shall be provided and not result in inadequate parking being available for the original primary use of the property.
- Accommodation shall have a Code of Conduct, failure to comply with the site Code of Conduct shall result in expulsion from the accommodation by the offending resident.
- The DCD Director may impose additional public health and safety conditions as appropriate, including limiting the number of residents or increasing the buffer from specific land use activities such as daycares and schools.
- The property owner shall allow inspections by Kitsap County staff and the Kitsap Public Health District staff at reasonable times without prior notice for compliance with the Kitsap County Code, health regulations and the permit.
- Host agency shall provide and maintain Biomedical Sharps containers.

Submittal Requirements- Applicant will need to provide

Please note that permit application submittals may take 45 – 60 minutes for each application. In order to begin processing and reviewing your application, the entire application and all submittal documents must be complete and included.

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Submittal Checklist & Project Application (this document)	2 copies *2 paper or 1 paper and 1 electronic
<input type="checkbox"/>	<u>SEPA Environmental Checklist</u> (Link to fill-able SEPA Checklist)	2 copies *
<input type="checkbox"/>	Accommodation will be using: <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Existing Indoor Facilities If accommodation plans to use existing facilities, and property is served by a septic system, Host Agency will need to provide an accepted Building Clearance Exemption including Site Plan from Kitsap Public Health District (360) 337-5285 or visit their site http://www.kitsappublichealth.org/	2 copies * Of Building Clearance Exemption

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Neighborhood Meeting Plan- Including Information of scheduled meeting: <ul style="list-style-type: none"> • Date: _____ Time: _____ • Location of meeting: _____ • Contact person: _____ • Meeting shall be scheduled within 18 days of application submittal 	
<input type="checkbox"/>	Operational Plan Items shall include:	
<input type="checkbox"/>	Site Diagram (Site Plan)- Last page of this application provides a site plan template. Site diagram needs to include each of the following, clearly labeled: <ul style="list-style-type: none"> <input type="checkbox"/> Location of the site, including a vicinity map <input type="checkbox"/> Location of all shelters <input type="checkbox"/> Location of portable toilets, showers, hand washing stations and trash containers <input type="checkbox"/> Location of neighbors and any site barriers, vegetation buffers, fences, etc. <input type="checkbox"/> Location of security lighting, which must be directed downward, away from neighbors <input type="checkbox"/> Location and number of off-street parking spaces <input type="checkbox"/> Location of garbage facilities or dumpster pads <input type="checkbox"/> Location of access to the site (driveway) 	2 copies *
<input type="checkbox"/>	The Duration of the accommodation and the hours of operation: <ul style="list-style-type: none"> • Months of operation: _____ • Hours of operation: _____ 	
<input type="checkbox"/>	The maximum numbers of residents proposed: _____	
<input type="checkbox"/>	Security protocols & emergency contact for daytime hours and after hours	2 copies
<input type="checkbox"/>	Written Management Plan shall include:	
	<ul style="list-style-type: none"> • A general description of the daily operation, oversight, and enforcement of permit conditions • A written plan that specifies how human services will be provided to residents 	2 copies *

✓	Use the Column to the left to check off items included with your Application	Number
	Other plans & documents:	
<input type="checkbox"/>	A Code of Conduct. At a minimum, it shall prohibit weapons, fighting or abuse of any kind, littering or disturbing neighbors. The Code of Conduct shall be incorporated into the conditions of approval.	2 copies*
<input type="checkbox"/>	A Severe Weather Plan	2 copies*
<input type="checkbox"/>	A Waste/Recycle Schedule (how often is your waste, recycle collected)	2 copies*
<input type="checkbox"/>	Photos showing the site prior to the transitory accommodation	2 copies*
<input type="checkbox"/>	Fees, due at time of submittal	
	Fees: Base application fee plus the hourly rate as set forth in the DCD Fee Schedule, Accepted forms of payment: <ul style="list-style-type: none"> • Cash • Check/Cashier's Check - Make checks payable to Kitsap County Dept. of Community Development • Electronic Checks • Credit Cards: • VISA, MasterCard, Discover, or American Express <div style="text-align: center;">  </div>	

*Electronic means documents are submitted on either USB drive or disc. Electronic documents must be in a searchable PDF format (saved as PDF, not scanned) and no more than 150MB per file. If not submitting a copy electronically, additional paper copies, as indicated above, must be included

Project Application for Small Transitory Accommodation

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Property Owner/Host Agency:

Organization Name: _____

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Authorized Agent/Representative (if applicable):

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Sponsoring Agency (if applicable):

Organization Name: _____

Contact Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Project Information:

Site Address: _____

Assessor Tax Parcel Number(s): _____

Total Parcel Size: _____

Area of Accommodation Site (in square feet if less than 1 acre; in acres, if greater): _____

Current Zoning: _____

Current Use of Property: _____

Access (name of street(s) from which access will be provided): _____

To find your **tax parcel** and **zoning information** go to this link [Parcel Search](#), type in your address on the tool bar at the top of the page and hit enter/return. It should locate your parcel and an information box should pop up with taxpayer information. If you click on the Assessor and Zoning link, it will open another form. Your parcel number is the same as your Tax Account No. and your zoning is listed on there as well. Your zone will be an acronym (example RR, UM etc.). If you click on the zoning title it will tell you all of the acronyms.

Environmental Features on or near Site (show areas on site plan):

Creek or Stream (name): _____ Yes No Don't know

Critical Aquifer Recharge Area: _____ Yes No Don't know

Endangered or threatened species (identify): _____ Yes No Don't know

Flood hazard area: _____ Yes No Don't know

Lake (name): _____ Yes No Don't know

Lake Shoreline Designation: Don't Know Rural Conservancy Shoreline Residential

Natural High Intensity Urban Conservancy

Project Information:

Marine Shoreline: _____ Yes No Don't know

Marine Shoreline Designation: Don't Know Rural Conservancy Shoreline Residential
Natural High Intensity Urban Conservancy

Steep slopes or Geological hazard: _____ Yes No Don't know

Wetlands: _____ Yes No Don't know

Utilities:

Water Source:

Existing: Yes No
Proposed: Yes No
Well: Yes No
Public Water: Yes No
Name of Water Provider: _____

Sewer:

Existing: Yes No
Proposed: Yes No
Septic: Yes No
Public Sewer: Yes No
Name of Sewer Provider: _____

Power:

Existing: Yes No
Proposed: Yes No
Name of Power Provider: _____

NOTE: If any of the above utilities needs to be installed and disturbance will occur in a public maintained or unmaintained county road and/or Right-of-Way easement then a Right-of-Way Supplemental Application is required.

Please initial (Property Owner/host agency) and sign (all applicable) below on the following terms:

____ I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I affirm that none of the activities within the location of this application violate any State or Federal laws. I also affirm that I am the owner of the subject site. Further, as owner, I grant permission to any and all employees and representative of the County of Kitsap and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I understand, in accordance with the Department of Community Development fee policies, the base fee is determined by an average processing time. If staff hours required to process the permit exceeds the base fee, additional charges may be incurred, and I agree to pay all fees of the County that apply to this application. I understand refunds may also be issued for those permits that require less processing time.

____ As the Property Owner/Host Agency, I attest that if our Host Agency fails to take action against a resident who violates terms and conditions of the approval or violates the Code of Conduct, the approval may be terminated.

____ As the Property Owner/Host Agency, I attest that the hosted household(s) occupying recreational vehicle/membrane are actively engaged with local social services and homeless housing providers, such as Housing Solutions Center of Kitsap County.

Print Name (Property Owner/
Host Agency)

Signature

Date

Print Name (Authorized Agent)

Signature

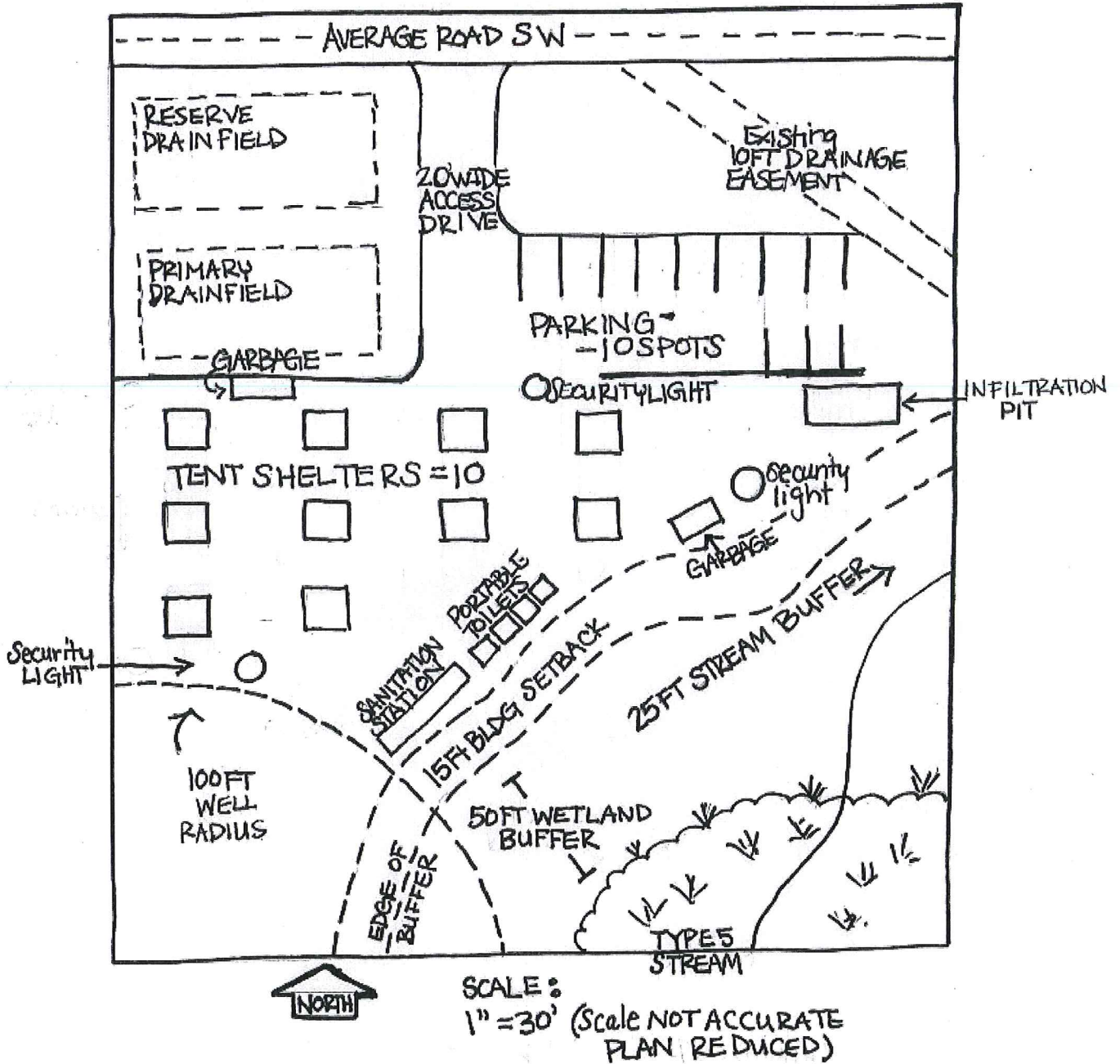
Date

Print Name (Sponsor)

Signature

Date

SAMPLE SITE PLAN



Show all of the following on your site plan: Location of the site (nearby crossroads), Location of all shelters, Location of portable toilets, showers, hand washing stations and trash containers, Location of neighbors and any site barriers, vegetation buffers, fences, Location of security lighting, Location and number of off-street parking spaces, Location of garbage facilities or dumpster pads, Location of access to the site (driveway)



SEVERE WEATHER SHELTER RESPONSE PLAN

MODEL TEMPLATE

*“Providing temporary emergency shelter
to homeless persons during severe weather.”*

December 30, 2008

[Revised 10/14/2014]

Acknowledgements

*211info Information and Referral Call Center
Faith-Based and Community Shelter Providers
Housing and Supportive Services Network (HSSN)
Interfaith Committee on Homelessness
Interfaith Hospitality Network
Washington County Consolidated Communication Agency (WCCCA)
Washington County Department of Housing Services*

Prepared by Annette M. Evans, Homeless Program Coordinator

Department of Housing Services
111 N.E. Lincoln St., #200-L, Hillsboro, Oregon, 97124
Phone: 503/846-4760 FAX: 503/693-4795 TDD: 503/693-4793

Equal Housing Opportunity

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

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SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

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** Comments regarding this document and the Severe Weather Shelter Response Plan may be directed to the Washington County Homeless Program Coordinator.*

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

INTRODUCTION

This template is designed to provide a model for a Severe Weather Shelter Response Plan for voluntary use by community partners in providing emergency temporary shelter to homeless persons during inclement life-threatening weather.

The template may need to be adapted to reflect the amenities of the structure and services available by the community partner; e.g. – shelter site occupancy capacity, hours of intake, etc.

While inclement weather conditions such as rain, wind, high/low temperatures will always exist, this plan focuses on inclement severe weather that may be life-threatening due to severity of temperatures and length of weather incident (pro-longed more than 2 to 3 days).

PURPOSE

The purpose of this plan is to provide information and procedures for use by community partners to open and operate emergency temporary shelters for homeless persons in the event of severe inclement weather conditions. It describes the underlying goals of the plan, the definition of a severe inclement weather event, the responsibilities of various community and public partners, and coordination activities with other agencies.

DEFINITION OF SEVERE WEATHER CONDITIONS/INCIDENT

For the purpose of this document, “severe weather” is defined as follows:

Severe Cold: A period of two or more days where temperatures are forecasted or actually reach 32 degrees Fahrenheit or below (November to March).

Severe Heat: A period of two or more days where temperatures are forecasted or actually reach 98 degrees Fahrenheit or above (June to August).

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

COMPONENTS OF A SHELTER PLAN

Many resources are needed to host a shelter site for homeless persons to facility amenities suitable to serving various homeless populations, volunteer staff, and meals. A campaign to solicit volunteers who will be committed to provide time and support are essential to the successful operation and service delivery to guests.

Staffing

At a minimum, the following volunteers will be needed:

- a) Shelter Coordinator – Person(s) who will act as primary contact for all shelter activities and is responsive to the Pastor (church shelter) or Agency Director (nonprofit or public shelter) and the Homeless Program Coordinator. A shelter may designate up to two (2) persons as Shelter Coordinators.
- b) Shelter Host – Persons who will oversee the shelter operations and act as hosts on day or night shifts, greet guests at the door and provide facility tour. Minimum of two persons at all times, with additional hosts recommended with increased shelter attendance. Hosts will work with the Logistics Coordinator to set-up shelter amenities; e.g. cots, etc. Hosts will work under the direction of the Shelter Coordinator.
- c) Meal Coordinator – Person(s) who will arrange for meals for shelter guests. The Meal Coordinator will work under the direction of the Shelter Coordinator.
- d) Logistics Coordinator – Person(s) who will provide services in support of the shelter operations to include shopping for shelter necessities, transportation, shelter set-up, etc. If a church van is available, may be responsible to coordinate pick-up and drop-off of homeless at designated locations.

