



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, February 17, 2026
6:00 PM

Location
Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

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1. CALL TO ORDER

- a. Roll Call

2. CITIZEN COMMENTS

3. REPORTS

4. CONSENT AGENDA

5. OLD BUSINESS

6. NEW BUSINESS

- a. STEP Zoning Code Amendments (Emergency Shelter, Transitional Housing, Emergency Housing, Permanent Supportive Housing)

7. ADJOURNMENT

UPCOMING MEETINGS:

March 17, 2026

April 21, 2026

May 19, 2026

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Planning Commission may add and take action on other items not listed on this Agenda.

MEMORANDUM

To: City of Castle Rock, Planning Commission

From: Rachel Granrath, Contract Planner
Kimley-Horn and Associates, Inc.

Date: February 12, 2026

Subject: STEP Zoning Code Amendments (Emergency Shelter, Transitional Housing, Emergency Housing, Permanent Supportive Housing)

I. REQUEST

Consideration of amendments to Castle Rock Municipal Code (CRMC) to ensure compliance with state law related to STEP housing (Emergency Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing), including RCW 35A.21.430, RCW 35.21.683, RCW 36.70A.390, and HB 1220 (2021).

Planning Commission discussion should provide feedback and direction on the proposed text changes in Exhibit A.

II. BACKGROUND

State Law Requirements

RCW 35A.21.430

Transitional housing, permanent supportive housing, indoor emergency housing, and indoor emergency shelters.

A code city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed. Effective September 30, 2021, a code city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, except in such cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within a one-mile proximity to transit. Reasonable occupancy, spacing, and intensity of use requirements may be imposed by ordinance on permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters to protect public health and safety. Any such requirements on occupancy, spacing, and intensity of use may not prevent the siting of a sufficient number of permanent supportive housing, transitional housing, indoor emergency housing, or indoor emergency shelters necessary to accommodate each code city's projected need for such housing and shelter under RCW 36.70A.070(2)(a)(ii).

In 2021, the Washington State Legislature adopted HB 1220, requiring cities and counties planning under the Growth Management Act (GMA) to plan for and accommodate housing affordable to all income levels, including emergency housing and shelters.

The legislation requires:

- STEP housing to be addressed in comprehensive plans and development regulations.
- Cities may not prohibit:
 - Transitional housing or permanent supportive housing in zones where hotels or residential uses are allowed (RCW 35A.21.430).
 - Indoor emergency shelters or housing in zones where hotels are allowed, unless shelters are allowed within one mile of transit in most zones (RCW 35.21.683).
- Cities may not impose moratoriums on STEP housing permits (RCW 36.70A.390).
- Local regulations must not create undue barriers to STEP housing.

The Washington State Department of Commerce has issued guidance directing jurisdictions to review definitions, use tables, siting criteria, and development standards to ensure consistency with these statutes.

Castle Rock Context

- Castle Rock does not currently experience a significant homelessness issue.
- Existing regulations do not comprehensively address STEP housing.
- Certain references exist (e.g., CRMC 17.26.010 footnote 8 referencing WAC 365-196-570).
- The land use tables and development regulations do not clearly accommodate STEP uses consistent with current state requirements.

The purpose of this update is:

1. To ensure compliance with state law.
2. To proactively establish clear and reasonable standards.
3. To avoid unintended concentration, land use conflicts, or regulatory ambiguity in the future.
4. To maintain community character while meeting statutory obligations.

III. STATE REGULATIONS ANALYSIS

Relevant Laws for Castle Rock Regulations

Law	Regulations
Growth Management Act: RCW 36.70A.070(2)	Local governments fully planning under the Growth Management Act (GMA) must plan for and accommodate housing that is affordable to all income levels. Each jurisdiction is required to allow sufficient capacity for STEP in accordance with their share of countywide housing needs and make adequate provisions for these needs.
RCW 35.21.683 and RCW 35A.21.430	Cities must not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, and must allow permanent supportive and transitional housing in zones where residential dwelling units or hotels are allowed. The laws also limit the application of occupancy, spacing and intensity of use requirements for STEP.
RCW 36.130.020	Local governments may not impose requirements on an affordable housing development that are different from the requirements imposed on housing developments generally. Affordable housing includes permanent supportive housing and other types of subsidized and leased housing.
RCW 35.21.915, RCW 35A.21.360, and RCW 36.01.290	Local governments may not impose overly restrictive regulatory limits on encampments, safe parking, overnight shelters and temporary small houses on property owned or controlled by a religious organization

IV. PROPOSED APPROACH

The proposed amendments are structured to:

- Meet minimum statutory requirements.
- Treat transitional and permanent supportive housing similarly to residential uses, as required by law.
- Provide clear siting and operational standards.
- Avoid overconcentration through objective spacing standards where legally permissible.
- Ensure consistency across definitions, use tables, and development standards.

V. CODE AMENDMENTS OVERVIEW

As drafted in the Staff proposes the following amendments:

Definitions

Add definitions for, aligned with RCW and Commerce guidance.

- Emergency Shelter
- Emergency Housing
- Transitional Housing
- Permanent Supportive Housing

Land Use Table Amendments

Allow:

- Transitional Housing and Permanent Supportive Housing in all zones where residential or hotel uses are allowed.
- Emergency Shelter and Emergency Housing in zones allowing hotels, consistent with RCW 35.21.683.

Determine whether uses will be:

- Permitted outright, or
- Allowed as an administrative/conditional use (subject to objective standards only).

Development Standards

- Apply the same bulk, height, density, and setback standards applicable to similar residential or lodging uses.
- Avoid special or more restrictive standards not applied to comparable uses.

Consider:

- Maximum occupancy based on building code.
- Parking standards consistent with similar uses.
- Objective buffering or design standards.
- Spacing and Dispersion
 1. Evaluate whether objective spacing standards are legally defensible and consistent with state guidance.
 2. Ensure spacing does not function as a de facto prohibition.

Moratorium Clarification

Add language clarifying that moratoria shall not apply to STEP housing permits pursuant to RCW 36.70A.390.

Comprehensive Plan Amendments

Add Housing Element policies that:

- Acknowledge need for emergency and supportive housing.
- Confirm the City will accommodate STEP housing consistent with state law.
- Ensure sufficient zoning capacity exists.

EXHIBITS

- **Exhibit A:** Draft Castle Rock Code Revisions
- **Exhibit B:** Comparison STEP Code Examples
- **Exhibit C:** STEP Toolkit from Department of Commerce

Exhibit A

Draft Castle Rock Code Revisions

Chapter 17.16 DEFINITIONS

17.16.275

“Emergency Housing” more explicitly to address the tax exemption qualifications for nonprofit entities: “provide[s] temporary or transitional shelter and supportive services to the homeless in general or to a specific population of the homeless for *no more than sixty days.*”

“Emergency Shelter” A facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations (RCW 36.70A.030(15)).

“Permanent Supportive Housing” Subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors (RCW 36.70A.030(31)).

“Transitional Housing”

A facility that provides housing and supportive services to homeless individuals or families for up to two years and whose primary purpose is to enable homeless individuals or families to move into independent living and permanent housing (RCW 84.36.043 and WAC 458-16-320).

§ 17.26.010. Introduction.

Land uses and development activities may be permitted in accordance with the following table of permitted uses; provided, that:

- A. Only those uses identified with a P (permitted), C (permitted only through the issuance of a conditional use permit), or S (permitted only through a special use permit) may be approved. Those uses identified with an X or a blank cell are not permitted in that zone.
 - 1. Uses not specifically listed in the table of permitted uses, or any questions about the interpretation of this table, shall be addressed through an administrative code interpretation utilizing the most recent edition of the North American Industry Classification System (NAICS) Manual, as determined by the city, and the intent of each zoning district.
 - a. In the event that more than one definition could apply to a use, the city will determine through an administrative code interpretation the most applicable definition.
 - 2. Uses not specifically identified as permissible (P, C, or S), or authorized through an administrative code interpretation, may not be approved.

