



NOTICE OF DECISION FOR ST. VINCENT DE PAUL VEHICLE RESIDENT SAFE PARKING AREA

Community Development Department ♦ 806 West Main Street ♦ Monroe, WA 98272-2198
(360) 794-7400 ♦ (360) 794-4007 FAX ♦ Office Hours: Mon. - Fri., 8:00 AM - 5:00 PM

PROJECT INFORMATION									
Project Title	St. Vincent de Paul Vehicle Resident Safe Parking Area			Date of Report	May 26, 2023				
File Number	TEMPENC2023-01			Attachments	1. Site Plan 2. Code of Conduct 3. Agreements for public officials and city agents to enter the property for inspection and/or abatement.				
Zoning Administrator Decision	APPROVAL of Temporary Encampment Permit No. TEMPENC2023-01 to allow the use of a vehicle resident safe parking area at the property located at 17150 W. Main Street in the General Commercial (GC) zoning district.								
BACKGROUND SUMMARY									
Applicant	Dawnelle Carroll, St. Vincent de Paul								
Owner	St. Vincent de Paul, PO Box 2269, Everett, WA 98213								
Request	Approval for a temporary encampment permit to operate and manage a vehicle resident safe parking area.								
SEPA Status	The application is exempt from SEPA Review.								
Site Address	17150 W. Main Street			APN(s)	27060200404800				
Legal Description (abbreviated)	See File TEMPENC2023-01			Section	02	Township	27	Range	06
Comprehensive Plan	GC	Zoning	GC	Shoreline Environment			N/A		
Water Supply	Current		Proposed		Sewer Supply	Current		Proposed	
	Monroe		Monroe			Monroe		Monroe	
Present Use of Property	SVDP Thrift Store, Community Resource Center, Driving School, Martial Arts School								
REVIEWING AGENCIES									
Monroe	Local Agencies & Districts		State & Federal			County		Other	
<input checked="" type="checkbox"/> Building <input checked="" type="checkbox"/> Fire District <input type="checkbox"/> Parks <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Police <input type="checkbox"/> Public Works	<input type="checkbox"/> Snohomish (city) <input type="checkbox"/> Community Transit <input type="checkbox"/> Ziplly <input type="checkbox"/> Monroe School District No. 104 <input type="checkbox"/> PUD No. 1 <input type="checkbox"/> PSE <input type="checkbox"/> Comcast		<input type="checkbox"/> US Army Corps of Engineers <input type="checkbox"/> BNSF <input type="checkbox"/> DAHP <input type="checkbox"/> DOE <input type="checkbox"/> WDFW <input type="checkbox"/> WSDOT <input type="checkbox"/> WUTC			<input type="checkbox"/> Health District <input type="checkbox"/> Planning <input type="checkbox"/> Public Works - Land Development <input type="checkbox"/> Public Works		<input type="checkbox"/> Tulalip Tribes <input type="checkbox"/> Stillaguamish Tribe	
ACTION									
<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> City Council	<input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Planning Commission						
Date of Hearing	N/A		<input checked="" type="checkbox"/> Approval w/Conditions			<input type="checkbox"/> Denial		<input type="checkbox"/> Continued	

