

## Temporary Residential Shelter and Temporary Shelter Facility Ministerial Planning Application

### Review of Temporary Regulations during a Shelter Crisis (Ordinance 2021-0002)

The purpose of this application is to verify your project meets all the provisions for a temporary residential shelter or temporary shelter facility. Planning staff will check your plans based upon the information submitted. If the proposed temporary residential shelter or temporary shelter facility is permitted by right, you will receive a written approval by Planning. After receipt of the approval, you may submit a building permit application to the Building Division.

If your proposal does not meet the criteria in this application, there may be other options available such as a discretionary review application that requires a public hearing. A staff planner will be able to discuss these options with you.

### Application Submittal Requirements

1. A site plan drawn to scale which shows the proposed shelter type and layout on the parcel along with any other buildings on the subject site. Depending on the type of shelter, staff may also request a floor plan of any building associated with the shelter operations including bathroom facilities: building elevations and/or photographs of any proposed structures, such as emergency sleeping cabins or tiny homes, to be utilized as part of the shelter operations.
2. Color photographs with labels of the project site and development on both sides of the project site and directly across the street.
3. Completed "Temporary Residential Shelter and Temporary Shelter Facility" Application (this form).
4. No planning review fee is required to process this ministerial application.

### Applicant Information

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Applicant (if different from property owner): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Letter of Agency from Property Owner

This section of the application is required to be completed **only if** this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to:

\_\_\_\_\_  
Name of Applicant

to apply for a ministerial review of a temporary residential shelter/temporary shelter facility proposed on my property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

I hereby state that the information provided above, to the best of my knowledge is accurate and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please note that once this application is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

## Project Information

1. Project Address: \_\_\_\_\_
2. Site APN: \_\_\_\_\_
3. Type of shelter:  Temporary residential shelter (within an existing building)  
 Temporary shelter facility (safe parking lots, tents, park trailers, emergency sleeping cabins, or tiny homes)
4. Is the subject site developed with an existing assembly use such as churches or faith congregations, auditoriums, stadiums, and similar places of assembly? \_\_\_\_\_ (Y/N)
5. If the answer is no to #4, the shelter proposal approval is subject to meeting zoning and locational criteria. Please confirm your site complies with each of the following:
  - The site is located within the one of the following zones: OB, OB-2, OB-3, EC, SC, C-1, C-2, C-3, C-4, M-1, M-1(S), M-2, M-2(S), MIP, MRD, M-T, H, SPX, TC, or HC.
  - The site is more than 500 feet, measured from property line to property line, from any of the following: another temporary shelter facility; childcare center; childcare, in-home (family day care home); school, K-12; park; or museum.
  - The site is greater than ½ mile from any temporary residential shelter.
6. Please describe the scope of work being proposed for review. Your “Project Narrative” will provide staff with a clear vision of what you are proposing to do. Answer in complete sentences in the space below or on a separate attachment. Provide as much detail as possible regarding all the characteristics of your project and the scope of work requiring review, including physical site disturbance and work to occur: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. How many individuals will be accommodated on the shelter site? \_\_\_\_\_
8. If you are proposing a temporary residential shelter (within an existing building), the project requires compliance with standards in Part A below. If you are proposing a temporary shelter facility (tents, park trailers, emergency sleeping cabins, or tiny homes), the project requires compliance with standards in Part B below. Safe parking lots require compliance with standards in both Part B and C below. Please confirm acceptance of these standards by checking the appropriate boxes below:

**PART A: Temporary residential shelter (within an existing building), will be required to comply with the following standards:**

 Parking. Off-street parking shall be provided on-site in the ratio of one space for every four adult beds, plus an additional space designated exclusively for the manager.

- Hours of operation. Regular hours for client intake and discharge shall be posted.
- On-site personnel. On-site personnel shall be present during hours of operation when clients are present. The manager's area shall be located near the entry to the facility.
- Lighting. Exterior lighting shall be provided on pedestrian pathways and parking lot areas on the property. Lighting shall reflect away from residential areas and public streets.
- Telephones. A telephone for use by clients shall be provided.
- Personal property. Secure areas for clients' personal property shall be provided.
- Waiting area. If client intake occurs on-site, an enclosed or screened waiting area shall be provided on the property to prevent queuing in the public right-of-way. For purposes of this condition, small temporary residential shelters shall have a waiting area consisting of not less than 100 square feet in the same location.
- Common space. Interior or exterior common or recreational space for clients to congregate shall be provided on the property at a ratio of not less than 15 square feet per occupant and a minimum overall area of 100 square feet. The waiting area does not count as common space.