Use	R-1	R-2	C-1	C-2	MX	I	PROS
Accessory Buildings (9)	P	P	C	C	P	P	P
Accessory Dwelling Unit	P	P	X	X	P	X	X
Accessory Uses	X	X	P	P	P	P	X
Animal Grooming	X	X	P	P (13)	P	P	X
Aquaculture	X	X	X	X	X	C	C
Arcade	X	X	P	P	P	X	X
Auto Repair	X	X	P (12)	P	P	P	X
Bakery	X	X	P	P	P	X	X
Bank	X	X	P	P	P	X	X
Beauty/Barber Shop	X	X	P	P	P	X	X

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Use	R-1	R-2	C-1	C-2	MX	I	PROS
Bed and Breakfast Inn	C (2)	C (2)	X	X	C (2)	X	X
Boardinghouse	C	C	X	X	X	X	X
Boat Sales/Service/Repair	X	X	X	P	P	P	X
Car Wash	X	X	P	P	P	P	X
Cemetery	X	C	C	C (13)	X	X	X
Child Day Care – Center (15)	X	P	P	P (13)	P	X	X
Child Day Care – Church/School (15)	P	P	P	P	P	X	X
Child Day Care – Home (15)	P	P	P	P	P	X	X
Church	C	C	C	C	C	C	X
Commercial Laundry	X	X	X	X	C	P	X
Community Club	X	X	P	P (13)	P	X	X
Contractor Yard	X	X	X	X	P	P	X
Convalescent Center	X	P	C	C (13)	C	X	X
Convenience Store	X	X	P	P	P	X	X
Crematory	X	X	X	X	X	C	X
<u>Emergency Housing (17)</u>	<u>PC</u>	<u>PC</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>
<u>Emergency Shelter (17)</u>	<u>PC</u>	<u>PC</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>
Farm Tool Sales/Rental	X	X	P	P	P	P	X
Farmers' Market	X	X	P	P	P	X	P
Food Cart/Stand/Mobile Sales (14)	X	X	S	S	S	S	S
Food Processing	X	X	X	X	C	P	X
Fraternal Organization	X	X	P	P	P	X	X
Fruit Stand	X	X	P	P	P	X	X
Gallery/Museum	X	X	P	P	P	X	X

Use	R-1	R-2	C-1	C-2	MX	I	PROS
Gambling/ Cardroom	X	X	P	P	P	X	X
Gas Station	X	X	P	P	P	P	X
Golf Course	C	C	X	X	C	X	C
Group Home	P	P	X	X	P	X	X
Hazardous Waste Storage/ Treatment	X	X	X	X	C	P	X
Health Care Facility	X	X	P	P	P	X	X
Heating Fuel Sales/Services	X	X	C	P (13)	C	P	X
Home Business (10)	P	P	P	P	P	X	X
Hotel/Motel	X	X	P	P	P	X	X
Incineration Facility	X	X	X	X	X	C	X
Industry	X	X	X	X	C	P	X
Kennel – Indoor	X	X	P	P (13)	P	P	X
Kennel – Outdoor	X	X	X	X	P	P	X
Laundromat/ Dry Cleaners	X	C	P	P (13)	P	P	X
Liquor Store	X	X	P	P	P	X	X
Manufactured Home Construction/ Sales	X	X	X	X	C	P	X
Manufacturing – Light	X	X	C (4)	C	C	P	X
Marijuana – Medical Cooperatives (1)	X	X	X	X	X	X	X
Marijuana – Processing (1)	X	X	X	X	C	P	X
Marijuana – Production (1)	X	X	X	X	C	P	X
Marijuana – Retail Sales (1)	X	X	X	P	P	P	X

Use	R-1	R-2	C-1	C-2	MX	I	PROS
Medical Offices	X	X	P	P	P	X	X
Microbrewery/ Micro distillery	X	X	P	P	P	P	X
Mini-Storage	X	C	X	C	C	P	X
Mining	X	X	X	X	X	C	X
Mixed Use – Residential/ Commercial	X	X	P (16)	P (16)	P (16)	X	X
Mobile Home (6)	X	X	X	X	X	X	X
Mortuary	X	X	P	P (13)	P	X	X
Movie Theater	X	X	P	P	X	X	X
Neighborhood Commercial	C	C	X	X	X	X	X
New/Used Vehicle Sales	X	X	X	P	P	P	X
Outdoor Storage	X	X	X	C (13)	C	P	X
Park and Ride Lot	X	X	X	P (13)	X	P	X
Parking Lot	X	X	P	P (13)	X	X	X
Passenger Terminal	X	X	P	P (13)	X	P	X
Performing Arts Theater	X	X	P	P	P	X	X
Permanent Supportive Housing (17)	P	P	P	P	P	X	X
Police/Fire Building	C	C	C	C	C	C	X
Power Plant	X	X	X	X	X	C	X
Printing	X	X	P	P	P	P	X
Professional Offices/ Services	X	X	P	P	P	C	X
Public Administration Building	C	C	C	C	C	C	C
Public Library	X	X	P	P	P	X	P
Public Maintenance Facility	X	X	X	X	P	P	X
Public Park	P	P	C	C	P	X	P
Public Post Office	X	X	P	P	P	X	X

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Use	R-1	R-2	C-1	C-2	MX	I	PROS
Public Utilities	X	X	P	P	P	P	P
Recreation – Commercial (Indoor)	X	X	P	P	P	X	X
Recreation – Commercial (Outdoor)	X	X	X	X	P	X	P
Residential Treatment Facility	C	P	X	X	P	X	X
Restaurant	X	P (11)	P	P	P	P	X
Retail Sales	X	X	P	P	P	X	X
Reuse of Public Buildings	C	C	C	C	C	C	C
RV Park	X	X	X	P (3)	P (3)	X	C (3)
Residence – Duplex	P	P	X	X	P	X	X
Residence – Multifamily (3+)	X	P	X	X	X	X	X
Residence – Single-Family	P	P	X	X	X	X	X
Salvage Yard	X	X	X	X	X	P	X
Schools – Private (K-12)	C	C	X	X	C	X	X
Schools – Public (K-12)	C	C	X	X	X	X	C
Secure Community Transition Facility (8)	P	P	X	X	X	X	X
Sexually Oriented Business	X	X	X	X	X	C (5)	X
Specialty Housing	C	P	X	X	P	X	X
Spectator Sport Facility	X	X	X	X	X	X	C
Tavern	X	X	P	P	P	X	X
Taxi Terminal	X	X	X	P	P	P	X

Use	R-1	R-2	C-1	C-2	MX	I	PROS
Temporary Homeless Encampment (7)	P	P	P	P	P	P	X
<u>Transitional Housing (17)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>
Temporary Uses (16)	S	S	S	S	S	S	S
Towing Service	X	X	X	P	P	P	X
Train Depot	X	X	X	C	X	C	X
Truck Terminal	X	X	X	C	C	C	X
Veterinarian	X	X	P	P (13)	P	X	X
Vocational School	X	X	P	P	C	C	X
Warehouse	X	X	X	X	X	P	X
Waste Transfer Site	X	X	X	X	X	P	X
Water/Sewer Treatment	C	C	C	C	C	C	C
Wireless Communications – Category 1	P	P	P	P	P	P	P
Wireless Communications – Category 2	C	C	C	C	C	C	C

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Footnotes:

- (1) Marijuana uses must comply with the with the provisions of Chapter 17.57 CRMC.
- (2) Bed and breakfast inns must comply with the provisions of CRMC § 17.48.160.
- (3) RV parks must comply with the provisions of Chapter 17.63 CRMC.
- (4) Certain light manufacturing uses may be permitted in the C-1 district in accordance with the provisions of CRMC § 17.36.028(D).
- (5) Sexually oriented businesses must comply with the provisions of Chapter 17.83 CRMC.
- (6) Mobile homes and RVs may be permitted in mobile home parks in existence prior to June 12, 2008.
- (7) Temporary homeless encampments (hosted by religious organizations) may be permitted in accordance with the provisions of RCW 36.01.290.
- (8) Secure community transition facilities must be permitted in accordance with the provisions of WAC 365-196-570.
- (9) Accessory buildings must comply with the provisions of CRMC § 17.48.050.
- (10) Home businesses must comply with the provisions of CRMC § 17.48.120 through 17.48.150.
- (11) Only restaurants less than 500 square feet may be permitted in the R-2 district.