STAFF

Name: Anita Marrero

Title: Senior Planner

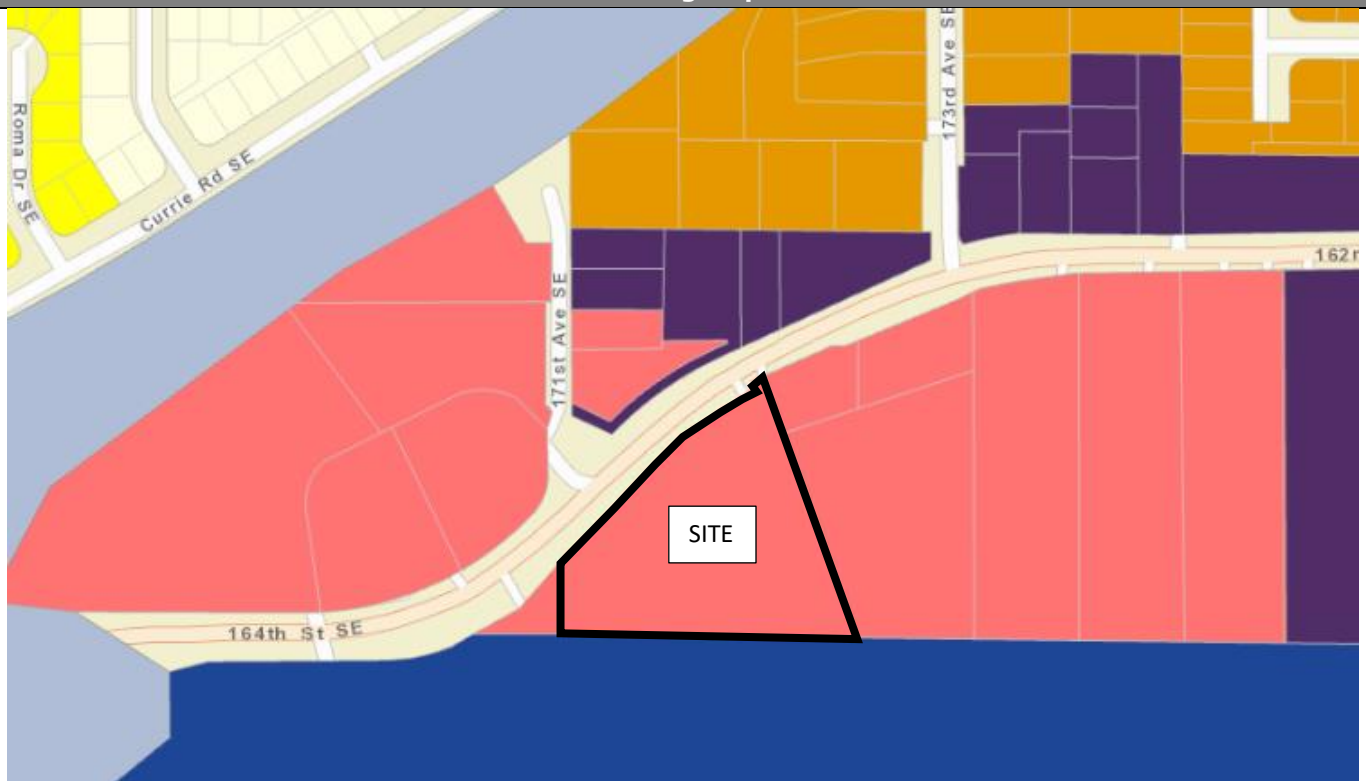
Phone: 360-863-4513

E-mail: amarrero@monroewa.gov

SURROUNDING USES

	Comprehensive Plan	Zoning	Land Use
Site	General Commercial	General Commercial (GC)	SVDP Thrift Store, Community Resource Center, Driving School, Martial Arts School
North	General Commercial Mixed-Use	General Commercial (GC) Mixed Use - General (MG)	Motor Vehicle Repair Shop Duplex
East	General Commercial	General Commercial (GC)	Warehouse
South	Institutional	Institutional (IN)	Monroe Correctional Complex
West	General Commercial	General Commercial (GC)	Speedway Chevrolet

Zoning Map



<p>Residential Use</p> <ul style="list-style-type: none"> Single-Family Residential - 4 Units per Acre (R4) Single-Family Residential - 7 Units per Acre (R7) Single-Family Residential - 15 Units per Acre (R15) Multifamily Residential (R25) 	<p>Mixed Use</p> <ul style="list-style-type: none"> Mixed Use - Neighborhood (MN) Mixed Use - Medical (MM) Mixed Use - General (MG) 	<p>Commercial Use</p> <ul style="list-style-type: none"> Tourist Commercial (TC) Downtown Commercial (DC) General Commercial (GC) Industrial Transition (IT)
<p>Public Facility Use</p> <ul style="list-style-type: none"> Institutional (IN) Transportation (TR) 	<p>Open Space Use</p> <ul style="list-style-type: none"> Limited Open Space (LS) Parks (P) 	<p>Industrial Use</p> <ul style="list-style-type: none"> Shoreline Industrial (SI) Light Industrial (LI) General Industrial (GI)

