



City of Yakima

Temporary Emergency Housing Facility for the Homeless

Application Packet

About this Application:

The city desires to work with religious organizations who seek to help those experiencing homelessness by providing appropriate emergency shelter space and services in accordance with [RCW 35.21.915](#). Certain fire and life safety measures, time restrictions, and other requirements apply ([YMC Ch. 6.92](#)).

City of Yakima, Planning Division
129 North 2nd Street, 2nd Floor, Yakima, WA 98901
Phone#: (509) 575-6183 Email: ask.planning@yakimawa.gov

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/>
for the most current version of this application form.



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

129 N. 2nd St., Yakima, WA 98901

Phone: (509) 575-6183 Email: Ask.Planning@yakimawa.gov

Temporary Emergency Housing Facility for the Homeless

LAND USE APPLICATION FORM ([YMC CH. 6.92](#))

Please complete this page and the attached forms. If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments are required upon submittal. There is no fee for this application.

APPLICANT INFORMATION:

Name: _____ Company (if applicable): _____

Phone Number: _____ Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Interest in Property: ☐ Property Owner ☐ Legal possessory interest (must provide documentation showing legal possessory interest, such as a lease agreement)

PROPERTY OWNER INFORMATION (check if same as applicant ☐)

Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

SUBJECT PROPERTY INFORMATION

Address: _____

Parcel Number(s) (if lengthy, attach on separate document): _____

Legal Description (if lengthy, attach on separate document): _____

CERTIFICATION

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

Property Owner's Signature

Print Name

Date

Applicant's Signature

Print Name

Date

STAFF USE ONLY:

File/Application #: _____



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS LAND USE APPLICATION FORM (CONT'D)

APPLICATION QUESTIONS:

1. What type of facility are you seeking to be permitted?

☐ Indoor overnight shelter ☐ Outdoor encampment ☐ Temporary small house(s) ☐ Vehicle resident safe parking program

2. Will the facility be run by a Managing Agency?

☐ Yes ☐ No

*If "Yes" please complete the information below for the Managing Agency and **attach a copy of the agreement between the religious organization and the managing agency to operate the facility:***

Name: _____ Phone Number: _____

Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

3. Are you a religious organization? *Religious organization is defined as the federally protected practice of a recognized religious assembly, school, or institution that owns or controls real property ([YMC 6.92.020](#)).*

☐ Yes ☐ No

4. Prior to opening an emergency shelter, a religious organization hosting the homeless on property owned or controlled by the religious organization shall host a meeting open to the public for the purpose of providing a forum for discussion of related neighborhood concerns. The City shall be notified at least 7 calendar days prior to the meeting.

What is the date and time of the required public meeting?

Date: _____ Time: _____

5. Will the facility allow for a safe parking program? ☐ Yes ☐ No

If yes, the following criteria shall be met:

- A. Where a religious organization has available spaces for a vehicle resident safe parking program as determined by section D of this section, the maximum ratio of parking spots allowed for a vehicle resident safe parking program is one space devoted to safe parking per ten on-site parking spaces at the site.
- B. Restroom access shall be provided 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.
- C. If recreational vehicles are hosted at the vehicle resident safe parking program site, provision must be made by the religious organization or managing agency for proper disposal of waste from the recreational vehicle.
- D. Religious organizations providing safe parking spaces must continue to abide by the parking requirements in [YMC Ch. 15.06](#) so that the provision of safe parking spaces does not reduce the total number of available parking spaces below the minimum number of spaces required by the city, unless the memorandum of understanding entered into reduces the minimum number of on-site parking spaces required. There is no obligation by the city to reduce the minimum number of on-site parking spaces required when entering into the memorandum of understanding required by this chapter.



