



CITY OF BEND

November 13, 2020

Jordan Reeher
St. Vincent de Paul Society
950 SE 3rd Street
Bend, OR 97702

710 NW WALL STREET
PO BOX 431
BEND, OR 97709
(541) 388-5505 tel
Relay Users Dial 7-1-1
(541) 385-6676 fax
bendoregon.gov

MAYOR
Sally Russell

MAYOR PRO TEM
Bruce Abernethy

CITY COUNCILORS
Barb Campbell
Gena Goodman-Campbell
Justin Livingston
Bill Moseley
Chris Piper

CITY MANAGER
Eric King

Dear Mr. Reeher:

Thank you for your HB 4212 application and offer to support our community with an emergency shelter. The City is pleased to offer a conditional approval of your shelter siting under HB 4212. The enclosed memorandum outlines the City's review of your application under HB 4212.

This approval of an emergency shelter application under HB 4212 (2020) is conditioned on the applicant securing all building permits and meeting any other City requirements. The City's approval of the application is based on the materials submitted by the applicant and criteria in HB 4212, and is not to be considered a general approval or authorization of the applicant's operations. The applicant is advised to perform its own due diligence to ensure that its operations comply with any other applicable laws, regulations, and standards. Divergence from the plans and materials submitted by the applicant may be grounds for revocation of this approval.

We appreciate the work you do for our community and wish you the best of luck in this next endeavor. Thank you.

Sincerely,

DocuSigned by:

E292C846657E4D8...

Eric King
Bend City Manager



INTERNAL MEMO

CITY OF BEND

TO: ERIC KING

FROM: LYNNE McCONNELL

DATE: NOVEMBER 13, 2020

RE: ST VINCENT DE PAUL SHELTER SITING UNDER HB 4212

In a special session related to COVID-19, the Oregon Legislature passed HB 4212, a “relief” bill intended to respond to the emergency. The bill was signed on June 30, 2020. Within HB 4212 are several sections related to housing emergency and authorizes the siting of emergency shelters if certain conditions are met.

St. Vincent de Paul (SVDP) is a non-profit organization operating in Bend. They are proposing to site a shelter under HB 4212. The subject property is 350 and 362 SE Cleveland Ave., in Bend. This site is proximate to the SVDP administrative offices and existing housing they own and operate. The factors in the statute and a brief analysis of how the SVDP proposal meets each is outlined in this memo.

Section 10:

“Emergency shelter’ means a building that provides shelter on a temporary basis for individuals and families who lack permanent housing.”

St. Vincent de Paul (SVDP) intends to provide shelter on a temporary basis for individuals and families who lack permanent housing.

“May resume its use...after an interruption or abandonment of that use for two years or less.”

SVDP will bring the shelter in to operation within 2 years of application approval.

Section 11:

“A local government shall approve an application... for emergency shelter on any property... if the emergency shelter:

“(a) Includes sleeping and restroom facilities for clients;

SVDP’s site plan shows 10 freestanding shelters and a conversion of an existing single family home in to a total of 11 sleeping units (shelters) on approximately



0.34 acres. The site contains two lots. Restrooms shall be provided within a Residents' Facility as well as within the existing home.

(b) Will comply with applicable building codes;

Due to the short timeline provided in HB 4212, a building permit could not be obtained for the application. A building permit demonstrates compliance with applicable building codes. The City's Building Official has provided written correspondence indicating that there is an applicable building code and that this development is reasonably likely to fit within upon further discussion and evaluation. A building permit is likely to be secured in due time. The approval of this shelter will be conditional until all necessary building permits are secured.

(c) Is located within an urban growth boundary...

The shelter location is 350 and 362 SE Cleveland, within the City's Urban Growth Boundary.

(d) will not result in the development of a new building that is sited within an area designated under a statewide land use planning goal related to natural disasters and hazards...

Neither of the lots upon which this development will occur are designated as "goal protected lands" under Statewide Planning Goals. This means the subject property is not within any floodplain areas, natural hazards, or other mapped environmental health hazards.

(e) has adequate transportation access to commercial and medical services

Cleveland Ave. is a fully improved local street which connects to 3rd Street, a principal arterial running North-South through Bend. The subject property is within 500 feet of 3rd Street. 3rd Street has fixed route transit service in both directions approximately every 30 minutes, with bus stops located approximately 600 feet from the subject site. Additionally, the subject site is within 1/3 mile of the Hwy 97 interchange at Reed Market Road, providing connectivity throughout Central Oregon and the rest of the state.

(f) Will not pose any unreasonable risk to public health or safety

The applicant self-certifies that this facility will not pose any unreasonable risks to public health or safety, pursuant to building code compliance, fire and other emergency safety access, operating plans and mitigating steps outlined within the application materials. Safe transportation infrastructure is present, as well as potable water and sanitary sewer. Staff believe that this application will meet basic public health and safety as submitted.

Agency structure

SVDP is a registered 501(c)(3), which is a non-profit operating under 501(a) IRS determination. An IRS Determination letter was submitted with the application. SVDP meets the agency structure criteria.

(3) Additional amenities and services:

SVDP intends to provide common bathroom, shower, laundry, and cooking facilities, and sleeping units. A patio and asphalt trail are also proposed. Case management services will be provided to residents as appropriate.

Section 12:

Sections 10 and 11 are repealed 90 days after the effective date of this 2020 special section Act.

The repeal date was September 28th at 5:00 p.m. SVDP's full application was received by the deadline.

The establishment of shelter locations geographically dispersed in the City of Bend is one of the strategies approved by the Bend City Council to address homelessness in Deschutes County. SVDP's proposal will assist the City in achieving its goal. Staff recommends approval of the proposal from SVDP with the following additions:

The approval of this shelter will be conditional until all necessary building permits are secured and inspections performed, which will demonstrate compliance with building codes.

The City strongly suggests SVDP review any intent to charge rent with a landlord-tenant attorney.

SVDP will have to pay System Development Charges (SDCs). Please contact staff to discuss payment or exemptions.



Application for Emergency Shelter Siting (HB 4212)

Name of applicant: Jordan Reeher, Director

Name of organization: St. Vincent de Paul Society

Contact address: 950 SE 3rd Street

Phone number: 541-389-6643 Email: stvincentbend@gmail.com

Name of future operator of shelter: St. Vincent de Paul Society

Contact address: 950 SE 3rd Street

Phone number: 541-389-6643 Email: stvincentbend@gmail.com

Anticipated date of opening of emergency shelter: 1/1/2021

Agency status: Non-profit Housing Authority Shelter Operator (current)

Number of years experience operating an emergency shelter: 26

Do you have a pending building permit application? Yes No

Permit number(s): Design Documents are currently being prepared for filing following application acceptance/approval

Is this new construction? Yes No

Does the proposed shelter contain sleeping and restroom facilities for clients? Yes
 No

Please describe how your operations demonstrate “best practices for operating an emergency shelter”: St Vincent de Paul Society proposes to operate a Housing First model, with nonprofit oversight and a tenant board. Rules, Regulations, Agreements and Management strategies are promulgated to provide stable transitional housing conditions for clients. Please see the submitted applicant's narrative & supplemental narrative for additional details & information.

