

This chapter sets forth a uniform set of standards for shelters to provide temporary housing for the homeless in order to ensure the health, safety, and welfare of clients, staff, and the Covington community.

Definitions: Emergency Shelter
 Cold Shelter
 Management Plan

I. LOCATION RESTRICTIONS:

Emergency Shelters shall not be located within 1000 feet if a public or private schools, universities, colleges, student housing, senior housing, child care facilities, public parks, businesses licensed for on- or off-site sales of alcoholic beverages or parole/probationer home or halfway house as measured from the property line to the property line.

II. FACILITY REQUIREMENTS:

- (A) The shelter shall comply with the International Property Maintenance Code (IPMC) 2015; the NFPA Life SAFETY Code and NFPA 1 Fire Code and shall comply with the limitations on occupancy as determined by the building official or fire inspector.
- (B) The shelter shall provide a minimum of 1 ADA compliant male and female toilets-restrooms for every ten beds as required by the IPMC.
- (C) The shelter shall provide a minimum of 1 ADA compliant private male and female showers for each 10 beds as set forth in IPMC, along with lockers for clients to temporarily store their belongings.
- (D) The shelter shall provide clients and prospective clients access to use on a 24-hour basis toilet and shower facilities.
- (E) The facility shall provide adequate waiting areas within the premises for clients and prospective clients to ensure that public sidewalks or private walkways are not used as queuing or waiting areas.
- (F) The facility may provide outdoor storage for, including, but not limited to, items brought on site by clients for overnight stays. The outdoor storage shall be screened from public view by a minimum six-foot-tall decorative wall or fence. Pets and shopping carts are not permitted on site. (exception for disability or emotional support pets)

- (G) The shelter shall provide off-street parking at the ratio of one space per four beds and/or 0.5 per bedroom designated as a family unit with children, plus one space per staff member.
- (H) The facility shall provide Bike rack parking.
- (I) The shelter may provide the following services in a designated area separate from sleeping areas:
 - a. A recreation area inside the shelter or in an outdoor area visually separated from public view by a minimum six-foot-tall visually screening decorative wall or fence.
 - b. A counselling center for job placement, educational, health care, legal services, mental health services, or drug treatment services.
 - c. Laundry facilities to serve the number of clients at the shelter
 - d. Kitchen and dining area
 - e. Client storage area.
- (J) The facility shall comply with all other laws, rules, and regulations that apply including, but not limited to, building and fire codes. The City may inspect the facility at any time for compliance with the facility's management plan and other applicable laws and standards.

III. OPERATING REQUIREMENTS:

- (A) Service providers shall maintain sufficient monetary resources to enable them to operate the facility per the shelter management plan, and shall demonstrate to the City prior to approval of the permit application that such funds shall be available for use upon first occupancy of the proposed project and shall reasonably be expected to be available for the life of the project.
- (B) A minimum of one staff member per 15 beds shall be awake and on duty when the facility is open. Facility staff shall be trained in operating procedures, safety plans, and assisting clients. The facility shall not employ staff who have been convicted of a felony related to physical abuse or who are required to register as a sex registrant.
- (C) The service provider shall have on premises adequately trained staff to deal with the likely behavioral issues that will arise from the client population without excessive use of the city's public safety agencies.
- (D) The service provider participate in and provide complete and accurate information to the Kentucky Homelessness Management Information System (KYHMIS) on a monthly basis. The service provider shall provide the same information to the City of Covington within 10 days after the end of each month.
- (E) The service provider shall maintain an accurate and complete list of the names of all clients housed in the facility in the interest of infection control; and shall ensure that the maximum stay at the facility shall not exceed 120 days in a 365-day period.

- (F) The service provider shall maintain up-to-date information and referral sheets to give clients and other persons who, for any reason, cannot be served by the establishment.
- (G) Service providers shall provide first service to individuals with connections to the City of Covington.
- (H) Service providers shall continuously monitor waiting areas to inform prospective clients whether they can be served in a reasonable time. If they cannot be served by the provider because of time or resource constraints or occupancy limits, the monitor shall inform the client of alternative programs and locations where he or she may seek similar service.
- (I) Service providers shall provide for the timely removal of litter attributable to clients within the vicinity of the facility every 24-hour period. The service provider shall have a plan to minimize disruption or damage caused by clients' behavior on properties located within two blocks of the facility.
- (J) Service providers shall maintain good communication and have procedures in place to respond to operational issues which may arise from the neighborhood, City staff or the general public.
- (K) Service providers shall establish standards for responding to emergencies and incidents involving the expelling of clients from the facility. Re-admittance policies for clients who have previously been expelled from the facility shall also be established.
- (L) Alcohol and illegal drug use is prohibited on site. Service providers shall expel clients from the facility if found to be using alcohol or illegal drugs.
- (M) The service provider shall implement other conditions and/or measures as determined by the city in consultation with other city agencies, necessary to ensure that management and /or clients of the establishment maintain the quiet, safety and cleanliness of the premises and the vicinity of use.
- (N) The operator shall obtain a City business license.

IV. HOURS OF OPERATION

The facility shall be open 24 hours a day, seven days a week to provide, at a minimum, around the clock access to toilet and shower facilities.

V. PERMIT APPLICATION REQUIREMENTS AND PROCEDURE:

- (A) The service provider shall apply for a permit from the city of Covington.

- (B) The applicant shall submit a layout of the facility and other documentation sufficient to show compliance with the facility requirements set forth in Section I above, including a zoning permit and a Certificate of Occupancy listing the maximum allowable occupancy.
- (C) The applicant shall submit organizational documents of the organization showing its business address, email address and telephone number; the name and address of each member of the board of directors; the name and address of the key personnel responsible for the day-to-day operation of the facility; a budget for the next fiscal year operation;
- (D) A Management Plan addressing how the provider shall implement the requirements of Sections III and IV, above:
 - a. Staffing, number training and qualifications
 - b. Participation in the Kentucky Homelessness Management Information System (KYHMIS) on a monthly basis.
 - c. Policies:
 - i. Collection of names
 - ii. Limitation on stay
 - iii. First priority for service to individuals with connections to the City of Covington.
 - iv. Litter cleanup
 - v. Operational issues with neighbors
 - vi. Expulsion and remittance of clients
 - vii. Use of alcohol and illegal drugs

VI Service Providers who violate state law or city ordinance in matters related to the safety of the clients may be disqualified from operating emergency housing.

If there is excessive use (LEGAL DEFINITION) of the city's public safety agencies the service provider shall be financially responsible for reimbursing the city government for the costs of the services at the rates normally charged by the city.

Violations of other standards are subject to fines of up to \$1000.00 per day

APPEAL PROCESS: