



**CITY OF KIRKLAND  
PLANNING & COMMUNITY DEVELOPMENT  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033  
425.587.3225 ~ www.kirklandwa.gov**

Fee Dates: Nov 5 - February 2  
90 days

**APPLICATION FORM: HOMELESS ENCAMPMENT TEMPORARY USE PERMIT**

PROCESS: PLANNING OFFICIAL DECISION

SPONSOR CONTACT:

Applicant's name: Kirkland Congregational Church - limited check to Chris Phone: 425-822-3811  
425-766-3561  
 Co Applicant's mailing address: Camp Unity  
A. 106 5th Ave Kirkland, WA 98033  
B. 19708 32nd Ave SE Bothell, WA 98012  
 Applicant's email address: reoryanlambert@gmail.com / michael-grimm1960@yahoo.com

**Note: If applicant is not property owner, he/she must be authorized as agent (see page 2)**

MANAGING AGENCY CONTACT:

Applicant's e-mail address: Ryan Lambert (reoryanlambert@gmail.com)  
 Applicant's name: Kirkland Congregational Church phone: 425 822 3811  
 Applicant's address: 106 5th Ave Kirkland, WA 98033

Applicant's e-mail address: reoryanlambert@gmail.com / kccvac.offic@gmail.com

A COPY OF THE STAFF REPORT AND THE NOTICE OF DECISION WILL BE MAILED TO THE APPLICANTS.

(1) Property address (if vacant, indicate lot or tax number, access street and nearest intersection): 106 5th Ave Kirkland WA 98033

(2) Tax parcel number: 388580-0250

(3) The property is zoned: RS-5.0 and is presently used as: religious institution

(4) Describe permit application, start and end dates, and the nature of project: Temporary use permit for homeless encampment

(5) Is this a new or repeat location? repeat

FOR NEW LOCATIONS ONLY

(6) Have you met with a planner prior to submitting your application? YES \_\_\_\_\_ NO \_\_\_\_\_

Name of planner: \_\_\_\_\_ Date of pre-submittal meeting: \_\_\_\_\_

APPLICATION FORM: TEMPORARY USE PERMIT

EXHIBIT A: LEGAL DESCRIPTION

Kirkland Congregational Church  
United Church of Christ  
106 Fifth Ave.  
Kirkland, WA 98033

Lots 3, 4, 5, 6, 7 and 8 in Block 195 and Lots 8, 9, and 10 in Block 196, of Town of Kirkland, as per plat recorded in Volume 6 of Plats on Page 53, records of King County, TOGETHER WITH the vacated south 102 feet of the alley between said Block 195 and said 196. EXCEPT that portion of Lot 10 in said Block 196, described as follows:

Beginning at the southeast corner of said Lot 10, and running thence north, along the east line thereof, 102 feet to the south line of the valley in said Block 196; thence west, along the south line of said alley, 21 feet to a point of curve, the center of which bears south along a line which is parallel to the east line of said Lot 10; thence southerly, along the arc of said curve to the right having a radius of 5 feet, a distance of 7.85 feet to intersect a line which is parallel to and 16 feet west from the east line of said Lot 10; thence south along said parallel line, 97 feet to the north margin of 5th Avenue; thence east, along said north margin, 16 feet to the place of beginning; situate in the City of Kirkland, County of King, State of Washington.

**CRITERIA SHEET  
FOR A TEMPORARY USE PERMIT (SECTION 127.20)  
PLANNING DIRECTOR DECISION**

1. Explain how the proposed temporary use will not be materially detrimental to the public welfare, or injurious to the property or improvements in the immediate vicinity.
2. Explain how the proposed temporary use is compatible with existing land use in the immediate vicinity.
3. Explain how the proposed temporary use or site plan is not otherwise allowable in the zone in which it is proposed.

