

## CONDITIONAL USE APPLICATION QUESTIONS

### 1. Project Description

Volunteers of America, Utah is requesting Conditional Use approval for an emergency overnight homeless overflow shelter to be located at the Weigand Homeless Resource Center (Weigand HRC) at 235 S Rio Grande St, Salt Lake City UT 84101. The Roman Catholic Bishop of Salt Lake is the owner of the property and Catholic Community Services of Utah (CCS) operates the Weigand HRC as a day center for people experiencing homelessness to receive shelter during the day and other needed resources.

This conditional use request is for Volunteers of America, Utah to utilize the Weigand HRC day center area to operate a winter nightly overflow shelter for people experiencing homelessness from around the end of October to April 15, 2022, start date is dependent on conditional use approval and hiring. During the winter months, there is an increase in unsheltered/unhoused individuals seeking overnight shelter, and the current homeless resource centers cannot meet this demand, so additional shelter beds are needed.

The Weigand HRC has previously been used as an overnight warming center and we feel we can learn from the experience The Road Home has had in operating that space overnight. The Road Home has operated St. Vincent de Paul Center as an overnight winter overflow shelter since 1987 and will again this winter. We are hopeful that the Weigand Winter Overflow could provide up to 60 additional shelter beds for individuals each night. We intend to partner and work closely with the Road Home who operates the overflow shelter at St. Vincent de Paul and mirror their processes and procedures for consistency. Our overnight overflow shelter hours will begin at 7:00 p.m. and end by 6:30 a.m. the following morning. No modifications will be made to the building.

Year-round, the dining hall at St. Vincent De Paul's provides free meals to members of our community who are experiencing homeless or very low income and in need of food. The dinner is served to individuals and family members from 5 pm to 6 pm daily. The Weigand Winter Overflow will begin at 7:00 pm after dinner service at St. Vincent De Paul's has ended. Utah Community Action (UCA) staff will be present to provide intake and coordinated entry support for individuals seeking shelter as they do during business hours at the Weigand HRC and in the other resource centers. VOA will coordinate with UCA, The Road Home, and CCS to ensure the nightly client queuing process is streamlined and will occur during a specific timeframe and within the designated area around the Weigand HRC courtyard and gated area by St. Vincent's De Paul's overflow entrance to minimize queuing on public walkways.

The Weigand HRC is located in the D-3 Downtown Warehouse/Residential Zoning District and is also within the Gateway Specific Plan area.

### 2. Conditional Use Information Section 21A.54.080 (please attach additional sheet)

**If applicable, what are the anticipated operating/delivery hours associated with the proposed use?**

The Weigand Winter Overflow shelter will provide services for approximately 60 individuals between 7:00 pm to 6:30 am. We anticipate that many of these individuals are part of the existing homeless population and will already be receiving services in the area during the day.

**What are the land uses adjacent to the property (abutting and across-the-street properties)**

Adjacent to the north of the Weigand HRC courtyard is St. Vincent De Paul Dining Hall, which is also part of the CCS property and provides two meals from their center daily and also caters two meals daily to six other local Homeless Services Providers. Across Rio Grande Street, to the west, is a vacant lot where The Road Home's homeless shelter was located.

**How many employees are expected to work on-site during the highest shift**

We will have 2 Housing Advocates, 1 team lead, and 2 Premier Security staff working each shift. We will also have a Utah Community Action staff working for the first few hours of the overflow hours to assist with check-in, intake, and enrollments. We anticipate having 6 staff present during the highest shift.

**If applicable, how many seats will be provided as part of the conditional use**

Not applicable.

**Have you discussed the project with nearby property owners? If so, what responses have you received?**

We have reached out to the Downtown Community Council and their board and have answered their questions regarding capacity and the submission of the conditional use application. A VOA representative will be attending the September 22nd, 2021 Downtown Community Council meeting to share information about the current Homeless Resource Centers, winter overflow shelters in our community this winter, and the proposed Weigand Winter Overflow Shelter.

