

17.400.053 Emergency Shelters

A. Purpose and Intent. This Section provides development standards for emergency shelters in compliance with Article 2, *Zoning Districts, Permitted Land Uses, and Zone-Specific Development Standards*, and as defined in Article 7, *Definitions*.

B. Maximum Number of Beds. The maximum number of beds permitted at an emergency shelter facility shall be as follows:

1. ***Shelters within the Emergency Shelter Overlay District.*** An emergency shelter facility located within the Emergency Shelter Overlay District shall not exceed 70 beds.
2. ***Shelters outside the Emergency Shelter Overlay District.*** An emergency shelter facility not located within the Emergency Shelter Overlay District shall not exceed 30 beds.

C. Site Development Standards. All emergency shelter facilities shall be subject to the development standards of the WMC, all other applicable regulations and statutes and the following standards.

1. ***Client intake and waiting area.*** Each emergency shelter facility shall provide an on-site client intake and waiting area, subject to the following:
 - a. The minimum area of a client intake and waiting area shall be no less than 10 square feet of floor area for each bed provided at the emergency shelter facility.
 - b. A client intake and waiting area shall not be located within a required yard area. For an emergency shelter facility located in a zoning district where a yard setback is not specified, the client intake and waiting area shall not be located between a building and the public right-of-way.
 - c. A client intake and waiting area shall be fully screened from view from all public streets adjoining the emergency shelter facility.
2. ***Exterior lighting.*** Exterior lighting shall be provided throughout the facility to ensure the safety of all persons on-site. The placement, illumination, and shielding of such lighting shall be subject to the applicable provisions of the WMC.
3. ***Proximity to other emergency shelters.*** No emergency shelter facility shall be less than 300 feet from any other emergency shelter facility. In determining the distance between two emergency shelter facilities, the distance shall be measured from the property line of one facility to the nearest property line of another facility.

D. Permitted Amenities and Services. A proposed emergency shelter facility offering immediate and short-term housing may provide on-site supplemental services and amenities to the homeless individuals and families staying at such facility. These on-site services and amenities may include, but are not limited to the following:

1. ***Recreation area.*** An indoor and/or outdoor recreation area may be provided.
2. ***Counseling center.*** A counseling center for job placement, education, health care, legal or mental services, or similar services intended to assist homeless clients may be provided.
3. ***Laundry facilities.*** Laundry facilities, located within an enclosed structure may be provided.
4. ***Kitchen and dining hall.*** A kitchen for the preparation of meals serving on-site clients and a dining hall may be provided.

5. ***Client storage.*** A client storage area for the personal belongings of the on-site clients may be provided.

E. Operational Standards. All emergency shelter facilities shall be subject to the following operational standards:

1. ***Maximum stay.*** The maximum stay of any individual shall not exceed 120 days in a 365-day period.
2. ***Availability of beds.*** Stays at an emergency shelter facility shall be on a first-come first-serve basis with clients housed on-site. Clients shall have no guaranteed bed for the next night.
3. ***Hours of operation.*** Clients may only be permitted on-site and admitted to the emergency shelter facility between 5:00 p.m. to 8:00 a.m. All clients shall vacate the emergency shelter facility no later than 8:00 a.m.
4. ***Minimum staffing requirements.*** A minimum of one employee for each 15 beds within an emergency shelter facility shall remain awake and on-duty during the emergency shelter facility's hours of operation.
5. ***Counseling referrals and reporting.*** Any counseling programs are to be provided with referrals to outside assistance agencies.

F. Safety, Security, and Operational Plan. A safety, security and operational plan shall be submitted to the Director for review and approval, prior to initial occupancy of an emergency shelter facility. The site-specific safety, security and operational plan shall address all of the following:

1. ***Facility management.*** The provisions necessary to manage the ongoing emergency shelter facility's needs, both on and off-site, including, but not limited to, the separation of individual male and female sleeping areas, provisions of family sleeping areas, and the various services and functions of such facility shall be provided.
2. ***Client congregation.*** The specific measures used by the emergency shelter facility to discourage clients from congregating off-site and/or disturbing nearby uses during the hours when clients are not allowed on site at the emergency shelter facility.
3. ***Admittance and discharge.*** The provisions for the daily management for admittance and discharge procedures shall be provided, with the objective of giving priority to Westminster residents.
4. ***Refuse collection.*** The refuse collections schedule to provide the timely removal of associated client litter and debris on and within the vicinity of the emergency shelter facility shall be provided.
5. ***Alcohol and drug regulation.*** The provisions for addressing how the operator will ensure that the emergency shelter facility remains alcohol and illegal drug free at all times.
6. ***Contact information.*** The operator shall provide the City with the most current contact information for the operator of the facility during the normal daytime business hours, and the nighttime contact information for the "person on duty" when the emergency shelter is receiving and housing clients. The appropriate email addresses, phone numbers and fax numbers shall be provided.

The safety, security and operational plan shall include a site plan and a floor plan of the emergency shelter facility. The safety, security and operational plan approved by the Director shall remain in

effect for the entire life of the emergency shelter facility, unless an amended plan is prepared by the operator and approved by the Director. (Ord. 2507 § 5, 2013)