Volunteer Recruiting

Most people are inherently generous in sharing their time and talent if we but ask. To recruit volunteers, consider hosting an Information Exchange meeting following prayer services if a faith-based shelter or a meeting with advocates of your agency to discuss the potential to engage in helping the homeless by providing shelter and meals during severe weather. The meeting provides individuals an opportunity to ask questions and better understand how they might support a severe weather shelter.

Invite persons willing to make a commitment by collecting their contact information (e.g. Name, Phone Number, and Email Address). This list of contacts will be used to receive formal training and an orientation regarding the shelter program.

→ See Appendices, Volunteer Recruitment Sign-Up Form

Building/Facility Amenities

As part of the development of a shelter plan, the church/agency will assess the availability of space, amenities of the facility, and liability assumed under this program.

Meals

An evening or morning meal is recommended, but not required. Meals may consist of easy to chew and digest ingredients to include soup, sandwiches, cereal or other items made available by the shelter host site.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

DEVELOPING YOUR SHELTER

The following is a checklist of items for discussion in your consideration to open as a temporary emergency shelter for homeless persons during severe weather.

General Items

- * Time the shelter will open to guests.
- * Time the shelter will close in the morning.
- * What door will the guest enter and depart.
- * Availability of building facilities for extended periods 2 to 10 days, if needed.
- * How many guests will you host?
- * Populations you will serve?
- * Number of volunteers needed.
- * Other items as defined in Appendix A of the shelter plan.
- * No evangelism.
- * Listen without judging. Be respectful of their privacy.
- * Do not offer financial assistance.

Identify Shelter Procedures for Guest Intake

Intake and Guest Sign-In Log (sign in sheet for volunteers and for guests)

Date, Name of Guest/s, Male/Female, Volunteer(s) on Duty, Comments

→ See Appendices, Shelter Intake and guest Sign-In Log Form

Guest Guidelines (have guest sign they received a copy of guidelines)

Go over guidelines with guest, have them sign on log sheet they received a copy and understand the rules.

→ See Appendices, Guest Guidelines Form

What to say to guests – welcome, go over guidelines and procedures, and give a tour of the church/facility

Where do people go to eat meal and sleep

Building information (posted in several locations)

Lights

Heat

Locking doors

Restrooms/showers

Sleeping areas (procedures posted)

Smoking

Where is telephone located

First Aid Plan

What to do in case of emergency:

Do not handle blood!

Emergency phone #'s: **9.1.1** or non-emergency **503-629-0111**

Post emergency contact information at all phones; include name of church/shelter and street address of the church/shelter.

→ See Appendices, In Case Of An Emergency Form

DEVELOPING YOUR SHELTER - CONTINUED

On-Site Needs of Shelter Hosts (Volunteers)

Name tags for volunteers

Schedule of open shelters, open and closing schedule.

Signs on outside shelter doors of the building – where to enter.

Resource Referral Information for guests

Dial **211** or if using a cell dial **503-222-5555** for referral to shelter locations and community resources.

List of shelters

Medical

Food kitchens, food boxes

Clothes

Personal Care Items

Bedding (if you give guests bedding tell them they can take it with them)

Toiletry items (individual bag of items they can take with them)

Snacks to go (juice boxes, energy bars)

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

STEPS TO BECOME A SHELTER PROVIDER

Orientation for Shelter Coordinator and Hosts

An "Orientation" on the shelter plan will be provided to church/agency sites upon request. The orientation will address items outlined in this manual. To arrange an orientation for your church/agency, please contact the Homeless Program Coordinator in Washington County, and a session will be schedule with shelter staff. Contact information is included in the Severe Weather Shelter Response Plan.

→ See Appendices, Severe Weather Shelter Response Plan

Disclaimer or Policy Document

We encourage you to have a one-page disclaimer or policy document with some instructions and guidelines for both guests and volunteers and a log sheet for recording names of guests and volunteers (with a place for comments). There should be a place to sign acknowledging that they agree to follow the procedures.

→ See Appendices, Guest Guidelines Form

→ See Appendices, Shelter Intake and guest Sign-In Log Form

Set-up and Activation

Phase 1 - Preliminary Set-Up

As soon as the shelter site establishes the details and commitment to provide shelter services, the Shelter Coordinator completes Appendix A of the Severe Weather Shelter Response Plan and forwards to the Homeless Program Coordinator on or before October 31 annually. A community partner may open a shelter site after October 31; however, shelters are encouraged to register early to facilitate the process prior to severe winter weather incidents.

Phase 2 - Shelter Activation

1. Church/agency monitors weather and determines they have facility accommodations and volunteers to open as a shelter.
2. Church/agency activates by emailing Appendix A with activation date and times to 211info contacts and the Homeless Program Coordinator (follow instructions in the Severe Weather Shelter Response Plan attached to this document and located on the county's website at <http://www.co.washington.or.us/Housing/10-year-plan-to-end-homelessness.cfm> Homeless Program Coordinator forwards the Appendix A shelter activation information to law enforcement, fire/emergency services, severe weather shelter providers and HSSN members.
4. 211info (and other services and shelters) will refer street people to shelter sites based on information in Appendix A - giving location information, time, and other directions as needed.
5. When the Shelter Host determines the severe weather is over and/or does not have facility and staffing to support the shelter operations, the Shelter Host will "deactivate" by completing Appendix A (checking de-activation box, including date and time) and forward via email to 211info and Homeless Program Coordinator, who will respectively remove the Shelter Host site from the available shelter listing.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

STEPS TO BECOME A SHELTER PROVIDER - CONTINUED

Recordkeeping

The plan recommends all Church Host Sites use a standard log sheet (attached) for comments that is faxed or emailed to the Homeless Program Coordinator who will collect and record data of emergency shelter.

It is recommended each host site have a 3-ring binder to keep all shelter information to include:

- a) Disclaimer or Policy
- b) Intake and Guest Sign-In Log
- c) Emergency Contact Information
- d) Resource and Referral Information for Guests
- e) Other

Signage as a Shelter Location

Identification of the shelter entrance through adequate signage is important to ensure all homeless enter the shelter location through one intake process. Signage should identify the entrance of the shelter, hours of operation (open/close), and include phone contact information, e.g. – 211 or 503-222-5555. For consistency across the county, shelters may use a consistent shelter sign that is printable in color with GREEN indicating shelter is open and RED indicating the shelter is closed.

Where possible, please have the details of your sign translated into Spanish and/or other languages.

→ See Appendices, Shelter Signage - Template

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

SHELTER PLANS AND PROCEDURES

Severe Weather Shelter Response Plan

Active shelter hosts participating in the Severe Weather Shelter Response Plan will review and follow the procedures outlined in the adopted plan. A copy of the plan is available as an appendices to this document and is located on the county's website at <http://www.co.washington.or.us/Housing/10-year-plan-to-end-homelessness.cfm>

→ See Appendices, Severe Weather Shelter Response Plan

Appendix A – Details of Shelter Host Site

The Appendix A is the universal document prepared by all Shelter Host sites that choose to participate in the Severe Weather Shelter Response Plan and demonstrates the church/agency's commitment to partner in the plan. The information includes shelter site street address, contact information, capacity of the shelter site, hours of intake, pet policy, and homeless populations to be served by the shelter. Appendix A can be found in the Severe Weather Shelter Response Plan document.

The Appendix A form is used by the shelter host site as official communication on dates and times of activation and de-activation as a shelter.

→ See Appendices, Severe Weather Shelter Response Plan

Emergency Procedures

While incidents are rare at the shelter, it's important to be prepared. At a minimum there should be one telephone accessible to all Shelter Hosts. All Shelter Hosts should be aware of telephone locations throughout the building. Shelter Hosts may also carry cellular telephones. Emergency contact information should be posted at telephones in the shelter building.

If there is a need for medical or law enforcement, do not hesitate to call **911**. Upon securing the situation, Shelter Hosts will also contact the Shelter Coordinator to inform of the incident. In addition, the Shelter Coordinator or Host will contact the Homeless Program Coordinator to provide a report on the incident and actions taken.

Important Contact Information:

- Never give homeless guests the telephone numbers of any shelter hosts, the church office number, or other contact information for persons providing services within the Severe Weather Shelter Response Plan. Please provide the **211** or **503-222-5555** phone contact for 211info Referral.
- Do not confirm the existence of any current or previous homeless guest to anyone over the phone. If someone identifies himself/herself as a police officer or public official, please refer them to the Shelter Coordinator.

Hours of Operation

A minimum of two (2) Shelter Hosts will be on duty at all times of shelter operations. The Shelter Schedule is a tool for use by the Shelter Host to define the timelines and activities of shelter operations.

A template follows for your use in developing a Shelter Schedule for your specific shelter site.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

SHELTER SCHEDULE - TEMPLATE

Evening Schedule:

6:00 to 6:30 p.m. – Set-up Time

- Volunteer Shelter Hosts arrive at the shelter site to assist with room preparation.
- Shelter Hosts sign-in. May wear nametags with first name.
- Shelter Hosts complete a brief orientation with the Shelter Coordinator for that evening.
- Shelter Hosts require a volunteer disclosure be signed and on file – please provide volunteer with form if not already completed.

6:30 to 10:00 p.m. – Intake Time

- Shelter Hosts greet homeless guests.
- Shelter Hosts reviews the Shelter Guest Guidelines (rules) with the homeless guests. Give the guest a copy for his/her signature (first name is okay) indicating they understand the rules. Once the guest has signed this document, this is maintained on file. This form is only reviewed and signed once, regardless of the number of nights the guest stays in the shelter.
- Shelter Hosts asks the homeless guest to sign the Shelter Intake form.
- Shelter Hosts give the guest a tour of the building areas where they will eat, sleep, bathrooms, and where they may leave their personal belongings.

10:00 p.m.

- Lights out, please.

Morning Schedule:

6:00 to 6:30 a.m.

- Shelter Hosts begin preparing breakfast (if one is to be served).

6:30 to 7:30 a.m.

- Shelter Hosts wake up homeless guest.
- Guests are expected to pack-up their sleeping area and personal items to take with them when they leave the shelter.
- Shelter Hosts advise the guests if the shelter will be open that evening, provide intake time and other information, as necessary.
- Guests eat breakfast, if provided.

7:30 a.m.

- Guests leave the shelter.

7:30 to 8:00 a.m.

- Shelter Hosts wipe down kitchen counters and tables with bleach water.
- Shelter Hosts returns kitchen to pre-breakfast condition (clean and organized).
- Shelter Hosts sweep/mop floor areas.
- Shelter Hosts complete overnight log sheet to include volunteer hours worked, add comments about guests, or other helpful information.
- Shelter Hosts lock doors when leaving the shelter site.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

STAFFING - POSITION DESCRIPTIONS

Shelter Coordinator

The Shelter Coordinator will act as primary contact for all shelter activities and be responsive to the Pastor (church shelter) or Agency Director (nonprofit or public shelter), the Shelter Hosts, and the Homeless Program Coordinator. Shelters may designate up to two Shelter Coordinators as primary contacts.

The Coordinator will recruit volunteers to work as Shelter Hosts, a Meal Coordinator and a Logistics Coordinator to arrange and provide shelter services.

The Coordinator will prepare and publish Appendix A activation and de-activation notices to 211info and the Homeless Program Coordinator. The Coordinator will maintain all recordkeeping to include signed Guest and Host documents, Intake Guest Sign-In forms, Volunteer Hours Log, and other documents as necessary. The Coordinator will provide the Homeless Program Coordinator with reports on number of homeless served and volunteer hour statistics.

Shelter Host

Overnight Shelter Hosts greet shelter guests and facilitate a welcoming atmosphere, provide tour of the areas to be accessible to the guests, and stay overnight at the shelter. Hosts arrive at the shelter with personal bedding and toiletries during the designated shelter set-up time. Shelter Hosts will work with the Shelter Coordinator and Meal Coordinator. The Shelter Hosts will follow the Shelter Schedule. Please refer to your shelter's specific Shelter Schedule.

For safety and visibility: Please have a minimum of two (2) shelter hosts on-site during the operation hours, with one host awake during shelter hours (may alternate sleep shifts) and located near the front of the room. Advise guests that you are here for them should they need anything in the night. Should there be an emergency, call 911.

Personal Belongings: Shelter Hosts should lock all personal belongings (e.g.- purse, computer laptop, etc.) behind closed doors or remain with the items at all times. Do not leave guests unsupervised around supply closets and lock all closets when not in use.

Supply Distribution to Guests: If the shelter is providing personal hygiene supplies, most guests have little in the way of supplies and some may be tempted to hoard the shelter's supplies. Please distribute available supplies to guests to include shampoo, soap, lotion, toothpaste, etc. Other items such as deodorant, razors, diapers, etc., can be supplied by hosts as available.

Abuse: Because of their close interaction with shelter guests, hosts may notice needs or difficulties. Be particularly alert to physical and emotional abuse of guests, especially children. Guests should be informed that physical punishment of children, name-calling, screaming at, verbally humiliating, and intimidating a child or adult are all forbidden and are grounds for ejection.

First Aid and Medications: Shelter Hosts should be aware of the location of first aid supplies, e.g. – band aid. No medications are to be distributed or supplied by the shelter. The shelter hosts should not attempt to administer medical treatment. Hosts are encouraged to call 911 if the guest appears to be having a medical emergency/need.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

POSITION DESCRIPTIONS - CONTINUED

Meal Coordinator

The Meal Coordinator will arrange the necessary supplies for meals based on the activation schedule and anticipated capacity of the shelter (# of persons to feed). The Meal Coordinator will arrange for food supplies and/or prepared meals to be available for the Shelter Hosts to feed the guests.

Meals may consist of soup, sandwich items, casserole, etc. Meals should be simple to prepare, should be of nutritional value and easy to eat. Please be aware that homeless persons may have poor dental care and unable to chew hard or uncooked items; e.g. – apples, carrot sticks, etc.

Logistics Coordinator

The Logistics Coordinator will provide services in support of the shelter operations to include, but not limited to, shopping for shelter necessities, transportation, arrange special shelter set-up, etc. If a church van is available, may be responsible to coordinate pick-up and drop-off of homeless at designated locations.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

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SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

Washington County Severe Weather Shelter Response Plan For Homeless Persons

Objective

To provide temporary shelter to homeless persons when there is a period of prolonged weather reaching severe cold and hot temperatures (life-threatening).

Severe temperatures will be defined as:

Severe Cold: A period of two or more days where temperatures are forecasted or actually reach *32 degrees Fahrenheit or below* (November to March only).

Severe Heat: A period of two or more days where temperatures are forecasted or actually reach *98 degrees Fahrenheit or above* (June to August only).