What other services do you intend to provide onsite? Physical services being provided include heated sleeping units, vehicle parking, access to bathrooms, showers, cooking and laundry facilities within the resident facility. Other services include case management, non-profit oversight, operation of a tenant board, management and upkeep. Please see the submitted applicant's narrative and supplemental narrative for additional details & information.

Please indicate how you intend to connect this site to existing roads, water, and sewer if connections do not currently exist: The site proposes to use an existing driveway apron and an existing alley to connect to roads. A new water service will be hot tapped and extended from the existing water main in SE Cleveland Avenue. A new sewer service will be tapped and extended from the

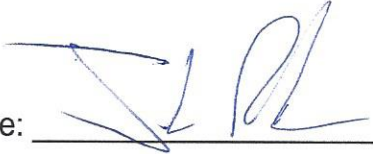
existing sewer main in the alley north of the property. Please see the submitted site plan and applicant's narrative for additional details & information.

List of attachments:

1. Please provide a separate application narrative explaining how the proposal meets all requirements of Section 11 of HB 4212. If you do not provide sufficient information for the City to determine if all requirements will be met, the City may not deem your application complete until sufficient information is submitted. Any approval is contingent on issuance of a valid building permit, if required.
2. Please attach a diagram of the facility, indicating sleeping and restroom areas, and areas for supplemental services as applicable (laundry, case management, showers, storage, food service, recreation areas, etc.).
3. Please attach a map showing the building location, including access for emergency vehicles or residents, water and sewer connections if these systems are not currently connected on site, and other relevant information.
4. Please provide Fire Department acknowledgement that emergency vehicles can safely access the proposed site. (Attach email or other correspondence.) Inquiries should be directed to: Larry Medina lmolina@bendoregon.gov or 541-322-6308.
5. Please provide Building Division acknowledgement that there has been a discussion and it is reasonably likely that the proposed shelters could meet building code after further discussion. Inquiries should be directed to Joe McClay: jmccclay@bendoregon.gov or 541-693-2145.
6. If land is not owned by applicant, statement from property owner (and/ or lease) that shows agreement with planned use.
7. Please attach a budget, including descriptions of funds that have been secured, applied for, and needed funds not yet secured.

Self-certification – I certify that

- I will ensure compliance with applicable building codes,
- This facility will not pose unreasonable health and safety issues,
- This facility will be providing adequate access to emergency services and for residents to access commercial/ medical services.

Sign here: 

Date: 9/23/2020

SUPPLEMENTAL NARRATIVE

SUBJECT: Proposal for a Micro Shelter Village to implement and manage transitional housing for the homeless in Central Oregon, to be developed under the enabling Emergency Shelter legislation of Oregon House Bill 4212 (HB4212). The Micro Shelter Village would be developed and operated on property owned by the St. Vincent de Paul Society of Bend (SVdP), located at 350 SE Cleveland Avenue and 362 SE Cleveland Avenue. SVdP is a 501(c)(3) nonprofit organization that opened its doors in 1982, and is qualified as a tax exempt organization under section 501(a).

Committee Participants:

Jordan Reeher – St. Vincent de Paul Society
Lisa Burley – St. Vincent de Paul Society
Chuck Hemmingway – Bend United Methodist Church
Tom Stutheit - Community Shower truck
Ken Mays – Foundry Church
John Lodise – Shepherd’s House
Dave Daley – Westside Church
Chris Earwicker – Westside Church

Introduction- Central Oregon currently has a large population of homeless people living on public land in tents or temporary structures. Many live in their cars, hotels, and friends couches. Our group would like to put forth a proposal for alleviating the housing crisis for those individuals wanting to move into transitional housing. The homeless population needs increased stability and access to basic necessities to help them overcome the obstacles they face. Without a locking door, there is potential every night for abuse, theft, and violence. This results in a lack of access to food, water, heat, rest, and mental stability. We need to implement a Housing First model that gives the unhoused in our community access to these basic needs in order to help them to achieve sustainable housing, employment, and counseling.

1. **Micro Village & Location** - This micro village will include 10 individual heated sleeping units and 1 family dwelling. Units will have access to a resident facility that contains bathrooms, showers, a cooking area, and laundry facilities. The area will be enclosed with fencing for security and privacy.
2. **Sleeping Units** – Each unit will be a simple insulated sleeping area, 10’x12’ in size. Each unit will be equipped with an electric heater and outlets for personal electronic devices, insulated floors, walls, and ceiling. All water access will be located outside of the sleeping units in the residents facility. The units would be set on concrete pads, with parking of one car per unit provided.
3. **Resident Facility** - Permanent community bathrooms, showers, laundry and a cooking area will be available on site at the residents facility. These facilities will be shared among all residents, and cleaning schedules will be expected of the residents and managed by the oversight non-profit. The residents facility will have

two private shower and bathrooms, one room with cooking facilities, a dishwashing area, and another room with laundry facilities, as well as a partially covered patio. Cleanliness and attention to public health and safety regulations will be strictly enforced through frequent inspections to ensure the care, well-being, and safety of the residents. The existing single family home on 362 SE Cleveland Avenue will additionally serve as an emergency shelter for a single family.

4. **Transportation & Parking** - 350 SE Cleveland is located very close to bus transportation, as well as many essential businesses. Whether a resident has a car or uses public transportation, they will easily be able to access necessary services. The nearest bus stop is located 0.1 miles away at the corner of 3rd and Cleveland Ave. Grocery Outlet is located 0.2 miles away, and Fred Meyer is 0.8 miles away for access to groceries and hygiene items. Summit Medical Group Urgent Care is 1 mile away, and Mosaic Medical - Ariels Community Clinic is 1.4 miles away. There is a laundromat .3 miles away. The site will allow for tenant parking of one vehicle per unit, and emergency access from the SE Cleveland Avenue and the alley.
5. **Length of Stay**- There would be an anticipated 18-month maximum stay for residents, with the option to extend depending on the circumstances. These units will be transitional, allowing the residents to meet their basic needs while applying for affordable housing or alternative long term permanent housing options. Village management will work with the residents to help achieve permanent housing before the 18-month deadline.
6. **Oversight Nonprofit**- SVdP will oversee and manage this project, facilitating the tenant management and financing of the units and the resident facility. Our organization has been an essential service provider for the homeless in Central Oregon since 1982. We provide many social services to the community, including assistance with food, utilities, propane, clothing, prescriptions, and more. The services provided by SVdP have given us the opportunity and experience of working closely with many of the homeless individuals in our community. We have gained a reputation as a reliable service provider and an advocate for the homeless. For the last 26 years, we have operated fourteen affordable housing units on our property, through which we have been able to house 20-25 individuals every year. Our units are priced at half of what the market rent is in Bend, which has allowed our residents to stabilize and grow their savings for better housing down the road. These units have served as an emergency shelter for many homeless residents in Central Oregon, as they could not afford the high housing costs in Bend, or could not receive approval based on previous rental history. Our experience has taught us how to communicate and set expectations for our residents so that they can transition from being homeless into a lease agreement with increased expectations and requirements. The City of Bend assisted us with a loan to obtain these affordable housing units, and since then we have maintained a very successful housing program without annual subsidies from local, state, or Federal governments. We are familiar with the unhoused community, and we are currently managing housing units that are serving as emergency shelters for our residents. Our director, Jordan Reeher, has experience

as the Winter Shelter Coordinator for the Bend Warming Shelter, and will be directly overseeing this project. We have the necessary experience and reputation to see this project through in a way that serves the most vulnerable of our community, while addressing the concerns of community members that live and work in the area.

