



City of Tacoma  
Planning and Development Services Department  
747 Market St, Room 345  
Tacoma, WA 98402

# PUBLIC NOTICE

Date of Notification: 6/28/2016  
Application Received: 6/10/2016  
Application Complete: 6/22/2016

**Applicant:** Genesis Gavino, City of Tacoma, 747 Market Street, Room 830, Tacoma, WA 98402; 253-573-2320

**Location:** 4818 East Portland Avenue, Parcel No. 0320221001

**Application No:** LU16-0119

**Proposal:**

A temporary use permit to allow a Family Overnight Shelter inside the Bethlehem Baptist Church.

**Comments Due:** 7/12/2016

For further information regarding the proposal, **log onto the website at <http://tacomapermits.org> and select "Message Board"**. The case file may be viewed in Planning and Development Services, 747 Market Street, Room 345.

**Documents to Evaluate the Proposal:**

Tacoma Municipal Code (TMC) and the Comprehensive Plan

**Studies Requested:**

None

**Other Required Permits:**

Building Permit

**Applicable Regulations of the Tacoma Municipal Code:**

TMC Chapters 13.05 Land Use Permit Procedures, 13.06 Zoning and 13.12 Environmental Code

A final decision on the proposal will be made following the comment period. A summary of the final decision will be sent to those parties who receive this notice. A complete copy of the final decision will be mailed to those parties who request a copy or to those who have commented on the project. Appeal provisions will be included with both the summary and the complete copy of the final decision.

**Staff Contact:**

Shanta Frantz, Senior Planner, 747 Market St, Room 345, (253) 591-5388, sfrantz@cityoftacoma.org

**Environmental Review:**

Per SEPA, WAC 197-11-800 and TMC Chapter 13.12, the Environmental Official has reviewed this project and determined the project is exempt from SEPA provisions.

*To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice). TTY or STS users please dial 711 to connect to Washington Relay Services.*



City of Tacoma  
Planning and Development Services Department  
747 Market St, Room 345  
Tacoma, WA 98402

## **NOTICE OF LAND USE APPLICATION**

Temporary Overnight Shelter for Families  
Bethlehem Baptist Church  
4818 E Portland Ave



**Temporary Family Overnight Shelter Operations Plan  
Bethlehem Baptist Church  
4818 Portland Ave E, Tacoma, WA**

The City of Tacoma seeks to operate a Temporary Family Overnight Shelter from July 1 2016 – December 2016 using churches in Tacoma.

**Target Population**

- Tacoma families with children experiencing homelessness

**Hours of Operation**

**Every day, 6:00 pm – 7:00 am**

- 6:00 pm – 6:30 pm Staff Set-Up, dinner served
- 7:00 pm – 9:00 pm Doors Open, Families Check in, Case Management
- 8:00 pm – 10:00 pm Basic Needs (Snack, Drink, Hygiene)
- 10:00pm – 6:00 am Lights Out
- 6:00 am – 7:00 am Families Depart

**Staff/Family Ratio (Dependent on Size of families)**

- One Staff per 10 families
- Up to 40 beds
- On-site staff will include: 1 Shelter Specialist per night

**Admittance to Shelter**

- Admittance to church will be conducted by calling the Adams St. Family Shelter.
- Individuals seeking shelter once capacity is reached will be referred to other area shelters.
- Staff will conduct homeless verification at intake.

**Security**

- Security will be provided by the Shelter Specialist on duty.
- Patrols of the building will include the interior of the church and the designated smoking area
- Participants will be prohibited from loitering within a one-block radius from the church.

**Janitorial Services**

- The staff on duty will clean up after dinner meals, fold up all mats and/or cots, and keep area free from debris.
- Additional janitorial services will be provided by the facility, at their own expense.

**Food/Meals**

- All food will be provided by the Rescue Mission.

**Emergency Evacuation**

- In the case of an emergency, all staff and families will follow the evacuation route predetermined by the facility.
- Staff will receive this information prior to arrival.