Participating Agencies and Responsibilities

- **Washington County Homeless Program Coordinator** manages activation/deactivation communication of severe weather shelter site (churches) with 211info, WCCCA, and HSSN **503-846-4760**
Contact: Annette Evans Annette_Evans@co.washington.or.us Fax 503-846-4795
- **HSSN Homeless Subcommittee** outreaches to faith-based and community partners to identify Severe Weather Shelter site and provide orientation.
Homeless Program Coordinator: Annette Evans Annette_Evans@co.washington.or.us **503-846-4760**
Interfaith Hospitality Network: Annie Heart familybridge@gmail.com **503-844-2919**
- **Shelter Provider Organization** (Faith-based and Community Partners) providing temporary shelter from extreme weather conditions.....See Appendix B
- **Office of Consolidated Emergency Management for Washington County (OCEM)** monitors weather conditions and temperatures, publishes weather reports to predefined email distribution. (OCEM Weather Forecast)
Contact: Christopher Walsh, Christopher_Walsh@co.washington.or.us **503-846-7586**
..... Website www.ocem.org / www.wrh.noaa.gov/pqr
- **2.1.1info (Community Action I & R Staff)** maintains a list of activated Shelter Providers / Provides referrals. To access Shelter information via phone, dial **211**
Alternate Call Center # is 503-222-5555..... Website <http://www.211info.org/>
- **Washington County Consolidated Communications Agency** will relay shelter information to Public Safety officials (Agency Directive 3.4.21)

Shelter Provider Organization Protocol

Shelter provider organization(s) will provide the following services during severe weather:

Severe Cold: When a forecast of 'severe cold' has been issued by OCEM, the National Weather Service Forecast Office, and/or local TV/Radio media, the shelter provider organization will activate (open) from 7:00 pm to 7:00 am, recommended timeframe. Food may be provided.

Severe Heat: When a forecast of 'severe heat' has been issued by OCEM, the National Weather Service Forecast Office, and/or local TV/Radio media, the shelter provider organization will establish a day shelter with hydration stations where homeless persons can receive water and light refreshments. Once temperatures fall below 90 degrees, shelter provider organization may deactivate (close).

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

Action Plan

Preparation (prior to weather event):

1. HSSN will engage the faith-based and community organizations to participate in providing temporary shelter services. Orientation will be provided to participating shelter provider organization on the Severe Weather Shelter Response Plan. The shelter provider organization will complete Appendix A and provide shelter site location, contact information, shelter capacity, hours of intake, shelter amenities, and population to be sheltered (e.g. – singles, families with children). The Service Provider Organization Directory will be updated (Appendix B).
2. Shelter provider organization contact OCEM requesting to be added to the email distribution of the OCEM Weather Forecast updates. Shelter provider organization will provide an email address to receive the OCEM Weather updates and will monitor the weather for activation.
3. OCEM will add the shelter provider organization contact information to the email distribution.

Response (during weather event):

4. The shelter provider organization will review OCEM weather updates received via email, the National Weather Service Forecast Office, and/or weather updates available on local TV/Radio broadcasts. Shelter provider organization will determine when their organization will open to provide shelter services to the homeless.
5. The shelter provider organization, upon determination to open as a shelter, completes activation portion of Appendix A.
6. The shelter provider organization(s) forwards a copy of Appendix A via email (preferred) or fax to the contacts at Washington County Homeless Coordinator and 211info (Community Action I & R Staff).
7. 211info Call Center and 211info website will be updated by Community Action.
8. Washington County Homeless Program Coordinator will compile a list of shelter sites with amenities, and distribute the information to:
 - 8.a WCCCA non-emergency dispatch for relay to law enforcement and fire/EMS agencies in the county.
 - 8.b 211info (Community Action I & R staff).
 - 8.c Shelter provider organizations and the HSSN email distribution.
 - 8.d Washington County Consolidated Emergency Management.
 - 8.e Interfaith Committee on Homelessness.

Deactivation (following weather event):

9. The shelter provider organization monitors weather updates and determines when to terminate shelter services by checking the deactivation box on Appendix A, list date and time of closure, and forward via email (preferred) or fax to the Washington County Homeless Program Coordinator.
10. Washington County Homeless Program Coordinator will update list of shelters to reflect deactivation and distributes information to:
 - 11.a WCCCA non-emergency dispatch for relay to law enforcement and fire/EMS agencies in the County.
 - 11.b 211info (Community Action I & R staff)
 - 11.c Shelter provider organizations and the HSSN email distribution.
 - 11.d Washington County Consolidated Emergency Management.
 - 11.e Interfaith Committee on Homelessness.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

Appendix A

Washington County
Severe Weather Shelter For Homeless Persons

**Enter Shelter Provider Organization Name Here **

Shelter Location: _____ (Street Address, City) _____

Pastor Name (if applicable): _____

Primary Contact Name (Day): _____

Phone Number (Day): _____

Email Address _____

Primary Contact Name (Night): _____

Phone Number (Night): _____

Email Address _____

Tri-Met Bus Route #'s: _____, _____, _____

Standard Capacity and Services

Emergency Preparedness: In the event of a major power outage/disaster, please check all that apply:

- Facility has a generator backup power source.
 Facility has a generator powered HVAC system.

Populations to be served (check all that apply):

- Families with Children
 Single Adults (18+ Years and older)
 Unaccompanied Youth (Age ___ and younger)

Shelter Capacity: _____ (*# of persons, beds*)
Hours of Intake: _____ (*Days of week, times*)
Type of Bedding: _____ (*floor, cots, etc.*)
Showers: _____ (*# + shower or tub*)
Meals: _____ (*coordinated meal available, food donations, cooking facility*)
Day Use Available: _____ (*Yes or No*)
Handicap Accessible: _____ (*Yes or No*)
Accept Pets (Dogs/Cats): _____ (*Yes or No*)
Other: _____

-
- Activate (Open) Effective Date/Time** _____ (a.m. / p.m.)
 Deactivate (Close) Effective Date/Time _____ (a.m. / p.m.)

Email to all: Annette_Evans@co.washington.or.us (Washington County Homeless Program Coordinator)

Appendix B

Washington County
Severe Weather Shelter For Homeless Persons

SERVICE PROVIDER ORGANIZATION DIRECTORY

(To be developed by HSSN Homeless Subcommittee)

BEAVERTON

Agency Name, Street Address, City

Contact Name (Day) 503-123-4567

Email@Email.com

FOREST GROVE

Agency Name, Street Address, City

Contact Name (Day) 503-123-4567

Email@Email.com

HILLSBORO

Agency Name, Street Address, City

Contact Name (Day) 503-123-4567

Email@Email.com

TIGARD

Agency Name, Street Address, City

Contact Name (Day) 503-123-4567

Email@Email.com

TUALATIN

Agency Name, Street Address, City

Contact Name (Day) 503-123-4567

Email@Email.com

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

10/15/2014

IN CASE OF AN EMERGENCY

Severe Weather Shelter - Church Name: _____

Address: _____

Church Phone: _____



Shelter Coordinator(s) Contact Information:

NAME: _____ PHONE: _____ CELL # _____

NAME: _____ PHONE: _____ CELL # _____

IN CASE OF A LIFE-THREATENING EMERGENCY: FIRE, MEDICAL, POLICE, DIAL 9-1-1

For non-emergency assistance, please dial 503-629-0111

We do not recommend that a shelter guest or a shelter volunteer transport a person to the hospital or medical clinic.

If a person is having a medical emergency, call 9-1-1. The EMT/Paramedic responders will assess the situation and determine if transportation to a medical facility is necessary.

- | | |
|---|---|
| *Domestic Violence Crisis Line | (503) 469-8620 |
| *Mental Health Crisis Line | (503) 291-9111 |
| *Community Connect (Central Assessment Line) | (503) 640-3263 |
| *Safe Place Youth Shelter (age 12 to 19 years) | (503) 542-2712 or (503) 542-2717 |
| *HomePlate Youth Outreach Worker | (503) 867-4954 or (503) 707-0268 |
| *Luke-Dorf Homeless Outreach Worker | (971) 217-3230 |
| *Police/Fire – Emergency | 911 |
| *Police/Fire - Non-emergency | (503) 629-0111 |
| Animal Control | (503) 846-7041 |
| Cab, Broadway & Yellow Cab Service | (503) 227-1234 |
| Cab, Pacific | (503) 649-6860 |
| Health Department ¹ | (503) 846-8851 |
| Hospital, Meridian Park | (503) 692-1212 |
| Hospital, Providence St. Vincent | (503) 216-1234 |
| Hospital, Tuality Hillsboro and Forest Grove Locations | (503) 681-1111 / (503) 357-2173 |
| Metro West Ambulance | (503) 648-6657 |
| Veterans Community Based Outpatient Clinic – Hillsboro | (503) 220-8262 / (503) 906-5000 |
| Virginia Garcia Memorial Health Clinic | (503) 352-6000 Beaverton
(503) 352-2354 Hillsboro Dental
(503) 359-5925 Cornelius |
| Information and Referral Resources ² | 211 |
| Open Door Counseling Center Walk-in Day Center ³ | (503) 640-6689 |
| Homeless To Work Program (Single Adults 18+ years) | (503) 719-9909 / (503) 954-59 |

¹ Health Department open Monday through Friday, 8 a.m. to 5 p.m.

² 211 info Call Center open Monday through Friday, 8 a.m. to 6 p.m.

³ Open Door Counseling Center open Monday through Friday, 9 a.m. to 5 p.m.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

GUEST GUIDELINES - TEMPLATE

Hours: _____ p.m. to _____ a.m.

_____(Insert Church Name)_____ Church welcomes you to our severe weather shelter. *We hope that you will feel welcome during your stay with us. In order to ensure that everyone has a positive experience, we ask that you follow these rules. If you have any questions or special needs, particularly of an emergency nature, please ask a Shelter Host for assistance.*

The shelter will be open no earlier than _____ p.m. Please do not arrive prior to this time. Exterior building doors are locked at _____ p.m. All guests must be at the church by _____ p.m. unless other shelter accommodations have been arranged.

Smoking is not allowed inside the building or within 10 feet of the building entrance.

Drugs and Alcohol - Absolutely no drugs or alcohol are to be consumed or stored, on or off the shelter grounds by any guest. All guests must be clean and sober of all drugs and alcohol before entering the program. If we suspect alcohol or drug use, you will be asked to leave. If you refuse to leave, we may call 911 for assistance.

Weapons - No weapons are allowed on the church property.

Pets - Guests are not allowed to have pets of any kind in the building, with the exception of service animals.

Harassment - No threats or acts of violence will be tolerated in any way. Any attempt to impose your will on another is an act of violence. Harassment in any form (whether it is verbal, physical, emotional, mental, or sexual) will not be tolerated, nor will aggressive or intimidating behavior of any kind be tolerated.

Discipline of children must be non-violent. Physical, verbal, mental, or emotional abuse of children is not acceptable and will not be tolerated. Examples of abuse include pinching, slapping, hitting, spanking, biting, name calling, swearing, etc. Staff is required by law to report any suspected child abuse or neglect. If you have questions or concerns about this, please ask staff.

Meal - A meal is available at _____ p.m. Please keep food and drinks in the kitchen or eating area, except baby bottles.

Public Areas - Appropriate attire must be worn at all times. All guests must be dressed properly. This means you must be fully clothed. For your protection, shoes must be worn.

Lights Out - Lights out at 10:00 p.m. and all guests are to stay in the sleeping area. If for any reason you have to leave the building in the night (other than to smoke), you will not be let back inside without permission from the Shelter Hosts.

Designated Areas - Please stay in the designated guest areas of the building. You will be provided tour of these areas. Please only sleep in areas designated for sleeping.

Child Supervision - Parents are responsible for the supervision of their children. No children should be left unattended. Young children should go to the restrooms only with their parents. Please do not place inappropriate items (diapers, paper towels, wipes, etc.) in the toilets. Please accompany your children to the restrooms.

General Information

- * Guests need to clean up after themselves or ask a volunteer for assistance.
- * A telephone is available for brief, local calls.
- * The shelter is not responsible for lost or stolen items.
- * Guests are welcome to use the sanctuary for prayer or reflection.

Shelter Hosts will wake you at _____ a.m. Please get up and immediately eat breakfast provided by the Shelter Hosts. You will need to put away your sleeping mats and bedding to take with you as you leave. It is important that you be ready to promptly leave the church shelter by _____ a.m.

I understand and agree to follow the rules of this church/agency shelter. I understand that failure to do so may result in my being asked to leave the building and grounds.

Name

Name

Signature

Signature

Date: _____

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

REGLAS PARA

Hours: _____ p.m. to _____ a.m.

_____ (Insert Church Name) le da la bienvenida a nuestro refugio de clima severo. *Esperamos que se sienta bien durante su estancia con nosotros. A fin de que toda persona tenga una experiencia positiva, pedimos que siga estas reglas. Si tiene alguna pregunta o necesidades especiales, particularmente de carácter de emergencia, por favor pidan a un anfitrión del refugio para asistencia.*

El refugio estará abierto a las _____. Por favor, no lleguen antes de esta hora. Las puertas exteriores del edificio están bloqueadas durante a las _____. Todos los huéspedes deben estar en la iglesia a las ____ a menos que se organicen otras adaptaciones de refugio.

Fumar-No está permitido fumar dentro del edificio o dentro de 10 pies de la entrada del edificio.

Drogas y alcohol - absolutamente ningún tipo de drogas o alcohol podrán ser consumidos o almacenados, dentro o fuera de la propiedad del refugio por ningún invitado. Todos los huéspedes deben estar limpios y sobrios de todas las drogas y alcohol antes de entrar en el programa. Si nosotros sospechamos uso de alcohol o drogas, se le pedirá salir del refugio. Si usted se niega a abandonar el refugio, llamaremos 911 para asistencia.

Armas - No se permiten armas en la propiedad de la Iglesia.

Las mascotas - Invitados no deben tener ningún tipo de mascotas o animales domésticos en su compañía dentro o fuera del edificio o en la propiedad, a menos que los animales de servicio.

Acoso - No amenazas o actos de violencia serán tolerados en modo alguno. Cualquier intento de imponer su voluntad en otro es un acto de violencia. No se tolerará el acoso en ninguna forma (ya sea verbal, físico, emocional, mental o sexual), ni se tolerará el comportamiento agresivo o intimidante de ningún tipo.

Disciplina de los niños no debe ser en forma violenta. Abuso físico, verbal, mental o emocional de los niños no es aceptable y no será tolerado. Algunos ejemplos de abuso indebido son: pellizcar, palmadas, golpear, azotes, morder, llamada de nombre, jurar, etc... Personal se requiere por ley informar de cualquier sospecha de abuso infantil o descuido. Si tiene preguntas o preocupaciones acerca de esto, pida ayuda al personal.

Comida - Una comida está disponible a las _____ p.m. Por favor, tenga alimentos y bebidas en la cocina o área alimentarias solamente, excepto biberones.

Áreas Públicas - vestimenta apropiada es obligatoria en todo momento. Todos los huéspedes deben estar vestidos correctamente. Esto significa que debe estar totalmente vestido. Para su protección, hay que llevar zapatos.

Luces apagadas- Luces serán apagadas a las 10: 00 p.m. y todos los huéspedes deberán permanecer en el área para dormir. Si por cualquier razón tiene que dejar el edificio (salvo que fuman) en la noche, usted no se permitirá volver a entrar sin permiso de la persona encargada o (anfitrión) del refugio.