Footnotes:

(12) Repairs to the frame or body of vehicles, painting, or other activities that generate noise, vibrations, or odors are not permitted.

(13) May not front a designated arterial, as adopted or subsequently amended by the city of Castle Rock. This shall include, but is not limited to:

- a. Spirit Lake Memorial Highway (Mt. St. Helens Way NE);
- b. Huntington Avenue North and South;
- c. Dougherty Drive NE;
- d. Front Avenue (SW and NW);
- e. A Street SW;
- f. PH 10;
- g. Westside Highway;
- h. Cowlitz Street (west and east); and
- i. 3rd Avenue SW.

(14) Requires permission of the property owner, a city business license, and must comply with Cowlitz County health department regulations.

(15) All child care facilities must be licensed by the state of Washington and shall provide the city with evidence of compliance. Child day care facilities must also apply for, receive, and maintain in good standing a city business license. Failure to comply with the provisions of state or local laws, or conditions of approval, may result in the suspension or revocation of the city business license. All child care facilities shall comply with the provisions of the Castle Rock Municipal Code, including the zoning code (this title), and the provisions of the International Building Code, as adopted by the city. In addition:

- a. A minimum of one off-street parking space shall be provided for each on-shift employee, plus one space for each 12 persons served;
- b. An on-site vehicle turnaround or separate entrance and exit points, and a passenger loading area shall be provided. The city shall specifically consider the public safety and the location and appearance of the proposed turnaround or access in determining the compatibility with surrounding uses.

(16) Dwellings may be permitted as an accessory use; provided, that:

- a. All provisions of the International Building Codes, as adopted by the city of Castle Rock, are met;
- b. Residential uses must be on the upper floors in the C-1 and C-2 districts; and
- c. Residential uses may be on the ground floor in the MX district, but not fronting the street.

~~(17)~~ (17) Transitional housing, permanent supportive housing, indoor emergency housing, and indoor emergency shelters shall comply with the applicable use provisions of CRMC 17.48.170.

Chapter 17.48 SUPPLEMENTARY USE PROVISIONS (new section)

17.48.170 Transitional Housing, Permanent Supportive Housing, Indoor Emergency Housing, and Indoor Emergency Shelters

A. Purpose. The purpose of this chapter is to allow transitional housing, permanent supportive housing, indoor emergency housing, and indoor emergency shelters in a manner consistent with state law, while establishing reasonable standards to protect public health and safety. These regulations are intended to ensure safe operations for residents, staff, and the surrounding community and to support the City's obligation to plan for and accommodate housing needs.

B. Applicability. This chapter applies to all new, expanded, or modified transitional housing, permanent supportive housing, indoor emergency housing, and indoor emergency shelter facilities located within buildings or permanent structures. The City shall not enact moratorium relating to siting for STEP housing as a use.

C. Permitted Locations

1. Transitional Housing and Permanent Supportive Housing

Transitional housing and permanent supportive housing are permitted in all zoning districts where residential dwelling units or hotels are allowed, consistent with RCW 35A.21.430 and with CRMC 17.26.010 Table of Permitted Uses.

2. Indoor Emergency Housing and Indoor Emergency Shelters

Indoor emergency housing and indoor emergency shelters are permitted in all zoning districts where hotels are allowed, consistent with state law consistent with CRMC 17.26.010 Table of Permitted Uses.

Nothing in this chapter shall be interpreted to prohibit these uses in a manner that conflicts with state law.

D. Permit Type.

1. Facilities subject to this chapter shall be reviewed through an administrative permit process, unless a conditional use permit is otherwise required for comparable residential or lodging uses in the underlying zoning district.

2. Permit review shall be limited to compliance with applicable development standards and the operational requirements of this chapter.

E. Operational Standards

1. Operations Plan Required. An operations plan shall be submitted with the land use application and shall include, at a minimum:

- a. Identification and contact information for the sponsor and managing agency;
- b. Description of staff roles, staffing levels, and on-site supervision;
- c. A security and emergency response plan;

- d. Site and facility maintenance practices, including litter and waste management;
- e. Occupancy policies and a resident code of conduct addressing safety, cleanliness, and prohibited behavior;
- f. Description of services provided on site or through referral; and
- g. A community contact protocol identifying a local point of contact for concerns.

F. Health and Safety Compliance. All facilities shall comply with applicable building, fire, health, and safety codes, including county and state public health requirements.

G. Indoor Operation. All emergency housing and emergency shelter activities shall occur within a fully enclosed building.

H. Development and Site Standards

1. Facilities shall comply with all applicable zoning, development, parking, lighting, and building standards of the underlying zoning district.
2. Parking shall be provided consistent with the needs of the population served in accordance with parking standards, unless modified or reduced pursuant to applicable code provisions.
3. Design and site layout shall incorporate generally accepted safety and security practices, including lighting and visibility.

I. Occupancy, Spacing, and Intensity

1. The City may impose reasonable occupancy, spacing, and intensity standards necessary to protect public health and safety.
2. Any such standards shall not prevent the siting of a sufficient number of transitional housing units, permanent supportive housing units, indoor emergency housing, or indoor emergency shelters needed to accommodate the City's projected housing need as required by RCW 36.70A.070(2)(a)(ii).
3. In the R-1 and R-2 zones, transitional housing and permanent supportive housing shall be limited to no more than 10 adults per dwelling unit, not including children under the age of 18.
4. In the C-1, C-2, and MX zones, emergency shelters, emergency housing, transitional housing sites, permanent supportive housing sites and transitional parking sites shall be limited to no more than 20 individuals being served.
5. No children under the age of 18 are allowed to stay overnight in emergency shelters, emergency housing, transitional housing, permanent supportive housing or transitional parking sites unless accompanied by a parent or guardian, or unless the facility is licensed to provide services to youth. If a child under the age of 18 without a parent or guardian present attempts to stay in a facility not specifically licensed for providing housing to

youth, the sponsor and/or managing agency shall immediately contact Child Protective Services and actively endeavor to find alternative housing for the child.

J. Temporary Emergency Shelters. The mayor or designee may authorize temporary indoor emergency shelters during declared emergencies or severe weather events when an immediate threat to life, health, or safety exists.

K. Business License Requirement

1. Transitional housing, permanent supportive housing, indoor emergency housing, and indoor emergency shelters shall obtain a City business license prior to operation, unless exempted by law.
2. Licensing shall be limited to verification of:
 - i. Operator contact information;
 - ii. Compliance with this chapter; and
 - iii. Compliance with applicable building, fire, and health regulations.
- 4.3. Nonprofit and governmental entities may be exempt from license fees.

Exhibit B

STEP Code Examples

Example:

Spokane Valley

Chapter 19.45 COMMUNITY SERVICES

Sections:

[19.45.010 Purpose.](#)

[19.45.020 Applicability.](#)

[19.45.025 Permit type.](#)

[19.45.030 Application requirements and standards.](#)

[19.45.040 Data entry into regional homeless management information system.](#)

[19.45.050 Waivers and decision.](#)

19.45.010 Purpose.

The purpose of Chapter [19.45](#) SVMC is to allow and establish a review and permitting process for the location, siting, and indoor operation of emergency shelters, emergency housing, transitional housing, permanent supportive housing and transitional parking. These regulations are intended to protect public health and safety by requiring safe operations of these uses for both the residents and broader community. (Ord. 22-011 § 5 (Att. C), 2022).