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS LAND USE APPLICATION FORM (CONT'D)

REQUIRED ATTACHMENTS:

1. Memorandum of Understanding for Operations ([YMC 6.92.080](#), REQUIRED; template attached):

At a minimum, the memorandum of understanding must include information regarding:

- A. The right of a resident of the facility to seek public health and safety assistance;
- B. How the residents will be able to access social services on site;
- C. Ensure the residents have the ability to directly interact with the religious organization, including how residents can express concerns regarding the managing agency to the religious organization (if applicable);
- D. A written code of conduct agreed to by the managing agency (if applicable), the religious organization, and all volunteers working with the residents of the facility
- E. If the managing agency is publicly funded, that the religious organization has the ability to interact with residents of the facility using a release of information;
- F. An agreement that the adult residents of the facility shall be subject to a sex offender check by local law enforcement, with an acknowledgement that the religious organization retains the authority to allow such an offender to remain on the property;
- G. If the facility is a vehicle resident safe parking program facility, a requirement that the host religious organization or its managing agency shall inform vehicle residents of how to comply with laws regarding the legal status of vehicles and drivers, and provide relevant requirements in the code of conduct consistent with area standards;
- H. A requirement to work with the local agencies administering the homeless client management information system if the religious organization works with a publicly funded managing agency, or, if the religious organization does not work with a publicly funded managing agency, an encouragement to work with the local agencies administering the homeless client management information system. This is not a requirement or recommendation for temporary overnight extreme weather shelters operated out of religious organization buildings;
- I. That the religious organization and managing agency (if applicable) will not refuse to host any resident or prospective resident because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, as those terms are defined in RCW 49.60.040, if the religious organization and/or managing agency receive funding from any government agency;
- J. A site plan of the temporary emergency housing facility, including, but not limited to, ingress and egress, emergency access, location of sanitary facilities and number of facilities, location of utilities, temporary fencing locations, and the layout of the locations of the individual housing units or parking spaces to be used, and any other temporary emergency housing facilities and services.

2. Memorandum of Understanding (MOU) for Fire and Life Safety Requirement ([YMC 6.92.040](#), REQUIRED FOR INDOOR OVERNIGHT SHELTERS FOR FACILITY NOT ORIGINALLY DESIGNED FOR HOUSING OR DOES NOT HAVE SPRINKLER SYSTEM IN SLEEPING ROOMS; template attached):

The religious organization and managing agency shall enter into a memorandum of understanding for fire safety that includes the following:

1. The ability for the city to conduct inspections;
2. An agreed-upon set of appropriate emergency procedures
3. A site plan showing the most viable means to evacuate occupants from inside the facility, exit signage, and panic bar exit doors;
4. An agreement for a fire watch requiring:
 - a. Posted safe means of egress;
 - b. Operable smoke detectors, carbon monoxide detectors (as necessary) and fire extinguishers; and
 - c. A plan for monitors who spend the night awake and are familiar with emergency protocols, who have suitable communication devices, and who know how to contact the local fire department.

3. Declaration of Public Forum (template attached).



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS LAND USE APPLICATION FORM (CONT'D)

CERTIFICATION:

If granted a Temporary Emergency Housing Facility for the Homeless, I agree to comply with the requirements established for Temporary Shelter Permit as outlined in Yakima Municipal Code Chapter 6.92. I hereby swear and affirm that the issuance of a Temporary Shelter Permit for this service will not be detrimental to neighboring properties and the public health, safety, and general welfare. I further agree to comply with all Building, Plumbing, Mechanical, and any other City of Yakima Code in connection with the structures utilized for the Temporary Use Permit.

Failure to obtain a permit prior to operation is unlawful and punishable by a fine of \$250.00. Each day of operation constitutes a new and separate offense.

Applicant Signature (required)

Print Name

Date



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS LAND USE APPLICATION FORM (CONT'D)

SITE PLAN CHECKLIST

A site plan conforming to YMC 6.92 must be included with your application.

All information applicable to your proposal, listed below, required by YMC 6.92, and outlined in the MOU shall be clearly displayed on the site plan. Please provide a carefully drawn and scaled site plan with all required information. An application cannot be processed until a site plan conforming with YMC 6.92 is submitted. Please complete this checklist and include it with your site plan.