Áreas designadas - Por favor durante su estancia permanezca en las áreas designadas para invitado en el edificio. Se le proporcionará recorrer las áreas bajo supervisión. Por favor, sólo duerman en zonas designadas para dormir.

Supervisión Infantil- Padres son responsables de la supervisión de sus hijos. Ningún niño debería dejarse desatendido. Los niños pequeños deberán ir a los baños sólo con sus padres. Por favor no coloque elementos inadecuados (pañales, toallas de papel, etc.) en los retretes. Por favor, acompañe a sus hijos cuando necesiten ir al baño.

Información general * invitados deben recoger sus propiedades o pedir a un voluntario por asistencia. Un teléfono está disponible para las llamadas breves y locales. El refugio no es responsable de elementos perdidos o robados. * Huéspedes son bienvenidos a utilizar el santuario para orar, reflexionar, o meditar.

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

La persona en cargada (anfitrión) del refugio le despertara a las ____ . Por favor, levantarse e inmediatamente pase a tomar el desayuno proporcionado por el refugio. Deberá recoger y limpiar el lugar donde durmió y dejarlo en la condición en que se le fue entregado. Es importante que usted este listo para alojar sin demora el refugio de la iglesia a _____ .

Comprendo y estoy de acuerdo con las reglas de este refugio de Iglesia/Agencia. Entiendo que al no hacerlo puede resultar en que se me pida abandonar el edificio y la propiedad.

Nombre

Nombre

Firma

Firma

Fecha: _____

SEVERE WEATHER SHELTER RESPONSE PLAN FOR HOMELESS PERSONS

SHELTER INTAKE AND GUEST SIGN-IN LOG - TEMPLATE

SHELTER HOST SITE: _____		DATE OF INTAKE: _____					
	NAME OF GUEST (one individual per line)	BIRTH YEAR (example 1962)	DATE OF INTAKE		REVIEW RULES	GAVE TOUR OF BUILDING	NOTES/COMMENTS
			TIME IN	TIME OUT			
1							
2							
3							
4							
5							
6							
7							
8							
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24							
25							

SHELTER SIGNAGE - TEMPLATE

**SEVERE WEATHER SHELTER
OPEN**

Forest Grove United Church Of Christ



**Shelter services are available
6:00 p.m. to 6:00 a.m.**



For Washington County shelters and other shelter
resources within the Metro area,
dial **211** or **503-222-5555**.

Refugio de Clima Severo

Abierto

Forest Grove United Church Of Christ



**Servicios del refugio están disponibles
6:00 p.m. to 6:00 a.m.**



Refugios en el Condado de Washington y otros
refugios y recursos en la área metro,
Marque **211** o **503-222-5555**.

SHELTER SIGNAGE - TEMPLATE

**SEVERE WEATHER SHELTER
CLOSED**

PLEASE COME BACK LATER

Forest Grove United Church Of Christ



**Shelter services are available
6:00 p.m. to 6:00 a.m.**



For Washington County shelters and other shelter
resources within the Metro area,
dial **211** or **503-222-5555**.

Refugio de Clima Severo

Cerrado

Por favor regrese mas tarde

Forest Grove United Church Of Christ



**Servicios del refugio están disponibles
6:00 p.m. a las 6:00 a.m.**



Refugios para el Condado de Washington y otros
refugios y recursos en la área metro
marque **211** o **503-222-5555**.



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

Open Space & Public Benefit Rating System

Briefing – ITEM#5

March 19, 2017

Staff Contact

Paula Reeves, AICP CTP
Mason County Planning Manager
Ext #286

Background

The State Open Tax Act (84.34 RCW) authorizes counties to establish a Public Benefit Rating System (PBRs) for the purpose of encouraging preservation of specified open space resources by providing a tax incentive for private land owners within their jurisdictions. This Act was originally established by the State Legislature in 1986 and updated in 1993 to institute additional rules.

A section of the state law is included in this briefing to provide additional background information.

RCW 84.34.055

Open space priorities—Open space plan and public benefit rating system.

(1)(a) The county legislative authority may direct the county planning commission to set open space priorities and adopt, after a public hearing, an open space plan and public benefit rating system for the county. The plan shall consist of criteria for determining eligibility of lands, the process for establishing a public benefit rating system, and an assessed valuation schedule. The assessed valuation schedule shall be developed by the county assessor and shall be a percentage of market value based upon the public benefit rating system. The open space plan, the public benefit rating system, and the assessed valuations schedule shall not be effective until approved by the county legislative authority after at least one public hearing: PROVIDED, that any county which has complied with the procedural requisites of chapter 393, Laws of 1985, prior to July 28, 1985, need not repeat those procedures in order to adopt an open space plan pursuant to chapter 393, Laws of 1985.

(b) County legislative authorities, in open space plans, public benefit rating systems, and assessed valuation schedules, shall give priority consideration to lands used for buffers that are planted with or primarily contain native vegetation.

(c) "Priority consideration" as used in this section may include, but is not limited to, establishing classification eligibility and maintenance criteria for buffers meeting the requirements of (b) of this subsection.

(d) County legislative authorities shall meet the requirements of (b) of this subsection no later than July 1, 2006, unless buffers already receive priority consideration in the existing open space plans, public benefit rating systems, and assessed valuation schedules.

(2) In adopting an open space plan, recognized sources shall be used unless the county does its own survey of important open space priorities or features, or both. Recognized sources include but are not limited to the natural heritage database; the state office of historic preservation; the recreation and conservation office inventory of dry accretion beach and shoreline features; state, national, county, or

city registers of historic places; the shoreline master program; or studies by the parks and recreation commission and by the departments of fish and wildlife and natural resources. Features and sites may be verified by an outside expert in the field and approved by the appropriate state or local agency to be sent to the county legislative authority for final approval as open space.

(3) When the county open space plan is adopted, owners of open space lands then classified under this chapter shall be notified in the same manner as is provided in RCW [84.40.045](#) of their new assessed value. These lands may be removed from classification, upon request of owner, without penalty within thirty days of notification of value.

(4) The open space plan and public benefit rating system under this section may be adopted for taxes payable in 1986 and thereafter.

Recommendation

Staff recommends:

- 1) Review, discuss and amend as needed the DRAFT Public Benefit Rating System, Mason County Code Title 3.25.

- 2) Consider expanding the ***Mason County Parks and Recreation Plan*** and/or the ***Rural Element of the Comprehensive Plan*** to include an Open Space section providing a foundation for the Public Benefit Rating System and ensuring public benefit of tax relief provided under RCW 84.34 consistent with state law.

- 3) Direct Staff to convene one meeting of a five person advisory committee for the sole purpose of advising the Assessor in implementing assessment guidelines as established by the department of revenue for open space, farms and agricultural lands, and timberlands per RCW 84.34.145, as follows:

Advisory committee.

The county legislative authority shall appoint a five member committee representing the active farming community within the county to serve in an advisory capacity to the assessor in implementing assessment guidelines as established by the department of revenue for the assessment of open space, farms and agricultural lands, and timberlands classified under this chapter.

Attachments

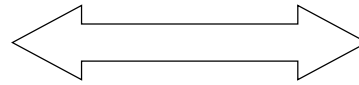
Attachment A - Background Information Slides on Public Benefit Rating System

Attachment B - DRAFT amendment to the Mason County Code 3.25, Public Benefit Rating System

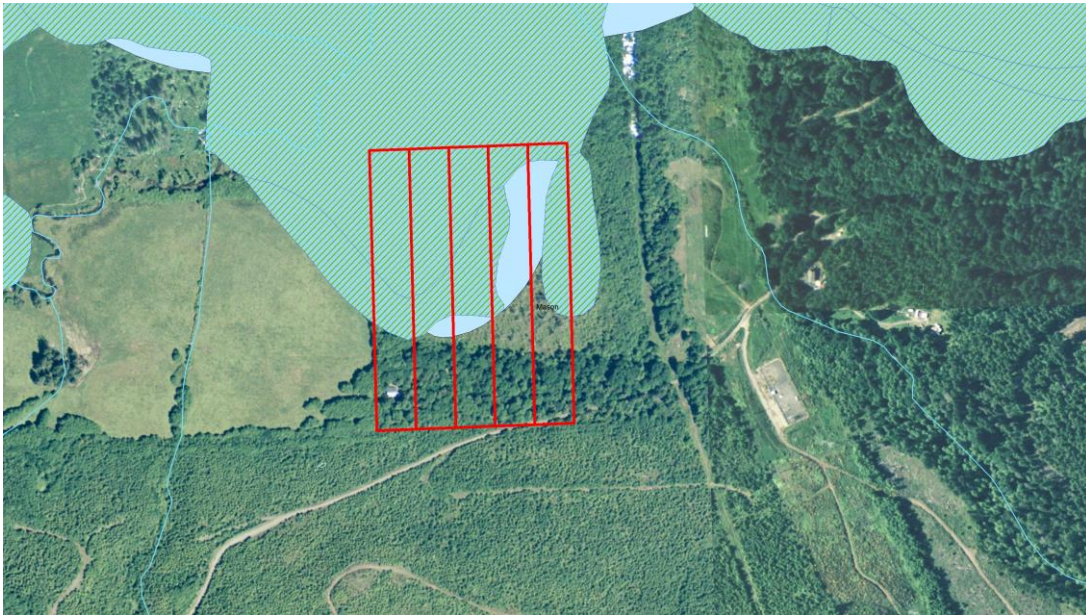
Tax Relief without a Public Benefit Rating System

Parcel 1 – Class 1 Wetland, Aquifer Recharge, Lake Frontage – No buildings

Same Amount of
Tax Relief Currently



Parcel 2 – Freeway frontage with residential unit – Built out under current zoning





Open Space Protection in Mason County

How do our carrots & sticks work together?

Regulations (aka “Sticks”)

- Zoning - Permitted Land Use
- Critical Areas Ordinance
 - Wetlands
 - Aquifer recharge
 - Habitat
 - Frequently flooded areas
 - Geologically hazardous areas
 - Shorelines (SMP)
- State Environmental Policy Act
- National Environmental Policy Act



Incentives (aka “Carrots”)

- Financial Assistance
 - Grant, loan, and lease programs – many programs
- Technical Assistance
 - Habitat Conservation and other hands on help
- Tax Relief
 - Public Benefit Rating System
- Marketing
 - Organic Cert; Smart Wood
- Recognition
 - Sustainable Communities
- Conservation Banking
 - Pocket Gopher Mitigation Bank, Wetland Mitigation

Washington State Law

Mason County DRAFT PBRs

Open Space Requirements (RCW 84.34)	DRAFT Public Benefit Rating System	Points
Land in comprehensive land use plan & zoned accordingly	Does not apply - No Open Space Zone	0
Other Categories of Eligible Open Space per RCW 84.34 include those that:		
Conserve and enhance natural or scenic resources	Medium - Scenic natural resources, viewpoints, view corridors	3
Protect streams or water supply	High - Habitat conservation areas, aquifer protection areas, special plant sites, wetlands	5
Promote conservation of soils, wetlands, beaches or tidal marshes	High - Natural shoreline environments	5
Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries or other open space	High - Public recreation areas & Designated national reserves	5
Enhance recreation opportunities	High - Public recreation areas & Designated national reserves	5
Preserve historic sites	High - Historic landmarks/acheological sites	5
Preserve visual quality along highway, road, and street corridors or scenic vistas	Medium - Scenic natural resources, viewpoints, view corridors	3
Land meeting the definition of farm and agricultural conservation land under RCW 84.34.020	High - Resource and rural agricultural lands	5

Required Data Sources to determine Open Space

Mason County must use these data sources:

- Natural Heritage Database
- State Office of Historic Preservation
- Recreation and Conservation Office - Inventory of Dry Accretion Beach and Shoreline Features
- State, National, County, or City Registers of Historic Places
- Shoreline Master Program
- Studies by the Parks and Recreation Commission
- Studies by Department of Fish and Wildlife
- Studies by Department of Natural Resources

DRAFT

Chapter 3.25 – Mason County Public Benefit Rating System

Sections:

- 3.25.010 - Purpose and intent.
- 3.25.020 - Definitions.
- 3.25.030 - Operation of the county public benefit rating system.
- 3.25.035 - Eligibility of high, medium and low priority ~~and bonus~~ public benefit resources.
- 3.25.040 - Ineligible lands.
- 3.25.050 - Assessed valuation schedule—Public benefit rating system.
- 3.25.060 – Outreach to Eligible Landowners
- 3.25.070 - Basis of assessment.
- 3.25.080 - Application to the county under the public benefit rating system.
- 3.25.090 - Application fees.
- 3.25.100 - Time to file.
- 3.25.110 - Application review.
- 3.25.120 - Board decision.
- 3.25.130 - Unincorporated lands.
- 3.25.140 - Incorporated lands.
- 3.25.150 - Monitoring for compliance.
- 3.25.160 - Removal of land classification by county assessor.
- 3.25.170 - When removal of land is not subject to additional tax, interest, and penalties.
- 3.25.180 - Transfer of lands between certain current use taxation classifications.
- 3.25.190 - Owner may request withdrawal from classification.
- 3.25.200 - Action on withdrawal from classification.
- 3.25.210 - Owner to notify assessor of change in use in classification.
- 3.25.220 - Sale of open space classified land.
- 3.40.230 - Review of previously approved open space applications.
- 3.25.240 – Duties of the Planning Commission.
- 3.25.250 - Severability.

What is a Public Benefit Rating System?

This is a new Chapter of the Mason County Code that would establish a Public Benefit Rating System to determine the appropriate level of tax relief for open space parcels throughout the County.

The current process for evaluating Open Space in Mason County consists only of determining whether a parcel of land meets the minimum qualifications of the program and if so, provides the **same amount of tax relief to all qualifying parcels**, regardless of the quality or quantity of benefits being provided to the public. A PBRs provides a way of extending tax relief that is representative of the corresponding benefits the land provides.

3.25.010 - Purpose and intent.

- A. Purpose. It is in the best interest of the county to maintain, preserve, conserve, and otherwise continue in existence adequate open space lands for the production of food, fiber, and forest crops, and to assure the use and enjoyment of natural, historic and cultural resources and scenic beauty for the economic and social well-being of the county and its citizens. Additionally, it is in the county's interest to provide incentives that encourage the retention of open space in compliance with Growth Management Act principles.
- B. Intent. It is the intent of this chapter to implement Revised Code of Washington (RCW) RCW, as amended, by establishing procedures, rules, and fees for the consideration of applications made by land owners for public benefit rating system assessed valuation on "open space land" as defined in RCW 84.34.020(1) and (8). The provisions of Chapter 84.34 RCW, and the regulations adopted thereunder shall govern the matters not expressly covered in this chapter.

3.25.020 - Definitions.

