

**NAME OF FUNCTION:** Tent City 4 at Community Church of Issaquah

**ACTIVITY:** Encampment for Homeless People

**DATE:** August 11<sup>th</sup> through November 10<sup>th</sup>, 2007

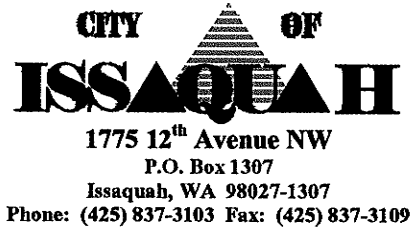
**HOURS:** 24 hrs

**EVENT LOCATION:** 205 Mountain Park Blvd SW

**PERMITEE:** Community Church of Issaquah and SHARE/WHEEL

**CONTACT INFORMATION:**

- **Community Church of Issaquah:** Pastor James Winbush, 425-392-6447
- **SHARE/WHEEL:** Scott Morrow, 206-448-7889 FAX: 206-448-2389 Mail: PO Box 2548, Seattle, WA 98111



**SPECIAL EVENT/USE PERMIT # SPE07-00032**

This permit is hereby granted subject to the following conditions: Compliance with all City ordinances and regulations and special conditions stipulated herein.

**CITY OF ISSAQUAH:** Sandy Wirth for  
(City Administrator/Designee) Leen Kos

**DATED:** 6/11/07

**CONDITIONS OF APPROVAL**

*EVENT DESCRIPTION: Special Event request by The Community Church of Issaquah to host Tent City 4, in conjunction with SHARE (Seattle Housing and Resource Effort) and WHEEL (Women's Housing, Equality, and Enhancement League). Tent City 4 (TC4) will be located on Community Church property at 205 Mountain Park Blvd SW from August 11<sup>th</sup> - November 10<sup>th</sup>, 2007. TC4 is an Interim Survival Mechanism that allows homeless people, who would otherwise be at great personal risk, to be together and safe. It allows participants to store their belongings while they are away from camp, at work and appointments. It allows participants to return at hours convenient to their job and appointment schedules. The camp will be fully fenced and consist of a food service area tent, community area, security tent and a shower in a trailer. Sanitation facilities, electricity, and water will be provided on site. There will be up to 100 homeless people at the shelter at any one time. Tents shall be of a recreational nature and size. This submittal also includes a request to display a 3.5" X 50" sign that will read, "Tent City 4, mid-August through mid-November, 2007." The sign will be attached to the existing sign that reads, "Community Church of Issaquah." The SHARE/WHEEL TC4 Code of Conduct was submitted by the applicant as part of the application submittal packet.*

1. **Public Works Engineering Conditions:**
  - a) All event clean-up will be handled by, or at the expense of, the Permittee.
2. **Public Works Operations Conditions:**
  - a) The waterline serving the encampment shall include a Double Check Valve Assembly (DCVA). The DCVA shall be located on the tap where the waterline is initially connected;
  - b) The DCVA shall be a Washington State approved device. Standards for device approval may be obtained from the City Shop. Please call Mike Dilorenzo, Public Works Operations Plans Examiner, at 425-837-3485 for more information;
  - c) After installation and prior to usage, the DCVA shall be successfully tested by a State Certified Backflow Assembly Tester of choice. A list of Backflow Assembly Testers may be provided at the request of the applicant – please call Mike Dilorenzo, Public Works Operations Plans Examiner, at 425-837-3485 for more information;
  - d) After installation and prior to usage, the DCVA shall also be inspected by the City of Issaquah's Water Quality Specialist from the Public Works Operations Department. Please call Todd Freeman, Water Utility Technician, at 425-837-3487 to schedule an inspection.