If two different site plans are necessary or convenient, one general and one for the fire and life safety requirements, please submit two plans. The site plan(s) must contain all pertinent information. Items not applicable to the proposed project may be included in addition and for the information of the City.

Sections from the Yakima Municipal Code are referenced by some items to help guide applicants. This is not a comprehensive list.

View the full Yakima Municipal Code here: <https://www.codepublishing.com/WA/Yakima/>

- ☐ Property address, parcel number, and zoning designation;
- ☐ North arrow and scale of drawing;
- ☐ Name of applicant, phone number, signature of property owner and project name;
- ☐ Actual dimensions and shape of the lot;
- ☐ Sizes and location of existing structures on the lot to the nearest foot;
- ☐ Location and dimensions of proposed structures and uses;
- ☐ All structure setbacks ([YMC § 15.05.030](#));
- ☐ Location of ingress and egress, including curb cuts intersecting with streets and dimensions of proposed or existing driveways ([YMC § 15.06.065](#));
- ☐ Proposed and existing signage ([YMC Ch. 15.08](#)); and
- ☐ Location and size of parking stalls with accessible parking spaces and aisles identified ([YMC Ch. 15.06](#)); and
- ☐ Adjacent Right-of-Way frontage improvements.

The Planning Division or reviewing official may require additional information to clarify the proposal or determine compliance with the YMC and other laws and regulations.



DECLARATION OF PUBLIC FORUM

I, _____, state and declare under penalty of perjury as follows:

1. I am the _____ of the applicant for a Temporary Emergency Housing Facility for the Homeless under Yakima Municipal Code 6.92. I am over the age of 18 and have personal knowledge as to matters discussed herein.

2. On _____ (date) at _____ (time) the applicant held the required public forum at the following location: _____.

3. The forum was open to the public. At the public forum all attendees were invited to comment on and discuss their concerns, and the concerns of the neighborhood.

I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

DATED this _____ day _____, 20____, at Yakima, Washington.

Signature

Printed Name

Title

**MEMORANDUM OF UNDERSTANDING
TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS
YMC 6.92**

COME NOW the parties: the CITY OF YAKIMA, a municipal corporation, and _____, a religious organization, and _____, a _____, its managing agency, and agree to this Memorandum of Understanding regarding operation of a temporary emergency housing facility for the homeless in the city of Yakima.

1. RECITALS

WHEREAS, homelessness is an emergent issue within the city and during weather and other emergencies people who are unhoused need a place to go for shelter; and

WHEREAS, religious organizations, such as _____, can provide a safe environment for temporary shelter, with appropriate fire and life safety requirements and communication with the neighborhood; and

WHEREAS, this MOU sets forth the expectations, as outlined and required by Yakima Municipal Code section 6.92, to operate a temporary emergency housing facility for the homeless in the city of Yakima.

2. MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") outlines the expectations and requirements regarding fire and life safety and other matters as required by YMC 6.92 between _____ ("Organization"), its managing agency _____ ("Agency") and the City of Yakima ("City") to operate a temporary emergency housing facility for the homeless ("Facility").

A. Location and Hours of Operation

Organization will operate a temporary emergency housing facility for the homeless, as allowed under YMC 6.92, at the following location:

[insert address/location]

The Shelter will offer the following general services:

[insert general services and types of shelter offered]

It is anticipated that the hours of operation will be from XXXX to XXXX each day.

B. Managing Agency (use if Organization is utilizing a managing agency to operate the shelter)

Organization has contracted with Agency to operate the Facility. By signing this MOU, the Agency certifies that it has the capacity to organize and manage the Facility. A fully executed copy of the management agreement between Organization and Agency is included with the Application and

fully incorporated herein. Any amendments to the management agreement during the term of this MOU or the temporary emergency housing facility for the homeless permit shall be provided to City within five (5) days of execution.