19.45.020 Applicability.

Chapter [19.45](#) SVMC applies to all proposals for new or expanding emergency shelter, emergency housing, transitional housing, permanent supportive housing, and transitional parking uses or modifications to such uses. (Ord. 22-011 § 5 (Att. C), 2022).

19.45.025 Permit type.

Emergency shelter, emergency housing, transitional housing, permanent supportive housing and transitional parking uses are classified as a Type II permit and shall be processed pursuant to SVMC [17.80.070](#). (Ord. 22-011 § 5 (Att. C), 2022).

19.45.030 Application requirements and standards.

A. Application Contents. All applications for emergency housing, transitional housing, permanent supportive housing, and transitional parking permits shall contain the following:

1. Identification of sponsors and/or managing agencies, including, but not limited to:

a. Identification of experience providing similar services to people experiencing homelessness.

b. Certifications or academic credentials in an applicable human service field and/or applicable experience in a related program with people experiencing homelessness.

2. An operations plan that addresses the following elements:

a. Key staff positions and their roles and responsibilities.

b. Site/facility management plan, including a security and emergency plan, and a plan for managing individuals excluded from accessing the proposed facility that specifically addresses loitering and trespassing. Security cameras shall be provided to monitor parking areas.

c. Site/facility maintenance plan, including, at a minimum, regular trash patrol in the immediate vicinity of the site.

d. Occupancy policies, including resident responsibilities and a code of conduct that includes, at a minimum, a plan that addresses threatening or unsafe behavior, substance use, safety, and cleanliness.

e. Provision of human and social services, including a staffing plan and outcome measures.

f. Outreach with surrounding property owners and residents that includes at a minimum the following:

i. A description of how the proposed facility will serve the population that will be accommodated by the use;

ii. Identification of a phone number and point of contact at the site of the proposed facility for the community to report concerns;

iii. A plan for addressing reported concerns and documenting resolution, and making this information publicly available; and

iv. Notice to all property owners and residents of the proposed site consistent with the distribution requirements of SVMC [17.80.120\(B\)\(1\)](#).

g. Procedures for maintaining accurate and complete records and how confidentiality will be maintained; and

h. For those providers that operate emergency shelters or emergency housing, a coordination plan with street outreach teams and enforcement agencies to ensure that space is available for people experiencing homelessness in the City.

3. A map showing transit, pedestrian and bicycle access from the subject site to services and schools.

4. Emergency shelters and emergency housing providers shall provide an interior space plan identifying all functions associated with the facility, including adequate waiting space. All functions must take place within a building or facility.

5. A parking plan that addresses the parking needs of the use based on the population served and projected needs. Parking shall be provided on site unless it can be provided for consistent with SVMC [22.50.020\(B\)](#). The plan shall include security cameras and areas to be observed by the cameras.

6. An exterior lighting plan for the parking area in compliance with Chapters [19.75](#) and [22.60](#) SVMC.

7. Additional materials required for transitional parking uses include:

a. A site plan that indicates the facility parking and the parking area provided for the transitional parking;

b. The operations plan shall specify how waste and restroom access will be provided. Restroom access may be provided either in the building or in portable facilities;

c. The operations plan shall specify if the site is available for overnight parking use only, or available for parking during the daytime and overnight; and

d. A signed agreement between the organization and the managing agency, if applicable.

B. Design Standards and Requirements. Emergency shelters, emergency housing, transitional housing, and permanent supportive housing shall be subject to all locally applicable land use, development, zoning, and building regulation requirements including, but not limited to, all applicable requirements set forth in SVMC Titles [17](#) through [24](#). In addition, emergency shelters, emergency housing, transitional housing, permanent supportive housing and transitional parking shall be subject to the following standards:

1. In the MFR, CMU, MU, RC, IMU, and I zones, emergency shelters, emergency housing, transitional housing sites, permanent supportive housing sites and transitional parking

sites shall be limited to no more than 20 individuals being served. In the R-1, R-2, R-3, R-4, and NC zones, transitional housing and permanent supportive housing shall be limited to no more than 10 adults per dwelling unit, not including children under the age of 18.

2. Emergency shelters, emergency housing, permanent supportive housing and transitional parking shall be located a minimum of one mile apart measured from the nearest property line of any use regulated by Chapter [19.45](#) SVMC. Transitional housing shall not be subject to any spacing requirements.

3. All residents, staff, and operators shall comply with all Spokane County Health District requirements related to food preparation, service, and donations.

4. Trash receptacles shall be provided in multiple locations throughout the facility and site. Managing parties shall contract with the applicable trash service provider for the duration of the use.

5. The number of parking spaces shall be required based on the population served and the projected needs of the emergency shelter, emergency housing, transitional housing, or permanent supportive housing facility as outlined in the parking plan and subject to review and approval of the City. Spaces shall be provided at a minimum, and may increase at the discretion of the City after review of the parking plan as follows:

- a. One space for the maximum number of staff on duty throughout each day; and
- b. Five spaces for transitional housing and permanent supportive housing in residential zones; or
- c. Ten spaces for emergency shelters, emergency housing, transitional housing and permanent supportive housing in nonresidential zones;
- d. Transitional parking uses do not need to provide additional parking;
- e. Off-street parking shall comply with all other requirements of SVMC Title [22](#) including, but not limited to, paving, drainage, location, dimensions, and design standards.

6. On-site supervision shall be provided at all times, unless it can be demonstrated through the operations plan that this level of supervision is not warranted for the population being served.

7. No children under the age of 18 are allowed to stay overnight in emergency shelters, emergency housing, transitional housing, permanent supportive housing or transitional parking sites unless accompanied by a parent or guardian, or unless the facility is licensed to provide services to youth. If a child under the age of 18 without a parent or guardian present attempts to stay in a facility not specifically licensed for providing housing to youth,

the sponsor and/or managing agency shall immediately contact Child Protective Services and actively endeavor to find alternative housing for the child.

8. The sponsor and/or managing agency shall designate points of contact and provide 24-hour accessible phone contact information to the patrol operations commander for the Spokane Valley Police Department (SVPD). The names of the on-duty points of contact shall be posted on site daily, and their contact information shall be provided to the SVPD.

9. Transitional parking programs are subject to the following additional requirements:

a. Restroom access either within the buildings on the property or through use of portable facilities. Restrooms shall include handwashing stations or facilities in an adequate number as determined by the City. Restroom and handwashing station access shall be available at all hours of the day and night.

b. Organizations providing transitional parking spaces must continue to abide by the parking requirements in Chapter [22.50](#) SVMC so that the provision of transitional parking spaces does not reduce the total number of available parking spaces required for the primary use.

c. Recreational vehicles shall be allowed. (Ord. 22-011 § 5 (Att. C), 2022).

19.45.040 Data entry into regional homeless management information system.

Emergency shelter, emergency housing, transitional housing, or permanent supportive housing entities shall be required to provide and comply with a plan for collecting information/data from prospective occupants for inclusion in the homeless management information system. (Ord. 22-011 § 5 (Att. C), 2022).

19.45.050 Waivers and decision.

A. The city manager or designee shall have the authority to grant, grant with conditions, or deny an application for emergency shelters, emergency housing, transitional housing, and permanent supportive housing under Chapter [19.45](#) SVMC. Conditions may be imposed to:

1. Minimize nuisance-generating features such as noise, waste, air quality, traffic, physical hazards, and other similar impact; and

2. Mitigate potentially adverse operational characteristics, including, but not limited to, direct intake of residents on site, daily check-in of residents to secure a bed, lack of resident enrollment in a program operated by the on-site agency, or lack of available intensive case management for residents on site.