**Temporary Family Overnight Shelter Operations Plan  
Bethlehem Baptist Church  
4818 Portland Ave E, Tacoma, WA**

**Contact Information**

- **Facility:**  
Bethlehem Baptist Church  
Pastor Eric Jackson  
[pastorerici@gmail.com](mailto:pastorerici@gmail.com)  
425-954-3170
  
- **Operations:**  
Tacoma Rescue Mission  
Frank Jackson  
[Frankj@trm.org](mailto:Frankj@trm.org)  
253-383-4493

**STAFFING**

Staff is responsible for maintaining a safe and stable environment for the families accessing the overnight shelter. Staff will provide crisis interventions, referral services and strengthened support systems. A staff person will be present at all times.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>6:00P – 7:00A</b>	Supervisor	SC-1	SC-1	SC-2	SC-2	SC-3	SC-3
<b>6:00P – 8:00P</b>	SC-1	SC-3	SUP	SUP	SUP	SUP	SC-2
<b>9:00A – 5:00P</b>		Case Mgr.	C M	C M	C M	C M	

**POSITIONS\*:**

- 1 Shelter Supervisor (SUP) – 20 hrs shelter (10 at Church, 10 at TRM)
- 1 Case Manager (CM) – 40 hrs -Stationed at Adams, Will travel to meet with Clients 40hrs
- 3 Shelter Coordinators (SC) - 26hrs
- \*Job descriptions attached

**Temporary Family Overnight Shelter Operations Plan  
Bethlehem Baptist Church  
4818 Portland Ave E, Tacoma, WA**

<b>Job title</b>	Temporary Shelter Supervisor
<b>Department</b>	ESC
<b>Division</b>	Client Programs
<b>Location</b>	Churches
<b>Reports to</b>	Shelter Manager
<b>Classification</b>	Temporary Full-time

### **Rescue Mission Purpose, Vision and Value Statement**

The Rescue Mission is a Christian non-profit organization that exists to offer God's help, hope, and healing to the most impoverished members of our community. Our goal is to help everyone we work with become a fully contributing member of the community.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus, treated with dignity and compassion; relationships are built on love and truth; integrity is never compromised; service is measured for efficiency and effectiveness; and teamwork and trust are basic to our working relationships.

### **Job purpose**

Ensure all aspects and areas of the Emergency Services are operating in a way that reflects the Rescue Mission's purpose, vision and core values.

### **Qualifications**

- BA in social work or related field required. Minimum 3 years of experience in ministry leadership
- highly knowledgeable in the field of homelessness
- Proficient computer skills
- Excellent written, verbal and electronic communication skills
- Basic math and grammar skills
- Demonstrated success making independent decisions and taking actions showing good judgment
- Ability to prevent or resolve conflict with grace and accountability
- Ability to work as a member of a team, inspiring trust and speaking truth
- Professional Certifications: CPR/First Aid
- Job specific qualifications: WDL, good driving record, proof of insurance

**Temporary Family Overnight Shelter Operations Plan  
Bethlehem Baptist Church  
4818 Portland Ave E, Tacoma, WA**

**Duties and responsibilities**

**Culture Work**

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modelling and promoting the Mission's core values and culture standards.

**Team Work**

- Work as a member of the Temporary Shelter Team to:
  - Promote the Mission's capacity to share stories of our work with the Development Team.
  - Work shifts when a team member is absent.
  - Required to work one overnight shift week
  - Proactively address problems and present positive options.

**Direct Work**

- Instructs Temporary Shelter Shift Coordinators and Case Managers
- Build relationships with clients
- Develops work schedules
- Maintains a team approach.
- Helps to manage building security.
- Completes reports/surveys.
- Oversees staff in keeping the property neat, clean and professional.
- Performs other duties as assigned by the Emergency Services Manager.

**Working conditions**

Varied. Some office work required. May be required to work irregular hours in order to properly lead and supervise shelter team.

**Physical requirements**

Driving and walking, lift up to 30 lbs.

**Direct reports**

Temporary Shelter Shift Coordinators/Case Managers

<b>Staff Signature:</b>	
<b>Supervisor Signature</b>	
<b>Date:</b>	

**Temporary Family Overnight Shelter Operations Plan  
Bethlehem Baptist Church  
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<b>Job title</b>	Shift Coordinator
<b>Department</b>	ESC
<b>Location</b>	Churches
<b>Reports to</b>	Temporary Shelter Supervisor
<b>Classification</b>	Temporary Part-time

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### **Job purpose**

Manages guests during shelter operations; maintains order, security and cleanliness of building, as well as parking lot.

### **Qualifications**

- Minimum 2 years experience in a related area and/or 2 year Associates Degree in Social Services or related field
- Minimum 21 years old
- Good clerical skills
- Effective electronic communication skills
- Effective de-escalation skills
- Basic computer skills, able to execute diverse functions with speed and accuracy
- Operate printer, copier, custodial machinery, intoximeter.
- Professional telecommunications skills
- Ability to work as a member of a team inspiring trust and speaking truth
- Able to respond calmly and effectively when under stress interacting with people who have high barriers, including but not limited to people with mental illness, who may be on drugs, may have weapons, and/or may be prone to violence
  
- Professional certifications: CPR/First Aid Certification required.