7. **Tenant Board-** A board of tenants will meet weekly to discuss issues that come up between residents and any continued improvements to the facility. Each resident will be required to attend weekly meetings as a tenant board to discuss any day-to-day issues or concerns, as well as set new expectations for the village. Residents will be given specific tasks weekly and monthly in order to continue their stay at the village and create accountability for how they treat the property and facilities.
8. **Financing-** This project will be funded from several different sources. We have obtained commitments from community leaders, church groups, and organizations to build the sleeping units. We have a strong reputation through our successful affordable housing program, and many of our grantors in Oregon have expressed interest and excitement about supporting this project. See projected budget for specific funding sources.
9. **Rules/Regulations -** There would be certain foundational rules and regulations, including those concerning violence, alcohol and other drug use, theft, damage to property, etc. that would be expected and required from residents. These would be augmented by other rules/regulations mutually arrived at by the board of tenants and will be reviewed periodically. Residents will be able to store personal possessions inside of their units, but no personal possessions will be allowed outside of the units or in any common areas. Each resident will be provided with a copy of these rules and regulations with the understanding that violation of these rules will result in removal from the program.
7. **Management -** For the first year of operations, SVdP will hire a village host/property manager to address specific issues within the camp and move the camp towards self-governance. The manager would be present to address issues that occur within the camp, but would encourage residents to call law enforcement in emergencies. After the first year, the village would be self-managed by the tenant board, and any administrative work would transition to the oversight nonprofit.
8. **Program Agreement-** Residents will sign an agreement that sets the rules and expectations of the program, with the understanding that a failure to meet those expectations will result in removal from the program. No deposit will be required, but residents will pay \$150/ month as a program fee. This fee will be paid to the oversight nonprofit, half of which would be available for the residents to apply towards affordable housing upon exiting the program. This assistance would be specifically for permanent housing, and only provided to the residents. Non-payment of the program fee would result in exiting the resident from the shelter and program. Fees received would no longer be the property of the individual, and could be used for village improvements if the tenant is evicted from the property, or does not have sustainable housing set up upon move out.

Sustainable Housing Assistance Example 1: A resident who has lived at the village for 12 months is approved to move into an apartment that requires a \$1,200 deposit. That resident would be eligible upon application for up to \$750 in assistance, paid directly to the apartment owner.

Sustainable Housing Assistance Example 2: A resident who has lived at the village for 6 months decides to leave the program and move back to Tennessee. They do not have housing set up, but know some friends in the area that they may be able to stay with. The resident requests \$350 towards a bus ticket to get to Tennessee. They would not be eligible for the sustainable housing assistance.

Sustainable Housing Assistance Example 3: A resident is exited from the program after 4 months of living there. They apply for \$300 towards a travel trailer that they will be able to park on family's property. After verifying the parking with the family member, the request would be approved.

9. Projected Timeline:

- a. Begin construction/development in October, 2020 and complete 8 sleeping units, the residents facility, trail, and alley parking by October, 2021. Completion of project contingent on approval of building permits.
- b. Construct remaining 2 sleeping units, open the house at 362 SE Cleveland as single family emergency shelter by December 2022 contingent on approval of building permits.

Note: Pursuant to HB4212, a 1 year timeframe is authorized to complete development. This timeframe commences at the issuance of the first building permit. As such the dates noted above are approximate.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date MAY 22 2014

ST VINCENT DE PAUL SOCIETY BEND ST
FRANCIS CONFERENCE
C/O ANGELA HUBLER
1018 SW EMKAY DR
BEND, OR 97702

Employer Identification Number:
20-5953011
DLN:
17053350355023
Contact Person:
KEITH JOYNES ID# 52443
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
September 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 8, 2006
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

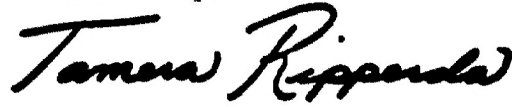
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947

ST VINCENT DE PAUL SOCIETY BEND ST

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink that reads "Tamera Ripperda". The signature is written in a cursive style with a large, prominent initial 'T'.

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

Projected Budget for Micro Shelter Village

Start-up Costs

Insulated Sleeping Units 10 units at \$5,000/unit- \$50,000
Electricity Installation- 10 units at \$4,000/unit - \$40,000
Water, Sewer, Electricity Installation to Community Area- \$30,000
Fencing around property- \$7,000
Residents Facility- \$148,000
Excavation and Fill Dirt- \$15,000
Management Wage Year 1- 30,000
TOTAL: \$320,000

Recurring Annual Costs

Liability Insurance- \$5,000
Admin Wage- \$15,000
Utility Cost- \$400/month- \$4,800
Landscaping and Maintenance- \$200/month- \$2,400
Miscellaneous Expenses of \$200/month- \$2,400
TOTAL: \$29,600

Funding Sources

Funds Committed to Date

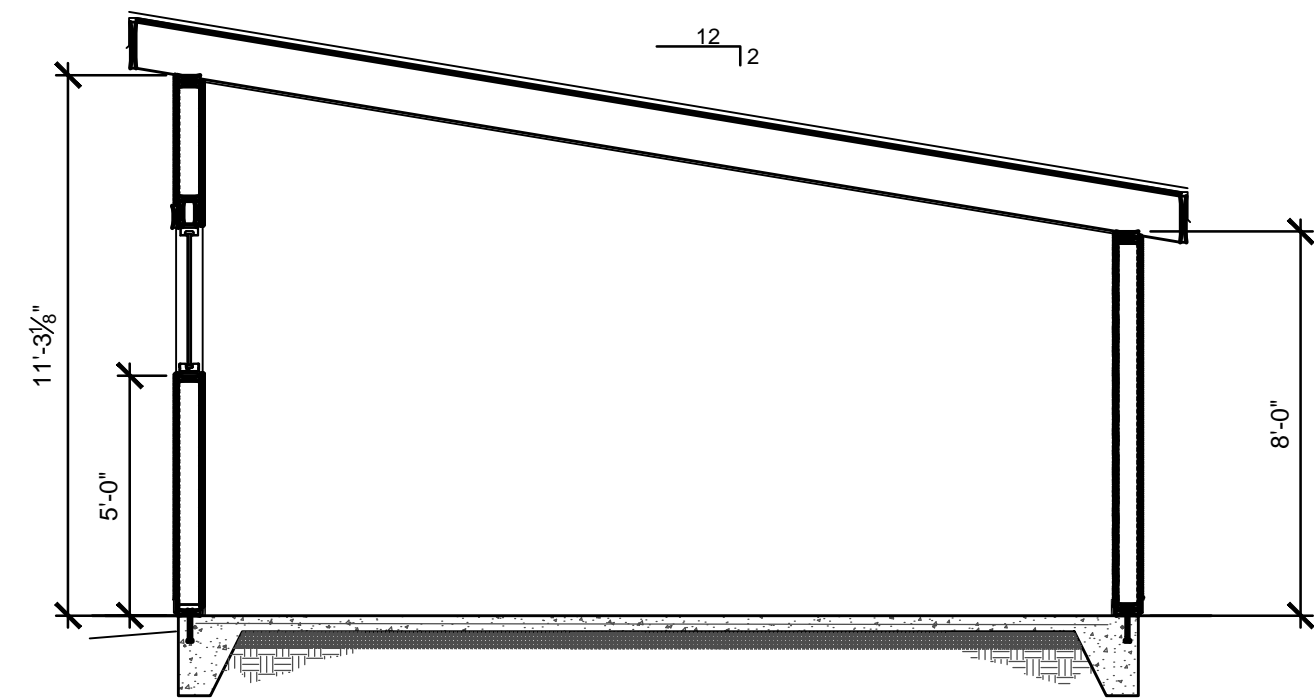
\$4,000 towards one unit-Westside Church
\$4,000 towards one unit-Bend United Methodist Church
\$40,000 SVdP Donors