B. In cases where the application does not meet the provisions of Chapter [19.45](#) SVMC or adequate mitigation may not be feasible or possible, the city manager or designee shall deny the application and issue a decision pursuant to SVMC [17.80.130](#).

C. The city manager may authorize the operation of a temporary emergency shelter for up to 30 days in situations where an immediate life, health, or safety concern exists due to unanticipated or severe environmental conditions. The city manager may authorize an extension to the 30 days for a specified period of time, if the city council has adopted a resolution pursuant to Chapter [38.52](#) RCW declaring that the conditions which gave rise to the operation of the temporary emergency shelter continue in effect, and constitute a threat to the life, health, and safety of the residents of the City. Temporary emergency shelters authorized by SVMC [19.45.050](#) are not subject to the requirements of Chapter [19.45](#) SVMC. (Ord. 22-011 § 5 (Att. C), 2022).

City of Longview Municipal Code

19.44.110 Emergency shelters and emergency housing.

The following standards apply to emergency shelters and emergency housing:

(1) Emergency shelters and emergency housing shall be consistent with the definitions given in Chapter [19.09](#) LMC.

(2) Prohibited Areas. Emergency shelters, emergency housing shall not be located within 1,000 feet of another emergency shelter, emergency housing facility, in commercial zones.

(3) Emergency shelters shall be subject to standards for facility operations and management plans set forth below:

(a) Facility operations and management plans are required to be filed with the city with each new application for emergency shelters. The plan should address:

(i) Roles and responsibilities of key staff;

(ii) Site/facility management, including a security and emergency plan;

(iii) Site/facility maintenance;

(iv) Occupancy policies, including resident responsibilities and a code of conduct that includes, at a minimum, a prohibition on the on-site use or sale of alcohol and illegal drugs and threatening or unsafe behavior. The sponsor and/or managing agency shall ensure that items deemed as weapons are stored in a safe location;

(v) Provision of human and social services, including staffing plan and outcome measures;

(vi) Outreach with surrounding property owners and residents and ongoing good neighbor policy; and

(vii) Procedures for maintaining accurate and complete records.

(b) The shelter security plan must be updated regularly with easily accessible contact information for key staff and leadership of the emergency shelter.

Federal Way

Chapter 12.35

PERMANENT SUPPORTIVE HOUSING AND TRANSITIONAL HOUSING, EMERGENCY HOUSING AND SHELTER

Sections:

Article I. Generally

12.35.010 Exception from chapter.

Article II. Licenses

12.35.020 License for business required.

12.35.030 License applications.

12.35.040 License fee.

12.35.050 License expiration.

12.35.060 Renewal of license.

Article III. Regulations

12.35.070 Standards of safety and operation.

12.35.080 Standards of conduct.

Article I. Generally

12.35.010 Exception from chapter.

This chapter does not apply to emergency housing and shelter that is operated as a result of inclement weather, natural disaster, or similar event.

(Ord. No. 22-929, § 15, 1-18-22.)

Article II. Licenses

12.35.020 License for business required.

Unless expressly excepted by the provisions of this chapter, it is unlawful to operate permanent supportive housing and transitional housing, or emergency housing and shelter unless such establishment or premises is licensed as hereinafter provided.

(Ord. No. 22-929, § 15, 1-18-22.)

12.35.030 License applications.

(1) All applications for license or license renewal shall be made to the city finance department on a form prescribed by the finance director, and shall include the following information:

- (a) The name, address, and contact telephone number of the license holder;
- (b) The business name, address, and telephone number of the establishment to be licensed;
- (c) The names, titles, addresses, and telephone numbers of those who will act as the principle point(s) of contact with the city;
- (d) A declaration of the total number of rooms in the facility used for permanent supportive housing and transitional housing, and/or emergency housing and shelter;
- (e) The maximum number of occupants that can be housed in the facility;
- (f) An operational plan demonstrating compliance with the safety and operational requirements in FWRC [12.35.070](#) and the standards of conduct in FWRC [12.35.080](#);
- (g) Documentation identifying that providers and/or managing agencies have either demonstrated experience providing similar services to people experiencing homelessness, and/or certifications or academic credentials in an appropriate human service field, and/or applicable experience in a related program with people experiencing homelessness.

(2) The city shall notify the applicant within 15 working days of submittal of a license or license renewal application if the application is deemed incomplete and shall specify what additional information is required.

(Ord. No. 22-929, § 15, 1-18-22.)

12.35.040 License fee.

(1) The license fee for permanent supportive housing and transitional housing, or emergency housing and shelter, as required in this chapter, is \$300.00 per year. Such fee shall be in addition to general business license fees where applicable.

(2) The entire annual license fee shall be paid for the applicable calendar year regardless of when the application for license is made, and shall not be prorated for any part of the year except that if the original application for license is made subsequent to June 30th, the license fee for the remainder of that year shall be one-half of the annual license fee.

(3) Permanent supportive housing and transitional housing, and emergency housing and shelter, operated by nonprofit or governmental organizations, shall be exempt from the license fee.

(Ord. No. 22-929, § 15, 1-18-22.)

12.35.050 License expiration.

(1) All licenses issued or renewed under the provisions of this chapter shall expire on the thirty-first of December of each year.

(2) *Due date.* All license fees required by this chapter for either an original license or renewal are payable to the city at least two weeks prior to the commencement of operation of the permanent supportive housing and transitional housing, and/or emergency housing and shelter.

(3) *Failure to renew.* Failure to renew shall result in expiration of the license and all privileges granted to the licensee.

(Ord. No. 22-929, § 15, 1-18-22.)

12.35.060 Renewal of license.

(1) For a permanent supportive housing and transitional housing, and/or emergency housing and shelter facility to continue operation beyond the expiration of its existing license, an application for renewal must be submitted with the city prior to the expiration of the existing license.

(2) A late penalty shall be charged on all applications for renewal of a license received later than seven calendar days after the expiration date, as well as all applications that fail to rectify application deficiencies identified by the city pursuant to FWRC [12.35.030](#)(2) within seven calendar days of the city notice provided for in that subsection.

The amount of such penalty is fixed as follows:

Days Past Due	Late Fee
8 – 30	\$50
31 – 60	\$100
61 and over	\$200

(Ord. No. 22-929, § 15, 1-18-22.)

Article III. Regulations

12.35.070 Standards of safety and operation.

(1) Every facility licensed under the provisions of this chapter, except for emergency housing and shelter facilities that do not provide overnight accommodations, must meet the following safety and operational requirements:

- (a) Adopt and broadly disseminate a written security and emergency plan for residents, guests, and employees.
- (b) Establish protocols to work with current or prospective residents and guests with active felony warrants to resolve the outstanding warrant(s) with applicable legal authorities.
- (c) Take all reasonable and legal steps to obtain verifiable identification information, including full name and date of birth, from all current and prospective residents, and keep a log containing this information.
- (d) Prohibit direct intake of residents without referral.
- (e) Incorporate procedures into operations to ensure complete and accurate recordkeeping.
- (f) Post prominently a list of all human and health services offered with a brief description of the service(s) and the availability of such service(s).
- (g) Follow Crime Prevention Through Environmental Design (CPTED) standards for landscaping and plant maintenance.
- (h) Broadly disseminate information to residents identifying transit, pedestrian and bicycle routes to services and schools from the site.

(2) Every standalone facility exclusively for permanent supportive housing and transitional housing, and/or emergency housing and shelter licensed under the provisions of this chapter, except for permanent supportive housing and transitional housing in the suburban estate (SE) or single-family residential (RS) zones, must meet the following additional safety and operation requirements:

- (a) Install lighting in all internal common areas providing a minimum of one and one-half foot-candles at ground level 24 hours per day, seven days a week.
- (b) Have a manager or operator's representative on the premises at all times during operating hours.

