



St. Vincent de Paul - North Sound Council

St Vincent de Paul Community Resource Center

17150 W Main St Suite B, Monroe, WA 98272 www.svdpnsc.com

Compassion in Action

ST. VINCENT de PAUL TEMPORARY ENCAMPMENT PERMIT APPLICATION for a VEHICLE RESIDENT SAFE PARKING AREA

FREQUENTLY ASKED QUESTIONS

What is a temporary encampment?

A temporary encampment, as defined by state law and Monroe's city code, is a group of homeless (unhoused) persons temporarily residing outdoors or otherwise in a nonpermanent living arrangement on a site, with services provided by a sponsor and supervised by a managing agency. Temporary encampments include indoor shelters, temporary small houses on site, or vehicle resident safe parking.

The type of use being proposed by St Vincent de Paul is a vehicle resident safe parking site.

What are the city's permit requirements for a Vehicle Resident Safe Parking area?

The application process for an entity to host a temporary encampment, including vehicle resident safe parking, is described in [Monroe Municipal Code \(MMC\) 22.90.100](#). Regulations specific to vehicle resident safe parking are addressed in MMC 22.90.090. Monroe's regulations are consistent with Washington state law ([RCW 35A.21.360.](#))

For a religious organization or managing agency to host a Vehicle Resident Safe Parking area, they must obtain a permit from the City prior to establishing the use and meet the following criteria:

- No less than one (parking) space may be designed for a safe parking participant per 10 on-site parking spaces.
- Restroom facilities must be provided either within the building(s) on the site or with portable toilets. If recreational vehicles are hosted, a proper means to dispose of waste is required.
- Parking standards per Monroe Municipal Code (CITE) must be always met, unless the host/sponsor and City agree to a reduced number of on-site parking spaces.
- The host/sponsor must inform participants regarding the legal status of vehicles and drivers and provide a written code of conduct.

Additionally, a permit application for a Resident Vehicle Safe Parking area must meet the following criteria for a temporary encampment:

- Address how the proposal meets the requirements of MMC 22.90, Temporary Encampments.
- Address potential adverse effects the temporary use will likely have on neighboring properties and the community and explain mitigation measures to reduce such effects.
- Provide a written code of conduct.
- Explain how encampment meets applicable requirements of the International Fire Code.

- Include certification that the Monroe Police Department has completed or shall complete sex offender checks of all adult residents (MMC 22.90.040)
- Provide a formal, signed agreement with the City that allows for periodic on-site inspections by the Building Official and Fire Marshal to be conducted at reasonable times.
- Provide a formal, signed agreement with the City that allows the city to abate the temporary encampment.

Further, the host/sponsor must hold a community meeting to address neighborhood concerns. The code requires the host/sponsor to notify the Monroe City Council at least one week but no less than 96 hours of the scheduled community meeting.

The code further requires the city to publicize the meeting's date, time, location and purpose in two of the following four ways:

- Local newspaper announcement (Everett Herald)
- City website posting
- Signage (at least 2' height X 2' width) to be prominently placed on or adjacent to the main streets close to the meeting site.
- Signage to be prominently placed at the meeting site.

How is St. Vincent de Paul's proposing to manage a Vehicle Resident Safe Parking area on its Monroe site?

St. Vincent de Paul is the first agency to apply to the City to host a Vehicle Resident Safe Parking area. As the site manager, St. Vincent de Paul proposes, among other criteria noted in its code of conduct to:

- Allow unhoused parents with children, or families with children who are working with partnering Service providers, Monroe Police, Scout program, Monroe Fire Department, and McKinney Vento Liaison to participate in overnight parking within a gated area on its property.
- Allow nightly parking (7 days a week) from 9 p.m. to 7 a.m. (no exceptions).
- Impose quiet hours from 10 p.m. to 7 a.m.
- Expect respectful behavior between participants and support staff.
- Prohibit weapons (e.g., firearms, knives), alcohol, marijuana, illegal drugs and controlled substances.
- Prohibit guests/visitors other than partnering service providers if needed, and emergency services.
- Participate in case management to work through barriers to get into permanent housing.
- Provide Coordinated entry enrollment.
- Check guests in and out upon arrival and departure of premises with signature provided.
- Offer Volunteer hours for the opportunity to receive on the job training at the St Vincent de Paul Community Resource Center and St Vincent de Paul Thrift Store.
- Provide electronic devices for participants to use for job applications, state assistance applications, and house hunting, during office hours of 10:00-4:00 Monday-Friday.

Failure to comply with the code of conduct and city regulations may result in a warning and possible parking restriction.

How many parking spaces will be used for the Safe Parking program?

St. Vincent de Paul is proposing to host a maximum capacity of 4 vehicles, with the intent to focus on one family at a time. Therefore, we shall not be at full capacity unless absolutely needed.

What forms are associated with St. Vincent de Paul's permit application?

- Original Temporary Encampment application 02/16//2023
- Code of Conduct
- Meeting Notice May 11th, 2023 @ 5:00pm
- Right of Entry and Abatement Agreement (04/12/23)
- Contact Inga Paige 425-513-6053 inga@svdpnsc.com
- Contact: Dawnelle Carroll, 360-294-8480 dawnelle@svdpnsc.com

Who makes the decision on St. Vincent de Paul's permit application and when?

The Community Development Director, serving as the city's zoning administrator, has the authority to approve, approve with conditions or deny the application. The decision is expected to be made within 14 days following the community meeting. The decision will be posted to the city's website: MonroeWA.gov (Search: St. Vincent de Paul).

Any appeal of the zoning administrator's decision is required to be filed at City Hall before five p.m. within 14 days of when the decision is issued.

How are public comments considered as part of the permit review?

In order for public comments on the permit application to be considered as part of the official record, they should be provided to Anita Marrero, Monroe Community Development by May 22, 2023 at 5pm by emailing amarrero@monroewa.gov or written submittal to City Hall, 806 W. Main Street, Monroe, WA 98272. Please reference project name TEMPENC2023-01. Comments on the City's Facebook page do not constitute formal comments.

What housing assistance will Safe Parking participants receive?

As the managing agency for the proposed Vehicle Resident Safe Parking program, St. Vincent de Paul will coordinate with partnering service providers at the Monroe SVdP Community Resource Center. These agencies will work with partners, such as the Monroe Family Respite Program, 211 outreach advocate, and St Vincent de Paul Resource center manager to connect safe parking participants with housing needs, and to assist with their barriers preventing them from getting into housing.

What is the McKinney Vento Act?

The McKinney-Vento (federal) Act provides rights and services to children and youth experiencing homelessness, which includes those who are: sharing the housing of others due to loss of housing, economic hardship, or a similar reason; staying in motels, trailer parks, or camp grounds due to the lack of an adequate alternative; staying in shelters or transitional housing; or sleeping in cars, parks, abandoned buildings, substandard housing, or similar settings. The East Counties schools have staff who support children and youth in these situations. Assistance can be requested through school counselors.

As proposed by St. Vincent de Paul, children in school in the East County school districts and youth in the Safe Parking program will be advised to speak with their school counselor for enrollment. Underage children will not be able to enroll in this program until they are of age and enrolled in school.