



CITY OF BEND

Agenda

City Manager Sounding Board to House Our Neighbors
Wednesday, July 14, 2021, 9 a.m. to 11 a.m.

Virtual Meeting

Zoom Link: [https://bendoregon-](https://bendoregon.gov.zoom.us/j/93140284616?pwd=bUc4Z1I1OGNOUHdzVUZZV2grRkx2QT09)

[gov.zoom.us/j/93140284616?pwd=bUc4Z1I1OGNOUHdzVUZZV2grRkx2QT09](https://bendoregon.gov.zoom.us/j/93140284616?pwd=bUc4Z1I1OGNOUHdzVUZZV2grRkx2QT09)

Webinar ID: 931 4028 4616

Password: 046775

YouTube Link: <https://youtu.be/JI5fOaXzLAQ>

9:00 a.m. City Manager Sounding Board: Megan Perkins, Barbara Campbell, Katherine Austin, Briana Manfrass, Hans Jorgensen, Dana Richards, Stacey Witte, Erik Tobiason, Scott Winters, Jeff Payne (alt.)

- 1. Welcome & Introductions- Megan Perkins, City Councilor (5 mins)**
- 2. Agenda Overview, Approval of Minutes (Susanna Julber, Snr. Policy Analyst 5 mins)**
- 3. Review of last meeting progress and actions (Susanna Julber, 5 mins)**
- 4. Continued Discussion of zoning districts, sizing requirements, and parking/paving standards (Elizabeth Oshel, Associate City Attorney, Colin Stephens, Planning Manager, Susanna Julber, 80 mins)**
- 5. Public Review Overview (Susanna Julber, 10 mins)**
- 6. Public Comment (10 mins)**
- 7. Wrap Up/ Action Items/ Set Next Meeting Date (Susanna Julber, 5 mins)**
- 8. Adjourn: 11:00 a.m.**

Next meeting date: TBD



This meeting/event location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats, language translations or any other accommodations are available upon advance request at no cost. Please contact the meeting organizer no later than 24 hours in advance of the meeting at sjulber@bendoregon.gov or fax 385-6676. Providing at least 2 days' notice prior to the event will help ensure availability.

City of Bend Mission Statement:

Delivering the right public services for the Bend way of life.

The meeting of the City Manager Sounding Board to House Our Neighbors was called to order at 9:00 a.m. on Wednesday, June 9, 2021, online and by phone.

City Manager Sounding Board: Homelessness Solutions: Megan Perkins, Barb Campbell, Katherine Austin, Briana Manfrass, Hans Jorgensen, Dana Richards, Stacey Witte, Erik Tobiason, Scott Winters, Jeff Payne (alt.)

Absent: Jeff Payne

1. Welcome & Introductions

2. Agenda Overview, Approval of Minutes

Susanna Julber, Senior Policy Analyst, presented the following slides

- Agenda
- Overview of Schedule

Member Austin moved to approve the May 26, 2021 meeting minutes. Member Jorgensen seconded the motion, the motion passed unanimously (9-0).

3. Review of Last Meeting Progress and Actions

Julber presented the following slides:

- Review of Last Meeting
- Follow Up from Last Meeting – Definitions

4. Continued Discussion of Zoning Districts, Sizing Requirements, and Standards

Julber presented the following slides:

- Review: Comparison of Shelters Size
- Continued Discussion on Outdoor Shelters
- Example: Veteran's Village
- One of the City's Safe Parking Sites
- Place Holder for St. Vincent's
- Questions for Sounding Board on Outdoor Shelters
- Process Differences
- Standards or Discretionary Path?
- Questions for Sounding Board on Process

The Sounding Board asked staff for information and calculations on a site based on square footage.

5. Public Comment

No public comment.

