

---

# Maple Park Cold Weather Shelter

## (TNT-010118-2023)

June 17, 2024

---

### I. Application

**Project Name:** Maple Park Cold Weather Shelter

**File Numbers:** TNT-010118-2023

**Location:** 17620 60th Ave W, Lynnwood, WA 98037

**Tax Parcel Number:** 00513100015002

**Zoning:** RS-8

**Property Owner:** Maple Park Lutheran Brethren

**Applicant:** Chris Eck  
Volunteers of America Western Washington  
425.212.5395; [ceck@voaww.gov](mailto:ceck@voaww.gov)

**Staff Reviewer:** Brian Kirk, Planner  
425-670-5409; [bkirk@lynnwoodwa.gov](mailto:bkirk@lynnwoodwa.gov)

**Decision:** Approved with Conditions

### II. Exhibits

1. Full Plan Set, received November 14, 2023
2. Affidavit of Ownership, received November 14, 2023
3. Guest Agreements, received November 27, 2023
4. Rules for Volunteers and Staff, received November 14, 2023
5. Covid 19 Protocols, completed November 14, 2023
6. Transportation Plan, received November 14, 2023
7. Shift Protocols, received October 5, 2023
8. Screening Protocols, received February 1, 2024
9. Example Registration Form, received February 1, 2024
10. Site Photos, received February 1, 2024
11. Extension and Correspondence Emails, Received October 2023 through January 2024

### **III. Findings of Fact**

#### **a. Proposal Description**

On behalf of Maple Park Lutheran Church, Chris Eck submitted a Temporary Use Permit application for the establishment of an Extreme Weather Shelter at Maple Park Lutheran Church. The application proposes using existing spaces within the Maple Park Church as an Extreme Weather Shelter when the temperature is predicted to drop below 34 degrees Fahrenheit. Volunteers provide meals and an all-night fire watch is proposed for the building. The shelter will be open for occupants between the hours of 7 pm and 7 am. Wednesdays are late access with the shelter opening at 9 pm and closing at 7 am.

#### **b. Background**

The subject property is located at 17620 60<sup>th</sup> Ave W. The 1.40 -acre site is currently operated as a church with associated facilities.

The temporary use permit was originally approved in 2019 and subsequently in 2021. Both permits included a condition of approval that created a two-year approval period. The last permit was extended for a period of six months to ensure that service did not close during the 2023-2024 Winter. Maple Park Lutheran Church operated the Extreme Weather Shelter throughout this period including the Covid Pandemic.

Per LMC 21.71.030.C.14, this application's approval is valid for six months and is granted automatic consecutive permits so long as it is maintained in a manner consistent with the requirements of this chapter.

#### **c. Noticing and Review Timelines**

The application was submitted October 2, 2023, and deemed complete on February 1, 2024. On February 7, 2024, a Notice of Application was posted at the City of Lynnwood official posting sites and was published in the Everett Herald. Owners of property and tenants within a 300-foot radius of the subject property were also mailed a Notice of Application. The comment period ended on February 21, 2024. In accordance with Lynnwood Municipal Code (LMC) 1.35.333, any written comments received prior to the date this decision have been considered. Temporary Use Permits must have a decision within 45 days of completeness determination. To prevent a gap in coverage during the coldest time of the year, a 6-month extension to the previous permit was granted to allow the shelter to continue operating in November of 2023 as seen on Page 8 of Exhibit 11. This decision was put on hold to allow for timelines that will not cause the permit to expire during a time of the year when cold weather events are likely.

### **IV. Requirements for Temporary Extreme Weather Shelters**

#### **a. Consistency with 21.74.030**

Extreme weather shelters may be permitted in non-residential zoning districts and in religious institutions in residential zoning districts. Shelters may be placed within existing buildings meeting current state and local life/safety codes for the extreme weather shelter. Shelters in buildings unable to meet current codes shall be permitted in accordance with the following standards:

- i. The extreme weather shelter facility shall provide bathroom facilities sized for the demand.

Staff Analysis: *The proposed shelter is contained within a church which will provide adequate restroom facilities for the demands of the shelter.*

- ii. Smoke and carbon monoxide alarms shall be provided in each room used for sleeping accommodations. At a minimum, battery powered units are acceptable, as determined by the director.

Staff Analysis:

*The site plan demonstrates that there are adequate smoke and carbon monoxide detectors within the church where the shelter will be operated.*

- iii. Sleeping areas must have at least two means of egress.

Staff Analysis:

*The plan identifies that the building provides two means of egress.*

- iv. The sponsor shall insure that a “fire watch” of awake and capable adults is provided and trained in how-to call-in emergency services.

Staff Analysis:

*Information provided by the applicant states an overnight host will be present to keep fire watch and monitor the shelter. The overnight host will perform walk-throughs every 30 minutes and will supervise all smoke breaks.*

- v. The sponsor or managing agency shall provide the City with information on what conditions will cause the shelter to open (i.e. weather extremes).

Staff Analysis:

*Information provided by the applicant states the decision to open the shelter will be made by 9 am that day. The notice will be posted on their website, [www.weallbelong.org](http://www.weallbelong.org). The shelter will be open when the temperature is predicted to drop below 34 degrees Fahrenheit during nighttime hours. The shelter will be open starting at 7:00pm, except for Wednesdays when the shelter opens at 8:00pm. Shelter closes the following morning at 7:00am.*

## **V. Decision Criteria for Temporary Extreme Weather Shelters**

Lynnwood Municipal Code (LMC) 21.74.030 states the decision criteria that the Director will use in determining if a proposal meets the requirements of Extreme Weather Shelters.