**Temporary Family Overnight Shelter Operations Plan  
Bethlehem Baptist Church  
4818 Portland Ave E, Tacoma, WA**

## **Duties and responsibilities**

### **Culture Work**

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modelling and promoting the Mission's core values and culture standards.

### **Team Work**

- Work as a member of the emergency services team to:
  - advise the Temporary Shelter Supervisor in all matters related to client services
  - direct clients to resources and case management
  - help solve day to day client challenges
  - proactively assist as necessary in the overall success of the program

### **Direct Work**

- Proactively supervise clients in the facility; supervise participants after normal business hours.
- Responsible for overall physical security of the buildings, offices, and grounds to assure that the campus is safe.
- Answer the telephone and take messages in a professional and friendly manner.
- Maintain daily Shift Log.
- Administer the intoximeter to guests as required.
- Assign guests to a daily bed list, assuring that this provides safe overnight accommodations.
- Oversee guest baggage check-in and check-out.
- Oversee custodial duties to assure that the campus is a clean facility.
- Take action while exercising good judgment.
- Accurately complete needed reports.
- Compassionately mentor, encourage and motivate clients.
- Perform other duties as requested by the Temporary Shelter Supervisor.

## **Working conditions**

Temporary part-time; shift work; weekends; working with challenging clients who have high barriers, including but not limited to people with mental illness, who may be on drugs, may have weapons, and/or may be prone to violence.

## **Physical requirements**

Able to stand for a prolonged period of time, lift up to 30 lbs., answer phones, speak, listen, able to walk consistently, able to run at a moment's notice, and some flexibility in physical movements

**Temporary Family Overnight Shelter Operations Plan  
Bethlehem Baptist Church  
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**Direct reports**

Volunteers and Interns

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<b>Staff Signature:</b>	
<b>Print Staff Name:</b>	
<b>Supervisor Signature:</b>	
<b>Date:</b>	

**Temporary Family Overnight Shelter Operations Plan  
Bethlehem Baptist Church  
4818 Portland Ave E, Tacoma, WA**

<b>Job title</b>	Case Manager
<b>Department</b>	Emergency Services Center (ESC)
<b>Location</b>	Churches
<b>Reports to</b>	Emergency Services Manager
<b>Classification</b>	Temporary Full-time

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All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus, treated with dignity and compassion; relationships are built on love and truth; integrity is never compromised; service is measured for efficiency and effectiveness; and teamwork and trust are basic to our working relationships.

### **Job purpose**

Provides tailored case management to clients who access the temporary shelter.

### **Qualifications**

- BA in Social Services or related field preferred; a combination of college education and case management experience
- Experience working with low-income, diverse populations preferred
- Bilingual Spanish/English a plus
- Operate computer to execute diverse functions with speed and accuracy
- Proficiency in MS Word and Excel
- Excellent verbal, written and electronic communication skills
- Ability to work as a team member inspiring trust and speaking truth
- Able to respond calmly and effectively when under stress interacting with people who have high barriers, including but not limited to people with mental illness, who may be on drugs, may have weapons, and/or may be prone to violence.
- Job specific qualifications: Valid WDL, good driving record, proof of insurance

**Temporary Family Overnight Shelter Operations Plan  
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## **Duties and responsibilities**

### **Culture Work**

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's core values and culture standards.

### **Team Work**

- Work as a member of the emergency services team to:
  - help establish policies and priorities for shelter clients
  - advise the Shelter Supervisor in matters related to client stability
  - help solve everyday challenges
  - proactively assist as necessary in the overall success of the Program

### **Direct Work**

- At initial case management session, assess client strengths, goals, and barriers to housing and self-sufficiency
- Document client information.
- Formulate a written tailored plan based on client goals that identifies specific action steps the client needs to take.
- Meet with clients on his/her case load a minimum of once each week to monitor progress in achieving goals, revising action plans when necessary.
- Establish a hard copy file for each client that includes verification of homelessness, verification of income and income source, and documentation of case plan and action steps. These files remain the property of the agency and must be kept on site in a secure area.
- Keep informed of current community resources that can help clients.
- Attend all training sessions recommended by Pierce County/City of Tacoma including but not limited to Cultural Competency, Motivational Interviewing, and Trauma Informed Care.
- Perform other duties as requested by the Shelter Supervisor.

## **Working conditions**

Office environment; interact with diverse populations; some travel.

## **Physical requirements**

No physical restrictions apply to this position provided that the employee is able to satisfactorily complete the above-mentioned duties and responsibilities.