Funds Applied For, Not Yet Received

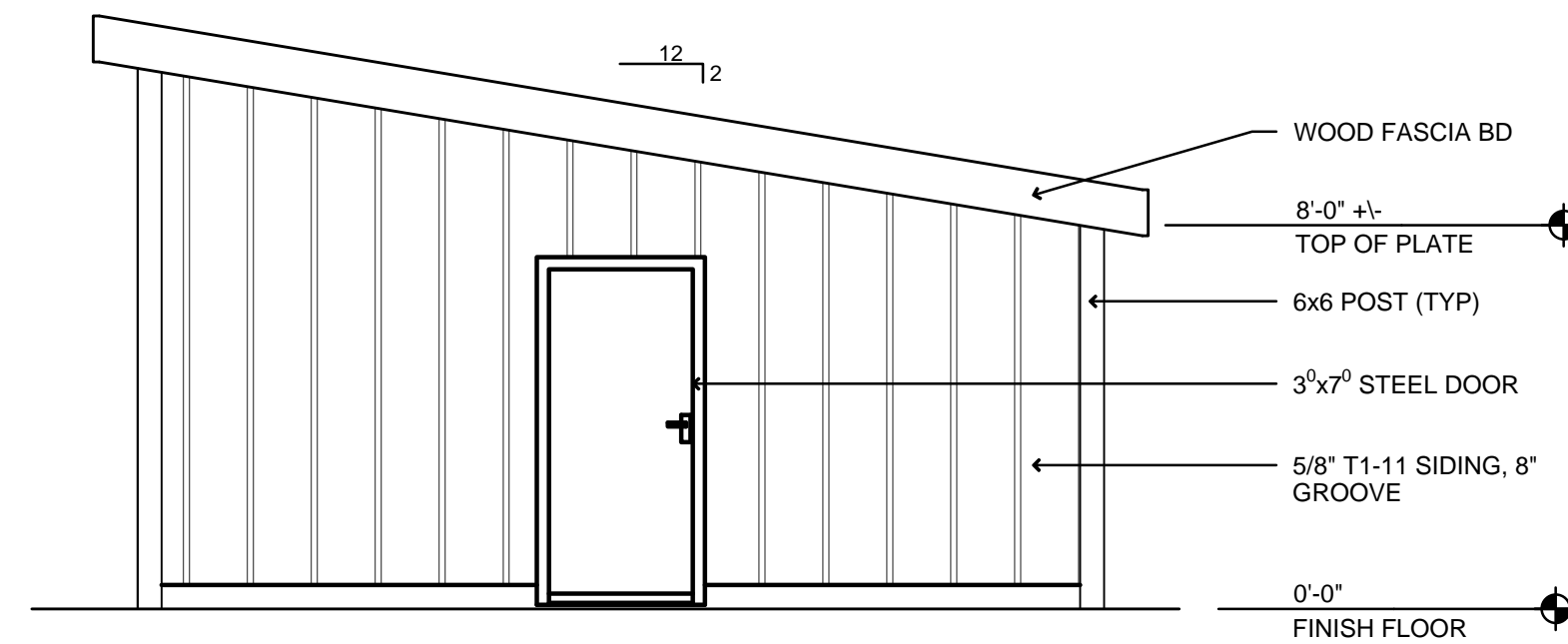
\$60,000 City of Bend Coronavirus Relief Fund
\$60,000 Albertsons Innovation Fund

Funds to Apply For

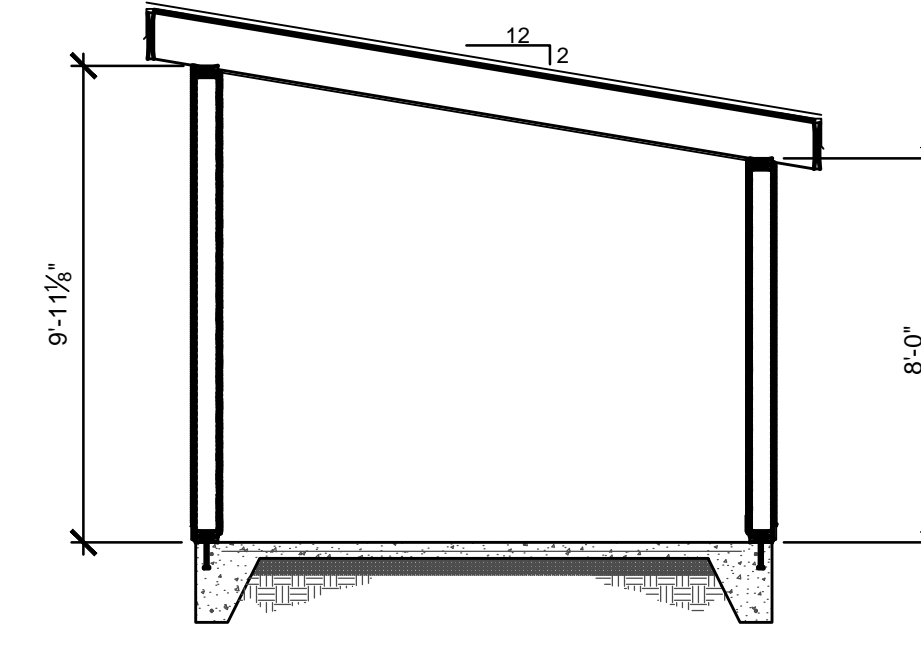
\$15,000 Community Development Block Grant
\$30,000 Oregon Community Foundation
\$60,000 SVdP Donor Campaign
\$4,000 First Presbyterian Church
\$4,000 Foundry Church
\$4,000 St Francis of Assisi Catholic Church
\$4,000 Rotary Club
\$10,000 Autzen Foundation
\$20,000 Collins Foundation
\$20,000 First Story