6. Wrap Up/Action Items

7. Adjourned at 11:00 a.m.

Respectfully Submitted,

Kayla M. Duddy
Deputy City Recorder



MEMORANDUM

CITY OF BEND

TO: SOUNDING BOARD TO HOUSE OUR NEIGHBORS
FROM: SUSANNA JULBER, SNR PROJECT & POLICY ANALYST
DATE: JULY 13, 2021
RE: PREP MEMO FOR JULY 14 MEETING

Hello Sounding Board members! Hope you are all enjoying your summers.

This memo outlines the issues that we will discuss at Wednesday's meeting. We'll be asking the Sounding Board to make recommendations on the following: (1) paving standards for all shelters, (2) a formula for determining the maximum number of units allowed for outdoor shelters, based on a ratio of 1000 sf/ unit or camping space, (3) the maximum number of units for group shelters, based on the formula for the City's micro-unit code and residential zoning density standards, and (4) confirm the maximum number of people allowed in group shelters based on building occupancy standards. The following summarizes the main issues and recommendations with each of these topics.

1. Paving Standards:

At our June 9 meeting, the Sounding Board had questions regarding paving requirements, and if there is any flexibility in paving standards for shelters for the houseless. In discussions with the City's Private Development Engineering Division, we have determined that the Development Code standards for shelter could allow for flexibility in paving for any type of shelter that serves houseless individuals. The developer would still need to meet the requirements of the ADA, which may require a



minimum number of paved, accessible parking spaces, in some instances a driveway apron or sidewalks, depending on the site characteristics. If common facilities are provided, accessible walkways and aisles to those services would need to be provided.

SB Question: Does the Sounding Board want to recommend special flexible paving provisions for all types of Houseless/ Homeless shelters, deferring to ADA requirements for minimum required paved areas and accessways?

2. Outdoor Shelters:

At the June 9 meeting, the Sounding Board asked for recommendations from staff regarding the number of units or spaces that seemed feasible, based on a ratio of square feet per unit relative to site size. Based on the memo sent to the Sounding Board on June 17, staff recommends using a ratio of one space per 1000 sf of property size to determine the maximum number of spaces allowed on each property. This ratio seems reasonable, based on examples in peer cities, and outdoor shelters in Bend approved under HB 4212 and the Bend Municipal Code. This ratio seems to provide space for individuals, and also allows a provider to develop a shared community building or other amenities, without entering into a complicated formula regarding unit spacing, parking, and setbacks.

As discussed at previous Sounding Board meetings, minimum parking would be a ratio of 0.5 spaces per campsite or unit.

SB Question: Does the Sounding Board recommend that the number of spaces allowed for Outdoor Shelters be determined by the ratio of one space per each 1,000 square feet of property size? Should parking be provided at 0.5 spaces per camp space or unit?

3. Multi-Room Shelters Maximum Size

The City's existing code for micro-units may provide a blueprint for multi-room shelters based on size of the site and square footage of units. BDC 3.8.200 provides that a micro-unit has a room size of between 150 square feet and 400 square feet, and a density equivalent of 4 micro-units per each dwelling unit.

The maximum number of rooms allowable is based on the applicable zoning district, as shown in the table below, with examples for a 10,000 and 5,000 square foot lot:

Residential Zoning District	Density Range	Max Multi Room Shelter rooms/acre, based on Micro-Unit density formula	Example: Max Multi Room Shelter rooms/acre on 10,000 sf lot (.23 acres)	Example: Max Multi Room Shelter rooms/acre on 5,000 sf lot (.15 acres)
Low Density Residential (RL)	1.1 – 4.0 units/gross acre	16 rooms/acre	4	Not allowed (smaller than min lot size)
Standard Density Residential (RS)	4.0 – 7.3 units/gross acre	30 rooms/acre	7	5
Medium Density Residential (RM-10)	6.0 – 10.0 units/gross acre	40 rooms/acre	10	6
Medium Density Residential (RM)	7.3 – 21.7 units/gross acre	87 rooms/acre	20	13
High Density Residential (RH)	21.7 – 43 units/gross acre	172 rooms/acre	40	26

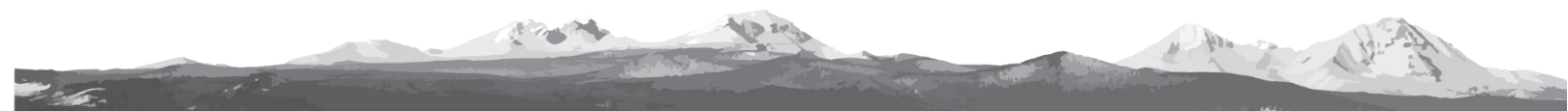
Maximum number of rooms in commercial zoning districts could be regulated based on this similar formula. We can discuss commercial zoning districts at our Sounding Board meeting.