1.0 FINDINGS AND CONCLUSIONS

1. Description of Proposal

The applicant is requesting a temporary encampment permit for a vehicle resident safe parking area. Four (4) parking spaces at St. Vincent de Paul will be used for the program. One (1) parking space will contain a porta potty with a handwashing station which will be locked during the day. A garbage can will also be provided. Parents and/or families with their children, who are unhoused and working with the McKinney-Vento advocate or referred by an outside agency such as the Monroe Police Department or Snohomish Regional Fire & Rescue, can park their cars at the gated parking lot overnight. Parking times are 9 p.m. – 7 a.m. Safe parking area residents are required to go through background checks, sign a SVDP Code of Conduct form, and have current vehicle tabs, registration, and insurance. Residents will receive wrap around services from local service providers and work with the SVDP Community Resource Center to find permanent housing.

2. Project History

An application was submitted on April 12, 2023, and the application was deemed complete on May 11, 2023, after the community meeting was held. A revised application was also submitted on May 11, 2023. Public notice for the community meeting was provided per the requirements of MMC 22.90.100(B). A public notice was published in the paper, the site was posted, was posted on the city’s website, and was posted at the city’s official locations.

St. Vincent de Paul North Sound Council is part of a worldwide organization of men and women who are committed to live and grow in their faith through prayer and personal involvement in charitable works, in ways that “alleviates suffering or deprivation and promotes human dignity and personal integrity in all their dimensions”. (SVdP Manual)

The Society of St. Vincent de Paul, North Sound Council is a grassroots volunteer-driven organization operating since 1928 and is a locally controlled 501(c)(3) non-profit agency; their objective is to meet the needs of low-income people in North Puget Sound and Snohomish County, WA. No act of compassion is foreign to the agency. Their mission statement: “A network of friends, inspired by Gospel values, growing in holiness and building a more just world, through personal relationships with and service to people in need.” St. Vincent de Paul is grounded in the Catholic faith; however, they are an independent organization and serve those in need without regard to race, faith, language, culture, gender or any other discriminating or qualifying factor. The Thrift Stores support the mission by providing low-cost goods to the community, with proceeds supporting the Council.

3. Site Location

The subject property is located at 17150 W. Main Street and is identified by Assessor’s Parcel Number 27060200404800. Surrounding uses include the Monroe Correctional Complex, Speedway Chevrolet, Hawk Mechanical, motor vehicle repair shop, and some residential uses.

4. Site Description

The subject site consists of approximately 2.79 acres. The site is fully developed and contains a multi-tenant building with associated parking and landscaping. The existing building is approximately 32,900 square feet.

5. Critical Areas

The site is developed. There are no critical areas identified.

6. Access and Circulation

Direct access to the site is provided from West Main Street. There are two driveways to the site off of West Main Street. There are gates at the driveways that are locked after business hours. There is a parking lot in front of the building and behind the building. The safe parking area parking spaces area will be located on the northeast side of the building.

7. Parking

There is an existing parking lot with sufficient parking for the existing businesses. The proposed use requires four (4) parking spaces. One (1) parking space will be used for the porta potty and three (3) parking spaces will be used for vehicles. The parking spaces used will have no impact on the existing businesses as the hours of operation of the safe parking area are when the businesses are closed, as permitted by Monroe Municipal Code Section 22.44.060, Mixed occupancies and cooperative parking facilities.