C. Term

The Facility may be open during the following term and only while there is a valid issued temporary emergency housing facility permit:

[Insert start date and end date of Facility—see YMC 6.92.030]

D. Fire and Life Safety Requirements

[Use this section if there is a sprinkler system in the Facility]

The Organization and Agency shall abide by the emergency procedures attached hereto and fully incorporated herein. Those procedures shall be provided to all volunteers and staff at the Facility and available on-site during hours of operation. The emergency procedures shall include emergency telephone numbers for local representatives who can respond to an emergency if they are not on-site.

The Facility shall have operable smoke detectors, carbon monoxide detectors, and fire extinguishers located appropriately for emergency use.

The Organization and Agency shall post a site plan showing the most viable means to evacuate occupants from the Facility. The site plan shall also show where exit signage and panic bar exit doors are located. Indoor facilities shall have a minimum of two accessible exits. The site plan attached hereto must be approved by the City as in conformance with YMC 6.92. Amendments to the site plan shall conform to YMC 6.92 and be provided to the City.

[Use this section if there is no sprinkler system in the Facility]

The Organization and Agency shall abide by the emergency procedures attached hereto and fully incorporated herein. Those procedures shall be provided to all volunteers and staff at the Facility and available on-site during hours of operation. The emergency procedures shall include emergency telephone numbers for local representatives who can respond to an emergency if they are not on-site.

The Facility shall have operable smoke detectors, carbon monoxide detectors, and fire extinguishers located appropriately for emergency use.

The Organization and Agency shall post a site plan showing the most viable means to evacuate occupants from the Facility. The site plan shall also show where exit signage and panic bar exit doors are located. Indoor facilities shall have a minimum of two accessible exits. The site plan attached hereto must be approved by the City as in conformance with YMC 6.92. Amendments to the site plan shall conform to YMC 6.92 and be provided to the City.

The Organization and Agency confirm that there is no sprinkler system in the Facility. As such, the Organization and Agency agree to maintain a fire watch requiring the following in addition to the other requirements for fire and life safety. The fire watch shall include a plan for monitors who

spend the night awake and are familiar with emergency protocols, who have suitable communication devices, and who know how to contact the local fire department. The fire watch plan shall be provided to the City.

E. Facility Policies and Requirements

To protect the public health and safety of both the residents of the Facility and the residents of the City, the Organization and Agency agree, pursuant to YMC 6.92.080, as follows:

1. Each resident of the Facility shall be able to seek public health and safety assistance. The Facility will allow residents to seek public health and safety assistance as follows:

[Insert answer]

2. Residents will access social services on site by:

[Insert answer]

3. Residents are able to express concerns regarding the Organization and/or Agency by direct interaction with the Organization. The policy for expressing concerns is:

[Insert answer]

4. The Facility shall have a written code of conduct that is signed by the Organization, the Agency, and all volunteers working with the residents of the Facility. A copy of the written code of conduct is attached hereto. In the event the code of conduct is amended, a copy shall be provided to the City.
5. All adult residents of the Facility shall be subject to a sex offender check by local law enforcement. The Organization retains the authority to allow such an offender to remain at the Facility.
6. A site plan shall be provided to the City that includes, but is not limited to, ingress and egress, emergency access, location of sanitary facilities (and number of facilities), location of utilities, temporary fencing locations (if applicable), and the layout of the locations the temporary housing facilities and services.
7. If the Agency is publicly funded, the Organization has the ability to interact with residents of the Facility using a release of information form.
8. If the Agency or Organization is publicly funded, it is required to work with local agencies administering the homeless client management information system. If it is not publicly funded, the Agency and Organization are encouraged to do so. However, this is not a requirement or recommendation for Organizations operating extreme weather shelters out of religious organization buildings.
9. If the Organization or Agency receive funding from any governmental agency, they will not refuse to host any resident or prospective resident because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability

or the use of a trained dog guide or service animal by a person with a disability, as those terms are defined in RCW 49.60.040.