### **3. Minimum Plan Requirements**

A digital (PDF) copy of each plan and elevation drawing

### **4. Site Plan**

Site plan (see Site Plan Requirements flyer for further details)



## **Salt Lake City Conditional Use Permit Application**

### **Weigand HRC - Winter Overflow Security & Operations Plan**

#### **Background Summary**

Volunteers of America Utah (VOA) is a 501(c)(3) nonprofit organization that is seeking to operate a winter overnight overflow shelter at the Weigand Homeless Resource Center located at 235 S Rio Grande St., Salt Lake City UT 84101 from October 2021 to April 15<sup>th</sup>, 2022. VOA currently is the operator of the Geraldine E King Women's Resource Center, which has been open since August of 2019. Our goal is to provide nightly winter overflow beds for individuals seeking a safe place to sleep for the night and to encourage and provide information about additional housing, shelter, and additional resources they may be seeking to resolve their homelessness.

The Weigand Winter Overflow (WWO) shelter will have security staff during operating hours and will limit accommodations nightly to the maximum number of clients approved through the conditional use process (maximum number will be determined by the Fire Marshal but we hope to serve 60 individuals nightly). The winter overflow beds will be set up in the community space at the Weigand Homeless Resource Center, which has a clear line of sight for staff and security to monitor any activity. Rounds will be done by security staff in the areas by the client restrooms as they are not in the line of sight for staff and the area between the Weigand HRC and St. Vincent De Paul winter overflow. There are motion sensor lights between the Weigand HRC and St. Vincent De Paul's buildings to improve safety.

There will be an on-site shift supervisor and security from 6:30 pm to 7:00 am the next morning. There will be a dedicated phone line established to report any grievances, incidents, complaints, or comments.

All potential clients will complete an intake and enrollment or check-in before acceptance at the WWO with a UCA or WWO staff. A client's enrollment stays active until the client is absent from a specific shelter for 7 days or does an intake at a different shelter. If a client requested admission to a different shelter, they would first be disenrolled from the WWO site. If the client's enrollment is active at the WWO, they would simply need to check in before entering.

#### **Occupancy**

Occupancy will be determined through the conditional use process with the Fire Marshal, but we are hoping to serve 60 individuals nightly.

#### **Operations**

Hours of Operation – 7:00 pm – 6:30 am, 7 days a week from October to April 15, 2022. We will have qualified and trained staff on-site. Monitoring of the interior and exterior of the property will be conducted by security staff. We will adhere to the maximum number of clients approved through the conditional use process. Only clients who have gone through the coordinated entry intake, enrollment, or check-in process for the WWO location will be permitted access into the facility during the hours of operation. Quiet hours will be enforced. Typically, lights-out will begin as soon as most bed enrollments have been completed. Lights inside the sleeping area will come on at 6 am daily.

**Delivery, Donations, and Trash Collection Times** – Delivery and donations do not apply to this application. However, portable trash receptacles on the premises will be emptied daily and other receptacles will be emptied at a minimum of once per week or as needed. Advantage Services cleans the street in front of St. Vincents and on Rio Grande Street.

**Noise Impacts** – Because the WWO program will be focused on being a safe place to sleep, the program will be operating as a quiet facility. Most individuals experiencing homeless do not have cars so additional traffic noise should be minimal.

**Security** – The WWO program will have on-site security during operating hours. Qualified security personnel will be hired from a private security firm that requires and provides training that meets or exceeds all state-required training.

Any criminal behavior on or around the property will be reported to law enforcement. No weapons or firearms are permitted in any homeless resource center. Attempts to bring weapons into the facility will result in an immediate denial of service.

**Drug and Alcohol Policies** – The WWO would not require absolute sobriety as a condition for admittance, but has strict rules of behavior, which if violated, could result in denial of services. If clients are exhibiting symptoms and behavior that may indicate they need a higher level of care, we would call emergency services or other providers like detoxification services to refer the client. No client will be allowed to have alcohol or drugs in the WWO. If a resident has repeated instances of inappropriate behavior that jeopardizes the safe and communal atmosphere of the facility, a resident may be restricted from the program for a period of time but could seek shelter at another resource center or overflow.

**Client Intake Area** – Clients for St. Vincents and the WWO overflows will be lined up in the courtyard at the Weigand HRC and through the gate to St. Vincents where they will go through the check-in or enrollment process.

**Loitering** – The Weigand HRC courtyard will be closed and only those seeking shelter will be allowed in the queuing area in the courtyard and St. Vincent's parking lot. Security will assist in engaging with people in the area to disperse or come into the courtyard if they are seeking shelter. The WWO will work closely with The Road Home, CCS, local businesses, and the police department to address any loitering issues that may arise due to overflow shelter. The Winter overflow operators will work with the

neighborhood to address any loitering issues not addressed by the above policies. Camping on public or private property is illegal and all neighbors are encouraged to notify the police if they encounter this.