8. SEPA

Pursuant to the State Environmental Policy Act (SEPA), WAC 197-11-800 (6) Land use decisions. The following land use decisions shall be exempt:

(a) Land use decisions for exempt projects, except that rezones must comply with (c) of this subsection. (b) Other land use decisions not qualified for exemption under subsection (a) (such as a home occupation or change of use) are exempt provided:

(i) The authorized activities will be conducted within an existing building or facility qualifying for exemption under WAC 197-11-800 (1) and (2), therefore this project is categorically exempt from SEPA Review.

9. Health, Safety, Welfare

The Monroe Police Department and Snohomish Regional Fire & Rescue reviewed the application and provided comments to address safety and security concerns associated with operation of the safe parking area. The Police Department is requiring the applicant to submit a written attestation to the MPD via email confirming that the required sex offender checks were performed. This must be submitted to the Police Department five days prior to a person occupying the safe parking area to allow the police department time to verify the information in compliance with MMC 22.90.040. There is also a concern with false alarm trips. St. Vincent de Paul will be responsible for any costs associated with false alarm responses.

The Fire Department provided the following comments:

1. The fire lane on all sides of the building is required to be kept clear at all times.
2. Sleeping inside of the building is not permitted.
3. The automatic fire sprinkler system report dated 12-19-22 indicates that a 5-year internal inspection for the system is overdue. This needs to be scheduled and completed.
4. All gates to the site are required to be unlocked and open at all times or install an automatic vehicular gate system for emergency vehicle access. This is required due to the increased potential of police and fire apparatus response to the location.
5. Provide a plan for on-site security to ensure that the site remains safe and to provide prompt notification to police and fire if needed.

Staff Comment: These concerns have been discussed with the applicant and they are aware of the requirements. Per MMC 22.90.100(E) Reasonable conditions of approval may be imposed as deemed necessary by the zoning administrator in order to protect the health, safety, and welfare of the public and the occupants of the temporary encampment, consistent with this chapter and applicable federal and state law. Conditions to address health, safety, and welfare have been added to the conditions of approval.

10. Public Comments

The city received nine (9) emails. One (1) was in favor, four (4) were against, and four (4) expressed concerns about the project and asked clarifying questions.

Staff Comment: Staff responded to all emails that asked clarifying questions. MMC Chapter 22.90, Temporary Encampments, does not require a public comment period, although staff did take into consideration concerns related to safety and security. All health, safety, and welfare concerns have been addressed and have been conditioned to the permit.

11. Application Review: Temporary Encampments Permits must follow the requirements of MMC 22.90, with an Administrative Decision by the Zoning Administrator and is subject to MMC 22.90.040, General provisions and MMC 22.90.090, Vehicle resident safe parking areas. Temporary Encampment Permits and Vehicle Resident Safe Parking Areas are required to comply with the following criteria as stated:

- a. A religious organization may host a temporary encampment for the homeless on property owned or controlled by the religious organization whether within buildings located on the property or elsewhere on the property outside of buildings, subject to the provisions of this chapter.

Staff Comment: St. Vincent de Paul will be the host religious organization and managing agency of the safe parking area.

- b. All temporary encampments shall comply with the applicable provisions of RCW 35A.21.360.

Staff Comment: RCW 35A.21.360 states that religious organizations may host the homeless on property owned or controlled by the religious organization whether within buildings located on the property or elsewhere on the property outside of buildings. RCW 35A.21.360 further gives requirements and prohibitions on local actions for cities enacting an ordinance or regulation on temporary encampments. The requirements of RCW 35A.21.360 are incorporated into MMC 22.90 and are set forth in this criterion. This is a reiteration of what has already been reviewed and this application meets those requirements.

- c. The host religious organization and/or managing agency shall provide a transportation plan for the temporary encampment, which shall include provisions for access to and from transit services.

Staff Comment: The program will require all vehicles to have current vehicle tabs, registration, and insurance. The vehicles must be operable and no RVs are permitted. Additionally, there are a pair of bus stops located adjacent to the site.