RESPONSE

*See our Attachment One*

## Attachment One

### Permit Application Narrative for Camp Unity Eastside

To be hosted at Kirkland Congregational Church

November 5, 2016-February 2, 2017

#### Criteria Sheet Questions

1. Camp Unity Eastside is a transitional mobile encampment that is managed by a board as a 501©3. Kirkland Congregational Church has a history of successfully hosting tent encampments as an outreach ministry of the congregation.

The City of Kirkland has a history of helping the homeless population of the region. Camp Unity Eastside has operated for 4 years as a self-managed entity which relies upon churches, municipalities, and community members to provide a safe way for homeless adults to find a measure of stability by living in this mobile community.

By utilizing this structure Camp Unity and Kirkland Congregational Church will keep people off the streets and safe. Tent encampments like Camp Unity Eastside help meet the needs of those who seek housing during transitional times. Camp Unity Eastside meets the need of those in transition to have a place where they can safely sleep, eat, shower, have access to transportation for work until they are able to move back into traditional housing situations.

2. Compatibility with the Neighborhood

Camp Unity was established in Kirkland as a spin-off from Share/Wheel and has had a productive relationship with neighbors during their 4 years on the Eastside. Camp Unity has limited their size to no more than 40 residents in an effort to make their own management easier and in an effort to make less of an impact in the neighborhoods where they live. Since Camp Unity's last time in residence at Kirkland Congregational Church the non-resident board has taken a much stronger role in leading and guiding the encampment, which has led to a more stable life for the residents of the encampment and stronger relationships with the sponsoring churches and neighbors.

3. Compatibility of Existing Zoning on Site

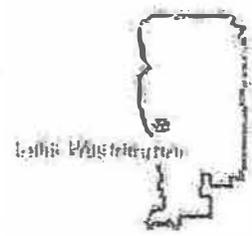
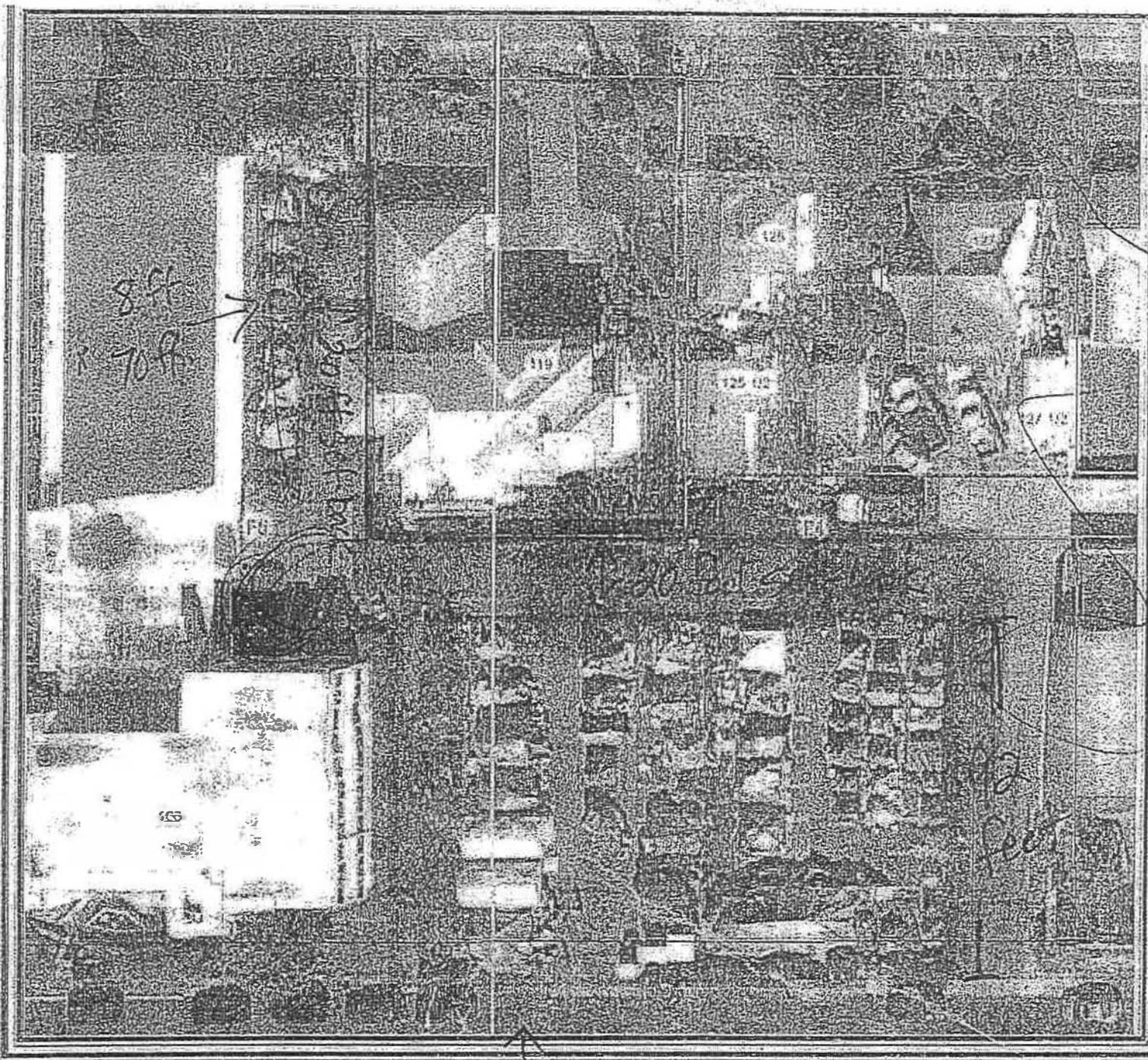
Kirkland Congregational Church has long been an advocate of living out their faith through advocacy for and care of the most needy individuals of our region. From hosting the Emergency Feeding program to prior instances of hosting tent encampments Kirkland Congregational Church has used their building and their property as a very real piece of their ministry. The use of this property for Camp Unity follows on the heels of the multiple times when Kirkland