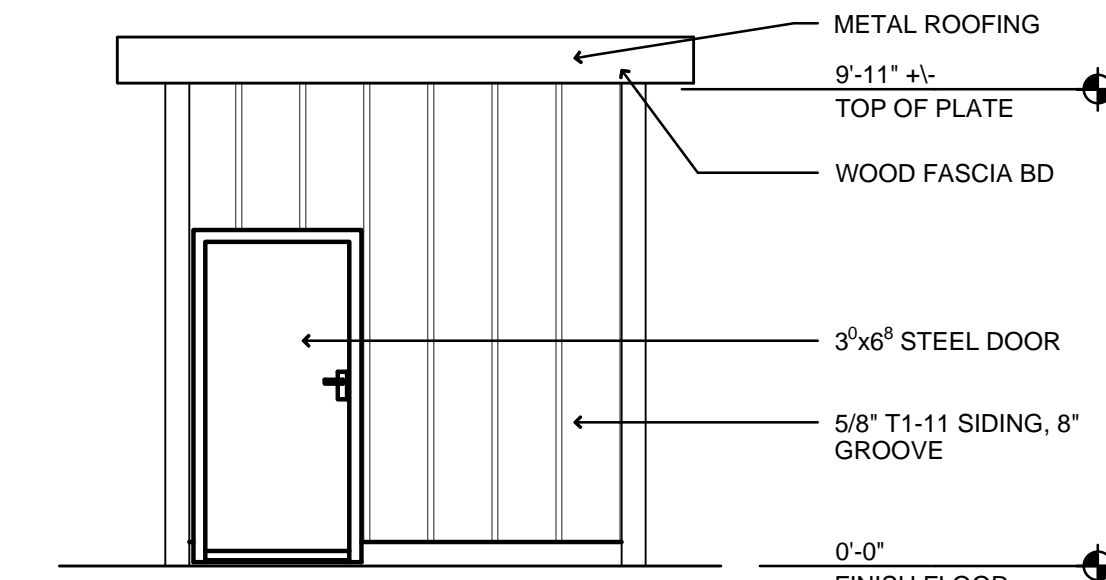
A-A SECTION A-A
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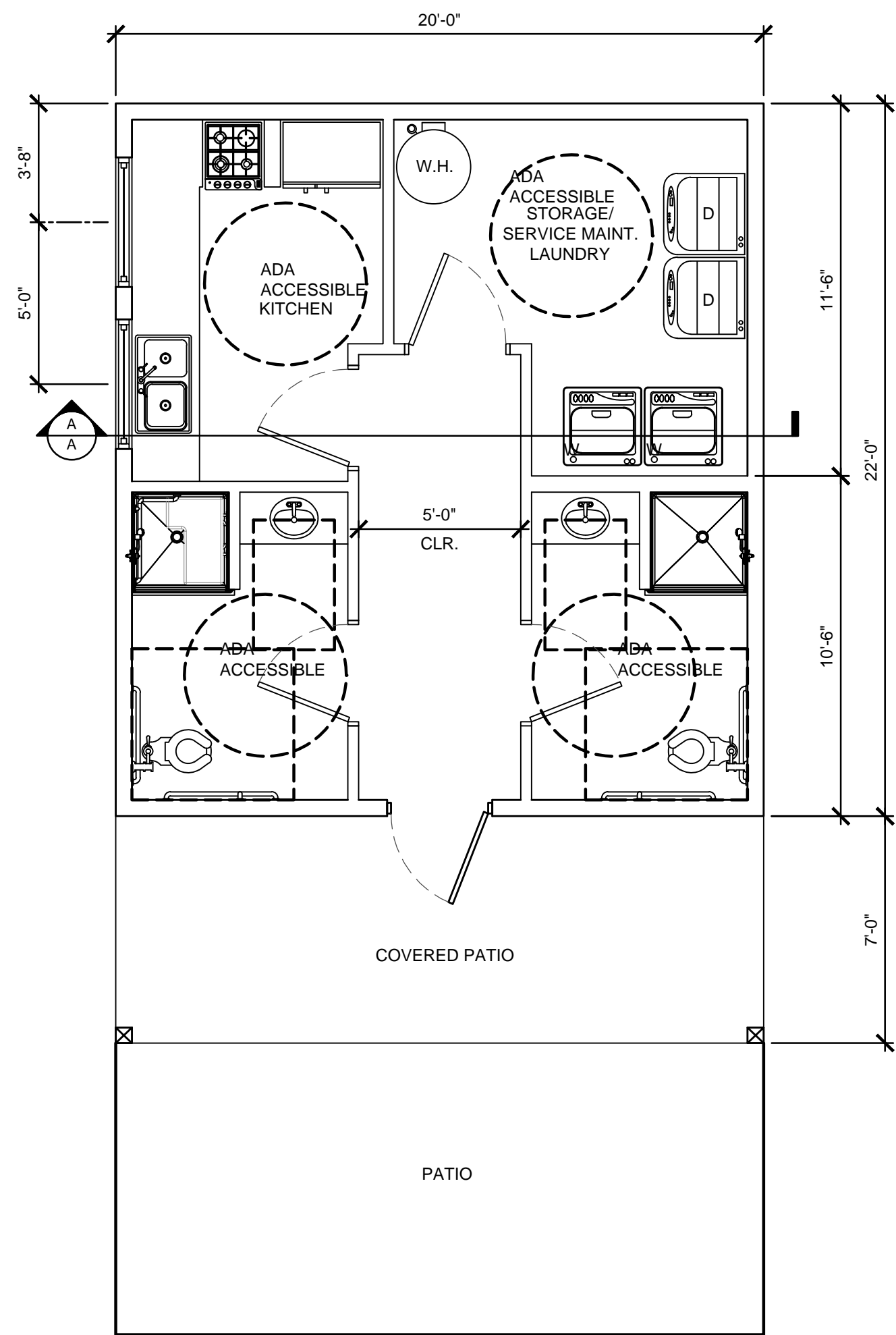
A EAST ELEVATION
SCALE: 1/4" = 1'-0"