**Client Transportation** – Advantage Services provides transportation between the Weigand HRC, St. Vincents and the other resource centers from 6:30 am to 11:30 pm.

**Parking** – Limited on-site vehicle parking spaces are available for staff. Street parking is available for staff and clients.

**Employee Training** – Employees will be required to complete a training program that includes instruction on WWO tasks, trauma-informed care and practices, and WWO policies and procedures to ensure employees are qualified to fulfill their job responsibilities and to promote awareness and sensitivity to cultural backgrounds and needs.

**Neighborhood Outreach and Methods for Communication** – The WWO will work with the Road Home who operates St. Vincent De Paul's winter overflow to have a staff representative attend the Downtown Community Council meeting which occurs every month on the 3<sup>rd</sup> Wednesday at 6:00 pm to answer questions and hear concerns. We will then work with leadership from our agencies to respond to these concerns.

### **Complaint Response Community Relations Program**

There will be a designated phone number to call if the community has additional questions, complaints, or concerns about the WWO. A designated staff member will reach out to respond to these concerns in a timely manner. The WWO will keep a record of these complaints, when they were addressed and how they were responded to or resolved.

### **HRC's Responsibility as a Good Neighbor**

As part of VOA's commitment to be a good neighbor, we are committed to working with law enforcement, local businesses, residents, and other stakeholders to address and prevent problems and be responsive to their concerns. Criminal behavior will not be tolerated on the property. If suspicious activities or complaints are reported to the WWO outside of the property of the program, security will contact law enforcement. As was stated in the previous section, there will be on-site security and staff present during the hours of operation, monitoring the property and conducting rounds. The courtyard area at the Weigand HRC will be closed but available to clients as a designated smoking area.

In accordance with Chapter 9.28 of the Salt Lake City code, the WWO will comply with the following:

a) The resource center will not create unnecessary or unusually loud noises at unusual times of the day or that is a detriment to the public health, comfort, convenience, safety, welfare, prosperity, and peace of the residents of the city.

This will be enforced by the operator of the WWO and through the implementation of quiet hours starting at 10 pm and ending at 6 am on weekdays or 7 am on weekends.

b) Sound levels will not exceed the standards for Salt Lake City.

c) If a client or person associated with the WWO continuously creates or causes a noise disturbance, it is the responsibility of the WWO operator to mitigate the situation and take the appropriate steps to prevent continual noise disturbances.



**Project Description:**

**Weigand Homeless Overflow Shelter**

Area: 179-002

Parcel Number:

15-01-179-002-0000

Owner:

ROMAN CATHOLIC BISHOP OF SALT LAKE

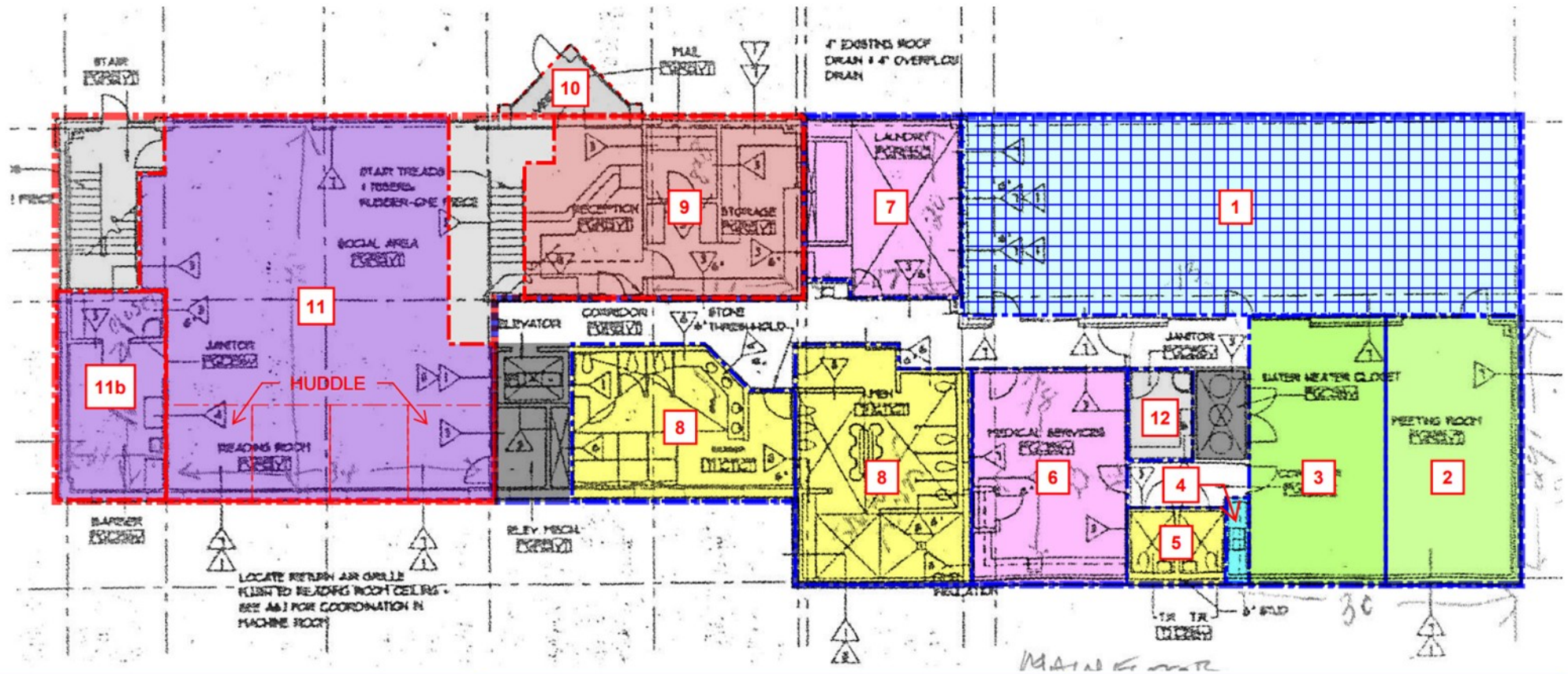
27 N 'C' ST

SALT LAKE CITY UT 84103 230

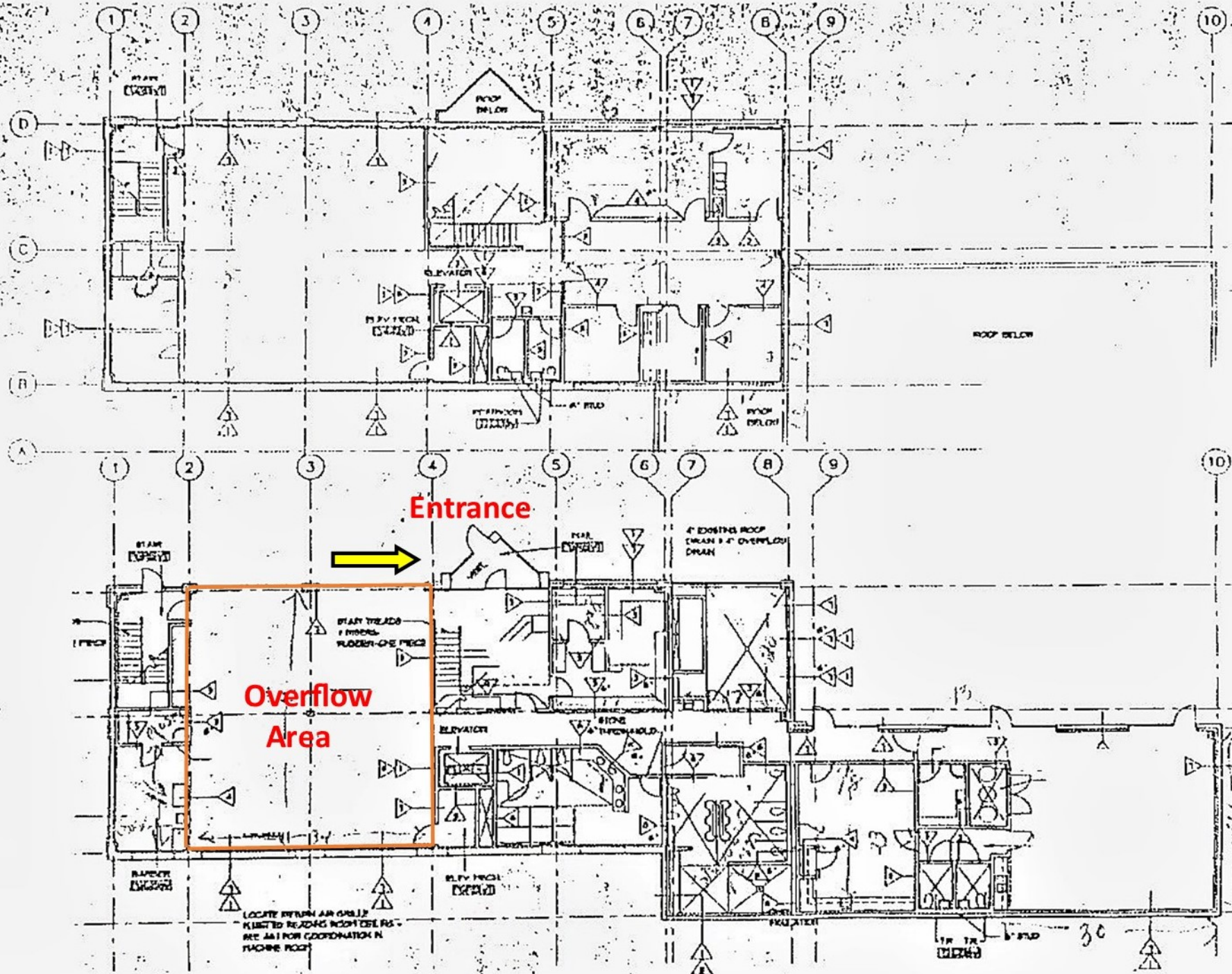


## Weigand Homeless Resource Center - Weigand Winter Overflow

Area 11 will be used for winter overflow