F. Compliance with Law.

Organization and Agency shall comply with all applicable sections of Yakima Municipal Code Chapter 6.92, and all applicable federal, state and local laws.

G. Vehicle Resident Safe Parking Program. Insert if providing this type of Facility

If the Organization and Agency are operating a Vehicle Resident Safe Parking Program, as defined by YMC 6.92.020(j), the Organization and Agency shall comply with the provisions and requirements of YMC 6.92.060 in addition to the requirements set forth in this MOU.

The Organization and Agency operating a Vehicle Resident Safe Parking Program is required to inform vehicle residents of how to comply with laws regarding the legal status of vehicles and drivers, and provide relevant requirement sin the code of conduct consistent with area standards.

H. Temporary Small Houses. Insert if providing this type of Facility

If the Organization and Agency are operating Temporary Small Houses, as defined by YMC 6.92.020(i), the Organization and Agency shall comply with the provisions of YMC 6.92.070 in addition to the requirements set forth in this MOU.

I. Termination

1. This MOU automatically terminates if the permit to operate the temporary emergency housing facility expires, is suspended, or is revoked.
2. This MOU may be terminated due to a breach of the MOU or temporary emergency housing facility permit upon fifteen (15) days prior written notice. If the breach is cured within ten (10) days after notice, then the MOU will continue in effect.
3. This MOU may be terminated by any party, for convenience, upon fifteen (15) days prior written notice.

Termination of this MOU shall result in termination of the temporary emergency housing facility permit.

J. Limitation on Assignment.

No rights under this MOU shall be assigned, sold, or otherwise transferred. This MOU and the temporary emergency housing facility permit is specific to the Organization, Agency and location listed in the approved permit.

K. Notices.

Any notice, request or other communication to be provided by either party shall be in writing and sent via first class mail, certified, postage prepaid, return receipt requested, or by personal delivery, to the addresses listed below.

City:

Bill Preston, Community Development Director
129 North 2nd Street
Yakima, WA 98901

Organization:

Agency:

L. Modification

This MOU may be modified only by written agreement of all parties. Any such modifications are subject to all applicable approval processes required by, without limitation, the City's Charter and laws.

M. Construction

This document shall be construed as if all of the parties have jointly prepared it. As a result, any rule of construction that a document is to be construed against the drafting party shall not be applicable.

N. Complete Agreement

This MOU contains the entire understanding and agreement between the parties hereto with respect to the matters referred to herein. No other representations, covenants, undertakings, or prior or contemporaneous agreements, oral or written, regarding such matters which are not contained, referenced, and/or incorporated into this MOU by reference shall be deemed in any way, to exist or bind any of the parties, other than the temporary emergency housing facility permit issued in conjunction with this MOU.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective authorized officers or representatives.

Dated this ____ day of _____, _____.

CITY OF YAKIMA

[ORGANIZATION]

Victoria Baker, City Manager
129 North 2nd Street
Yakima, WA 98901
(509) 575-6000
Vicki.baker@yakimawa.gov

[Name, Title]

[MANAGING AGENCY]

[Name, Title]

Chapter 6.92

TEMPORARY EMERGENCY HOUSING FACILITIES FOR THE HOMELESS

Sections:

6.92.010 Purpose.

6.92.020 Definitions.

6.92.030 Time restrictions.

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6.92.050 Public meeting required.

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6.92.070 Temporary small houses.

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6.92.090 Permits required.

6.92.100 Application process.

6.92.110 Cost of permit.

6.92.120 Decision.

6.92.130 Appeal.

6.92.140 Operation without a permit—Penalty.

6.92.010 Purpose.

A. The city recognizes that homelessness is an emergent problem within the city and that there need to be places where persons experiencing homelessness can go for emergency shelter, and religious organizations often provide such temporary emergency housing services.