- d. The host religious organization and/or managing agency shall ensure the temporary encampment's compliance with all applicable: (1) state laws and regulations; (2) Monroe Municipal Code provisions; (3) fire district directives; and (4) health district standards.

Staff Comment: This is a condition of the permit.

- e. The host religious organization and/or the managing agency shall appoint an individual to serve as a permanent point of contact for the temporary encampment.

Staff Comment: The SVDP Community Resource Center Manager will be the permanent point of contact for the safe parking area.

- f. At least one representative of the host religious organization, the managing agency, and/or a designated occupant of the temporary encampment shall be on duty at the temporary encampment at all times. Such individual(s) shall be familiar with emergency protocols, equipped with suitable communication devices, and be trained to contact local first responders when necessary. The names and contact information for such individual(s) shall be posted daily at the temporary encampment.

Staff Comment: This is a condition of the permit and will be verified before operation of the safe parking area can proceed.

- g. Adequate toilet facilities shall be provided on site and shall be set back at least forty feet from all property lines. Restroom access shall be provided either within the buildings on the host property or through use of portable facilities.

Staff Comment: A porta potty will be provided in a location that is setback 45 feet from all property lines.

- h. Temporary encampments shall not cause or permit the intrusion of noise from the temporary encampment exceeding the applicable thresholds set forth in WAC 173-60-040.

Staff Comment: The maximum number of families in vehicles is four. To ensure compliance, a condition is also included for permit approval.

- i. The host religious organization and/or the managing agency shall keep a log of the names of all overnight residents of the temporary encampment and the date(s) of their residency.

Staff Comment: This is a condition of the permit.

- j. The host religious organization performing any hosting of an outdoor encampment, vehicle resident safe parking, or indoor overnight shelter, or the managing agency, must ensure that the Monroe police department has completed sex offender checks of all adult residents and guests. Provided that the host religious organization shall retain the discretion to allow such offenders to remain on the property.

Staff Comment: A background check is required for all persons participating in the vehicle resident safe parking program. This is a condition of the permit.

- k. Periodic inspections of the temporary encampment by public officials from agencies with applicable regulatory jurisdiction, including without limitation the building official and fire marshal, may be conducted at reasonable times, consistent with applicable constitutional and statutory standards.

Staff Comment: See Exhibit 3. This is a condition of the permit.

- l. Any host religious organization must work with the city to utilize Washington's homeless client management information system, as provided for in RCW 43.185C.180.

Staff Comment: The program currently uses this system to identify potential safe parking area residents.

- m. Unless otherwise expressly provided by this chapter, temporary encampments may be located in any zoning district.

Staff Comment: The site is located in the General Commercial (GC) zoning district.

12. City of Monroe 2022 Adopted Vision

The proposed application is consistent with the City's 2022 adopted vision:

Imagine Monroe: A lively center surrounded by nature. A place of beauty and goodwill.

Our parks, waterways, and environment are healthy and accessible for everyone to enjoy. Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products. We can find everything we need with regional connections and with a variety of choices for work, housing, dining, shopping, arts and activities.

Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community centered infrastructure – creating a safe place for all. In Monroe, everyone feels at home, and everyone feels they belong.

Staff Comment: The proposed use creates a safe place for parents/families and their children who are experiencing homelessness, to have a place to stay in their vehicles overnight. Residents in the program will have access to service providers and navigators who will help them find permanent housing. This project helps to implement, "In Monroe, everyone feels at home, and everyone feels they belong."

13. Application Review

Pursuant to MMC Section 22.90.100, The zoning administrator shall issue a decision approving or denying the application for a temporary encampment permit within fourteen days of the date that the application was submitted. The decision was issued 14 days from when the application was considered complete.