Congregational Church has served as the host organization for tent encampments, but it is also done with the knowledge that this temporary hosting of a much smaller camp (capped at 40 residents vs a maximum of 100 on previous occasions) should have a smaller impact on the surrounding neighborhood. Kirkland Congregational Church requests this permit after much planning and thought to the ministry of the church and our responsibilities as a people of faith, as advocates for our community's neediest individuals, and as a congregation that serves the whole of the greater Kirkland area.

## Attachment Two

### Performance Standards

- 2a. Kirkland Congregational Church (KCC) is the local sponsor/property owner, the Board of Camp Unity Eastside (Chair Michael Grimm) is the managing agency, and for the purpose of this application Kirkland Congregational Church and Camp Unity Eastside are co-applicants.
- 2b. The attached camp layout includes the plan for how the encampment will be situated during the duration of the stay at Kirkland Congregational Church. Due to the smaller size of the encampment there will be room on the east side of the parking lot for resident's cars to park, which will also create a buffer zone from the neighbors adjacent to the property on that edge.
- 2c. A privacy fence, 6 feet tall, will wrap around the encampment, thus obscuring the view for neighbors.
- 2d. There will be no lighting outside of the encampment.
- 2e. Camp Unity, in conjunction with Kirkland Congregational Church, has capped their number of residents at 40 people.
- 2f. As noted in 2b, there will be room for parking in the spaces on the eastern side of the parking lot.
- 2g. Residents will be within walking distance of the Kirkland Transit Center, which will be the primary transportation mode for residents.
- 2h. The Kirkland Transit Center is less than one half mile away.
- 2i. All residents must be 18+ at intake.
- 2j. Camp Unity Eastside accepts animals only if properly documented as service animals.
- 2l. Portable toilets and sanitizing stations will be maintained twice a week and paid for by the board of Camp Unity. Garbage service will be handled by Waste Management. Use of water and electric utilities for lighting and general use in common areas will occur through the use of services from Kirkland Congregational Church.
- 2m. Security will be handled internally by the camp through intake procedures and through a desk where donations are received and visitors to camp are met. The camp has internal procedures for security details that include ensuring that the perimeter of the camp is patrolled.  
  