B. Emergency shelters operated by religious organizations should provide a safe environment for those using them due to experiencing homelessness. As such, the city finds that there are certain fire and life safety matters that must be addressed when providing or operating an emergency shelter, either indoors or outdoors.

C. Neighboring communities can also be affected by emergency shelters, both those occurring indoors and those occurring outdoors like encampments. The city, religious organizations hosting facilities, and homeless service providers need to work together to ensure that both those who are experiencing homelessness and utilizing emergency shelter, and those property owners and residents surrounding the shelters are safe, and negative effects are limited.

D. Homelessness is a community problem, and the city wants to work with religious organizations who seek to help those experiencing homelessness by providing appropriate emergency shelter space and services.

E. The city agrees with the Legislature's findings and intentions outlined in Section 1 of ESHB 1754. This chapter is intended to supplement the provisions of ESHB 1754 and RCW [35.21.915](#) and adopt the permissible regulations outlined therein. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.020 Definitions.

For the purposes of this chapter, the following words shall have the following meanings:

A. "Department" means the community development department.

B. "Director" means the city of Yakima director of community development and his or her designee.

- C. “Facility” or “temporary emergency housing facility” means an outdoor encampment, indoor overnight shelter, temporary small house, or vehicle resident safe parking program location.
- D. “Indoor overnight shelter” means any indoor facility operated as a place for emergency housing for a limited period of time not exceeding one year for people experiencing homelessness.
- E. “Managing agency” means an organization such as a religious organization or other organized entity that has the capacity to organize and manage a homeless outdoor encampment, temporary small houses on site, indoor overnight shelter, and/or a vehicle resident safe parking program.
- F. “Outdoor encampment” means any temporary tent or structure encampment, or both.
- G. “Religious organization” means the federally protected practice of a recognized religious assembly, school, or institution that owns or controls real property.
- H. “Temporary” means not affixed to land permanently and not using underground utilities.
- I. “Temporary small house” means a small structure which provides all the necessary components of a dwelling unit, as defined by YMC [15.02.020](#), which is no less than one hundred twenty square feet and not permanently affixed to the ground or connected to city water or sewer services through a connection other than a temporary or RV connection.
- J. “Vehicle resident safe parking program” means a program for people who are experiencing homelessness and sleeping in their vehicles at night. Vehicle resident safe parking program can include locations open only for overnight use, or locations open during the daytime and overnight where persons experiencing homelessness reside in their vehicles on site. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.030 Time restrictions.

- A. No outdoor encampment or vehicle resident safe parking program may operate for longer than two hundred seventy-five days in one location per calendar year.
- B. No indoor overnight shelter may operate for longer than two hundred seventy-five days in one location per calendar year.
- C. Temporary small houses are regulated by YMC [6.92.070](#) and RCW [35.21.915](#).
- D. Exception. The city may authorize permits for periods longer than those listed in subsections A and B of this section when the use is subject to a memorandum of understanding between the city and a religious organization for use of city-owned property, and such original memorandum of understanding for the facility was entered into prior to the effective date of the ordinance codified in this chapter. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.040 Fire and life safety requirements.

- A. The city finds that there are fire-related concerns associated with housing people in an indoor overnight shelter in facilities that were not originally designed for housing, or do not have sprinkler systems installed in rooms where people will be sleeping. These situations pose an imminent danger to persons using the shelter. For religious organizations seeking to use a facility for an indoor overnight shelter that was not originally designed for housing, or does not have an installed sprinkler system in rooms where people will be sleeping, fire and life safety requirements shall be followed.
- B. The religious organization and managing agency (if applicable) shall enter into a memorandum of understanding for fire safety that includes the following:
1. The ability for the city to conduct inspections;
 2. An agreed-upon set of appropriate emergency procedures;
 3. A site plan showing the most viable means to evacuate occupants from inside the facility, exit signage, and panic bar exit doors;

4. An agreement for a fire watch requiring:

- a. Posted safe means of egress;
- b. Operable smoke detectors, carbon monoxide detectors (as necessary) and fire extinguishers; and
- c. A plan for monitors who spend the night awake and are familiar with emergency protocols, who have suitable communication devices, and who know how to contact the local fire department.