**PART B: Temporary shelter facility (safe parking lots, tents, park trailers, emergency sleeping cabins, tiny homes), will be required to comply with the following standards:**

- Setbacks. Tents, park trailers, and emergency sleeping cabins must be set back a minimum of 5 feet from all lot lines and 10 feet from all other temporary structures.
- Paving. Notwithstanding sections 10.44.010.B and 17.612.020, vehicles may be parked on unimproved surfaces (an unimproved surface includes any surface that is not paved or asphalted).
- Potable water. The operator of the temporary shelter facility must provide potable water for all occupants.
- Hours of operation and quiet hours. The temporary shelter facility must always be open for registered occupants. Regular hours for occupant intake and discharge must be posted. The shelter manager shall enforce quiet hours between 10:00 p.m. and 6:00 a.m.
- On-site personnel. A manager must be onsite when occupants are present and during normal operating hours. The manager's area shall be located near the entry to the facility. The manager's name, telephone number, and e-mail address must be posted and easily visible to the public.
- Lighting. Pedestrian pathways and parking lots must be well lit. Lighting must be designed, located, or screened so that it is not directly visible from any residential unit. Any illumination must not produce glare or reflection for occupants of neighboring buildings or on public streets.
- Personal storage. Occupants must be provided a safe and secure place to store personal property.
- Waiting area. If client intake occurs on-site, an enclosed or screened waiting area shall be provided on the property to prevent queuing in the public right-of-way. For purposes of this condition, small temporary residential shelters shall have a waiting area consisting of not less than 100 square feet in the same location.
- Common space. Interior or exterior common or recreational space for clients to congregate shall be provided on the property at a ratio of not less than 15 square feet per occupant and a minimum overall area of 100 square feet. The waiting area does not count as common space.

**PART C: Safe parking lots will be required to comply with the following standards, in addition to those listed in Part B above:**

- The site must have a minimum of one toilet for every fifteen occupants.
- The site must be maintained in a safe and sanitary condition and free from vermin, vectors, and matter of an infectious or contagious nature.
- The site must be kept clean and free from debris, filth, garbage, and deleterious matter.
- All garbage and food waste must be deposited in covered receptacles that are emptied when filled and the contents disposed of in a sanitary manner.

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

I understand upon the expiration or repeal of the city's shelter crisis declaration, or the repeal of this ordinance, all ministerial permits granted under this ordinance expire and all permit holders must immediately cease operations and return the site to its previous condition. Permits issued pursuant to this ordinance are not property, they have no value, do not create vested rights, and cannot confer nonconforming status.

I understand shelter proposals are required to obtain all necessary building permits and be consistent with California Building Code Appendix O and California Residential Code Appendix X, as adopted by the city on November 19, 2019 (Ordinance 2019-0042).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PLANNING STAFF USE**

Application Submittal Date: \_\_\_\_\_ I&R#: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_

**Review Criteria 1 or 2 (Select option)**

1. *Application Review Criteria for Temporary Residential Shelter and Temporary Shelter Facility where the site contains an assembly use.*

Application Meets Following Criteria (Y, N, or N/A)

\_\_\_\_\_ Subject site contains an existing and legal assembly use such as churches or faith congregations, auditoriums, stadiums, and similar places of assembly?

\_\_\_\_\_ Proposed shelter use serves 80 individuals or less?

\_\_\_\_\_ Applicant has acknowledged and signed the standards in the applicable Parts A, B, and C of this application, and the project plans submitted are consistent with those requirements?

\_\_\_\_\_ If the property is located within the Executive Airport Overlay zone, is it consistent with the standards in 17.312.060?

\_\_\_\_\_ The site is not located on a site that is included on any list compiled pursuant to California Government Code section 65962.5?

2. *Application Review Criteria for Temporary Residential Shelter and Temporary Shelter Facility where the site does NOT contain an assembly use.*

Application Meets the Following Criteria (Y, N, or N/A)

\_\_\_\_\_ Subject site is located in one of the following zones: OB, OB-2, OB-3, EC, SC, C-1, C-2, C-3, C-M-1, M-1(S), M-2, M-2(S), MIP, MRD, M-T, H, SPX, TC, or HC?

\_\_\_\_\_ The site is not within 500 feet, measured from property line to property line, from any of the following: another temporary shelter facility; childcare center; childcare, in-home (family day care home); school, K-12; park; or museum?

\_\_\_\_\_ The site is greater than 1/2 mile from any temporary residential facility?

\_\_\_\_\_ Proposed shelter use serves 80 individuals or less?

\_\_\_\_\_ Applicant has acknowledged and signed the standards in the applicable Parts A, B, and C of this application, and the project plans submitted are consistent with those requirements?

\_\_\_\_\_ If the property is located within the Executive Airport Overlay zone, is it consistent with the standards in 17.312.060?

\_\_\_\_\_ The site is not located on a site that is included on any list compiled pursuant to California Government Code section 65962.5

Application Meets All Temporary Residential Shelter or Temporary Shelter Facility Review Criteria:  yes  no

If no, describe reasons why: \_\_\_\_\_

Decision approved: \_\_\_\_\_  
Planning Director

Email  Other Date informed on: \_\_\_\_\_ Informed by: \_\_\_\_\_

If approved:

- 1. Create an Investigation and Report (I&R) attached to the approved application/checklist and plans.
- 2. Send the applicant the approved I&R and attachments.