For the purposes of this chapter, unless otherwise required by the context, words and phrases shall have the following meaning:

- (1) "Assessor" means the Mason County assessor or his or her designated representative.
- (2) "Board" means the board of county commissioners of Mason County.
- (3) "County" means Mason County, state of Washington.
- (4) "Open space land" means any land area so designated by the Mason County comprehensive land use plan adopted by the County and zoned accordingly, or any land area, the preservation of which in its present use would
 - (i) conserve and enhance natural or scenic resources, or
 - (ii) protect streams or water supply, or
 - (iii) promote conservation of soils, wetlands, beaches or tidal marshes, or
 - (iv) enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries or other open space, or
 - (v) enhance recreation opportunities, or
 - (vi) preserve historic sites, or
 - (vii) preserve visual quality along highway, road, and street corridors or scenic vistas, or
 - (viii) retain in its natural state tracts of land not less than one acre situated in an urban area and open to public use on such conditions as may be reasonably required by the legislative body granting the open space classification, or any land meeting the definition of farm and agricultural conservation land in RCW 8.34.
- (5) "Planning Commission" means the Mason County Planning Advisory Commission.
- (6) "Public Benefit" means any activity or activities that accomplish a public purpose and/or provide for a community's social, economic, and cultural well-being, public health, and safety.
- (7) "Rural Lands" means those areas outside of the designated Resource Lands and Urban Growth Areas.
- (8) "Timberland" means any parcel of land that is five or more acres or multiple parcels of land that are contiguous and total five or more acres which is or are devoted primarily to the growth and harvest of timber for commercial purposes. Timberland means the land only and does not

include a residential homesite. The term includes land used for incidental uses that are compatible with the growing and harvesting of timber but no more than ten percent of the land may be used for such incidental uses. It also includes the land on which appurtenances necessary for the production, preparation, or sale of the timber products exist in conjunction with land producing these products.

- (9) "Urban Areas" are those designated in Urban Growth areas around the incorporated area of Shelton and the two unincorporated areas of Allyn and Belfair as well as those areas defined as Limited Areas of More Intense Rural Developments (LAMRIDs) consistent with RCW 36.70A.

3.25.030 - Operation of the county public benefit rating system.

To be eligible for open space classification under the county's public benefit rating system, property must contain one (1) or more open space resource listed below as defined in MCC Section 3.25.035 of this Chapter. These resources are defined in this chapter and ranked as high, medium or low priority open space resources. High priority open space resources receive five (5) points each, medium priority open space resources receive three (3) points each, and low priority open space resources receive one (1) point each. Properties can receive a maximum of thirty (30) points from no more than six (6) open space priority resources. In addition, bonus points and super bonus points may be awarded pursuant to this chapter and a property can achieve a maximum of fifty-seven (57) points through the rating system and the bonus system. Portions of property may also qualify for open space designation.

A. **High priority open space resources.** Five (5) points each:

1. Public recreation area.
2. Resource and rural agricultural lands;
3. Trail linkages and recreational corridors;
4. Rural forest lands/woodlots;
5. Natural shoreline environments;
6. Significant fish and wildlife habitat conservation areas, aquifer protection areas, special plant sites, and ~~category "I" or "II"~~ wetlands as defined in MCC 8.52.110;
7. Historic landmarks/archeological sites;
8. Private lands within designated national reserves;

B. **Medium priority open space resources.** Three (3) points each:

1. Conservancy shoreline environments;
2. Flood hazard buffer areas;
3. Geologic hazard buffer areas;
4. Scenic natural resources, viewpoints, and view corridors;
5. Urban growth area open space;

~~6. Category "III" or "IV" wetlands.~~

C. **Low priority open space resources.** One (1) point each:

- (1) Exempt and artificial wetlands.

~~D. **Bonus system.** Properties qualifying in the specific high, medium, or low priority open space resource categories may receive up to twenty-seven (27) bonus points if the following additional qualifications are met:~~

- ~~1. Community priority—Five (5) points.~~

- ~~2. Voluntary resource or critical area restoration—Five (5) points.~~
- ~~3. Water quality buffer—One (1), three (3), or five (5) points.~~
- ~~4. Contiguous parcels under separate ownership—Three (3) points per contiguous parcel.~~
- ~~5. Conservation/historic/trail easement in perpetuity—Five (5) points.~~

~~E. Bonus public access points.~~

- ~~1. Unlimited public access—Five (5) points.~~
- ~~2. Limited public access—Sensitive area—Five (5) points.~~
- ~~3. Privately owned tidelands access—Five (5) points.~~
- ~~4. Limited public access—Three (3) points.~~

~~FD.~~ Properties with at least one (1) high priority open space resource and which allow unlimited public access, or limited public access if due to resource sensitivity, and which convey a conservation, historic, or trail easement in perpetuity, in a form approved by the county, shall be automatically eligible for current use value at ten (10) percent of market value.

~~E.~~ Special exceptions to this priority framework that do not violate state (RCW 84.34) law and that have the support of either the State or County Conservation Agency will be considered on a case by case basis.

How does this criteria get applied?

The property owner applies to Mason County to receive tax relief for their property under the Open Space Tax Act. Mason County uses this criteria to review and score each application.

The information from this type of a review process can also be quantified to share with the public about the benefits they are receiving. More detail about each category of open space eligible for tax relieve is included in Section 3.25.035...

3.25.035 – Eligibility of high, medium and low priority and bonus public benefit resources.

A. **Public recreation area** means property which is currently devoted to providing active or passive non-motorized recreation use or which complements or substitutes for government facilities. The facility must be open to the public and, if charging a use fee, that fee shall be no higher than the fee charged by a like public facility and the facility must provide recreation or other services to youth, senior citizens, the handicapped, or similar groups. An eligible site is that identified by an appropriate parks department as meeting the definition of an active or passive recreation area.

Eligible examples include:

1. Sports fields on private property that are open to the public;
2. Golf courses open to the public with fees comparable to local public golf courses and which adhere to best management PRACTICES (as determined by Mason County Planning and Community Development). Annual monitoring reports are required;
3. A community garden; and

4. Other recreational uses determined to be consistent with the definition of active or passive recreation areas as determined by the Mason County Parks Department.

Ineligible examples include:

5. Properties with public or private trails: These are covered under the privately owned trails resource;
6. Recreational vehicle park portions of sites and related improvements to the land, including parking;
7. Golf courses which do not adhere to best management practices or charge a fee not comparable to public golf courses; and
8. Indoor recreation centers, gambling establishments, arcades, fun centers, etc.

B. **Resource and rural agricultural lands** means Land primarily devoted to the current non-commercial production of horticultural, viticultural, floricultural, dairy, apiary, vegetable, or animal products or of berries, grain, hay, straw, turf, seed, Christmas trees not subject to the excise tax imposed by RCW 84.33.100 through 84.33.140, or livestock, and which has significance for agricultural production. Or, land that has been traditionally in or is still capable of production for the above and which could be returned to productive commercial agriculture. Eligible sites are those that are currently not enrolled in existing current use assessment programs and meet any of the following criteria:

1. Lands of at least five (5) acres which are on prime or unique soils as identified in the data source; or
2. Lands of at least five (5) acres which meet the definition of resource and rural agricultural lands above; or
3. Lands that have been traditionally in or is still capable of production of the above as demonstrated by sales receipts, income tax statements, or other materials which the county accepts as proof that farming once occurred on the property and that the property could be returned to productive commercial agriculture.

C. **Trail linkages and recreational corridors** means privately owned trails and corridors that are publicly accessible and used for hiking, biking, walking, horseback riding, and jogging. The trails may vary in scale and surfacing and may also be used as a means of non-motorized transportation connecting one (1) destination point to another. Streets, roads, and highways with widened shoulders or bike lanes are not included in this category. Eligible lands must be used as a public trail or corridor that remains in private ownership. Public access on the trail from a public road or public trail is required.

D. **Rural forest lands/woodlots** means rural forest lands/woodlots shall mean any parcel of land that is greater than two (2) acres but less than five (5) acres which is devoted primarily to the growth and harvest of forest crops for commercial purposes. A timber management plan shall be filed with the county legislative authority at the time application is made for classification as timber land pursuant to this chapter. Eligible sites are those that are currently not enrolled in existing current use assessment programs and meet the definition for forestlands/woodlots, above.

E. **"Natural" shoreline environment** means a marine, lake, or river shoreline and its "associated wetlands" designated "natural" in the Shoreline Management Master Program for the county. Eligible lands are those identified as natural shoreline environments and their associated wetlands in the adopted shoreline master plan governing the area in which the shoreline is located. Eligible land must be adjacent to the water. To qualify there must be no structures or buildings within 200 feet upland from the ordinary high water mark (OHWM); this area is within the shoreline jurisdiction, and is based on the Shoreline Master Program; and there must be no

structures within 200 feet from the edge of an associated wetland boundary. If there is a bluff, any buildings must be at least 200 feet back from the edge of the bluff in a "natural" shoreline environment. Eligibility for this resource category cannot overlap with the "conservancy shoreline environment" category or other wetland categories of the public benefit rating system.

F. **Significant fish and wildlife habitat conservation areas, aquifer recharge areas, species and habitats of local importance, ~~category I and II~~ wetlands and special plant sites.**

1. Significant fish and wildlife habitat conservation areas means areas identified as being of critical importance to the maintenance of fish and wildlife species including areas with which endangered, threatened, and sensitive species have a primary association; habitats and species of local importance; streams; commercial and recreational shellfish areas; kelp and eelgrass beds; herring and smelt spawning areas; state natural area preserves, and state natural resource conservation; or
2. Aquifer recharge areas means the undisturbed area beyond that required by an applicable regulation that has a plant community in which native plants are dominant adjacent to a groundwater-bearing geologic formation or formations that contain enough saturated permeable material to yield significant quantities of water to wells or springs consistent with WAC 173-100 and MCC 8.52. Eligible sites are those where the buffer is a least fifty percent wider than the buffer required by any applicable regulation and longer than twenty (20) feet. The quality of the buffer area must be preserved from clearing and intrusion by domestic animals and protected from grazing or the use by livestock;
3. Species and habitats of local importance means areas containing vascular plant species as identified and listed in the Natural Heritage Program as being either endangered, threatened, or sensitive and areas identified in the Natural Heritage Program as high quality ecosystems and consistent with MCC 8.52. Eligible sites include:
 - a. The species or habitat is native to the county;
 - b. Locally declining populations that are in danger of extirpation;
 - c. Sensitivity to habitat manipulation; and
 - d. Commercial, game, other special value.
 - e. A habitat management plan shall be submitted which identifies the area to be protected and appropriate mitigation, management and/or protection strategies that will be employed.
 - f. Streams, provided that the stream buffer is at least twice the size of that required under MCC 8.52. Buffer averaging shall not be used;
 - g. Commercial and recreational shellfish areas, provided that the fish and wildlife habitat conservation area buffer is at least twice the size of that required under MCC 8.52. Buffer averaging shall not be used;
4. Kelp and eelgrass beds; herring and smelt spawning areas, provided that the fish and wildlife habitat conservation area buffer is at least twice the size of that required under MCC 8.52. Buffer averaging shall not be used;
5. State natural area preserves and natural resource conservation areas;
6. Sites listed in the Natural Heritage Database as containing endangered, threatened, or sensitive vascular plant species or high quality ecosystems, or which are verified by an expert in the field as containing the same plants or communities and which are acceptable by the state agency for addition to the database. A habitat management plan shall be submitted which identifies the area to be protected and appropriate mitigation, management and/or protection strategies that will be employed.
7. ~~Category I and II w~~Wetlands means wetlands ~~that are classified category "I" or "II" as defined~~ by MCC 8.52.110.

8. **Special plant sites** means sites where preservation, restoration or enhancement of native plant communities is maintained subject to an approved management plan. Eligible sites have a primary association with federally- or state-listed endangered, threatened, or sensitive species of fish or wildlife, and which, if altered, may reduce the likelihood that the species will maintain and reproduce over the long term. A habitat management plan shall be submitted which identifies the area to be protected and appropriate mitigation, management and/or protection strategies that will be employed.

Items 1. through 8. listed above require protection through easements, or voluntary buffers in those cases where buffers are not established through MCC 8.52 and, in certain cases, shall require preparation and submittal of a biological site assessment or habitat management plan. The BSA or HMP shall provide a description of the fish and wildlife habitat conservation area, the location of the protected features, the location of buffers and a description of efforts to protect the fish and wildlife habitat conservation area, or a description of restoration efforts in those instances where the critical area has been damaged.

- G. **Historic landmarks/archaeological sites** means lands which constitute or upon which is situated an historic landmark formally designated by the county or a local jurisdiction, including buildings, structures or sites of significance in the county's historic or prehistoric heritage, such as Native American settlements, trails, pioneer settlements, farmsteads, roads, industrial works, bridges, burial sites, prehistoric and historic archaeological sites and landscapes, or traditional cultural properties and landscapes. Eligible properties must be listed on the county or other local list or register of historic places or landmarks for which there is local regulatory protection. Eligible properties include contributing properties within designated historic districts. Improvements to the land are not eligible for other federal or state tax credits. Additionally, land that has been verified through an archaeological report prepared by a qualified archaeologist that contains archaeological resources. The county will review and make determinations on eligibility.
- H. **Private lands within designated National Reserves or long term commercial forests** means officially designated areas under private ownership located within National Reserves or long term commercial forests that remain undeveloped and are maintained to protect the landscape of the reserve. Eligible lands are privately owned parcels five (5) acres or greater in size, that remain undeveloped and are maintained to protect the landscape of the reserve.
- I. **"Conservancy" shoreline environment** means marine and lake shoreline and associated wetlands designated as "conservancy environment" in an adopted shoreline management master plan. Conservancy shoreline areas are intended to preserve their existing character. The area must consist of native vegetation. Eligible sites must be identified as "conservancy shoreline environment" in an adopted shoreline master plan. The property must not be in another shoreline category of the PBRs. The area to be considered eligible is a maximum of 200 feet upland from the ordinary high water mark, within the 100-year floodplain, or the edge of the associated wetland, whichever is greater. To qualify there must be no structures or buildings within 150 feet upland from the ordinary high water mark (OHWM); this area is within the shoreline jurisdiction, and is based on the shoreline master plan; and there must be no structures within 150 feet from the edge of an associated wetland. If there is a bluff, any buildings must be at least 150 feet back from the edge of the bluff in a "conservancy" shoreline environment. Eligibility under this resource category cannot overlap with the "natural shoreline environment" category or other wetland categories of the PBRs.
- J. **Flood Hazard Areas Buffers** means land buffering a floodplain within the county subject to a one (1) percent or greater chance of flooding in any given year consistent with MCC 14.22. These areas include, but are not limited to, streams, lakes, coastal areas, and wetlands. Eligible sites are those buffer areas located adjacent to or in the immediate vicinity of and which provide at least two (2) times the additional buffer width beyond that required by regulation for areas located within a 100-year floodplain as identified on the FEMA flood insurance program maps.