The Kirkland Police will be contacted in the event of disturbances within the camp and Pastor Ryan Lambert will also be notified in any instance where police are called.
- 2n. Inspectors are welcome within the camp at any time.



**Legend**

Approximate  
Scale 1:470  
1 in = 39 ft

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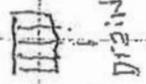
122 ft

80'

← PARKING →

DUMPSTER

← WALKWAY →



Drain

Flower Buckets

8'x10' TENT  
8'x10' TENT

TREES

← WALKWAY →

8'x10' TENTS

8'x8' TENTS

← WALKWAY →

SIDEWALK

ENTRANCE

← WALKWAY →

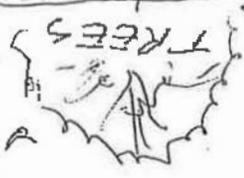
CS

Donations  
Kitchen

KITCHEN

Dining

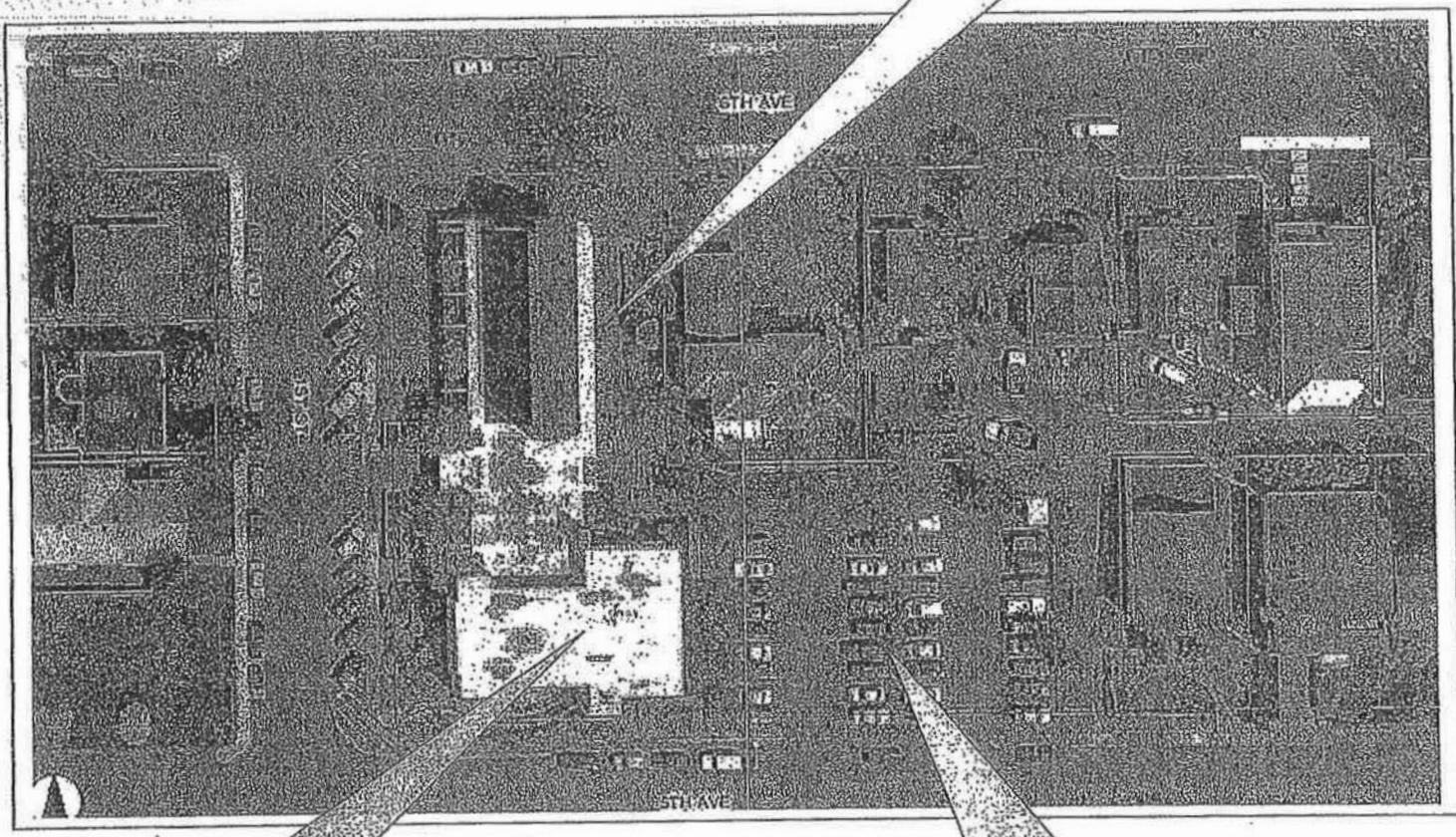
12'x22'