- i. The proposed use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity of the proposed encampment or shelter;

Staff Analysis: *As the proposed shelter will operate within an existing building, many potential impacts, such as noise, are mitigated. Additionally, the transportation plan, in combination with the provided operating procedures, will mitigate potential impacts caused by people trying to reach the shelter.*

- ii. The proposed use shall meet the performance standards that are required in the zoning district the encampment or shelter will occupy and the requirements of this chapter;

Staff Analysis:

*As the shelter is contained within the building, it meets all applicable standards for the RS-8 zone.*

- iii. The proposed use shall be in keeping with the goals and policies of the comprehensive plan; and

Staff Analysis:

*This shelter aligns with the goal of the Human Services element of the comprehensive plan which is “To connect residents with resources and solutions in times of need with the goal of achieving self-sufficiency and a quality of life deserved by all”. Shelter is an essential resource, particularly when weather conditions are harsh. By allowing the provision of shelter in times of need during cold weather events, this pushes the City towards achieving this goal.*

- iv. All measures have been taken to minimize the possible adverse impacts which the proposed encampment or shelter may have on the area in which it is located.

Staff Analysis:

*The applicant has provided several plans to reduce the negative impacts to surrounding areas, including a transportation plan, a guest agreement, rules for volunteers and staff, Covid-19 screen protocols, and general protocols for operation. The physical location of the shelter, being inside and existing building, will also mitigate potential negative impacts.*

## **VI. Public and Agency Comments**

No member of the public or agency provided comment within the comment period.

## **VII. Conclusion and Conditions of Approval**

### **a. Conclusion**

Based on the application materials and the analysis contained in this staff report, staff concludes that the applicant has met the decision criteria for approval of the Temporary Use Permit (TNT).

### **b. Conditions of Approval**

Staff recommends approval of the Maple Park Cold Weather Shelter (TNT-010118-2023) application, subject to the following conditions:

1. A fire and building inspection must be completed to confirm all life safety requirements are met.
2. All overdue deficiencies related to the sprinkler systems must be corrected including the overdue 5-year inspections. Contact Alex Jenness with South County Fire.
3. Any changes to the operations plan shall be shared with the City of Lynnwood for review for compliance with Title 21.74.
4. The sponsor and/or the managing agency shall take all reasonable and legal steps to obtain verifiable identification from prospective residents.
5. Individuals shall be encouraged to leave the site by vehicle to prevent loitering in the surrounding neighborhood.

6. Individuals rejected or ejected from the site shall be removed from the site by vehicle.
7. Provide and maintain up-to-date points of contact information to Sergeant Pool at the Lynnwood Police Department.
8. Per LMC 21.71.030.C.14, this application's approval is valid for six months and is granted automatic consecutive permits so long as it is maintained in a manner consistent with the requirements of this chapter.

## VIII. Director's Decision

**Reviewed by:** *Karl Almgren* Date: 6/17/2024  
Karl Almgren, AICP  
Community Planning Manager

**Approved by:** *David Kleitsch* Date: 21/06/24  
David Kleitsch (Jun 21, 2024 09:12 PDT)  
David Kleitsch  
Development & Business Services Director

## IX. Notice of Decision and Right of Appeal

Administrative decisions of the director may be appealed by filing a written request for appeal with the Development & Business Services Department within 14 calendar days. The appeal deadline will be **July 5, 2024**. An appeal filed within this time limit will be processed pursuant to Process II, as identified in LMC Section 1.35.200.

## X. Lapse of Approval

The applicant under this process must begin construction or submit to the city a complete building permit application for the proposal **within two years** after the final decision on the matter, or the decision becomes void. The applicant must substantially complete construction for the proposal approved under this process and complete the applicable conditions listed in the decision within five years after the final decision of the city on the matter, or the decision becomes void per LMC 21.25.165. No later than two weeks prior to the lapse of approval, the applicant may submit a written request with supporting documentation to the Development & Business Services Department requesting a one-time extension of those time limits of up to one year per LMC 21.25.170(A).

## XI. Revisions After Approval

The determination that the proposal meets the criteria for a subsequent modification exception is based on all plans, details, catalogue cuts, specifications, renderings, notes, materials, and color samples submitted for design review. Any changes to the design of the project as indicated by the above submitted materials will require additional review and may delay issuance of subsequent development permits for the proposal and/or inspections during construction.

# Directors\_Decision\_TNT-010118-2023

Final Audit Report

2024-06-21

Created:	2024-06-17
By:	Karl Almgren (kalmgren@lynnwoodwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAC_xPWJDqIb_NyXD53wL2Dpq4yDo4pZJq

## "Directors\_Decision\_TNT-010118-2023" History

-  Document created by Karl Almgren (kalmgren@lynnwoodwa.gov)  
2024-06-17 - 10:32:52 PM GMT
-  Document emailed to David Kleitsch (dkleitsch@lynnwoodwa.gov) for signature  
2024-06-17 - 10:32:57 PM GMT
-  Email viewed by David Kleitsch (dkleitsch@lynnwoodwa.gov)  
2024-06-21 - 4:10:47 PM GMT
-  Document e-signed by David Kleitsch (dkleitsch@lynnwoodwa.gov)  
Signature Date: 2024-06-21 - 4:12:52 PM GMT - Time Source: server
-  Agreement completed.  
2024-06-21 - 4:12:52 PM GMT