3. Fire Department Conditions:
  - a) Placement of any tent is subject to relocation pending any emergency action required;
  - b) Existing fire hydrants shall not be covered, blocked, or in any way made inaccessible to the Fire Department. A minimum of three feet clearance is required all around hydrant;
  - c) Tents over 200 sf and canopies over 400 sf shall be flame treated. A flame treatment certificate is required;
    - Exception: Per the 2003 International Fire Code (IFC): Tents used exclusively for recreational camping purposes are exempt. No open flame, cooking or electricity shall be allowed in a recreational tent.
  - d) Any size tent and/or canopy shall be flame treated if used for cooking food. Note: Use of a microwave oven is not regarded as "cooking" when used to heat food;
  - e) Two 2:A 10:BC (5 lb.) fire extinguishers are required. One shall be located at the main gate/security area and one at the food tent. Installation shall be in accordance with Fire Marshal instructions. Please contact the Fire Marshal's office at 425-837-3123 or 425-837-3121 for direction;
  - f) Open flames are strictly prohibited at all times;
  - g) "No Smoking" signs shall be posted throughout TC4;
  - h) An established area for smoking shall conform to the following stipulations:
    - Non-combustible, approved ashtrays shall be provided;
    - A "Designated Smoking Area" sign shall be posted;
    - The area shall be located as far from the tent area as possible, the location of which will be subject to field inspection by the Fire Marshal's office;
    - The smoking area shall be covered by an open sided canopy.
  - i) The Community Church of Issaquah address shall be posted in an approved manner at the main gate;
  - j) At all times, security personal shall have access to a church phone or a cellular phone for calling 911;
  - k) Garbage/recyclables shall be stored a minimum of 30 feet from any tent or canopy;
  - l) If use of a generator is desired, prior approval from the Fire Marshal's office is required;
  - m) Temporary power must be installed in accordance with the National Electrical Code and must be inspected by the Washington State Department of Labor and Industries. Any electrical connections shall comply with fire and/or electrical codes;
  - n) All conditions established separately between Permittee and the Eastside Fire and Rescue Fire Marshal shall be in effect and are part of the conditions of this permit.
4. Police Department Conditions:
  - a) The security tent shall be clearly marked as such and shall be visible from the parking area;
  - b) For security reasons, a map of the general tent configuration shall be provided. Please submit the map directly to the Issaquah Permit Center who will then forward it onto Commander Chris Felstad of the Issaquah Police Department;
  - c) All conditions established separately between the Permittee and the Issaquah Police Department shall be in effect and are part of the conditions of this permit.
5. Planning Department Conditions:
  - a) The Community Church shall work with Mountain Creek Christian Fellowship to determine alternative parking plans during the duration of TC4. Alternatives plans may include staggering of services and event times, off-site parking, and shuttling in members;
  - b) The Community Church should inform St. Joseph's Catholic Church of the lack of available parking at the Community Church during this event;
  - c) The Applicant shall observe all posted on-street parking restrictions. Five parking stalls shall be available for TC4 use, including during Salmon Days and the November election;
  - d) Removal of landscaping is prohibited;
  - e) Assembly and removal of the camp shall occur between 7:00am – 8:00pm to minimize disruption to the neighborhood.
6. Building Department Conditions:
  - a) The applicant must obtain a plumbing permit from the Issaquah Permit Center for:
    - Water and sewer connection;
    - Backflow device.
  - b) An electrical permit must be obtained from Washington State Department of Labor & Industries. Please call 425-990-1400 for more information;

- c) All temporary plumbing hookups must be in accordance with the Uniform Plumbing Code and temporary water service must be protected with an approved backflow device;
  - d) Building exiting and emergency vehicle access must be maintained at all times;
  - e) Once the fence has been erected, a requirement to provide two exits from the tent city area, and to be spaced approximately 85' apart, shall be subject to field inspection.
  - f) Tents erected for a period less than 180 days are regulated under the Fire code (IBC 3103);
  - g) As a temporary facility, the camp is encouraged to provide accessibility where feasible and to provide alternate accommodations based upon need.
  - h) Existing accessible routes of travel to building entrances, and connecting buildings to the public way, must remain unobstructed during this event, per the Washington State Accessibility Code.
7. Applicant must provide the City of Issaquah with proof of commercial liability insurance that specifically lists Tent City 4, or the homeless shelter, as insured.
  8. Concerns and/or complaints regarding TC4 shall be forwarded by the Issaquah Police Department to SHARE/WHEEL for corrective action.
  9. All requests and event parameters, as stated in the permit application, are hereby permitted and incorporated into this permit, unless stated otherwise above.
  10. Permittee is fully responsible for meeting all requirements regarding ADA accommodation.
  11. Pursuant to *Issaquah Municipal Code (IMC), Section 5.14.060, Revocation or Suspension of Permit*: "All permits issued pursuant to this chapter shall be temporary, shall vest no permanent right in the applicant, and may be [immediately] revoked by the City Administrator."
  12. Pursuant to *IMC Section 5.14.060*, the City Administrator, or his designee, may immediately revoke this permit, with due process, *per IMC 5.14.060*, in the event any term or condition of this permit is violated or any city ordinance, regulation or rule is violated.
  13. Pursuant to *IMC Section 5.14.060*, the City Administrator, or his designee, may immediately revoke this permit for any reason deemed dangerous to persons or property.
  14. **INDEMNIFICATION:** Permittee shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of, or in connection with, their performance under this Permit, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Permit is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Permittee and the City, its officers, officials, employees, and volunteers, the Permittee's liability hereunder shall be only to the extent of the Permittee's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Permittee's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. The provisions of this section shall survive the expiration or termination of this permit. I certify that the information furnished by me is true and correct to the best of my knowledge and the applicable City of Issaquah requirements will be met.

This waiver is mutually negotiated by the parties. These indemnity provisions shall not apply in the event any acts or omissions of the City of Issaquah were the sole cause of any such damage or injury. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its agents or employees and the Permittee, its officers, agents, and employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Permittee, its officers, agents, and employees.


I have read and agree to comply with the legally enforceable Conditions of Approval.

RESPONSIBLE PARTY:

  
Signature

CHURCH MODERATOR  
Print Name/Title

RESPONSIBLE PARTY:

  
Signature

SCOTT MORROW, SHARE Mens Organizer  
Print Name/Title

cc: Weekly Update  
Building, Planning, Code Compliance, Parks, Police, Eastside Fire and Rescue, Public Works Engineering,  
Public Works Operations, City Clerk

**A COPY OF THIS PERMIT MUST BE POSTED AT THE SITE OF THE SPECIAL USE.  
Any questions, please call the City of Issaquah Permit Center, 425-837-3103.**