Amenities from micro-unit code: The City would not regulate the provision of in-room facilities like refrigerator or countertops, shared bathroom, or common kitchen or laundry facilities- that would be up to the facility manager to determine, based on the needs of the population being served.

SB Question: Does the Sounding Board recommend the maximum number of rooms as outlined above for multi-room shelters in the residential zoning districts? Would these density ranges work in the commercial zoning districts?

4. Group Shelters

Group shelter standards could be regulated based on the building occupancy for the facility. By regulating the number of occupants by building code maximum occupancy



requirements, existing facilities would have more flexibility to provide services to the most community members that needed assistance.

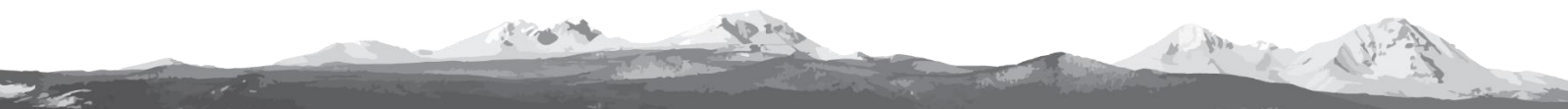
If new shelter developments were constructed, the number of houseless community members served would be determined by the size of the facility, based on building code requirements and requirements of the underlying zoning district, which is a similar process to any new development.

SB Question: Does the Sounding Board recommend using building occupancy and site requirements of the underlying zoning district to determine the maximum number of residents/ individuals served in Group Shelters?

Next Steps

The Sounding Board has not yet discussed Temporary Shelters- which would provide housing and shelter in the case of an emergency or on a time limited basis. Additionally, the Sounding Board has not discussed the concept of RVs as an ancillary use to a single-family dwelling.

These two items, and a review of feedback received during community engagement during August, could be discussed at an August and/or September Sounding Board meeting.





MEMORANDUM

CITY OF BEND

TO: SOUNDING BOARD TO HOUSE OUR NEIGHBORS

FROM: SUSANNA JULBER, SNR. POLICY ANALYST

DATE: JUNE 17, 2021

RE: FOLLOW UP FROM SOUNDING BOARD AND COMMUNITY BUILDING SUBCOMMITTEE MEETINGS

At the June 9 Sounding Board (SB) meeting, the SB asked staff for some examples of number of units/ spaces that could be placed on a site, given parking, setback, and other requirements. Additionally, at the Community Building Subcommittee on June 11, the Subcommittee recommended good neighbor agreements and/or neighborhood meetings as a requirement for all shelters. This memo will provide an overview of a few site scenarios, and an example of a good neighbor agreement that proposers could use, along with a required neighborhood meeting. We will discuss these and other Outdoor Shelter requirements at our July 14 SB meeting.

Outdoor Shelters: Square Footage Ratio Concepts

The SB asked staff for some rough estimates of the potential number of units/spaces a provider of a shelter could place on a site based on its square footage, in order to answer the following questions:.

- 1. What would an appropriate maximum number of units/spaces be in the RL and RS Zoning Districts? Should it be determined by a maximum number, or on square footage of the site?*
- 2. And, if limited by square footage of the site, should there be a maximum number of units/spaces?*



The following tables provide a rough calculation of the number of units/pads that could be provided on a 15,000 square foot site in the RL and on a 7,000 square foot lot in the RS zoning districts. **Example 1** provides a rough calculation based on 400 sf per unit/ space (which is the direction the SB provided at the June 9 meeting), after taking out square footage from required setbacks in the underlying zoning district, and area used by parking, at 0.5 spaces per unit/space.