C. Facilities shall have a minimum of two accessible exits to host an indoor overnight shelter. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.050 Public meeting required.

A. Meeting Required. Prior to the opening of an outdoor encampment, indoor overnight shelter, temporary small house on site or vehicle resident safe parking program, a religious organization hosting the homeless on property owned or controlled by the religious organization shall host a meeting open to the public for the purpose of providing a forum for discussion of related neighborhood concerns, unless the use is in response to a declared emergency by the city.

B. Notification to City. The religious organization shall contact the city at least seven calendar days prior to the date and time of the meeting and provide the meeting details to the city.

C. Notice. The city must provide community notice of the meeting, based on the notification provided to the city in subsection B of this section, by taking at least two of the following actions at any time prior to the time of the meeting:

- 1. Delivering to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of special meetings;

2. Posting notice on the city's website;
3. Prominently displaying, on signage at least two feet in height and two feet in width, one or more meeting notices that can be placed on or adjacent to the main arterials in proximity to the location of the meeting; or
4. Prominently displaying the notice at the meeting site. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.060 Vehicle resident safe parking program.

The following provisions apply to vehicle resident safe parking programs:

- A. Where a religious organization has available spaces for a vehicle resident safe parking program as determined by section D of this section, the maximum ratio of parking spots allowed for a vehicle resident safe parking program is one space devoted to safe parking per ten on-site parking spaces at the site.
- B. Restroom access shall be provided 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.
- C. If recreational vehicles are hosted at the vehicle resident safe parking program site, provision must be made by the religious organization or managing agency for proper disposal of waste from the recreational vehicle.
- D. Religious organizations providing safe parking spaces must continue to abide by the parking requirements in YMC [15.06](#) so that the provision of safe parking spaces does not reduce the total number of available parking spaces below the minimum number of spaces required by the city, unless the memorandum of understanding entered into reduces the minimum number of on-site parking spaces required. There is no obligation by the city to reduce the minimum number of on-site parking spaces required when entering into the memorandum of understanding required by this chapter. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.070 Temporary small houses.

The following provisions apply to temporary small houses:

- A. Temporary small houses may be located on property owned or controlled by religious organizations for one year. Permits for temporary small houses may be renewed for one-year periods.
- B. The units must be a minimum of one hundred twenty square feet, and a maximum of two hundred forty square feet.
- C. If more than one unit is on site, each unit needs to be set a minimum of six feet apart from any other units. Units must be set a minimum of six feet apart from any other structures or facilities at the site and are required to comply with the setback requirements for the property.
- D. Any utilities provided to the temporary small houses shall be inspected by the city, or the utility provider. If space heaters are provided, they must be approved by the city.
- E. Doors and windows of the temporary small house must be included and be lockable. The religious organization and the managing agency shall also possess keys to each unit.
- F. Every unit shall have its own fire extinguisher. Said fire extinguishers shall be inspected yearly.
- G. The religious organization or managing agency shall provide adequate restrooms if the temporary small house is not connected to water and sewer. An adequate number of restrooms shall be determined based on the number of units. If families with children will be housed in a temporary small house, restrooms solely for families must also be provided. Adequate handwashing stations and potable running water, including accommodations for black water, shall also be made available if the temporary small house is not connected to water and sewer. Adequate facilities may be inside an existing structure on site, as long as those facilities are available at all times of day and night, or

may be portable facilities. For purposes of this section, the adequacy of the facilities shall be determined at the sole discretion of the city.

H. It is recommended that the religious organization or managing agency partner with local and regional agencies and service providers who work with persons experiencing homelessness to provide services, as well as develop pathways to permanent housing.

I. If more than one unit is located at a site, it is recommended that the religious organization consider placing at least one accessible unit at the site. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.080 Memorandums of understanding required.