(3) Every newly constructed facility licensed under the provisions of this chapter, except for newly constructed permanent supportive housing and transitional housing in the suburban estate (SE) or single-family residential (RS) zones, must also implement the security program and strategies addressed in FWRC [19.115.040](#).

(Ord. No. 24-981, § 3, 1-16-24; Ord. No. 22-929, § 15, 1-18-22.)

12.35.080 Standards of conduct.

Every facility licensed under the provisions of this chapter must adopt and enforce standards of conduct applicable to all residents and guests designed to ensure that:

- (1) All residents and guests comply with all applicable federal, state, and local laws, including all safety and sanitation requirements and the city’s building, fire, and zoning and development codes.
- (2) No residents or guests shall exhibit threatening or unsafe behavior.
- (3) No residents or guests shall use, possess, or sell illegal drugs.

Hunts Point

Chapter 18.39

PERMANENT SUPPORTIVE HOUSING AND TRANSITIONAL HOUSING

Sections:

18.39.010 Permanent supportive and transitional housing.

18.39.010 Permanent supportive and transitional housing.

Permanent supportive and transitional housing facilities are permitted uses in any zoning district allowing a single-family dwelling subject to the following criteria:

- (1) Permanent supportive and transitional housing facilities are limited to a maximum of five residents at any one time, plus up to five resident staff.
- (2) Permanent supportive and transitional housing facilities must be a 24-hour-per-day facility where rooms are assigned to specific residents for the duration of their stay. Transitional housing facilities shall require a minimum length stay of seven days.
- (3) On-site services such as laundry, hygiene, meals, case management, and social programs are limited to the assigned residents and shall not be available for drop in or other use by nonresidents.
- (4) No permanent supportive housing or transitional housing facility may be located within one-half mile of another property that contains a permanent supportive housing or transitional housing facility in the town or an adjacent jurisdiction, calculated as a radius from the property lines of the site.
- (5) Permanent supportive and transitional housing facility operators shall obtain a state of Washington business license.
- (6) All facilities shall comply with HPMC Title [8](#), Health and Safety.
- (7) Prior to operating a permanent supportive housing or transitional housing facility, an occupancy agreement shall be submitted to the town which meets the requirements of this section. The town council shall review the occupancy agreement as part of a regularly scheduled meeting and either approve, deny, or request additional information related to the request.
 - (a) Property owners and/or facility operators shall use and enforce the occupancy agreement approved by the town council.
 - (b) The occupancy agreement shall include, but may not limited to, the following:

- (i) Names and contact information for on-site staff and a statement that the facility operator shall notify the town of all staff change(s) within 72 hours.
- (ii) Description of the services to be provided on site.
- (iii) A staffing plan which includes, but may not be limited to, the following:
 - (A) Number, function, and general schedule of staff supporting residents and facility operations.
 - (B) Staff background checks, certifications, and certification requirements.
 - (C) Staff training programs.
 - (D) Staff-to-resident ratios.
 - (E) Staff roles and responsibilities.
 - (F) The name and emergency contact information for at least one organization member located off site.
- (iv) Rules and/or code of conduct describing resident expectations and consequences for failing to comply. At minimum, the code of conduct shall be consistent with state law prohibitions and restrictions concerning the following:
 - (A) Possession and use of illegal drugs on site.
 - (B) Threatening or unsafe behavior.
 - (C) Possession and use of weapons.
- (v) A fire safety plan reviewed and approved by the Bellevue fire department confirming fire department access.
- (vi) A safety and security plan reviewed and approved by the Medina police department including protocols for response to the facility, facility residents, and to residents throughout the town. The safety and security plan shall establish a maximum number of permitted Medina police department response calls to the facility. Any Medina police department call(s) to the facility exceeding the maximum threshold established in the safety and security plan shall be considered a violation of this chapter and the facility operator will be fined in accordance with HPMC [18.60.003\(3\)\(d\)](#).
- (vii) A plan for avoiding potential impacts on nearby residences including a proposed mitigation approach that addresses items such as noise, smoking areas, parking, security procedures, and litter.

(viii) Description of eligibility for residency and resident referral process. [Ord. 571 § 2 (Exh. A), 2024]

Des Moines WA

Chapter 18.182 SUPPORTIVE HOUSING STANDARDS

§ 18.182.010 Title.

§ 18.182.020 Application.

§ 18.182.030 Purpose.

§ 18.182.040 Authority.

§ 18.182.050 Performance standards.

§ 18.182.010 Title.

This chapter shall be entitled "Supportive Housing Standards."

(Ord. 1750 § 4, 2021)

§ 18.182.020 Application.

This chapter shall apply to all emergency housing, emergency shelters, permanent supportive housing, and transitional housing in buildings or other permanent structures.

(Ord. 1750 § 5, 2021)

§ 18.182.030 Purpose.

The purpose of this section is to establish standards for the operation of supportive housing facilities within the City. For the purpose of this section, "supportive housing facilities" includes only emergency housing, emergency shelters, permanent supportive housing, and transitional housing in buildings or other permanent structures. These regulations are intended to protect public health and safety by requiring safe operations of supportive housing facilities for both the residents of such facilities and the broader community. This section does not include regulations for homeless encampments regulated by DMMC § [18.170.080](#) and essential public facilities regulated by chapter [18.255](#) DMMC.

(Ord. 1750 § 6, 2021)

§ 18.182.040 Authority.

This chapter is established to regulate the siting of emergency housing, emergency shelters, permanent supportive housing, and transitional housing.

(Ord. 1750 § 7, 2021)

§ 18.182.050 Performance standards.

(1) General Requirements for All Supportive Housing Facilities.

(a) When a site includes more than one supportive housing facility, the more restrictive requirements of this section shall apply.

(b) Specific needs of each facility shall be reviewed pursuant to the conditional use permit process in chapter **18.140** DMMC.

(c) All supportive housing facilities shall comply with the Des Moines Municipal Code, including but not limited to Title 14 DMMC, Buildings and Construction, and Title 18 DMMC, Zoning.

(d) Facilities shall meet the following locational criteria:

(i) Facilities shall be located within one-quarter mile from a transit stop.

(ii) Facilities shall be located at least one-half mile from another supportive housing facility.

(iii) Facilities shall be located at least 1,000 feet from an elementary, middle or high school, or other supportive housing facility, unless permitted as a family or youth shelter. For the purposes of this subsection, distance shall be measured in a straight line between the closest property line of the existing facility or school and the closest property line of the proposed facility.

(e) Facilities shall match the bulk and scale of residential uses allowed in the zone where the facility is located. The design, construction, appearance, physical integrity, and maintenance of the facility shall provide an environment that is attractive, sustainable, functional, appropriate for the surrounding community, and conducive to tenants' stability.

(f) Project design shall enhance personal safety and security through implementation of CPTED (Crime Prevention Through Environmental Design) principles.

(g) The sponsor and/or managing agency shall ensure compliance with Washington State laws and regulations, the DMMC, and King County Health Department regulations. The sponsor and/or managing agency shall permit inspections by local agencies and/or

departments to ensure such compliance and shall implement all directives resulting therefrom within the specified time period.

(h) The required number of off-street parking spaces for each facility shall meet the requirements of chapter **18.210** DMMC.

(i) An operations plan must be provided at the time of application by the sponsor and/or managing agency that addresses the following elements to the satisfaction of the City:

(i) Name and contact information for key staff;

(ii) Roles and responsibilities of key staff;

(iii) Site/facility management, including a security and emergency plan;

(iv) Site/facility maintenance;

(v) Occupancy policies, including resident responsibilities and a code of conduct that address, at a minimum, the prohibition on the use or sale of alcohol and illegal drugs, threatening or unsafe behavior, and weapon possession;

(vi) Provision of human and social services, including staffing plan and outcome measures;

(vii) Outreach plan with surrounding property owners and residents and ongoing good neighbor policy; and

(viii) Procedures for maintaining accurate and complete records.