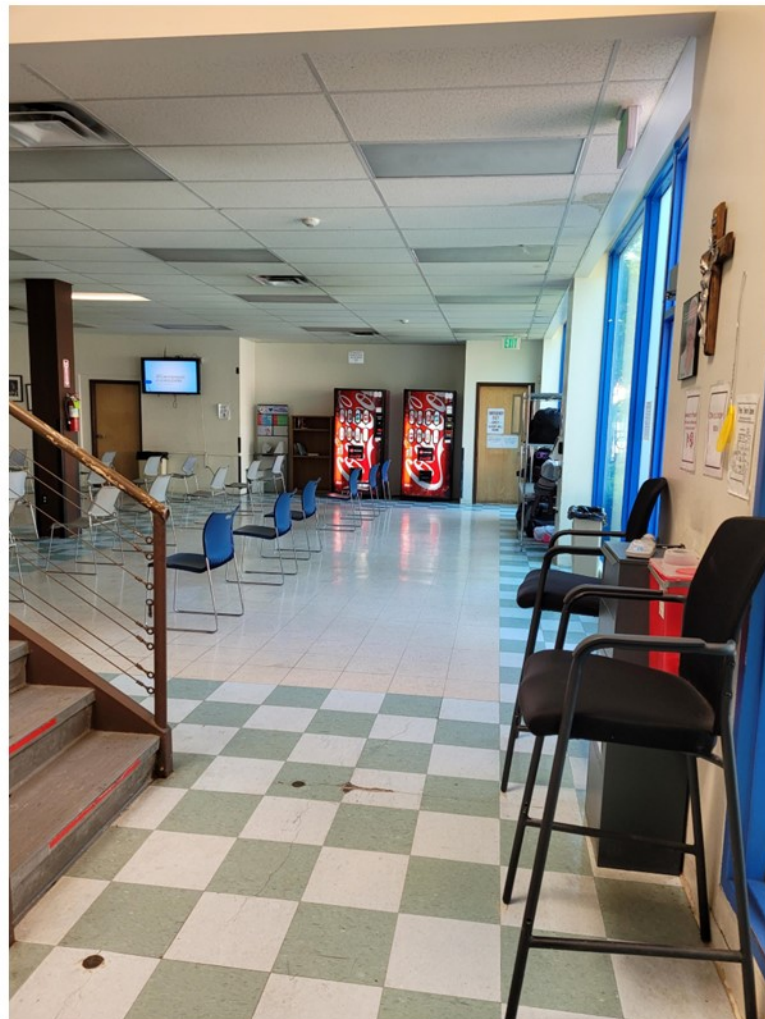






Picture 1: Weigand Courtyard and entrance into the Weigand HRC

Picture 2: Entrance into overflow space @ Weigand HRC







Picture 1: Weigand  
HRC overflow space

Picture 2: Staff desk by  
entrance