- K. **Geologic hazard area buffers** means land buffering areas not suited to the siting of commercial, residential, or industrial development consistent with public health or safety concerns due to their susceptibility to sliding or other slope failures, erosion, earthquake, or other geologic events. Eligible sites are those areas of undisturbed vegetation located adjacent to or in the immediate vicinity of geologically hazardous areas and which provide at least two (2) times the additional buffer/setback width beyond that required by regulation for areas indicated in the Washington Department of Ecology's Coastal Zone Atlas; USDA Mason County Soil Survey; or areas with slopes forty (40) percent or greater and with a vertical relief of ten (10) feet or more, except areas of consolidated rock.
- L. **Scenic natural resources, viewpoints, and view corridors means** areas of ten (10) or more acres of natural features which is visually significant to the aesthetic character of the county or contains features which otherwise qualifies as a historic landmark or archaeological site. No lands that have been subject to commercial logging or mineral extraction within twenty-five (25) years of the date of the open space classification application are eligible under the public benefit rating system. Eligible sites must be significant to the identity of the local area and be visible to a significant number of the general public from public rights-of-way. Such lands must be of sufficient size to substantially preserve the scenic resource value and must be at least ten (10) acres in size.
1. **Viewpoint** means property that provides a view of an area which is visually significant to the aesthetic character of the county and which provides unlimited public access identified by a permanent sign readily visible from a road or other public right-of-way. Eligible sites must provide a view of a scenic natural resource in the county or other visually significant areas and must provide for unlimited public access.
 2. **View corridor** means an area of adjoining parcels which individually may be less than one (1) acre but which, when combined, total at least one (1) acre and create a view corridor critical to maintaining a view of a scenic resource area or other visually significant area.
- M. **Urban growth area open space** means five (5) or more acres of land, open to the public, and located within the boundaries of an urban growth area designated by the county. For purposes of this definition, land shall be considered open to the public if it qualifies for receiving any points for public access under the public access section of this open space taxation program.
- ~~N. **Category "III" and "IV" wetlands means wetlands classified as category "III" or "IV" consistent with MCC 8.52.**~~
- ~~O. **Bonus system.** Additional point values may be applied for the following eligible lands:~~
- ~~1. **Public priority** means land containing one (1) or more of the following community natural lands priorities of county residents:~~
 - ~~a. Critical aquifer recharge areas which materially protect watersheds for drinking water sources and supply;~~
 - ~~b. Significant undisturbed natural communities and ecosystems; or~~
 - ~~c. Natural shoreline systems, including lagoons, saltwater tidal flats, marshes and accretion beaches that serve a diversity of ecological functions.~~
 - ~~2. **Voluntary resource or critical area restoration** means restoration of any high, medium or low open space resource defined above. Emphasis shall be placed on restoration of anadromous fish-rearing habitat, wildlife and plant habitat areas, and upland, stream, and wetland habitats. Eligible sites are those that qualify for (A) through (N) resource classification as defined in this Section. The property owner must have an implemented restoration plan developed in cooperation with, or approved by appropriate federal, state, county, or local agency.~~
 - ~~3. **Water quality buffer areas** means an undisturbed zone of native growth vegetation adjacent to a lake, pond, stream, wetland, or marine waters of a sufficient buffer width, but~~

~~no less than fifty (50) feet that will contribute to the protection of water quality in a surface water body. Bonus points are awarded for a streamside or wetland buffer width of at least one and a half (1½) that required by the applicable local critical areas ordinance or for a streamside or wetland buffer, of no less than fifty (50) feet, in agricultural lands otherwise exempted from buffering requirements. The buffer width is measured upland from the ordinary high water mark or the outer edge of a regulated wetland. The buffer does not include the body of water waterward of the ordinary high water mark or the wetland itself. Sites qualifying under the "water quality buffer area" or shorelines classifications would receive additional points through the provision of additional buffer which is preserved from clearing and from livestock intrusion. All such lands in or adjacent to pasture land must be fenced to prevent intrusion by domesticated animals. Eligibility requires property use and access restriction beyond those specified in the critical areas ordinance or other surface water protection regulations. The bonus points are awarded as follows:~~

- ~~a. One and a half (1½) times additional buffer width beyond that required by regulation — One (1) point.~~
- ~~b. Two (2) times additional buffer width beyond that required by regulation — Three (3) points.~~
- ~~c. Three (3) times additional buffer width beyond that required by regulation — Five (5) points.~~
- ~~d. At least seventy-five (75) feet of buffer width in agricultural lands otherwise exempted from buffering requirements — Five (5) points.~~

~~4. **Contiguous parcels under separate ownership means** contiguous parcels of land with the same open space resources are eligible for treatment as a single parcel if open space classification is sought under the same application. "Contiguous parcels" are defined as parcels abutting each other or abutting a publicly owned open space without any significant manmade barrier that materially restricts the free movement of wildlife or interferes with the visual continuity between the two (2) or more properties. Treatment as contiguous parcels shall include the requirement to pay only a single application fee. The total area of all parcels combined must equal or exceed any required minimum (rather than each parcel being required to meet such minimums). This contiguous parcel bonus must be accepted by all the applicants within the configuration under identical terms and conditions of access, easements, and restrictions. Individual parcels may be withdrawn from open space classification consistent with all applicable rules and regulations without affecting the continued eligibility of all other parcels accepted under the same application, provided that the combined area of the parcels remaining in open space classification must equal or exceed any minimum size requirement established in the PBRS and that access to the remaining parcels is not affected. Contiguous parcels must meet the following conditions:~~

- ~~a. The application must include two (2) or more parcels;~~
- ~~b. Each parcel included in the application must contain qualifying open space resources as defined by the public benefit rating system;~~
- ~~c. The owner(s) of parcels included in the application must agree to such terms and conditions for inclusion in the program that are consistent with the open space resource of the property.~~

~~5. **Conservation/historic easement in perpetuity** means an easement that restricts in perpetuity, further potential development, or other uses of a property, and which may include a requirement for native growth protection. Eligible lands are those that qualify for any high, medium or low open space resource classification. The conservation/historic easement will be in a form, and with such conditions, as are acceptable to the county.~~

~~6.— **Public access** means access to the county's open space lands by the general public should be encouraged for all lands unless it is determined that such access would damage or endanger the resource. Property owners who allow access to the property, beyond that which is otherwise required by the open space resource category, should be afforded consideration in the level of tax reduction they receive depending on the level of access allowed and the conditions under which access is permitted. Properties shall be awarded additional points to the extent that such public access is available to the open space site, to a maximum of five (5) points. For open space resource categories which either contain public access requirements in the definition or eligibility criteria, no public access bonus points shall be awarded.~~

~~Signage. For properties allowing public access and receiving access points under [subsections] a. and d. above, the county shall furnish and maintain, at its own expense, signage according to county specifications which designates the property as part of the open space taxation program and states the conditions of access.~~

~~Accessibility. For properties allowing access and being considered for receiving access points under [subsections] a. through c. above, no points will be allowed if the property is not reasonably accessible. Off-road parking may be required where necessary to provide safe vehicular or pedestrian access. The property owner may, at their own expense and without any deduction in the number of access points awarded, limit access to the property to a reasonable number of locations through the use of fences, berms or other access barriers. Such physical barriers must be approved by the appropriate agency in advance, so as not to defeat the purpose of a resource category – for instance restricting wildlife in a wildlife corridor or construction of a visually incompatible fence near an historic resource.~~

~~Limitations on access and use. Reasonable limitations on access and use of properties may be imposed without a deduction in the number of access points a property receives. For example, prohibiting access before a reasonable time in the morning and after a reasonable time in the evening, prohibiting the use of any motorized or wheeled vehicles (except those required by disabled persons), prohibiting the use of the property for any kind of social gathering, prohibiting the consumption of any alcoholic beverages on the property, prohibiting the use of the property for picnics, etc. are all examples of reasonable limitations on the use of the property by the public which would likely not result in a reduction of points received by the property in the public access category. All such restrictions must be included in such documents or easements that establish the property as eligible for current use taxation.~~

~~The applicant shall specify the type of access that will be available in the application. Access points shall be awarded on the following scale:~~

- ~~a.— Unlimited public access means year-round access to the general public is allowed without special arrangement with the property owner.~~
- ~~b.— Limited public access/sensitive area means access may be reasonably limited due to the sensitive nature of the resource, with access provided only to appropriate user groups. The access allowed must generally be for an educational, scientific, or research purpose and available through special arrangements with the owner.~~
- ~~c.— Privately owned tidelands access means public access to tidelands and such portions of the upland property necessary to provide access to the water line. Eligibility for public access points requires that the property is able to provide public access to the tidelands from a public right-of-way. Entry points and uses may be posted so that it does not detract from the resource.~~
- ~~d.— Limited public access means access to the public is allowed, with or without special arrangements with the property owner, for any period of less than the full year, or access is available to any and all of the general public during any period of the year~~

~~upon special arrangements with the owner or upon the payment of a use fee that may not exceed twice the cost for members of the organization utilizing the facility.~~

3.25.040 - Ineligible lands.

The following properties shall not be eligible for open space classification:

- A. Properties less than five (5) acres in size unless otherwise specified herein.
- B. Properties that do not contain an open space resource identified as either high, medium, or low priority.
- C. Open space areas required by zoning or other land use regulation, unless the owner provides additional public benefit, such as additional public access, resource restoration, or a native growth protection easement. Ineligible lands include open space areas dedicated under zoning or subdivision conditions or which are used to achieve maximum development potential under zoning.
- D. Buffer areas required as part of a development, subdivision, zoning, or other regulatory requirement are not eligible as a surface water quality buffer area priority open space resource, unless other conditions beyond those required by regulation are imposed.
- E. Properties with outstanding code violations as tracked and reported by the county.

What does this section do?

This section lays out several circumstances where property would be ineligible to receive tax relief for open space – less than 5 acres, no eligible benefits, required buffers, properties with code violations.

3.25.050 - Assessed valuation schedule—Public benefit rating system.

The public benefit rating system for open space land bases the level of assessed fair market value reduction on the total number of awarded points. The market value reduction establishes the current use value. This current use value will be expressed as a percentage of market value based on the public benefit rating of the property and the valuation schedule below:

Public Benefit Rating Points	Current Use Value
(0—94 points)	100% of assessed value
(5—9 points)	80% of assessed value
(10—14 points)	70 80% of assessed value
(15—19 points)	6 70% of assessed value
(20—24 points)	5 60% of assessed value
(25—29 points)	4 50% of assessed value
(30—34 points)	3 40% of assessed value
(35—39 points)	2 30% of assessed value
(40—52 points)	10% of assessed value

What does this section do?

This table shows how much tax relief a property owner will get based on the score their property received from applying the criteria in Section 3.25.030. For example, a score of 30 points gets 40% of assessed value.

3.25.060 – Outreach to Eligible Landowners

The Planning Department, in cooperation with other open space technical assistance providers, shall undertake an outreach effort to actively encourage participation by eligible landowners in obtaining open space classification under the Mason County Public Benefit Rating System, with emphasis on public recreation access, farm and agricultural conservation lands, rural stewardship, aquifer protection areas, trails and recreational corridors, natural shoreline environments, and historic and cultural preservation. This outreach must include, among other elements, communication with community groups, civic organizations, volunteer associations, and similar organizations to:

- A. highlight the benefits of the program;
- B. seek participation by qualifying landowners;
- C. seek communications with local media outlets; and
- D. Seek participation in workshops by stakeholders.

What does this section do?

This section required Mason County Planning to educate people about the tax relief opportunity and the Public Benefit Rating System.

3.25.070 - Basis of assessment.

In determining the market value reduction of a tax lot comprised of property qualifying for a current use assessment as an open space priority resource with non-open space land areas, the open space current use value is applicable to only that portion of the lot containing one (1) or more of the priority open space resources defined in this chapter, except in the case of public access and parcels with an approved rural stewardship plan. For each priority resource, the county will determine the appropriate land area that receives credit for a particular priority resource and accompanying tax reduction.

What does this section do?

This section applies when a property owner has a house or other improvement on the property, for example. It gives Mason County the authority to determine how much open space is eligible to receive tax relief. To make this determination, we will use GIS data and parcel mapping coupled with detail provided by the property owner.

3.25.080 - Application to the county under the public benefit rating system.

An owner of open space land desiring assessed valuation under the public benefit rating system shall make application to the Board of County Commissioners by filing an application with the County Planning Department. The application shall be upon forms supplied by the county and shall include such information deemed reasonably necessary to properly classify an area of land under Chapter 84.34 RCW.

How does the application process work?

This section and several sections following it outline application process, fees, application period, etc...for property owners in Mason County to get tax relief for open space. If a property owner is currently participating in the program, they will not be removed. However, the amount of tax relief received may be change based on the score.

- A. Each application for current use open space taxation as defined in RCW 84.34.020, must include an application fee as established in the most current Mason County Permit Fee Schedule. Upon adoption, application fees shall be set at five hundred (500) dollars.
- B. If an application is filed to add farm and agricultural conservation land, forest stewardship land, resource restoration or rural stewardship land to a parcel that is already enrolled in the Public Benefit Rating System, no fee shall be charged for the application.
- C. In the case of all farm and agricultural land applications, whether the application is based on land within or outside of an incorporated area, the entire fee shall be collected and retained by the county. In the case of open space or timber land applications based on land in an incorporated area, where the city legislative authority has set no filing fee, the county fee shall govern and the entire fee shall be collected and retained by the county. Where the city legislative authority has established a filing fee, the fee established consistent with Section A of this section shall be collected by the county from the applicant and the county shall pay the city one-half of the fee collected.

3.25.100 - Time to file.

Applications shall be made to Mason County by December 31 of the calendar year preceding the year in which such classification is to begin. Actual tax reduction will not be recognized until one (1) year after the classification of the property has been made.

3.25.110 - Application review.

- A. Applications under the public benefit rating system shall be reviewed by the county and approved directly by the Board of Mason County Commissioners. By Chapter 84.34 RCW such applications are exempt from the comprehensive plan annual review amendment cycle and are SEPA exempt.
- B. In determining whether an application made for open space current use taxation status should be approved or disapproved, pursuant to RCW 84.34.020 and this chapter, the county shall consider whether or not preservation of the current use of the land, when balanced against the resulting revenue loss or tax shift from granting the application under the provisions of this chapter will:
 1. Conserve or enhance natural, cultural or scenic resources;
 2. Protect streams, stream corridors, wetlands, natural shorelines, and aquifers;
 3. Protect soil resources and unique or critical wildlife and native plant habitat;
 4. Promote conservation principles by example or by offering educational opportunities;
 5. Enhance the value of abutting or neighboring parks, forests, wildlife preserves, nature reservations, or sanctuaries or other open spaces;
 6. Enhance recreation opportunities;
 7. Preserve historic and archeological sites; or
 8. Affect any other factors relevant in weighing benefits to the general welfare or preserving the current use of the property as delineated in this chapter.

3.25.120 - Board decision.

The Board of County Commissioners shall consider an application to the public benefit rating system as defined by RCW 84.34.037. They shall approve the application, with or without terms and/or conditions, and set the public benefit rating for assessment abatement, or deny the application. In so doing the following provisions will apply:

- A. They shall rate the land applying for classification according to the public benefit rating system;
- B. They may approve the application with respect to only part of the land that is the subject of the application;
- C. If any part of the application is denied or conditions attached the applicant may withdraw the entire application.

3.25.130 - Unincorporated lands.

In all unincorporated areas, the Board of County Commissioners shall act as the granting authority for applications for classification as open space land.

3.25.140 - Incorporated lands.