A religious organization and its managing agency, if applicable, shall enter into a memorandum of understanding with the city before beginning construction and/or operation of the temporary emergency housing facility. Said memorandum of understanding will address issues that will protect the public health and safety of both the residents of the temporary emergency housing facility and the residents of the city.

At a minimum, the memorandum of understanding must include information regarding:

- A. The right of a resident of the facility to seek public health and safety assistance;
- B. How the residents will be able to access social services on site;
- C. Ensure the residents have the ability to directly interact with the religious organization, including how residents can express concerns regarding the managing agency to the religious organization (if applicable);
- D. A written code of conduct agreed to by the managing agency (if applicable), the religious organization, and all volunteers working with the residents of the facility;
- E. If the managing agency is publicly funded, that the religious organization has the ability to interact with residents of the facility using a release of information;

- F. An agreement that the adult residents of the facility shall be subject to a sex offender check by local law enforcement, with an acknowledgement that the religious organization retains the authority to allow such an offender to remain on the property;
- G. If the facility is a vehicle resident safe parking program facility, a requirement that the host religious organization or its managing agency shall inform vehicle residents of how to comply with laws regarding the legal status of vehicles and drivers, and provide relevant requirements in the code of conduct consistent with area standards;
- H. A requirement to work with the local agencies administering the homeless client management information system if the religious organization works with a publicly funded managing agency, or, if the religious organization does not work with a publicly funded managing agency, an encouragement to work with the local agencies administering the homeless client management information system. This is not a requirement or recommendation for temporary overnight extreme weather shelters operated out of religious organization buildings;
- I. That the religious organization and managing agency (if applicable) will not refuse to host any resident or prospective resident because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, as those terms are defined in RCW [49.60.040](#), if the religious organization and/or managing agency receive funding from any government agency;
- J. A site plan of the temporary emergency housing facility, including, but not limited to, ingress and egress, emergency access, location of sanitary facilities and number of facilities, location of utilities, temporary fencing locations, and the layout of the locations of the individual housing units or parking spaces to be used, and any other temporary emergency housing facilities and services. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.090 Permits required.

Any person or entity wishing to establish a temporary emergency housing facility shall obtain a permit from the city. It is unlawful to operate a temporary emergency housing facility without a permit. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.100 Application process.

A. Permit applications shall be submitted on forms provided by the department.

B. Applications shall be accompanied by a site plan, a signed agreement between the religious organization and the managing agency (if applicable), and a declaration that the religious organization held the public forum for discussion of related neighborhood concerns as required by Section 3(10) of ESHB 1754 and this chapter. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.110 Cost of permit.

There shall be no cost for permits under this chapter. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.120 Decision.

The director will review the materials and approve or deny the permit. Approvals are subject to the requirement that a memorandum of understanding be entered into between the applicant and the city before the temporary emergency housing facility may open. (Ord. [2020-021](#) § 1 (part), 2020).

6.92.130 Appeal.

The applicant may appeal a denial to the hearing examiner by filing a notice of appeal within fourteen calendar days of the date of the director's denial. The hearing examiner procedure shall be the same as outlined in YMC [1.43](#) and [16.08](#). (Ord. [2020-021](#) § 1 (part), 2020).

6.92.140 Operation without a permit—Penalty.

It is unlawful to operate a temporary emergency housing facility without a permit. Operating without a permit is punishable by a fine of two hundred fifty dollars, and may be levied against the religious organization, managing agency, and/or any owner, president, legal representative, director, board member, or manager of the religious

organization or managing agency. Each day of unlawful operation constitutes a new and separate offense. (Ord. [2020-021](#) § 1 (part), 2020).

The Yakima Municipal Code is current through Ordinance 2025-032, passed November 12, 2025.

Disclaimer: The city clerk's office has the official version of the Yakima Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.yakimawa.gov/>

City Telephone: (509) 575-6037

Codification services provided by [General Code](#)