



AGENCY: City Council
MEETING DATE: November 26, 2018
DEPARTMENT: Community Development
PRESENTED BY: M Jones
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AGENDA ITEM SUMMARY

TITLE: RECEIVE REPORT AND PROVIDE DIRECTION TO STAFF REGARDING LIMITED TERM PERMIT 25-18 (LTP 25-18) FOR OPERATION OF AN EXTREME WEATHER SHELTER

ISSUE:

In 2017, the Mendocino Coast Hospitality Center (MCHC) operated an Extreme Weather Shelter (EWS) for the coast in partnership with seven churches and the Food Bank. The City Council approved a Limited Term Permit for the operation of the EWS last year with a number of special conditions, which along with expanded staffing by Hospitality House ensured that the shelter operated effectively without significant impacts on neighboring businesses at the Food Bank, neighbors of the churches or downtown businesses.

In October of 2018, MCHC received notification that Mendocino County will provide less funding than last year, which will further constrain the hours of operation of the Extreme Weather Shelter. This amount is considerably less than the amount of funding that was requested. In October the MCHC Ad Hoc Committee met and discussed the operations proposal for the EWS and this report includes the Ad Hoc Committee's recommendations for operation of the EWS.

ANALYSIS:

Per ILUDC Section 18.71.030, Limited Term Permits are intended to ensure that short-term activities are not detrimental to the public health, safety, and welfare of persons residing or working in the neighborhood of the proposed activity. Furthermore, Limited Term Permits are for "short-term activities that might not meet the normal development or use standards of the applicable zoning district, but may otherwise be acceptable because of their temporary nature."

The Hospitality Center has applied for a Limited Term Permit to stage the EWS at the Hospitality Center at 101 N. Franklin Street. "Stage" means that all EWS clients would gather and be screened at the Hospitality Center prior to being transported to the Extreme Weather Shelter for the night. The following faith community locations would provide the Extreme Weather Shelter.

Fort Bragg First Presbyterian Church
367 S. Sanderson Way
Fort Bragg
008-332-10

Grace Community Church
1450 E. Oak Street
Fort Bragg
020-510-07

Trinity Lutheran Church
620 E. Redwood Avenue
Fort Bragg
008-221-01 and -02

Coast Christian Center
1004 E. Chestnut Street
Fort Bragg
018-281-01

St. Michaels Episcopal Church
210 E. Fir Street
Fort Bragg
008-082-06

Due to the reduction in funding, the MCHC would like to begin operating the EWS on December 15, 2018 and would close the EWS when funding sources are expended. The MCHC proposes the following operating strategy for the EWS:

1. The EWS will open the EWS when the weather parameters based on NOAA weather service forecasts drop below an average nighttime temperature of 40 degrees and/or 30% chance of precipitation.
2. MCHC staff will screen potential EWS guests at 101 N. Franklin Street during normal business hours from 9:00am-12:00pm and 1:00pm-3:00pm.
3. A list of approved EWS clients will be developed by 3:00pm.
4. MCHC staff will provide case management, tracking and reporting EWS client progress towards stabilization and permanent housing and develop a case plan to include goals of safe and permanent housing. All data will be collected and input into the Homeless Management Information system (HMIS) within 24 hours of contact with EWS client along with VI-SPDAT¹ within 72 hours of contact with client.
5. Staging of EWS will be at MCHC's 101 N. Franklin Street facility starting at 3:30pm and 6:00pm. The Franklin Street courtyard gate will have a staff person at the gate until all registered EWS guests are checked off the list. All EWS clients will remain in the MCHC courtyard or facility and managed onsite by EWS staff until 6:00pm. All belongings taken to the faith community facility will be checked before being placed in van.
6. EWS guests will enter a county van parked behind the MCHC in the alleyway. They will be driven by EWS staff to the designated faith community facilities no earlier than 6:00pm on evening of operation and shall vacate the EWS faith community facility no later than 7:00am the following day.
7. EWS paid and trained staff will be on-site at the shelter for security and supervision during all EWS operating hours.
8. EWS guests will be required to remain at the EWS facility overnight; guests who leave the shelter property shall not be permitted to return to the EWS that night.
9. All EWS client pets will be kenneled during EWS operating hours.
10. Only one guest at a time shall be allowed outside the faith community facility to relieve pets or smoke. Any guest outside the shelter will remain on the shelter property.
11. Faith Community members may provide evening snacks and drinks and "to go" morning snacks and coffee.
12. EWS guests shall be driven to locations of their choice when the EWS closes at 7:00am. No more than three guests will be dropped off at any location.

In order to approve the Limited Term Permit, the Community Development Director must make the following finding:

The proposed temporary use as described in the application and supplemental materials and as modified by any conditions of approval, will not be detrimental to the public health, safety, and welfare of persons residing or working in the neighborhood of the proposed activity.