(ix) A description of provisions for transit, pedestrian, and bicycle access from the subject site to services shall be provided at time of application by the sponsor and/or managing agency.

(2) Specific Requirements for Emergency Housing and Emergency Shelters, in Addition to the Requirements of Subsection **(1)** of this Section.

(a) Facilities shall meet the following capacity and density requirements:

(i) Emergency housing shall be limited to no more than 20 units, or 20 residents in a facility without separate units, in the D-C, C-C, H-C and I-C Zones. Facilities within the PR-R, PR-C, T-C and W-C Zones shall be permitted at the zoned density.

(ii) Emergency shelters shall limit capacity to no more than one adult bed per 40 square feet of floor area per facility with up to 20 residents permitted in the D-C, C-C, H-C and I-C Zones and up to 80 residents in the PR-R, PR-C, T-C and W-C Zones.

(b) Residents shall have access to the following services on site; if not provided on site, transportation shall be provided:

(i) or all facilities, medical services, including mental and behavioral health counseling.

(ii) For emergency housing facilities, access to resources on obtaining permanent housing and access to employment and education assistance.

(iii) For emergency shelter facilities, substance abuse assistance.

(3) Specific Requirements for Permanent Supportive Housing and Transitional Housing in Addition to the Requirements of Subsection **(1)** of this Section.

(a) Facilities shall meet the following capacity and density requirements:

(i) A maximum of eight residents shall be permitted in the Single-Family Zones (RS-15,000, RS-9,600, RS-8,400, RS-7,200, and RS-4,000) and R-SE Zone, and facilities are subject to the development standards of the zone that the facility is located in.

(ii) A maximum of 40 units shall be permitted in the Multifamily Residential Zones (RA-3,600, RM-2,400, RM-1,800, RM-900, RM-900A and RM-900B) and in the C-C, D-C, H-C, I-C, and N-C Zones.

(iii) Facilities located in the PR-R, PR-C, T-C and W-C Zones shall comply with the density requirements of the underlying zone.

(b) Facilities shall be required to meet the design requirements of chapter **18.235** DMMC.

(i) On-site recreation area shall be provided as specified in chapter **18.155** DMMC. The Hearing Examiner may approve equal square footage of common recreation space in lieu of private recreation space requirements.

(c) All residents shall have access to appropriate cooking and hygiene facilities.

(d) Facilities serving more than five dwelling units shall have dedicated spaces for residents to meet with service providers.

(e) Residents shall have access to the following services on site; if not provided on site, transportation shall be provided:

(i) Medical services, including mental and behavioral health counseling.

(ii) Employment and education assistance.

Exhibit C

STEP-101-Factsheet

Planning for STEP Housing Types

There is a **critical demand for 1.1 million homes** in Washington over the next two decades, according to projections from the Washington State Department of Commerce. Of that 1.1 million, more than 600,000 homes need to be affordable for individuals at the lowest income levels (i.e., less than or equal to 80 percent of the area median income). In addition, if we do not build more affordable housing, we will need about 91,000 emergency housing beds in 20 years. Some of the housing for very low-income segments can collectively be called “STEP.”

Future housing needs by area median income (AMI) groups



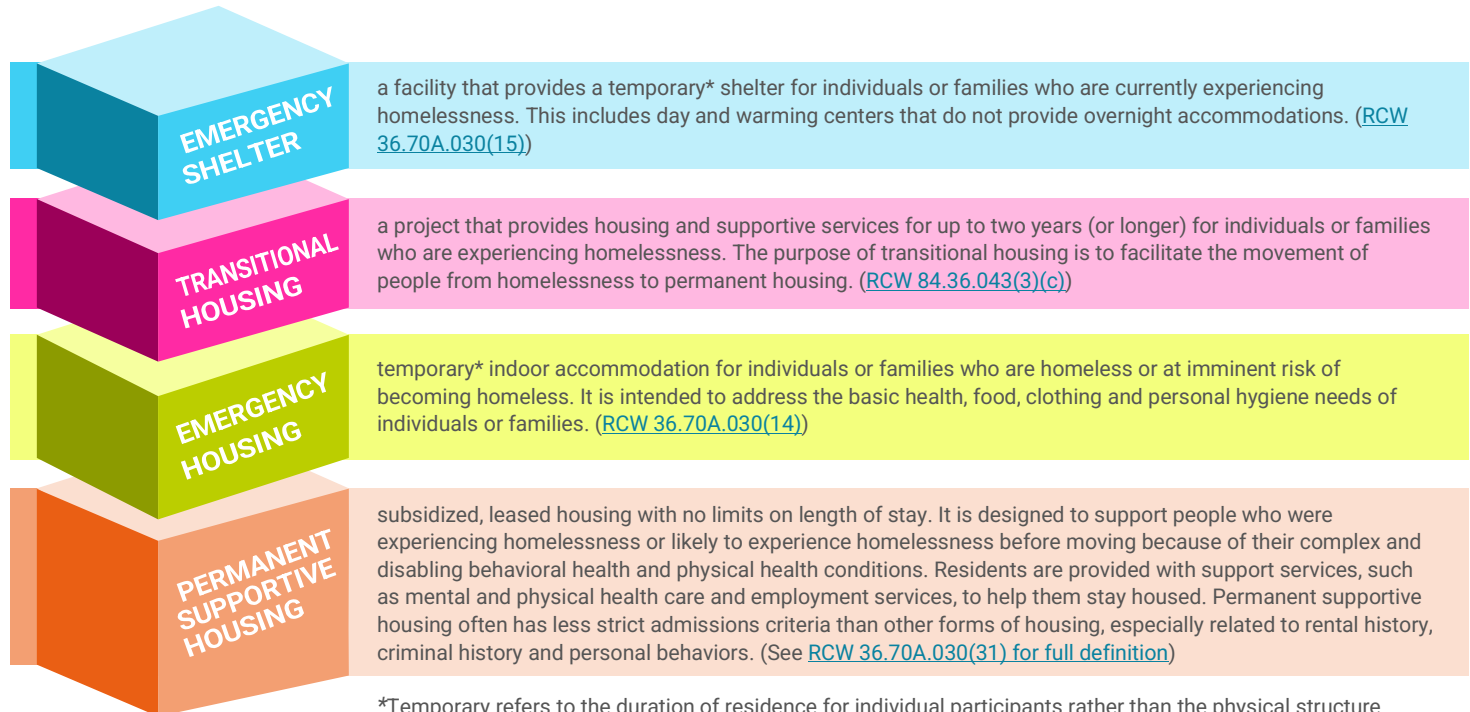
1.1 Million new homes will be needed in the next 20 years

In addition, there will also need to be:

91,357 Emergency housing beds (temporary housing)

What is STEP?