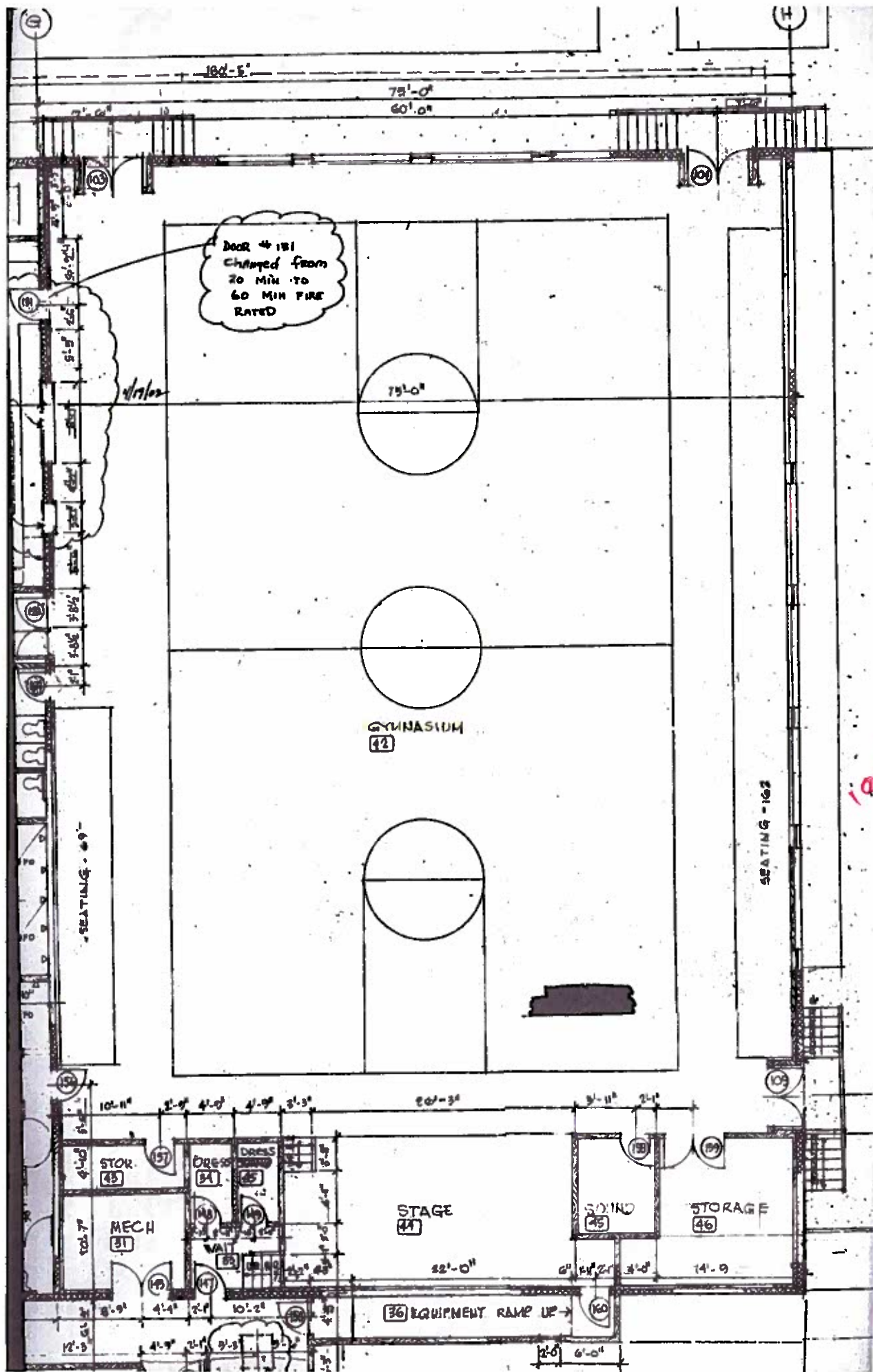
**Temporary Family Overnight Shelter Operations Plan  
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**Direct reports**

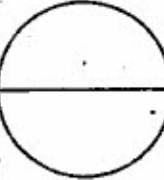
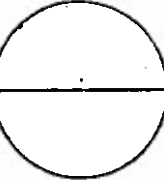
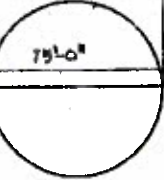
None

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<b>Staff Signature:</b>	
<b>Print Staff Name:</b>	
<b>Supervisor Signature:</b>	
<b>Date:</b>	



Door # 181  
Changed from  
20 MIN TO  
60 MIN FIRE  
RATED



GYMNASIUM  
42

STAGE  
44

SEATING - 49

SEATING - 102

100

STOR.  
45

MECH  
31

DRESS  
34

DRESS  
35

WAIT  
33

SOUND  
45

STORAGE  
46

36 EQUIPMENT RAMP UP