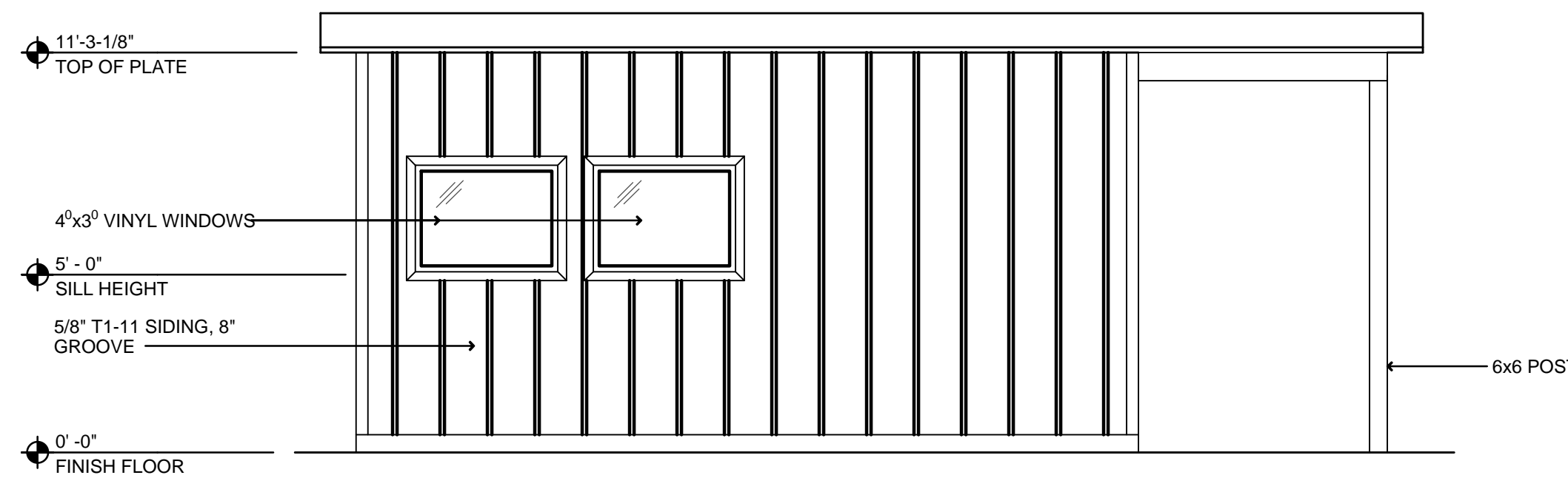
B-B SECTION B-B
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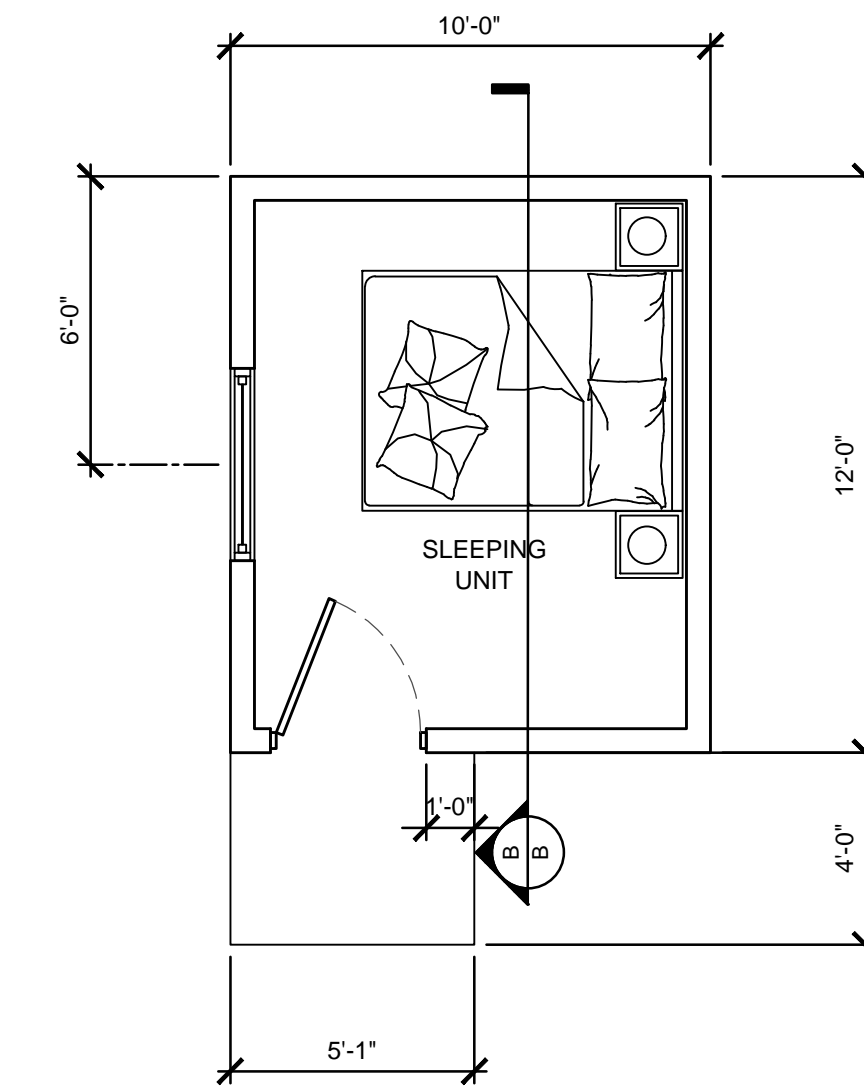
A EAST ELEVATION
SCALE: 1/4" = 1'-0"



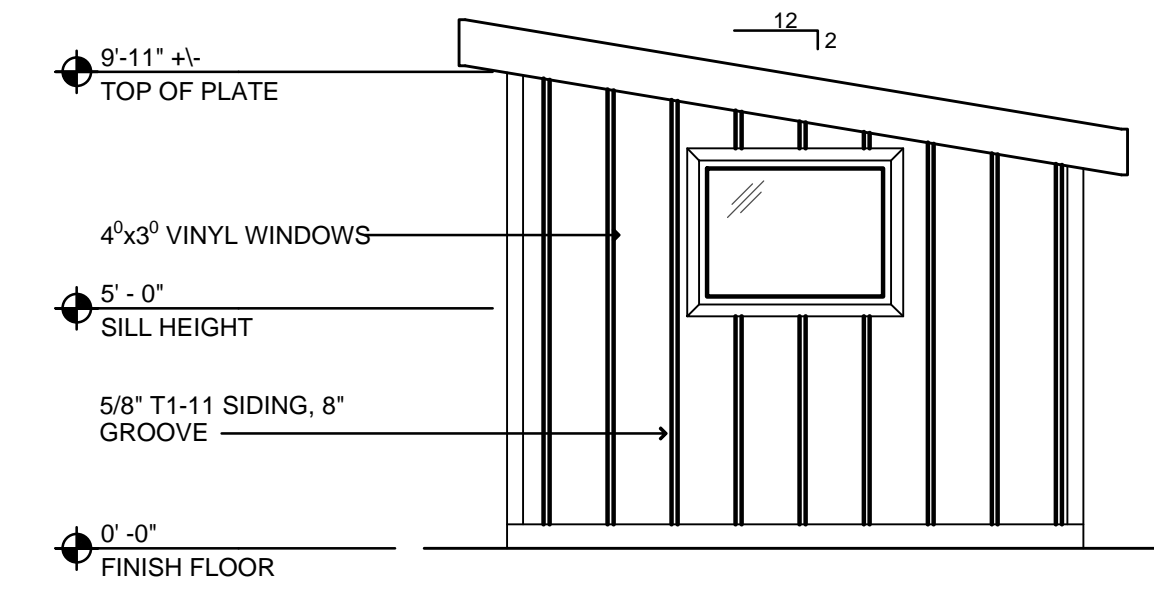
RESIDENT FACILITIES FLOOR PLAN
SCALE: 1/4" = 1'-0"