180'

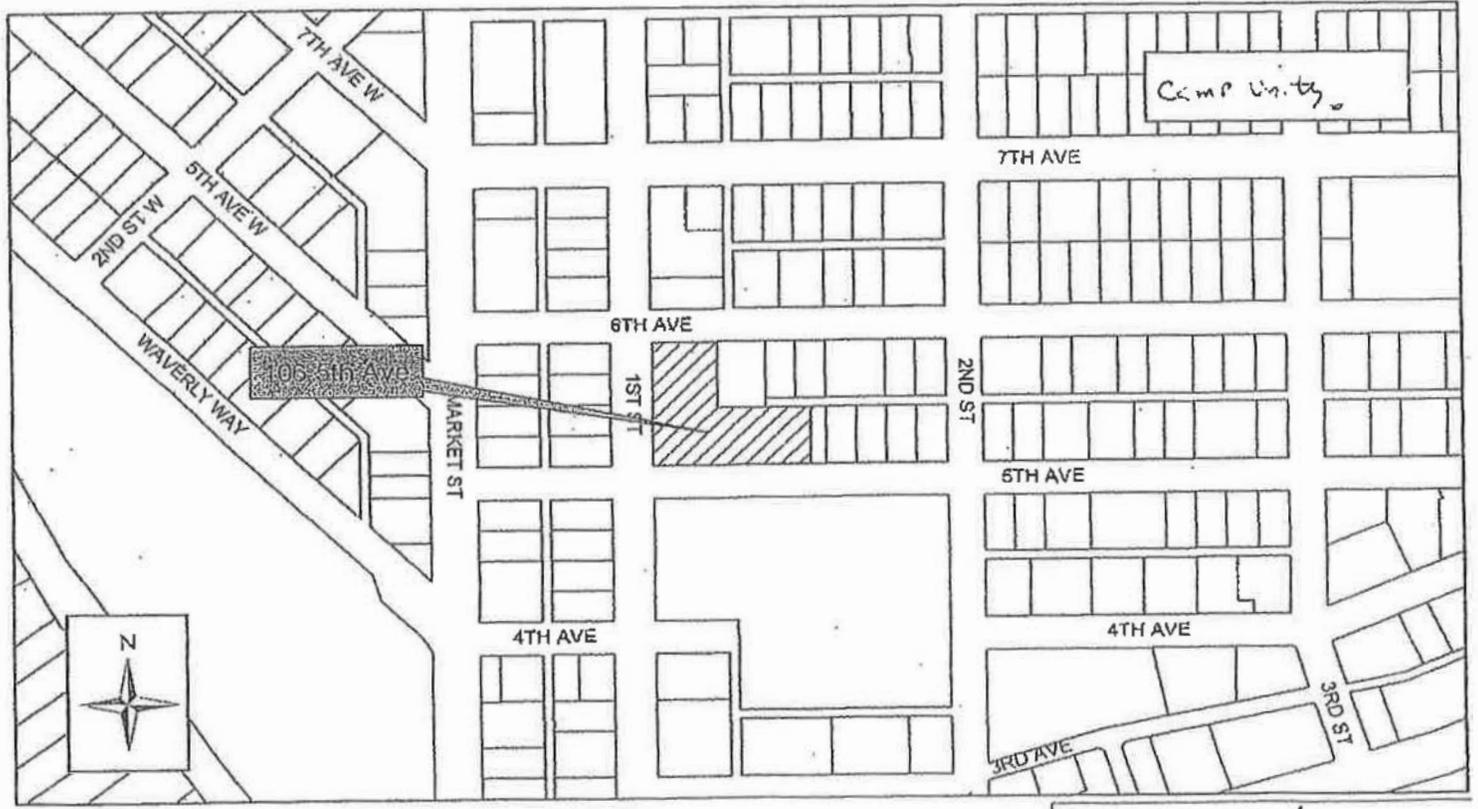
← WALKWAY →

Landscape area with tents



Kirkland Congregational Church building

Parking lot Camp Unity



ATTACHMENT 1  
ZON05-00005



Kirkland Congregational Church  
United Church of Christ  
106 - 5th Avenue  
Kirkland, WA 98033  
425/822-3811

October 18, 2016

Dear Neighbors:

Kirkland Congregational Church, United Church of Christ, has received a request to host the homeless encampment known as Camp Unity on our parking lot from November 5, 2016 – February 2, 2017.

In keeping with our mission of living out the teachings of Jesus that include serving the poor and sheltering the homeless, the Congregation and Church Council of KCCUCC have agreed to approve Camp Unity's request to camp on our property.

We have hosted tent encampments on 5 previous occasions and each time the stay was met with kindness and generosity as other faith and community groups supported our hospitality by donating money, food and evening meals.

If you have any questions at all, please do not hesitate to contact the church at (425) 822-3811. The applicable City of Kirkland Codes are included with this letter. For more information and updates, please go to [City of Kirkland Development Projects - Homeless Encampments](#).

The City of Kirkland contact is Sean LeRoy, Planner: [sleroy@kirklandwa.gov](mailto:sleroy@kirklandwa.gov); (425) 587-3260

Sincerely,

Rev. Ryan Lambert  
Pastor, Kirkland Congregational Church

- d. Exterior lighting must be directed downward and contained within the homeless encampment.
- e. The maximum number of residents within a homeless encampment is 100.
- f. Parking for five (5) vehicles shall be provided.
- g. A transportation plan is required which shall include provision of transit services.
- h. The homeless encampment shall be located within one-half (1/2) mile of transit service.
- i. No children under 18 are allowed in the homeless encampment. If a child under the age of 18 attempts to stay at the homeless encampment, the managing agency shall immediately contact Child Protective Services.
- j. No animals shall be permitted in encampments except for service animals.
- k. A code of conduct is required to be enforced by the managing agency. The code shall contain the following as a minimum:
  - 1) No drugs or alcohol.
  - 2) No weapons.
  - 3) No violence.
  - 4) No open flames.
  - 5) No loitering in the surrounding neighborhood.
  - 6) Quiet hours.
- l. The managing agency shall ensure compliance with Washington State and City codes concerning but not limited to drinking water connections, human waste, solid waste disposal, electrical systems, and fire-resistant materials.
- m. The managing agency shall take all reasonable and legal steps to obtain verifiable identification from prospective encampment residents and use the identification to obtain sex offender and warrant checks from the appropriate agency. All requirements by the Kirkland