Applications for open space classification of land in an incorporated area shall be acted upon by a determining authority composed of the three (3) members of the Board of County Commissioners and three (3) members of the city legislative body in which the land is located (RCW 84.34.037). Where the county legislative body concurs with a recommendation of the city council to accept or reject an application for open space classification, such council's recommendation will be adopted as the decision of the determining authority.

Who makes the final decision?

This section outlines how the decision to grant tax relief for open space that gives the public a benefit will be made. In Mason County, the Board of County Commissioners will approve the tax relief for property owners. In the Shelton Urban Growth Area, the Board of County Commissioners and the City Council members will decide.

3.25.150 - Monitoring for compliance.

- A. Monitoring of lands for continuing eligibility for current use assessment as open space lands shall include an affidavit, to be submitted annually by the landowner, of continuing compliance with the terms and conditions under which open space classification was granted and the current uses of the property. The requisite form and contents of the affidavit required for monitoring shall be described more fully in the county guidelines implementing this chapter. The failure of the owner to submit the affidavit of compliance shall be grounds for the county to reevaluate the property under the PBRs.
- B. The Planning Department shall monitor the property to determine the continuing compliance with all of the conditions under which open space classification was granted and the current uses of the property. Where the Planning Department determines that the land is no longer being used for the purpose for which the classification was granted or there has been a change in use, it will report its findings within thirty (30) days to the county assessor.

3.25.160 - Removal of land classification by county assessor.

- A. Classified land may be removed from the public benefit rating system classification if it is no longer used for the purpose for which classification was granted or for any other classified use within the current use program. The assessor may determine, after giving the owner written notice and an opportunity to respond, that the land classified as open space is no longer primarily devoted to and used for the purposes for which it was granted classification.
- B. When land is removed from classification an additional tax, applicable interest, and penalties are due unless the removal meets one (1) of the exceptions listed in this chapter. The owner may appeal the removal of classification to the Hearings Examiner consistent with MCC 15.11.020.

3.25.170 - When removal of land is not subject to additional tax, interest, and penalties.

Removal of land is not subject to additional tax, interest, and penalties in the following instances:

- A. Land is transferred to a government entity in exchange for other land located in the State of Washington;
- B. Land is taken by power of eminent domain or transferred in anticipation of the exercise of such power;
- C. Land is sold or transferred within two (2) years of the death of the owner of at least fifty-percent interest in the land;
- D. A natural disaster such as a flood, windstorm, earthquake, or other such calamity rather than by virtue of an act of the landowner which changes the use of such property;
- E. Official action by the state, county or city disallows the present use of such land;
- F. The land is transferred to a church, such that the land would qualify for a property tax exemption;
- G. Acquisition of property interests by state agencies or agencies or organizations qualified under RCW 84.34.210 and 64.04.130 for the purpose of protecting, preserving, maintaining, improving, restoring, limiting the future use of, or otherwise conserving, selected open space land as defined in Chapter 84.34 RCW for public use and enjoyment.

What if things change and the property is no longer open space?

These sections establish a process for Mason County to monitor open space properties receiving the tax relief by getting updated information from property owners annually and removing properties that change status. Owners are also required to notify the County if the use of the property changes.

3.25.180 - Transfer of lands between certain current use taxation classifications.

Land reclassified between the following current use assessment resource categories pursuant to RCW 84.34.070 are not considered withdrawals and are not subject to the additional tax interest and penalties:

- A. Reclassification between farm and agricultural lands and timber lands;
- B. Reclassification of farm and agricultural lands or timber lands to open space lands;
- C. Reclassification of farm and agricultural lands or timber lands to forest land classified under Chapter 84.33 RCW; and

- D. Reclassification from open space designated farm and agricultural conservation land under RCW 84.34.020(1)(c) to farm and agricultural land under RCW 84.34.020(2) if the land was previously classified as farm and agricultural land.

An application fee must be paid at the time the application is submitted consistent with Section 3.25.090 of this chapter. If the type of transfer is not listed in this section, it is considered to be a new application for which the applicable fees will be applied.

3.25.190 - Owner may request withdrawal from classification.

- A. After eight (8) years of the initial ten-year period has passed, the landowner may request that all or part of his/her land be withdrawn from the classification. The landowner must submit the request to withdraw classification to the assessor at least two (2) years prior to the date upon which it is to be removed from the current use assessment classification. The request to withdraw classification may be revoked at any time until the land is withdrawn from classification.
- B. If a portion of a parcel is removed from classification the remaining portion must meet the same requirements, as did the entire parcel when the land was originally granted classification. Following withdrawal from classification, future valuation of such land as open space resource property under the public benefit rating system is contingent upon reapplication and approval under this chapter.

3.25.200 - Action on withdrawal from classification.

Upon receipt of a request for withdrawal, the assessor shall notify the legislative authority that originally approved the application, and after one (1) year from the date of the withdrawal request, the assessor shall withdraw the land from classification. The land which is removed shall be subject to a tax equal to the difference between the amount of tax paid under the open space classification and the tax at true and fair value for seven (7) years last past, plus the statutory interest rate charged on delinquent property taxes.

What do these sections do?

These sections establish a process for the property owner to withdraw from the open space classification of his/her property. It is designed to encourage those property owners interested in preserving the open space value of their property. So, it requires a two (2) year notice and it is available to property owners who have had the open space classification for at least eight (8) years.

3.25.210 - Owner to notify assessor of change in use in classification.

If an owner changes the use of the classified land, the owner must notify the county assessor of the change within sixty (60) days. The assessor shall then impose an additional tax equal to the difference between the tax paid on current use value and the tax that would have been paid on that land had it not been so classified, payable for the seven (7) years last past, plus interest on this additional tax at the same rate as charged on delinquent property taxes, plus a penalty of twenty (20) percent of the total amount.

3.25.220 - Sale of open space classified land.

When classified open space land is sold, the seller or transferor becomes liable at the time of sale for the additional tax, interest, and penalty of all or a portion of classified lands, unless the new owner signs the notice of continuance which is attached to or shown on the excise tax affidavit.

What if open space property is sold?

Again, the property owner receiving the tax relief is responsible for notifying Mason County if the status of the property changes. If open space property is sold, the seller must pay any additional taxes, interest or penalties associated with the property and change in classification. However, if the buyer formally agrees to continue to keep the property classified as open space, this does not apply.

3.40.230 - Review of previously approved open space applications.

- A. Upon adoption of a public benefit rating system, the Planning Department shall review and re-rate the existing open space land current use assessment program parcels according to the public benefit rating system in determining whether to recommend that an application be approved or denied.
- B. Owners of property classified under the existing open space land current use assessment program shall be notified of their new assessed value in the same manner as provided in RCW 84.40.045. These lands may be removed from classification under the existing open space land assessment program, without payment of penalties, back taxes, and interest, upon request of the owner, within thirty (30) days of notification of their newly determined value under the public benefit rating system.
- C. Property which does not qualify under the public benefit rating system and whose owner chooses not to remove the property from the open space land current use assessment program shall be rated according to the public benefit rating system (RCW 84.34.037[3]).

What does this section do?

This section outlines a process for property owners currently receiving tax relief for open space to have their property assessed under the new Public Benefit Rating System. Existing open space properties cannot be removed, but their tax relief amount may change. This section also gives property owners an opportunity to withdraw their property without paying any penalties.

3.25.240 – Duties of the Planning Commission.

The Planning Commission shall review participation in the public benefit rating system when the first additional ~~4,000~~300 acres have been approved for open space classification under the county's current use assessment program or, after the first two (2) years after adoption of this chapter, whichever occurs sooner, and thereafter once every two (2) years. The planning commission shall make written recommendation to the Board of County Commissioners on the following matters:

- A. The fundamental elements of the public benefit rating system, including such as the assessed valuation schedule and the other PBRs procedures defined in this chapter, open space resource definitions, etc.; and
- B. The overall administrative process, including such issues as staffing, outreach to prospective applicants, application form and application processing, monitoring, etc.; and
- C. The public benefit of the open space designated properties, the magnitude of the tax shift resulting from the designated properties and recommendations for expanding or restricting the program.

What does this section do?

This section establishes the role of the Planning Commission as reviewing the Public Benefit Rating System every two years and reporting to the Board of County Commission along with any recommendations for improvements.

3.25.250 - Severability.

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of this chapter or its application to other persons or circumstances is not affected.



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

Belfair Sign Code Update

Worksession Item #6

March 19, 2018

Staff Contact

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History

The U.S. Supreme Court ruling in *Reed vs. Town of Gilbert* found the Arizona town's sign code placed content based restrictions on speech, thus violating the First Amendment. The town's sign code allowed temporary campaign/election signs a greater duration and range in size than the temporary directional signs that were used by *Reed*. Though the Mason County Sign code avoids making this type of distinction in regulation, Chapter 17.34-Signs in the Belfair UGA has some definitions and sections that may need review in order to comply with the Supreme Court ruling. The ruling applies to non-commercial speech signs only.

Introduction

Proposed are amendments to the Mason County Code and Development Regulations Title 17 sections relating to signs in the Belfair UGA. Staff utilized different resources for guidance, the existing development regulations, MRSC website, Sign Research Foundation, case law *Reed vs. Town of Gilbert*, and other jurisdiction's sign ordinances that have been updated since *Reed*.

Discussion

Staff chose to draft sign regulations in a way that distinguishes Temporary Signs through a different method, such as location or time, rather than the original content driven language.

A Temporary Sign section 17.34.240 has been included in the code to replace the sections previously regulating by content, i.e. "Real Estate Signs", "Garage Sale Signs (Also Yard Sales, Moving Sales, Patio Sales)", "Political Signs", and "Agricultural Sales Signs". In addition, the revisions include some clarification pieces, such as an index at the beginning of the chapter, a Severability Section 17.34.410, and an Enforcement Section 17.34.420. Also, the "Prohibited Commercial Signs" and "Prohibited Non-Commercial Signs" sections were combined in Section 17.34.220 – Prohibited signs. In the process of making the revisions there were some sections that were edited for the purpose of clarification and consolidation, these are visible in the red-line edition provided in this worksession.

Staff has included, for consistency, the regulatory category of "Duration" under Temporary Signs in the Belfair UGA, which is also found in the Temporary Sign regulations for Rural Mason

County and the Shelton UGA. There are two sections that aren't original to the Belfair UGA Sign Code, Temporary Signs, such as "Maximum Number" and "Maximum Sign Area". Adding "Maximum Number" and "Maximum Sign Area" is a suggestion only; "Maximum Sign Area" was found in all the updated Temporary Sign code for other jurisdictions researched, and "Maximum Number" was found in many.

Recommendation

Staff's goal in drafting these regulations was to provide a revised code that was in compliance with the latest case law ruling in *Reed*, without veering away from the original intent of the Belfair UGA Sign Code Chapter, as well as performing clean up of inconsistencies. It is requested that the Planning Advisory Commission review and discuss the proposed revisions for compliance with regulating signs on aspects other than content, whether the proposed revisions are in keeping with the original intent of the sign regulations, and if it is appropriate to add the sections "Maximum Number" and "Maximum Sign Area" under the Temporary Signs Section 17.34.240.

Please send questions and proposals for edits, or additions, to staff by March 15, 2018 – 5pm.

Attachments

- Draft Development Regulations Section 17.34 – Signs in the Belfair UGA

Chapter 17.34 - SIGNS IN THE BELFAIR UGA

Sections:

17.34.110 – Signs in the Belfair UGA.

17.34.120 – Intent of sign regulations.

17.34.130 – Application.

17.34.140 – Exemptions to the sign regulations.

17.34.150 – Definitions.

17.34.210 – Sight distance for signs.

17.34.220 – Prohibited signs.

17.34.240 – Temporary signs.

17.34.320 – Non-Commercial signs.

17.34.350 – Design guidelines.

17.34.360 – Permitted commercial monument sign standards.

17.34.370 – Permitted commercial building sign standards.

17.34.380 – Permitted commercial tenant sign standards.

17.34.390 – Permitted commercial neon sign standards.

17.34.400 – Non-Conforming commercial signs.

17.34.410 – Severability.

17.34.420 – Enforcement.

17.34.~~010-110~~ - Signs in the Belfair UGA.

This chapter shall also be known as the "Belfair Sign Code."

(Ord. 133-04 Att. B § 2 (part), 2004).

17.34.~~020-120~~ - Intent of sign regulations.

The intent of the sign regulations is to provide minimum standards to safeguard life, health, property and public welfare by regulating and controlling the number, size, design, quality of materials, construction, location, electrification and maintenance of all signs and sign structures; to preserve and improve the appearance of Belfair as a place in which to live and as an attraction to nonresidents who come to visit or trade; to encourage sound signing practices as an aid to business and for public information but to prevent excessive and confusing sign displays or signs that pose a hazard to the public.

(Ord. 133-04 Att. B § 2 (part), 2004).

17.34.~~030-130~~ - Application.

This chapter applies only to signs within the Belfair urban growth area.

(Ord. 133-04 Att. B § 2 (part), 2004).

17.34.040-140 - Exemptions to the sign regulations.

The following may be construed as signs, but are not intended to be regulated as signs in the development regulations:

- A. The flag, emblem or insignia of a nation or other governmental unit or nonprofit organization subject to the guidelines concerning their use set forth by the government or organization which they represent;
- B. Traffic or other municipal signs, signs required by law or emergency, railroad crossing signs, legal notices and signs erected by government agencies to implement public policy;
- C. Signs of public utility companies indicating danger or which serve as an aid to public safety or which show the location of underground facilities or of public telephones;
- D. Signs located in the interior of any building or within an enclosed lobby or court of any building or group of buildings, which signs are designed and located to be viewed exclusively by patrons of such use or uses;
- E. ~~Temporary signs or~~ Decorations, clearly incidental and customary and commonly associated with any national, local or religious holiday, or traditional community event such as annual festivals or parades;
- F. Sculptures, fountains, murals, mosaics and design features which do not incorporate advertising or identification.

(Ord. 133-04 Att. B § 2 (part), 2004).

17.34.050-150 - Definitions.

The following definitions apply within this chapter:

Accessory building or use means any building or use which:

- A. Is subordinated to, and serves a principal building or principal use;
- B. Is subordinate in area, extent or purpose to the principal building or principal use served;
- C. Contributes to the comfort, convenience or necessity of occupants of the principal building or principal use served; and
- D. Is located on the same lot as the principal building or principal use served, with the single exception of such accessory off-street parking facilities as are permitted to locate elsewhere than on the same lot with the building or use served.
- E. Accessory uses include signs which are related to and support an on-site business or activity.

Agricultural sales sign means a usually seasonal sign used to announce and/or direct the public to a sale of locally grown agricultural products.

Animated sign means any sign which includes action or motion or the optical illusion of action or motion, or color changes of all or any part of the sign facing, requiring electrical energy, or set in motion by movement of the atmosphere.

~~**Billboard** means the same as an off-premises sign.~~

Changing message center sign means an electrically or electronically controlled sign where different automatic changing messages are shown on the same lamp blank.

Commercial sign means, for the purposes of sign regulations, a sign intended to attract attention, identify, advertise, and/or promote: a business; goods sold, offered, traded, or manufactured; a service sold or offered; or professional, commercial or industrial gainful activity.