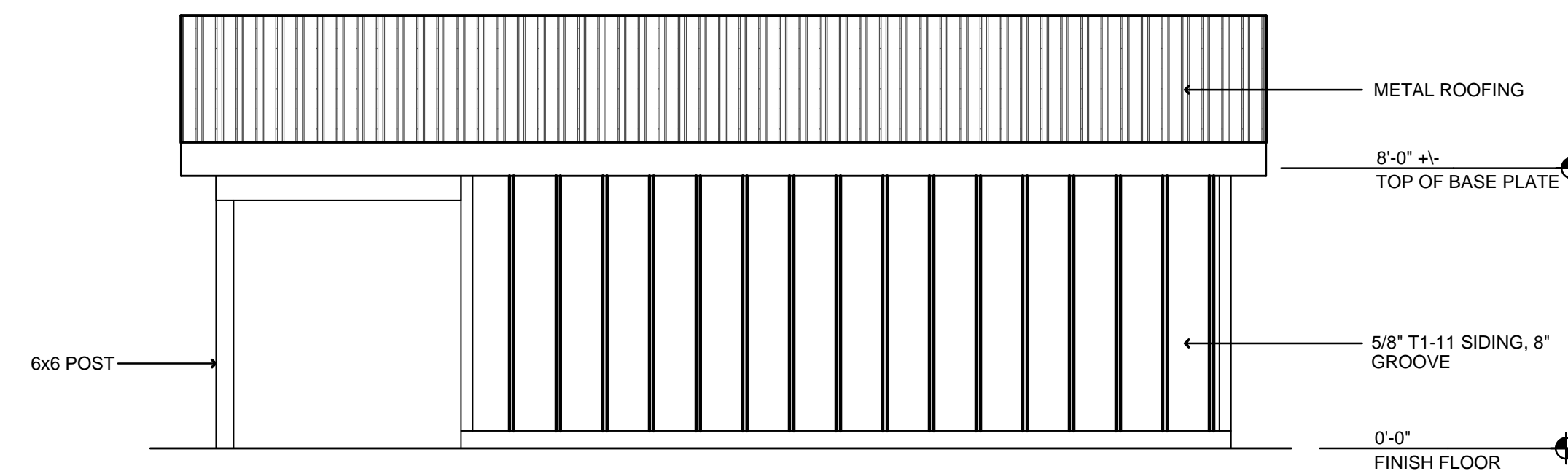
B SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



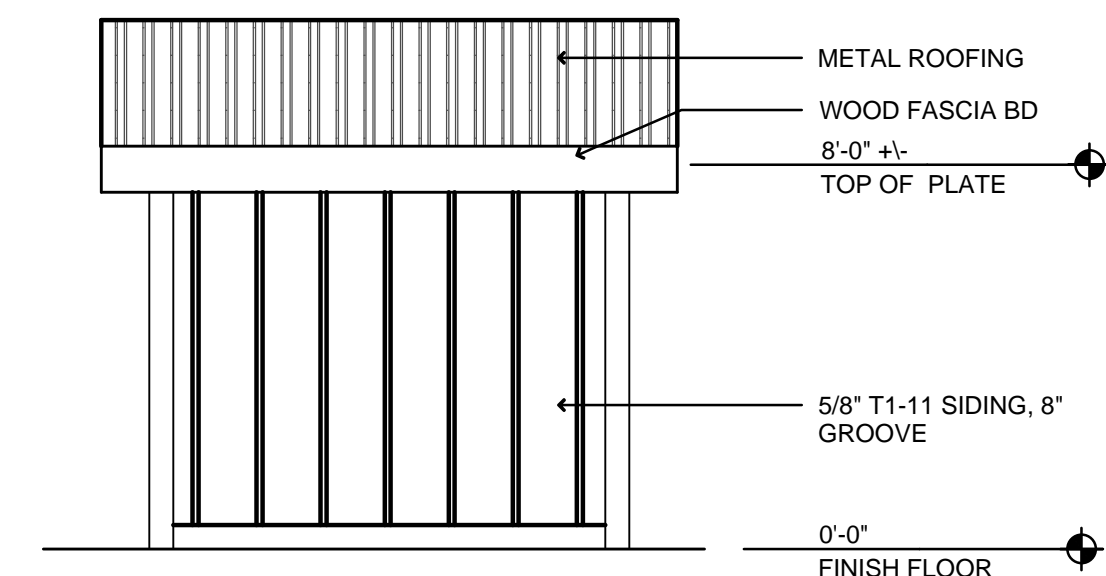
SLEEPING UNIT FLOOR PLAN
SCALE: 1/4" = 1'-0"



B SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



C NORTH ELEVATION
SCALE: 1/4" = 1'-0"



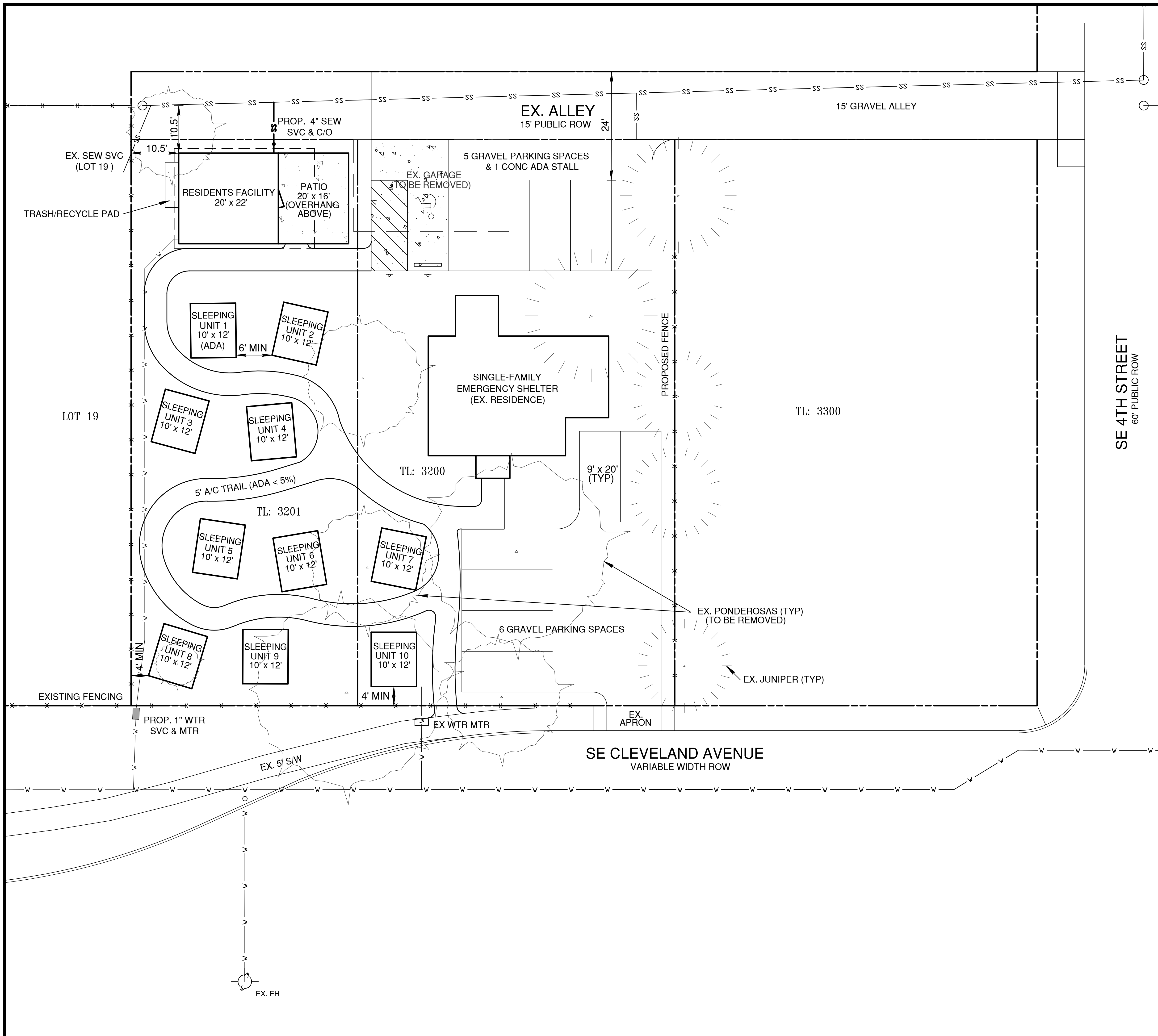
A WEST ELEVATION
SCALE: 1/4" = 1'-0"