Ad Hoc Committee Recommendations

This finding may be made by City Council, if the following Special Conditions are required as part of the Limited Term Permit:

¹ Vulnerability Index - Service Prioritization Decision Assistance Tool

1. This permit is valid for a limited term only. The temporary operation of the EWS may only occur between **December 15, 2018 and April 30, 2019**.
2. The EWS shall activate only when the NOAA weather service forecasts temperatures 40 degrees or below, and/or a 30% or greater chance of precipitation.
3. The EWS client screening location shall be the MCHC (101 N. Franklin Street) between the hours of 9:00am and 6:00pm.
4. A list of approved EWS clients will be developed by 3:00pm.
5. The EWS shall follow the Marbut Report in selecting clients for approval to the EWS, including the following specific criteria:
 - a. Services shall be limited to "Homegrown Individuals" experiencing street-level homelessness, defined as:
 - i. Adult individuals as defined by U.S. Department of Housing and Urban Development (HUD), or who are doubled up, couch surfing or otherwise residing in a situation that may be terminated at any time by those allowing them to use space not legally belonging to them, AND families with children as defined by McKinney –Vento, and:
 - ii. had a permanent job in Mendocino County before entering homelessness,
 - iii. have family in Mendocino County (either living or dead), or
 - iv. attended High School in Mendocino County (head of household).
 - b. Services provided to "Out of Town" homeless individuals, are limited to one (1) night per season: "Out of Town" individuals are defined as those who did not/do not: have a permanent job in Mendocino County before entering homelessness; have family in Mendocino County (either living or dead), or attended High School in Mendocino County.
 - c. Resident participants may not use the program for more than a total of five (5) nights per season, without commitment to a case-management plan. Residents engaged in active case-management inclusive of street graduation as a primary goal, may use the program on any qualifying night.
 - d. Families and children will not be housed at the EWS.
 - e. The MCHC and the EWS staff shall cooperate with the Police Department and deny individuals banned from Hospitality House or MCHC.
 - f. Loitering by approved clients, on the City sidewalk or in the alley, will disqualify clients from staying in the EWS.
6. MCHC shall input data regarding all guests per the criteria listed in Special Condition 5.
7. Staging of EWS will be at MCHC's 101 N. Franklin Street facility starting at 3:30pm and ending at 6:00pm. The Franklin Street courtyard gate will have a staff person at the gate until all registered EWS guests are checked off the list. All EWS clients will remain in the MCHC courtyard or facility and shall be managed onsite by EWS staff until 6:00pm. All belongings taken to the faith community facility will be checked before being placed in van.
8. EWS guests will enter a county van parked behind the MCHC in the alleyway. They will be driven by EWS staff to the designated faith community facilities.
9. Guests shall arrive at the EWS shelter facility, via van, no earlier than 6:00 p.m. on evenings of operation, and shall vacate the EWS shelter facility no later than 7:00 a.m. the following day.
10. MCHC paid and trained employees shall be on-site for security and supervision during EWS operating hours. One employee shall be present if there are fewer than twelve (12) guests, two employees shall be present if there are twelve (12) or more guests.
11. Guests of the EWS must remain in the EWS overnight; guests who leave the EWS shall not be permitted to return to the EWS that night.
12. The EWS shall not be operated at a single location for more than fourteen (14) consecutive days. The EWS shall be limited to the following locations: First Presbyterian Church (367 S. Sanderson Way); Trinity Lutheran Church (620 E. Redwood Avenue); St. Michaels Church (201 E. Fir

Street); Fort Bragg Grace Community Church (1450 E. Oak Street); and the Coast Christian Center (1004 E. Chestnut Street). Additional locations may be requested for consideration by the Community Development Director.

13. Guests of the EWS shall be driven to the location of their choice upon the close of the EWS at 7:00 a.m. No more than two EWS guests may be dropped at any one location.

The Community Development Director is seeking direction from City Council that these Special Conditions would be adequate to ensure that the operation of the EWS at 101 N Franklin Street will not be detrimental to the public health, safety, and welfare of persons residing or working in the neighborhood of the proposed activity. Alternatively, the City Council may direct staff to work with the MCHC on re-establishing the EWS at the Food Bank.

PROPOSED ACTION:

Provide direction to staff regarding Administrative Review of Limited Term Permit 25-18 (LTP 25-18) for the operation of the Extreme Weather Shelter and the preferred location for the operation of the EWS.

ALTERNATIVE ACTION(S):

None.

ATTACHMENTS:

None.

NOTIFICATION:

1. Affordable Housing Notify Me
2. Homeless Notify Me