County means Mason County, Washington.

Construction sign means any sign used to identify the architects, engineers, contractors or other individuals or firms involved with the construction of a building and announce the character of the building or the purpose for which the building is intended.

Flashing sign means any sign which contains an intermittent or flashing light source or which includes the illusion of intermittent or flashing light by means of animation or an externally mounted intermittent light source.

Garage sale signs (yard sales, moving sales, patio sales) mean temporary signs used to announce and/or direct the public to a sale of used items.

Off-premises sign means a sign that directs attention to a business, commodity, service or entertainment conducted, sold or offered at a location other than the premises on which the sign is located.

On-premises sign means any communication device, structure or fixture that is intended to aid in identification and to advertise and/or promote a business, service, activity, interest or view at the location on which the sign is located.

Non-commercial sign means, for the purposes of sign regulations, a sign intended for a purpose other than to attract attention, identify, advertise, and/or promote: a business; goods sold, offered, traded, or manufactured; a service sold or offered; or professional, commercial, or industrial gainful activity.

Political sign means a sign advertising a candidate or candidates for public elective office, or a political party, or sign urging a particular vote on a public issue decided by ballot.

Real estate signs mean any sign pertaining to the sale, lease or rental of land or buildings.

Roof sign means any sign erected upon, against or directly above a roof or on top of or above the parapet of a building.

Sign means any communication device, structure or fixture that is intended to aid an establishment in identification and to advertise and/or promote a business, service, activity or interest. For the purpose of this chapter, a sign shall not be considered to be building or structural design, but shall be restricted solely to graphics, symbols or written copy that is meant to be used in the aforementioned way. Signs as regulated in this chapter have been organized into a variety of types, such as commercial and non-commercial, which are regulated differently.

Temporary sign means those signs intended and designed to be displayed for a limited period of time and associated with a particular event or short term activity. associated with a particular event or short term activity—such as construction of a building—which are intended to be removed when the event or activity ends. Temporary signs may be of either a commercial or non-commercial nature.

(Ord. 133-04 Att. B § 2 (part), 2004).

17.34.~~210060~~ - *Sight distance for signs.*

In addition to the setback requirements otherwise established, signs shall be located such that there is at every street intersection a clear view between heights of three feet and ten feet in a triangle formed by the corner and points on the curb thirty feet from the intersection or entryway.

(Ord. 133-04 Att. B § 2 (part), 2004).

17.34.~~070-220~~ - *Prohibited ~~commercial~~ signs.*

The following ~~commercial~~ signs or displays are prohibited in ~~all areas of the county~~ the Belfair Urban Growth Area:

- A. Roof signs;

- B. Animated or flashing signs, provided that changing message center signs may be allowed when the image and/or message remains fixed for at least five seconds and that the only animation or appearance of movement allowed is the transition from one message and/or image to another by the scrolling on and/or off of the message and/or image;
- C. Signs which, by reason of their size, location, movement, content, coloring or manner of illumination may be confused with or construed as a traffic control sign, signal or device, or the light of an emergency or radio equipment vehicle, or which obstruct the visibility of traffic or street sign or signal device from the traffic intended to be served by the sign, signal or device;
- D. Signs attached to utility poles;
- E. Off-premises signs ~~and billboards~~, except for the temporary signs allowed in Sections 17.34.240; 17.34.090 through 17.34.120, inclusive;
- F. Pole-mounted signs;
- G. Ground-mounted signs taller than ten feet in height;
- H. Signs employing exposed electrical conduits;
- I. Signs with visible ballast boxes or other equipment;
- J. Signs with luminous plastic letters;
- K. Audible or odor-producing signs;
- L. Back-lit translucent awnings;
- M. Cardboard signs, except for the temporary signs allowed in Section 17.34.240;
- N. Back-lit signs with letters or graphics on a plastic sheet (also known as can signs);
- O. Vinyl banners, except those related to a specific event and displayed prior to the event for no more than ten days.

(Ord. 133-04 Att. B § 2 (part), 2004).

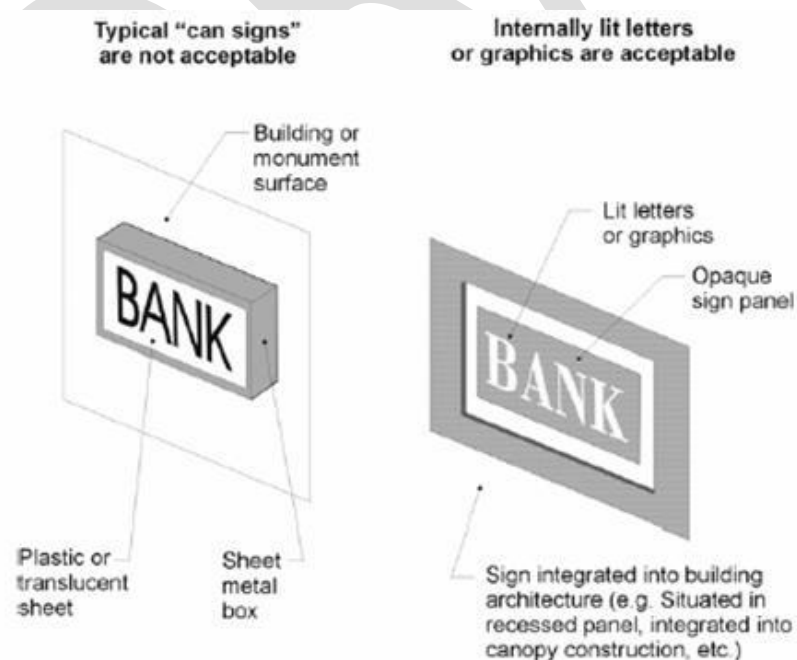


Figure 22. Can signs compared with permitted signs.

17.34.240 – Temporary Signs.

Temporary signs are those intended and designed to be displayed for a limited period of time and shall not be permanently attached or anchored to the ground, to a building, or any other structure. Temporary Signs specified below, which are allowed in the right-of-way are regulated by state law and local ordinance.

A. Signs displayed on a property actively marketed for sale, lease, or rent.

- (1) Maximum Number:
- (2) Maximum Sign Area:
- (3) Permitted Location: On property for sale, lease, or rent.
- (4) Duration: no longer than ten (10) days after the sale, lease, or rent of property has been finalized.
- (5) Off-Premise Signs: May be placed on private property with owner's consent.

B. Signs displayed on a property holding a Temporary event.

- (1) Maximum Number:
- (2) Maximum Sign Area:
- (3) Permitted Location: On the property with which the temporary event is associated.
- (4) Duration: no longer than ten (10) days after the event.
- (5) Off-Premise Signs: May be placed on private property with owner's consent.

C. Signs displayed during elections and campaigns.

- (1) Maximum Number: no limit
- (2) Maximum Sign Area:
- (3) Permitted Location: May be placed on private property with owner's consent and in the public right of way as regulated by state law and local ordinance.
- (4) Duration: no longer than ten (10) days after the final campaign or election.

17.34.320 – Non-Commercial Signs.

Non-commercial signs may be placed upon private property with owner's consent.

17.34.080 – Prohibited non-commercial signs.

The following non-commercial signs or displays are prohibited in all areas of the county:

- A. Animated or flashing signs, provided that changing message center signs may be allowed when the image and/or message remains fixed for at least five seconds and that the only animation or appearance of movement allowed is the transition from one message and/or image to another by the scrolling on and/or off of the message and/or image;

~~B. Signs which, by reason of their size, location, movement, content, coloring or manner of illumination may be confused with or construed as a traffic control sign, signal or device, or the light of an emergency or radio equipment vehicle, or which obstruct the visibility of traffic or street sign or signal device from the traffic intended to be served by the sign, signal or device.~~

~~(Ord. 133-04 Att. B § 2 (part), 2004).~~

~~17.34.090— Real estate signs.~~

~~Real estate signs may be placed only upon private property with owner's consent.~~

~~(Ord. 133-04 Att. B § 2 (part), 2004).~~

~~17.34.100— Non-commercial signs.~~

~~Non-commercial signs may be placed upon private property with owner's consent. Political signs are permitted on public right-of-ways as regulated by state law and local ordinance.~~

~~(Ord. 133-04 Att. B § 2 (part), 2004).~~

~~17.34.110— Garage sale signs (also yard sales, moving sales, patio sales).~~

~~Garage sale signs (also yard sales, moving sales, patio sales) may be placed only upon private property and with the owner's consent.~~

~~(Ord. 133-04 Att. B § 2 (part), 2004).~~

~~17.34.120— Agricultural sales signs.~~

~~Agricultural sales signs may be placed only upon private property and with the owner's consent.~~

~~(Ord. 133-04 Att. B § 2 (part), 2004).~~

~~17.34.130-350 - Design guidelines.~~

The following guidelines apply to all signage for non-single family residential development:

- A. Signage must be of high-quality design and materials;
- B. Signage shall always complement a building's character and design (e.g., walls signs should avoid covering building columns);
- C. Signs may be fabricated of mixed media, including metal reverse-illuminated letters, suspended neon letters, illuminate individual letters, or signs etched or cut out of solid material, such as wood or brass, and illuminated from behind;
- D. Keep signs as simple as possible, relying on symbols to avoid needless clutter and complexity;
- E. Use landscaping in conjunction with monument signs to enhance the appearance;
- F. Light colored lettering and logos on a dark background is highly recommended for readability, sense of quality and design continuity;
- G. Non-illuminated mixed-media, and other special mixed-media signs will be subject to approval by the county.

~~(Ord. 133-04 Att. B § 2 (part), 2004).~~



Figure 23. Appropriate sign location and size.

17.34.360- Permitted commercial monument sign standards.

- A. Monument site entry signs may be located at major vehicular or pedestrian entries along the street front.
- B. Only one monument sign is allowed per site. For large sites, more than one monument sign shall be permitted as long as such signs are placed no closer than one hundred fifty feet apart along the street front.
- C. Monument signs size limits:
 - (1) Single tenant signs shall be no more than eight feet in height and thirty-two square feet in area per face (Two sign faces are allowed);
 - (2) Single tenant signs for retail uses larger than fifty thousand square feet in gross floor area shall be no more than ten feet in height and fifty square feet in area per face;
 - (3) Multi-tenant (more than three tenants) signs shall be no more than ten feet in height and forty square feet in area per face;
 - (4) Multi-tenant signs for commercial uses with more than fifty thousand square feet in gross floor area shall be no more than ten feet in height and fifty square feet in area per face;
 - (5) Monument signs for multi family developments shall be no more than five feet in height and twenty-eight square feet in total sign face area.
- D. Signs shall be designed to integrate with adjacent site landscaping.
- E. Monument signs shall be setback at least five feet from any public right-of-way.
- F. Monument signs may be internally lit or illuminated from the front.
- G. A thirty-foot lineal break in required tree coverage in landscaped front yard areas parallel to the street, where applicable, is permitted adjacent to monument signs to enhance visibility. Other landscape elements such as shrubs and ground cover will still apply.

(Ord. 133-04 Att. B § 2 (part), 2004).



Figure 24. An example of a monument sign.

17.34.~~370360~~ - Permitted commercial building sign standards.

- A. Building signs are those signs mounted directly on the face of a building and include signs to identify the building or facility or individual tenants or businesses. Building signs should be designed and located to fit with the buildings architecture. For example, building signs might fit within a recessed panel or on a building element such as a fascia or canopy. Building signs should not cover over an architectural element such as a window or portion of a buildings ornamentation or trim.
- B. Buildings signs should fit parallel or perpendicular with the building façade. The supporting mechanisms or arms of new building signs should not be visible. Perpendicular signs should not extend more than four feet from the building façade.
- C. The maximum surface area of building mounted signs for a given façade is twenty-five square feet plus ten percent of the area of the building's main façade. The sign(s) may be located on any façade, but the signs on all façades count toward maximum surface area.
- D. The lettering and logos of building signs may be internally-lit but the background of the sign face shall not be internally illuminated. Building signs may be illuminated from the front.

(Ord. 133-04 Att. B § 2 (part), 2004).

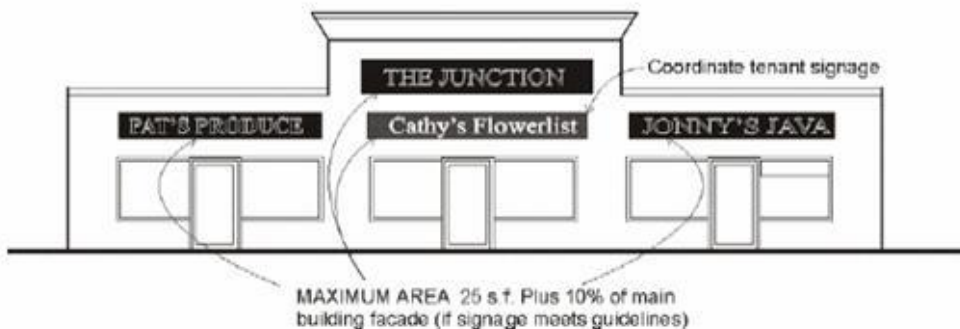


Figure 25. Maximum size of building signs.

17.34.~~160-380~~ - Permitted commercial tenant sign standards.

Miscellaneous tenant signs including those hung from building canopies (blade signs), temporary ground placed A-Board signs, and window signs are allowed provided they do not exceed twelve square feet and provided they are within ten feet of the individual or multiple tenant building entrance.

(Ord. 133-04 Att. B § 2 (part), 2004).

17.34.170-390 - Permitted commercial neon sign standards.

Neon signs in windows are permitted.

(Ord. 133-04 Att. B § 2 (part), 2004).

17.34.400- Non-conforming commercial signs.

- A. Signs which are legally established prior to the effective date of this chapter, December 28, 2004, may continue for a period of ten years, provided that, if a non-conforming sign is changed or moved, it must be brought into conformance with this chapter at that time. Notwithstanding the previous sentence, sandwich boards or A-frame boards, which are legally established prior to the effective date of this chapter, may continue for a period of ninety days, provided that after that time:
 - (1) The sign shall be removed or brought in to conformance, and
 - (2) Prior to any enforcement action, the county shall attempt to notify the property and/or business owner of the non-conformity.
- B. If this chapter is amended so as to create new non-conforming signs from signs which were in conformance with this chapter, those signs may continue for a period of ten years from the date of the amendment that made them non-conforming, provided that, if a non-conforming sign is changed or moved, it must be brought into conformance with this chapter at that time.
- C. Parcels affected by roadway construction identified in the Belfair subarea plan may be granted an extension of six months past project completion to bring non-conforming signs into conformance.

(Ord. 133-04 Att. B § 2 (part), 2004).



Figure 26. Example of a sandwich board or A-frame board.

17.34.410 – Severability.

This title shall be governed by the laws of the State of Washington. In the event that any portion or section of this title be declared invalid or unconstitutional by a court of competent jurisdiction, the remainder of the title shall not be affected and shall remain in full force and effect.

17.34.420 – Enforcement.

County officials shall have the authority to remove signs when not placed in accordance with this section.

DRAFT