2.0 DECISION

Based on the foregoing findings and conclusions, documents submitted by the applicant, and the City's regulatory authority to implement the policies, standards, and regulations of the Comprehensive Plan and Monroe Municipal Code, the temporary encampment permit request to allow the use of a resident vehicle safe parking area in the parking lot of St. Vincent de Paul located at 17150 W. Main Street is hereby **APPROVED** subject to the following conditions:

1. The applicant shall execute a memorandum of understanding with the city prior to initiating the use.
2. The applicant shall conduct sex offender checks for all residents and guests listed in the application for the temporary encampment. Verify the occupants' information against the WA State Registered Sex Offender Registry at www.wasor.org and the National Sex Offender Public website at www.nsopw.gov. Submit a written attestation to the Monroe Police Department via email to police@monroewa.gov confirming that the required sex offender checks were performed. All listed occupants must pass a sex offender check and the attestation must be submitted to the Police Department five (5) business days prior to a person occupying the safe parking area to allow the police department time to verify the information in compliance with MMC 22.90.040.
3. The applicant is responsible for all costs associated with false alarm trips. St. Vincent de Paul acknowledges and accepts responsibility for any false alarm activity that

may occur on the premises. In accordance with the regulations set by the city council and as outlined in the city's fee schedule document, St. Vincent de Paul shall be billed for any costs associated with false alarm responses. By accepting this use permit, St. Vincent de Paul acknowledges that it has been duly informed about the possibility of false alarm trips and accepts the responsibility for any resulting costs incurred. St. Vincent de Paul further agrees to take necessary measures to minimize false alarms and ensure that the alarm system is properly maintained and functioning.

4. The fire lane on all sides of the building is required to be kept clear at all times.
5. An automatic vehicular gate system must be installed to allow for emergency vehicle access.
6. Sleeping inside of the building is not permitted.
7. The applicant must provide a plan for on-site security to ensure that the site remains safe and to provide prompt notification to police and fire if needed.
8. The automatic fire sprinkler system report dated 12-19-22 indicates that a 5-year internal inspection for the system is overdue. This needs to be scheduled and completed.
9. The porta potty shall be located 45 feet from all property lines and locked during the day.
10. A garbage can shall be provided.
11. The host religious organization and/or managing agency shall ensure the temporary encampment's compliance with all applicable: (1) state laws and regulations; (2) Monroe Municipal Code provisions; (3) fire district directives; and (4) health district standards.
12. At least one (1) representative of the host religious organization, the managing agency, and/or a designated occupant of the temporary encampment shall be on duty at the temporary encampment at all times. Such individual(s) shall be familiar with emergency protocols, equipped with suitable communication devices, and be trained to contact local first responders when necessary. The names and contact information for such individual(s) shall be posted daily at the temporary encampment.
13. The host religious organization and/or the managing agency shall keep a log of the names of all overnight residents of the temporary encampment and the date(s) of their residency.
14. A proposed written code of conduct for the temporary encampment is required.
15. Temporary encampments shall not cause or permit the intrusion of noise from the temporary encampment exceeding the applicable thresholds set forth in WAC 173-60-040.
16. The host religious organization and/or a managing agency shall execute a memorandum of understanding to protect the health and safety of both the residents of the temporary encampment and that of the public.
17. The host religious organization and/or the managing agency shall keep a log of the names of all overnight residents of the temporary encampment and the date(s) of their residency.
18. Periodic inspections of the temporary encampment by public officials from agencies with applicable regulatory jurisdiction, including without limitation the building official and fire marshal, may be conducted at reasonable times, consistent with applicable constitutional and statutory standards.

3.0 APPEALS

The zoning administrator's decision to approve, approve with conditions, or deny the application is appealable directly to Snohomish County Superior Court in accordance with the procedures and time frames of the Land Use Petition Act, Chapter 36.70C RCW. Any party with standing may appeal the zoning administrator's final decision by filing a Land Use Petition in Snohomish County Court within 21 days, by **Friday, June 16, 2023**, pursuant to Chapter 22.84.080(D).

ENTERED THIS 26th DAY OF May 2023.

Lance Bailey

Lance Bailey, Community Development Director