Indoor emergency **S**helter, **T**ransitional housing, **E**mergency housing and **P**ermanent supportive housing

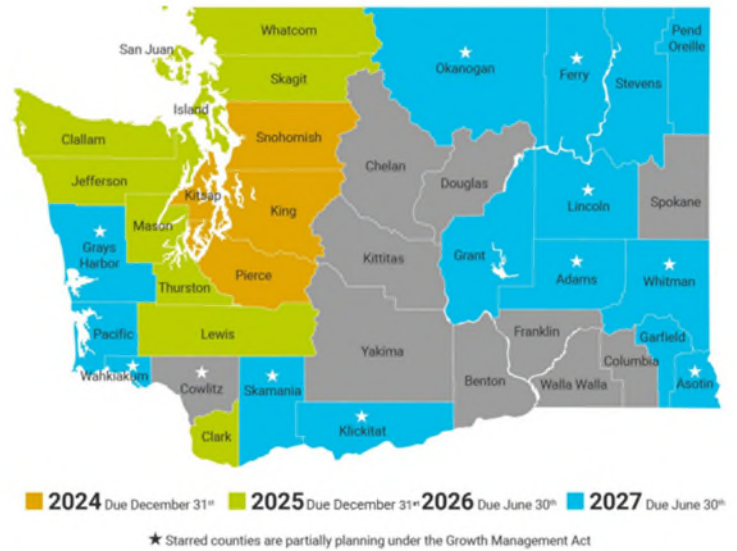


*Temporary refers to the duration of residence for individual participants rather than the physical structure itself or the duration of land use.

How should my jurisdiction plan for STEP?

Cities and counties must plan for and accommodate housing affordable to all incomes in their 20-year comprehensive plans and development regulations. These housing needs are determined through a countywide process where each jurisdiction receives a share of the total countywide housing need. By their comprehensive periodic update deadline (see map), cities and counties must:

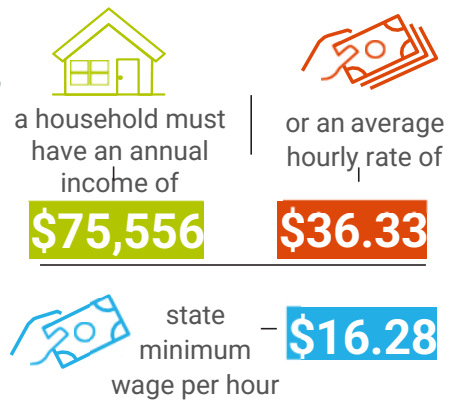
- Develop policies to plan for and accommodate housing affordable to all economic segments,
- Allow sufficient zoning capacity for these housing needs, including permanent supportive housing (PSH) and emergency housing,
- Identify barriers to the development of affordable housing and an action plan to remove these barriers, and
- Based on new state laws adopted in 2021, cities must not prohibit emergency housing and emergency shelters in all zones that allow hotels, and cities must allow permanent supportive housing and transitional housing in all zones that allow hotels and residential development.



Why Is STEP Such a Big Issue?

From 2007 to 2013, as rent prices surged and vacancy rates decreased, Washington experienced a dramatic increase in people experiencing homelessness. In 2021, Washington made changes to its state planning framework to address the need for more housing, including STEP. Local jurisdictions are currently working to implement these changes in their local regulations and comprehensive plans.

According to federal estimates, to afford rent for a two-bedroom home in Washington:











RISING RENTS AND A LACK OF HOUSING SUPPLY ARE THE CORE CAUSES OF INCREASED

HOMELESSNESS IN THE STATE

Rent prices soared and housing vacancy rates dropped. However, at the same time, workforce participation grew, Gross Domestic Product grew and wages increased.

Additional investments and system improvements at both state and local levels are needed to address this issue. Tackling the root causes of rent increases is crucial for effectively reducing homelessness.

Benefits of STEP

-  Reduces the number of people living and sleeping in unsafe conditions and public spaces
-  Helps various populations, including people who are currently homeless or housing insecure, formerly homeless aging adults, families with child welfare involvement, individuals with chronic patterns of homelessness, people involved with the justice system, and adults with intellectual and developmental disabilities.
-  Provides tenancy support services to help vulnerable people maintain stable housing
-  Connects participants to essential services such as health care, job opportunities and public benefit income
-  Improves participants' mental and physical health through timely medical care
-  Enhances participants' employment prospects and incomes and fosters social connections
-  Reduces the likelihood of residents being incarcerated
-  Decreases the public cost burden on other services, such as hospitals and emergency response, and therefore costs the same amount or less than its alternatives

Relevant Laws for Siting and Permitting STEP

Law	Relevance to STEP
Growth Management Act: RCW 36.70A.070(2)	Local governments fully planning under the Growth Management Act (GMA) must plan for and accommodate housing that is affordable to all income levels. Each jurisdiction is required to allow sufficient capacity for STEP in accordance with their share of countywide housing needs and make adequate provisions for these needs.
RCW 35.21.683 and RCW 35A.21.430	Cities must not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, and must allow permanent supportive and transitional housing in zones where residential dwelling units or hotels are allowed. The laws also limit the application of occupancy, spacing and intensity of use requirements for STEP.
RCW 36.130.020	Local governments may not impose requirements on an affordable housing development that are different from the requirements imposed on housing developments generally. Affordable housing includes permanent supportive housing and other types of subsidized and leased housing.
RCW 36.70A.545	Local governments fully planning under the GMA must provide density bonuses for any affordable housing, including STEP types with leases, on real property owned or controlled by a religious organization.
RCW 35.21.915 , RCW 35A.21.360 , and RCW 36.01.290	Local governments may not impose overly restrictive regulatory limits on encampments, safe parking, overnight shelters and temporary small houses on property owned or controlled by a religious organization.
RCW 36.70A.540	Local governments fully planning under the Growth Management Act (GMA) have the authority to offer incentives in exchange for providing development for low-income households.

Promising Practices for Planning for STEP

Allow STEP outright as a permitted use in designated zones. In some areas of Washington state, STEP is still listed as a conditional use. This means STEP projects face additional regulations that typically involve a longer local government review process and may also include a public input process that could delay permitting. The purpose of this process is to more carefully assess the development's potential impacts on traffic, noise, safety and community character before granting approval. To increase STEP, communities can allow these projects in certain zones without this additional process.

- ✓ Streamlines permitting
- ✓ Encourages STEP development
- ✓ Reduces work for local government staff

Reduce and clarify requirements to streamline permitting steps and reduce barriers for STEP development. Many local ordinances and regulations are not consistent with state law since they include occupancy, spacing and intensity of use² requirements for STEP that are not explicitly linked to public health and safety. Additionally, many communities impose potentially burdensome development, operating, facility, reporting, service and other requirements for STEP that differ from those for other similar residential dwelling types. When developing local ordinances and regulations, jurisdictions can limit additional requirements for STEP to speed up permitting, limit discretionary approval processes, reduce work for local government staff, support developers and help increase affordable housing and STEP production.

- ✓ Speeds up local processes
- ✓ Encourages STEP development
- ✓ Limits discretionary approval processes
- ✓ Reduces work for local government staff

Expedite permitting processes for STEP projects, thereby providing quicker, more predictable timelines that help prevent cost increases caused by project delays. Expedited permitting processes require sufficient staff, so jurisdictions interested in this strategy can start by assessing whether they need to hire additional employees to expedite reviews more efficiently.

- ✓ Provides quicker and more predictable development timelines
- ✓ Prevents cost increases caused by project delays

Provide land use and financial incentives to encourage more STEP production. Affordable housing and STEP developments face numerous challenges before they can reach the construction phase, and a lack of project financing is often one of the most significant barriers. To help STEP projects overcome this challenge, jurisdictions can play an important role by providing support through density bonuses, reduced or waived fees, regulatory exemptions, free or discounted land, grants or loans, tax exemptions, or other support.

- ✓ Keeps rents affordable for low-income households
- ✓ Increases STEP production

Encourage STEP development in locations close to healthcare services, transportation, jobs and other amenities to promote economic mobility and access to services. STEP housing is best suited for urban growth areas and cities, but may be appropriate in select Limited Areas of More Intense Rural Development (LAMIRDs) if enough support services, transportation and infrastructure services are available.

- ✓ Furthers sustainability
- ✓ Promotes inclusivity and accessible services
- ✓ Provides access to transportation
- ✓ Increases employment opportunities
- ✓ Enhances overall wellbeing

² Intensity with respect to STEP can refer to the density of people or services needed by participants in a single location or facility.