NO.	DATE	REVISIONS

PROJECT INFORMATION:
RESIDENT FACILITY/
SLEEPING UNIT
350 SE CLEVELAND AVE.
BEND, OR 97702

DEVELOPER:
ST VINCENT
DE PAUL SOCIETY
950 SE 3RD ST.
BEND, OR 97702

C/A ROWLES ENGINEERING & DESIGN
1345 NW WALL ST., SUITE #200 BEND, OREGON 97703 541.585.2207
www.carowlesengineering.com



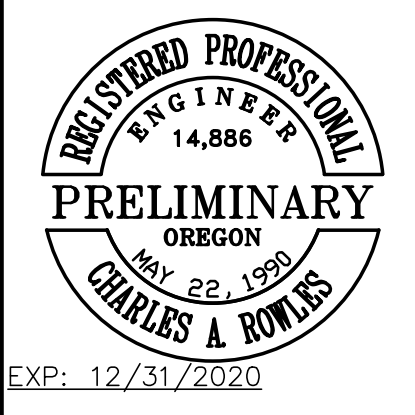
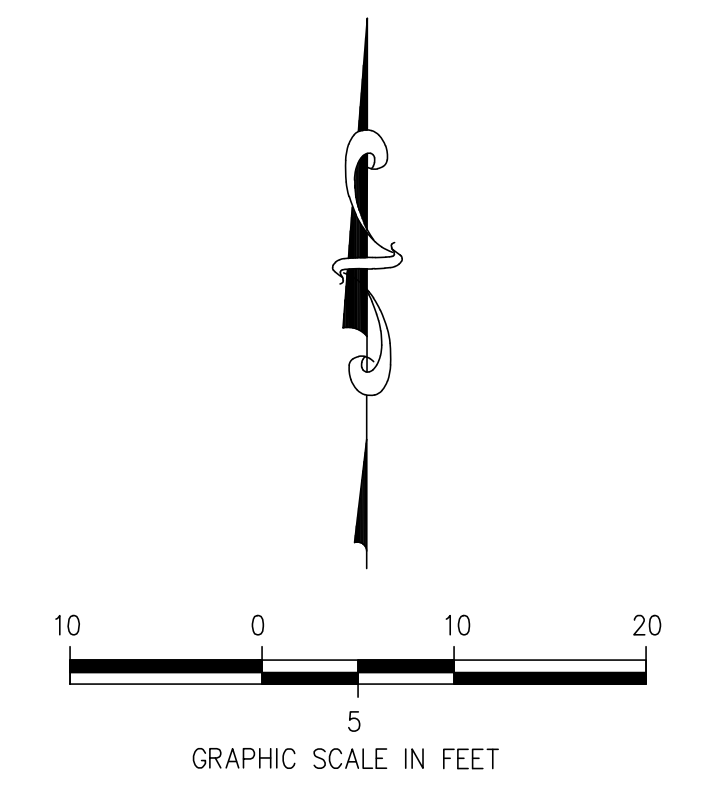
VICINITY MAP
NOT TO SCALE

SITE SUMMARY:
 ADDRESS: 350 & 362 SE CLEVELAND AVENUE
 LEGAL DESC: STATE HIGHWAY ADDITION, BLOCK 5 LOT 20 & LOT 21 + PT LOT 22
 TAX LOTS: 181204CB03201 & 3200
 TOTAL PARCEL AREA: 15,000 SF (0.34 AC)
 ZONE: COMMERCIAL LIMITED (CL)
 COMP PLAN: COMMERCIAL LIMITED (CL)
 EXISTING USE: VACANT / RESIDENTIAL
 PROPOSED USE: EMERGENCY SHELTER (TRANSITIONAL HOUSING)
 PROPOSED VEHICLE PARKING: 12 SPACES (INC. 1 ADA)
 SLEEPING UNITS - 1 / UNIT, 10 PROVIDED
 SINGLE FAM. RESIDENCE - 2 / UNIT, 2 PROVIDED

SERVICE PROVIDERS:
 WATER: CITY OF BEND
 SEWER: CITY OF BEND
 POWER: PACIFIC POWER
 PHONE: CENTURYLINK
 FIRE: CITY OF BEND

OPERATOR:
 JORDAN REEHER, DIRECTOR
 ST. VINCENT DE PAUL SOCIETY OF BEND
 PHONE: 541-389-6643

LEGEND	
	CONCRETE
	SEWER SERVICE
	GAS SERVICE
	PHONE BOX/PEDESTAL
	ELECTRICAL POWER/BOX
	WATER SERVICE/VALVE
	WATER METER
	FIRE HYDRANT
	MANHOLE
	CONDUITS, AS NOTED
	PRIVACY FENCING
	PROPERTY LINE



NO.	DATE	REVISIONS

Project Information:
 EMERGENCY SHELTER
 350 & 362 SE CLEVELAND AVENUE
 BEND, OREGON 97702

Owner:
 ST VINCENT DE PAUL SOCIETY
 950 SE 3RD STREET
 BEND, OREGON 97702

Sheet Title: PRELIMINARY SITE PLAN
 CA ROWLES ENGINEERING & DESIGN
 1346 NW WALL ST., SUITE #200 BEND, OREGON 97703 541.585.2207
 www.carowlesengineering.com