Example 1: Based on 400 sf/ unit or space, considering setbacks and parking

Site Zoning	Example lot size (sf)- for illustrative purposes only	Number of parking spaces (0.5 spaces/ no. sites)	Square footage used by parking (~135 sf/ space)	Area used by set-backs*	Total area left for shelter units**	Potential number of units/ spaces, based on 400 sf per unit/ pad
RL (10,000 sf min. lot size)	15,000 (150 x 100)	8	1080	7200	6720	16.8
RS (4,000 sf minimum lot size)	7,000 (70 x 100)	5	675	1800	4525	11.3

**Setbacks are 20 feet front, 20 in rear, and 10 on sides in RL, and 10 in front, 5 in rear, and 5 on sides in RS zoning districts.*

*** Or other site amenities, such as community building, rest rooms, driveway, etc.*

Alternatively, as discussed at the June 9 meeting, the SB could evaluate the number of units/ spaces on sites based on a blanket square footage allowance, such as 500-1000 sf per unit/ space. In this case, the examples above would generate the following scenarios, shown in **Example 2:**



Example 2: Blanket allowance of 500 and 1000 sf per pad/ unit/space ratio to square footage

Site Zoning	Example lot size (sf)- for illustrative purposes only	Number of parking spaces (~0.5 spaces/ no. sites)	Potential number of units/ pads based on 500 sf ratio	Potential number of units/ pads based on 1000 sf ratio
RL (10,000 sf min. lot size)	15,000 (150 x 100)	8	30	15
RS (4,000 sf minimum lot size)	7,000 (70 x 100)	4	14	7

Staff Recommendation

The exercise of basing the number of allowed units/spaces on a site relative to 400 sf/ unit or space, less the area used by parking and setbacks has a very similar outcome to basing the number of units/spaces allowed on a site at a ratio of 1000 sf/ each unit or space.

From evaluating other cities' models and looking at our local projects, such as Veteran's Village, this ratio seems to provide adequate space for clients, while still allowing the developer to utilize their site square footage on a proportional basis. Additionally, this formula seems to allow a developer flexibility when providing a community building, restrooms and showers, or other site amenities. The developer could re-arrange the units/spaces and design walkways around the community amenities, and still fit the maximum number of units/spaces.

Therefore, staff proposes using a formula based on a ratio of site square footage/1000 sf to determine the maximum number of units/spaces allowed on each site.



Language on Good Neighbor Agreements

Next, the SB and Community Building Subcommittee asked about using Good Neighbor Agreements in shelter siting. The Community Building Subcommittee was not supportive of requiring an annual operating license for permanent shelters, which would make a Good Neighbor Agreement difficult for the City to monitor. However, requiring the shelter operator to provide operating standards with their application, and holding a neighborhood meeting prior to application, could be a mechanism to provide community dialogue when a shelter is being proposed.

The Central Oregon Homeless Leadership Coalition provides a Good Neighbor Agreement template (<https://cohomeless.org/agency-tools/good-neighbor-agreement/>). Operators could use this, or other similar mechanism when discussing operations with neighbors. An agreement signed by the applicant and neighbors would be difficult for the City to require as part of a development application, but the application could specify operational standards that would be part of the conditions of approval and enforceable through the City's standard code enforcement process. Additionally, the City's Safe Parking Program requires a Neighborhood Meeting as part of application submittal, with the following details required:

- Date of Notice to Neighbors
- Date of Neighborhood Meeting
- Response to any concerns raised by neighbors

The amendments could also include requiring a public meeting for all proposed Outdoor Shelter sites.

Staff recommends adding these requirements to the draft code language.

Although agreements between neighbors are not something the City enforces, and would have trouble enforcing, the operating standards and neighborhood public meeting requirement provides an avenue for open dialogue between the shelter operator and neighbors.