



CITY OF BEND

December 4, 2025

**LOCATION**

710 NW Wall Street  
Downtown Bend

**MAILING ADDRESS**

PO Box 431  
Bend, OR 97709

**PHONE**

(541) 388-5505  
Relay Users Dial 7-1-1

**FAX**

(541) 385-6676

**WEB**

bendoregon.gov

**MAYOR**

Melanie Kebler

**MAYOR PRO TEM**

Megan Perkins

**CITY COUNCILORS**

Ariel Méndez  
Gina Franzosa  
Megan Norris  
Mike Riley  
Steve Platt

**CITY MANAGER**

Eric King

Nicole Merrit  
Director of Logistics and Public Programs  
Shepherd's House Ministries  
PO Box 5484 Bend, OR. 97703

Dear Nicole,

Thank you for your HB 3395 application and for continuing to offer support to our community by expanding shelter capacity. The City is pleased to offer a conditional approval of your shelter under ORS 197.782 and ORS 197.783 (HB 3395 (2023)).

This approval of the emergency shelter siting application under ORS 197.782 and ORS 197.783 (HB 3395 (2023)) is conditioned on the applicant securing all building permits and meeting any other City requirements. The enclosed memorandum outlines the City's review of the application, which is based on materials submitted by the applicant and criteria in ORS 197.782 and ORS 197.783. This memo 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 will comply with all 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.

Sincerely,

Signed by:  
A handwritten signature of Eric King in black ink.  
E252C846657E4D8...

Eric King  
Bend City Manager  
eaking@bendoregon.gov



**Language Assistance Services & Accommodation Information for People with Disabilities**

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CITY OF BEND

# MEMO

**To:** Eric King, City Manager

**From:** Brook O'Keefe, Shelter Coordinator

**Date:** 12/4/2025

**Re:** Shepherd's House Ministries Emergency Shelter Siting Application

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Under ORS 197.782 and ORS 197.783, local governments are required to approve applications for the development of land for shelter that meet certain requirements, unless:

"at the time of filing, the most recently completed point-in-time count, as reported to...[HUD]...indicates that the total sheltered and unsheltered homeless population was less than .18 percent of the state population, based on the latest estimate from the Portland State University Population Research Center." ORS 197.783(6)

On the date of the application, November 24, 2025, the total number of persons experiencing homelessness in the State of Oregon exceeded 0.18% of the population. Therefore, the City of Bend is required to approve an application for emergency shelter siting that meets the criteria of the bill.

Shepherd's House Ministries (SHM) is a non-profit organization operating multiple emergency shelters in Bend. This application is for renovation of two existing duplexes to operate as emergency shelter. The requirements for this statute and a brief analysis of how the SHM proposal meets each is outlined in this memo.

- (1) a local government shall approve an application for the development or use of land for an emergency shelter...if the emergency shelter:**  
(a) *"Includes sleeping and restroom facilities for clients*

An "emergency shelter" is defined as a "building or cluster of buildings that provides shelter on a temporary basis for individuals and families who lack permanent housing." ORS 197.782(1).

SHM's application proposes renovation of two existing duplexes to increase shelter capacity from 10 beds to 35 beds. The site plan shows that all four units



within the two duplexes will include sleeping and restroom facilities. This requirement is met.

*(b) will comply with all applicable building codes*

The applicant self certifies that the facilities will comply with all applicable building codes. The applicant has applied for Renovation/Alteration permits. Additionally, the Building Official has acknowledged that it is reasonably likely that the proposed shelters can meet all applicable building code requirements. This requirement is met.

*(c) is located inside the urban growth boundary*

The shelters are located within the City's urban growth boundary. The proposed site will serve women and children, many of whom may be fleeing domestic violence or other dangerous living situations. The addresses of the shelter have been redacted prior to publication on the City's website. This requirement is met.

*(d) will not result in the development of a new building that is sited within an area designated under a statewide planning goal relating to natural disasters and hazards, including flood plains or mapped environmental health hazards, unless the development complies with regulations directly related to the hazard*

No new development will be involved in this project. This requirement is met.

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

The shelters are located .3 miles from a Cascade East Transit (CET) stop, which runs Monday-Saturday and connects to Hawthorne Station which allows riders to connect to routes throughout the city, region, and state. Those who are disabled or are low-income seniors may also be eligible for CET's Dial-A-Ride program. Additionally, the site is located within one mile of multiple grocery stores and retail centers and within two miles of medical facilities. This requirement is met.

*(f) will not pose any unreasonable risk to public health and safety*

The applicant self certifies that the facility will not pose unreasonable health and safety issues and that the facility will comply with applicable building codes and provide access to emergency services and commercial/medical services. Bend Fire Department has confirmed that emergency vehicles can safely access the site. The Building Official has confirmed that it is reasonably likely the proposed facilities can meet building code requirements. This requirement is met.

***(2) An emergency shelter must be operated by:***

*(a) A local government as defined in ORS 174.116;*

- (b) *An organization with at least two years' experience operating an emergency shelter using best practices that is*
  - (A) *A local housing authority as defined in ORS 456.375;*
  - (B) *A religious corporation as defined in ORS 65.005; or*
  - (C) *A public benefit corporation, as defined in ORS 65.001 whose charitable purpose includes the support of homeless individuals, that has been recognized as exempt from income tax under section 501(a) of the Internal Revenue Code for at least three years before the date of the application for a shelter; or*
- (c) *A nonprofit corporation partnering with any other entity described in this subsection.*

Shepherd's House Ministries is a registered 501(c)(3) Public Benefit Corporation authorized under ORS 65.001 on January 4, 2010 and section 501(a) of the Internal Revenue Code on May 15, 2010. SHM has been operating emergency shelters, including the Lighthouse Navigation Center and the Franklin Avenue Shelter, for at least two years prior to the date of the application. This requirement is met.

**(3) An emergency shelter approved under this section:**

- (a) *May provide on-site for its clients at no cost to the clients:*
  - (A) *Showing or bathing;*
  - (B) *Storage for personal property;*
  - (C) *Laundry facilities;*
  - (D) *Service of food prepared on-site or off-site*
  - (E) *Recreation areas for children and pets;*
  - (F) *Case management services for housing, financial, vocational, educational, or physical or behavioral health care services; or*
  - (G) *Any other services incidental to shelter*

In the application, SHM provided a description of additional services which will include:

- Case management and housing navigation
- Referrals to community partners
- Mental health counseling
- Substance use treatment
- Job training
- Resume support
- Employment connections
- Mobile health clinics and on-site nursing
- Transportation assistance
- Food and clothing
- Laundry
- Showers
- Personal hygiene supplies

This requirement is met.

*(4) An emergency shelter approved under this section may also provide additional services not described in subsection (3) of this section to individuals who are transitioning from unsheltered homeless status. An organization providing services under this subsection may charge a fee of no more than \$300 per month per client and only to clients who are financially able to pay the fee and who request the services.*

The application states that services are provided to all clients free of charge. This requirement is met.

*(5) The approval or denial of an emergency shelter under this section may be made without a hearing. Whether or not a hearing is held, the approval or denial is not a land use decision...*

Although no hearing is required, the application was made available for public review on the City of Bend's website on November 26, 2025. This application and its approval are not a land use decision.

This application is recommended for approval. The approval of this application will be conditional until all necessary building permits are secured, and inspections are performed, demonstrating compliance with building codes.



CITY OF BEND

## Application for Emergency Shelter Siting

ORS 197.782 *et seq.*, requires local governments to approve applications for development of land for emergency shelter if certain conditions are met. This emergency shelter siting provision was first adopted under HB 4212 (2020), and amended by HB 2006 (2021) and HB 4051 (2022), and made permanent by HB 3395 (2023).

To apply for emergency shelter siting, please complete this application and email it with attachments to [bokeefe@bendoregon.gov](mailto:bokeefe@bendoregon.gov).

Name of Applicant Organization: Shepherd's House Ministries

Name of Person completing application: Nicole Merritt

Contact Address: PO Box 5484 Bend OR 97703

Phone Number: 541-420-0660 Email address: [nicolem@shministries.org](mailto:nicolem@shministries.org)

If operator is different from applicant organization:

Name of shelter operator:

Contact Address:

Phone Number:

Email address:

Anticipated date of opening of emergency shelter: Spring 2026

Applicant Status:

- Local government
- Housing Authority
- Public benefit corporation (attach copy of incorporation documents showing charitable purpose including support of homeless individuals and show tax exempt status granted prior to Jan. 1, 2018)
- Non-Profit (If selected, also select partner entity type below)
  - Local government
  - Housing Authority
  - Public benefit corporation

Does your organization have at least 3 years of experience operating an emergency shelter?

Yes  No

Do you have a pending building permit application?  Yes  No

Permit number(s):

Is this new construction?  Yes  No

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

Provide narrative statement answering the following questions:



CITY OF BEND

## Application for Emergency Shelter Siting

1. How previous shelter operations demonstrate "best practices for operating an emergency shelter."
2. Other services to be provided onsite, including number of people anticipated to be served, general site layout details, plans for sanitation, garbage, health and safety and description of access to transportation and services.
3. How the proposal meets all requirements of Section 3 of HB 3395. 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, and the facility meeting applicable building code.

### List of attachments:

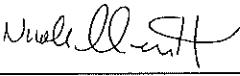
1. Diagram of the facility indicating sleeping and restroom areas, and areas for other services identified in narrative statement.
2. Site Plan showing the building location, including access for emergency vehicles and clients and existing water and sewer connections, or intended locations if these systems are not currently connected on site, and other relevant information.
3. Email or other correspondence from Bend Fire Department indicating that emergency vehicles can safely access the proposed site. Inquiries to the Fire Department should be directed to Deputy Fire Chief of Fire Prevention Jason Bolen at [jbolen@bendoregon.gov](mailto:jbolen@bendoregon.gov) or (541) 322-6308.
4. Building Division acknowledgment that there has been a discussion and it is reasonably likely that the proposed shelter(s) can meet building code after further discussion. Inquiries should be directed to Building Division Manager Joe McClay at [jmcclay@bendoregon.gov](mailto:jmcclay@bendoregon.gov) or (541) 693-2145.
5. If land is not owned by applicant, a statement from the property owner and/or the lease document that shows agreement with the planned use.
6. Shelter capital and operations budget, including descriptions of funds that have been secured, applied for, and any needed funds not yet secured.

### **Self-certification – I certify that:**

I will ensure compliance with applicable building codes and provide copies of any applicable building permit approvals associated with this application.

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:

11/24/25



### **Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. Please contact Brook O'Keefe at [bokeefe@bendoregon.gov](mailto:bokeefe@bendoregon.gov) or 541-388-5544. Relay Users Dial 7-1-1.

## 1. HOW PREVIOUS SHELTER OPERATION DEMONSTRATE “BEST PRACTICES FOR OPERATING AN EMERGENCY SHELTER”

Shepherd’s House Ministries (SHM) operates three low-barrier shelters, two long-term recovery shelters, and two graduate homes. Our program models and methodologies have demonstrated consistent success and reflect widely accepted best practices. A core component of our approach is the use of Trauma-Informed Care. Staff are trained to understand trauma, triggers, and behavior patterns; to avoid punitive or overly strict rules that may retraumatize clients; to communicate clearly, calmly, and respectfully; and to help design physical spaces that feel welcoming and non-threatening.

Our case managers provide individualized, person-centered support by conducting needs assessments with respect and consent. We offer tailored case management services for each individual or family and collaborate with guests to set realistic goals for stability, sobriety, and long-term housing.

Our long-term recovery shelters utilize evidence-based curricula such as Staying Sober and Celebrate Recovery. SHM also ensures staff receive annual training in Trauma-Informed Services, Mental Health First Aid, Harm Reduction, Supporting Victims of Domestic Violence, Local Coordinated Entry Policies and Procedures, Housing First, Diversity, Equity, and Inclusion, the Fair Housing Act, Section 504–Reasonable Accommodation, the Americans with Disabilities Act, Boundaries and Ethics, CPR/Bloodborne Pathogens, and Oregon Food Handler requirements.

SHM is committed to providing a safe, clean, and dignified environment. We maintain strict sanitation standards and use secure entry and exit procedures while avoiding a prison-like atmosphere.

Shepherd’s House Ministries also offers wraparound services and strong referrals to community partners. These services include mental health counseling, substance-use treatment, job training, résumé support, and employment connections. SHM provides access to mobile health clinics and on-site nursing services. Additionally, we offer transportation assistance to help clients reach medical, mental health, and other essential appointments.

We actively build community partnerships with hospitals, crisis centers, workforce agencies, schools, and law enforcement, while maintaining strict client-privacy protections. We also collaborate with faith-based and volunteer groups to provide meals, donations, and activities.

Finally, SHM regularly engages with the surrounding community to foster open communication, manage neighborhood concerns such as noise and litter, and

uphold good-neighbor agreements. We are committed to educating the community to reduce stigma and promote understanding.

**2. OTHER SERVICES TO BE PROVIDED, INCLUDING NUMBER OF PEOPLE ANTICIPATED TO BE SERVED, GENERAL SITE LAYOUT DETAILS, PLANS FOR SANITATION, GARBAGE, HEALTH AND SAFETY AND DESCRIPTION OF ACCESS TO TRANSPORT AND SERVICES.**

**Services Provided**

In addition to basic shelter, SHM will provide prepared meals, access to food and clothing closet, case management, housing navigation services, health services, drug and alcohol counseling, and other services incidental to shelter at no cost to residents. SHM provides clean bedding, laundry access, showers, and personal hygiene supplies.

**Number of People Served**

Abi's Campus currently serves 10 woman and children. With the proposed remodel, we will expand the existing buildings to enable us to shelter and serve 35 woman and children.

**General Site Layout**

The intended area to be renovated are four garages that will be converted into additional sleeping rooms and bathrooms.

The blueprints are provided for further details.

**Sanitation and Garbage**

Each unit will have garbage and sanitation services.

**Health, Safety and Services**

The proposed shelter expansion at Abi's House will continue as a recovery shelter. There will be monitoring of safety guidelines, drug and alcohol screenings and on-site management. No drugs or alcohol are permitted, and residents must keep the site clean and behave in a safe and cooperative manner.

**Transportation**

The shelter is close to medical and commercial services, within walking distance. The bus stop is near the site, which allows quick and easy access to public transportation. Transportation is provided as available to medical and mental health appointments.

3. HOW THE PROPOSAL MEETS ALL REQUIREMENTS OF SECTION 3 OF HB 3395

- **Includes sleeping and restroom facilities for clients**

The proposed expansion will provide additional sleeping units and restrooms.

- **Will comply with applicable building codes.**

SHM will comply with all applicable building codes.

- **Is located inside an urban growth boundary or in an area zoned residential use as defined in ORS 215.501**

Yes, the proposed expansion is located within the City of Bend Urban Growth Boundary.

- **Will not result in the development of a new building that is sited within an area designated under a statewide planning goal relating to natural disasters and hazards.**

The proposed expansion of the Abi's House Shelter will not result in new buildings that are sited within an area designated under a statewide land use planning goal relating to natural disasters and hazards. The expansion will be converting existing garages into bedrooms and bathrooms.

## Adjusted Annual Operating Budget for Abi's House Expansion

	Current Annual Budget July 24 - June 25	Future Budget After Expansion	Notes
<b>Expenditures</b>			
<b>7100 Direct Support</b>			
7110 Activities	9,000.00	25,000	
7115 Meals (With Residents)	1,000.00	5,000	
7120 Curriculum	1,000.00	5,000	
7135 Former Resident Connection	500	1,500	
7140 Personal Items & Supplies	180	600	
7150 Prescriptions & Medication	60	200	
7160 Special Events (Residents)	500	1,667	
7170 Support for Individuals	3,000.00	10,000	
7180 Transportation	1,000.00	3,500	
<b>Total 7100 Direct Support</b>	<b>\$16,240.00</b>	<b>\$52,467.00</b>	
<b>7200 Payroll, Taxes and Benefits</b>			
7210 Salaries & Wages	268,670.00	478,014.00	
7220 Payroll Taxes	25,792.00	41,803.00	
7230 Workers Comp Insurance	1,352.00	4470	
7240 Medical Insurance	50,035.00	88359 Add Case Manager, House Manager FT, Peer support , Child Case Manager PT	
7250 Retirement Contributions	4,798.00	9,082	
7255 Staff Licensure	5,000.00	7500	
7265 Staff Development	1,500.00	2250	
7270 Payroll agency fees	804	1206	
<b>Total 7200 Payroll, Taxes and Benefits</b>	<b>\$357,951.00</b>	<b>\$990,635.00</b>	
<b>7300 Professional Fees/Contract Svcs</b>			
7350 Counseling	5,000.00	16,700	Additional Total Supportive Professional Fees
7580 IT Consultants	9,275.00	11,000	
<b>Total 7300 Professional Fees/Contract Svcs</b>	<b>\$14,275.00</b>	<b>\$27,700.00</b>	
<b>7700 Non Personnel Expenses</b>			
7710 Office Supplies	600	1,080	
7730 Computer Hardware	2,000.00	3,000	
7740 Software Subscriptions	200	600	
<b>Total 7700 Non Personnel Expenses</b>	<b>\$2,800.00</b>	<b>\$4,680.00</b>	
<b>7800 Supplies</b>			
7810 Food	525	2,000	The women pay for all their meal except their dinner, dinner is charged to redmond, this is special event dinners
7820 Kitchen Supplies	200	500	
7830 Janitorial Supplies	850	2,500	
7850 Other Supplies	275	500	
<b>Total 7800 Supplies</b>	<b>\$1,850.00</b>	<b>\$5,500.00</b>	
<b>7900 Vehicle Expenses</b>			
7910 Fuel	2,000.00	5,000	
7920 Insurance	3,747.00	6245	
7930 Repair & Maintenance	1,500.00	4250	
7940 Title & Registration	252	420	
<b>Total 7900 Vehicle Expenses</b>	<b>\$7,499.00</b>	<b>\$15,915.00</b>	
<b>8200 Facilities &amp; Equipment</b>			
8210 Rent	23,280.00	70,000	
8220 Security/Alarm	965	3,500	
<b>8230 Utilities</b>			
8231 Electric	2,208.00	15,456	
8232 Garbage/Recycling	1,068.00	5,000	
8233 Gas	2,005.00	6683.33	
8234 Telephone/Internet	2,416.00	3,000	
8235 Water	2,852.00	17,000	
<b>Total 8230 Utilities</b>	<b>\$10,549.00</b>	<b>\$47,139.33</b>	
8240 Building Repair & Maintenance	5,000.00	15,600	
8260 Property & Liability Insurance	1,599.00	3377	
8270 Depreciation & Amortization	7,376.00	75,950	
<b>Total 8200 Facilities &amp; Equipment</b>	<b>\$48,769.00</b>	<b>\$215,566.33</b>	
<b>8300 Travel and Meeting Expenses</b>			
8310 Meals (Non-Resident)	2,400.00	5,145	
8330 Transportation	220	720	
<b>Total 8300 Travel and Meeting Expenses</b>	<b>\$2,620.00</b>	<b>\$5,865.00</b>	
<b>8500 Other Expense</b>			
8520 Insurance - D&O and other	456	3648	
8550 Membership Dues & Subscriptions	300	2400	
8570 Volunteer Expenses	240	750	
<b>Total 8500 Other Expense</b>	<b>\$996.00</b>	<b>\$6798</b>	
<b>Total Expenditures</b>	<b>\$453,000.00</b>	<b>\$1,372,255.66</b>	

# REMODEL OF SHEPHARDS HOUSE MINISTRIES BEND, OREGON



VICINITY MAP

SITE

## PROJECT DATA

Project Developers: **SH MINISTRIES BEND, OREGON**  
Address: **1000 S. 10th Street, Bend, Oregon 97701**

Architect: **SH MINISTRIES BEND, OREGON**  
Address: **1000 S. 10th Street, Bend, Oregon 97701**

Land Use: **SH MINISTRIES BEND, OREGON**  
Address: **1000 S. 10th Street, Bend, Oregon 97701**

Land Address: **1000 S. 10th Street, Bend, Oregon 97701**

Project Address: **1000 S. 10th Street, Bend, Oregon 97701**

Project Lot Address: **1000 S. 10th Street, Bend, Oregon 97701**

## SHEET INDEX

01 - COVERS  
01 - SITE  
01 - FLOOR PLANS  
02 - ELEVATIONS

## SHEET TITLE

COVER  
DRAFT 01/04/2004 BY SH MINISTRIES BEND, OREGON

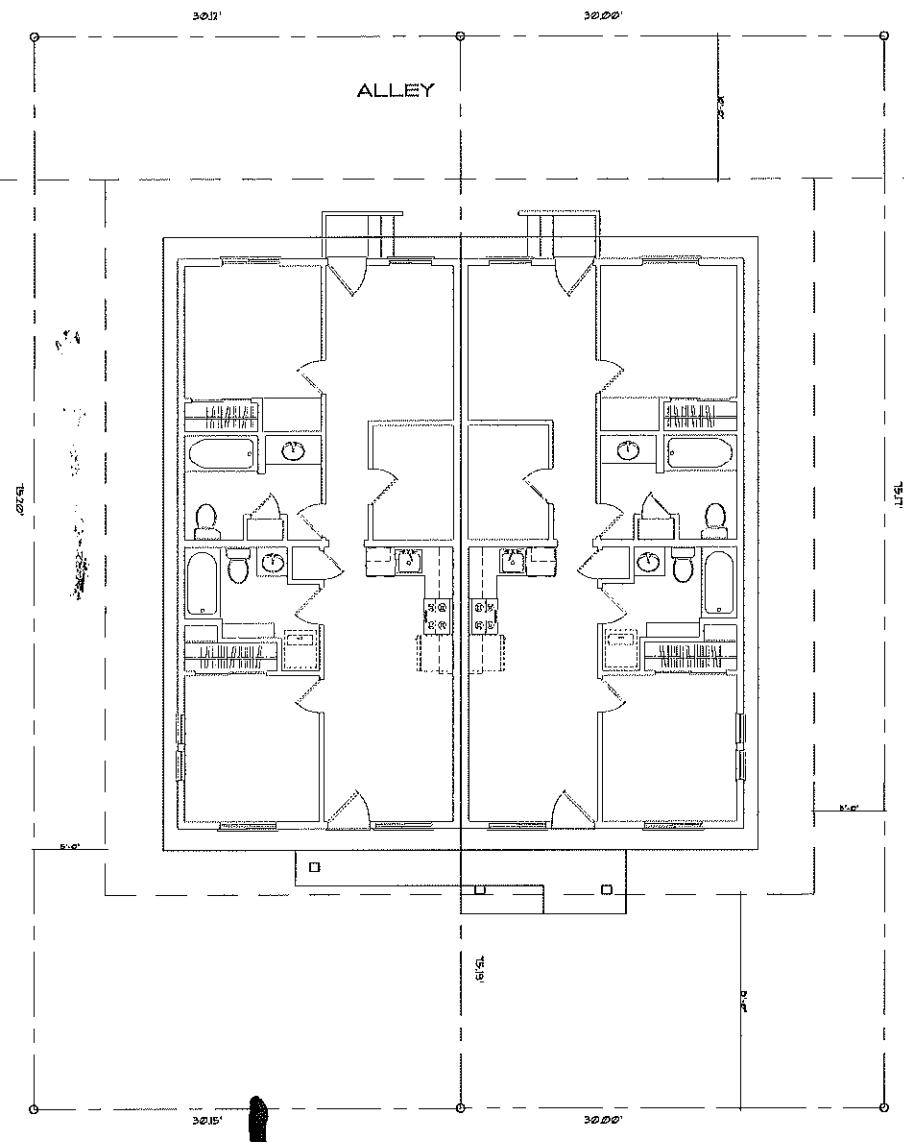
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CONSTRUCTION  
3/18/2004 7:43 PM

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PROPOSED REMODEL OF  
[REDACTED]

SH MINISTRIES  
BEND, OREGON

FILE NO.  
G1.0



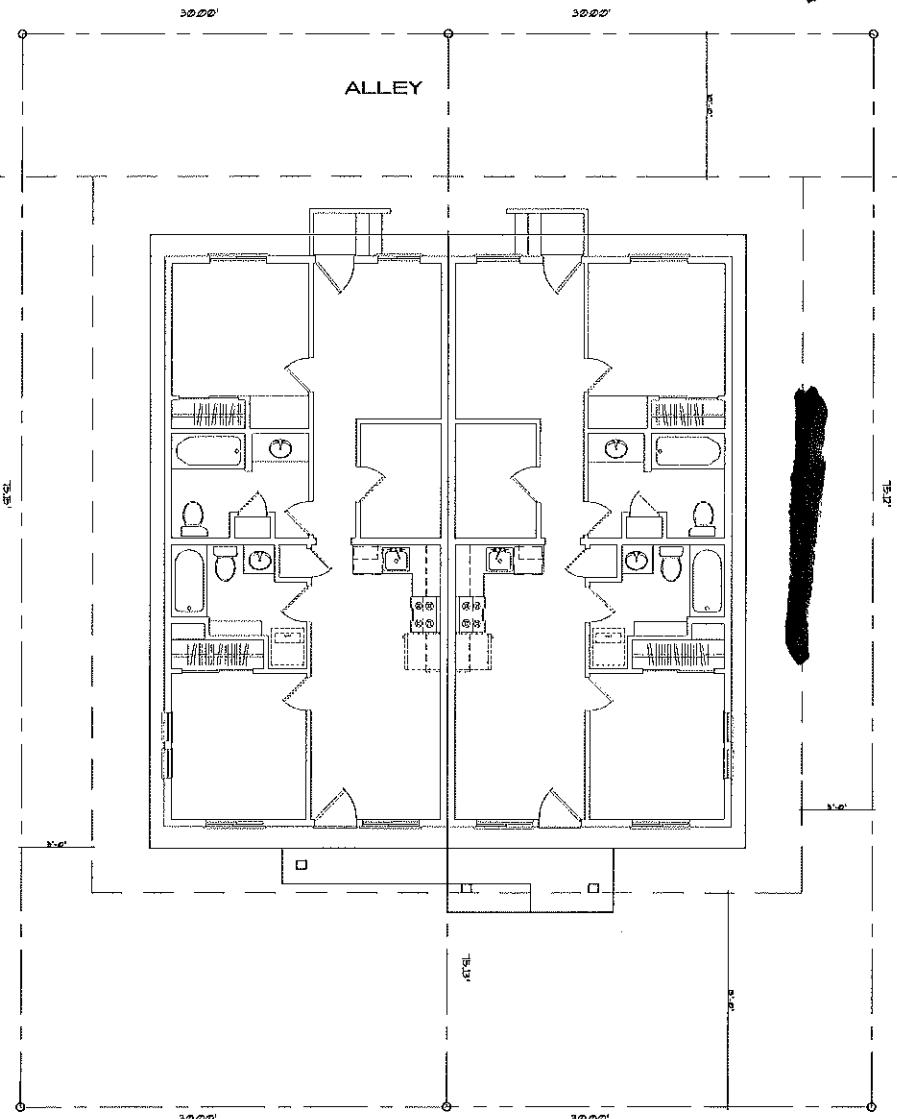
**SITE PLAN DUPLEX 1**

SCALE 1/4" = 1'-0"



**SITE PLAN DUPLEX 2**

SCALE 1:600



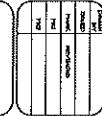
C.1

PLATE NO.

DUPLEXES  
SH MINISTRIES  
BEND, OREGON

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SHEET TITLE:  
DUPLEX 2 SITE PLAN

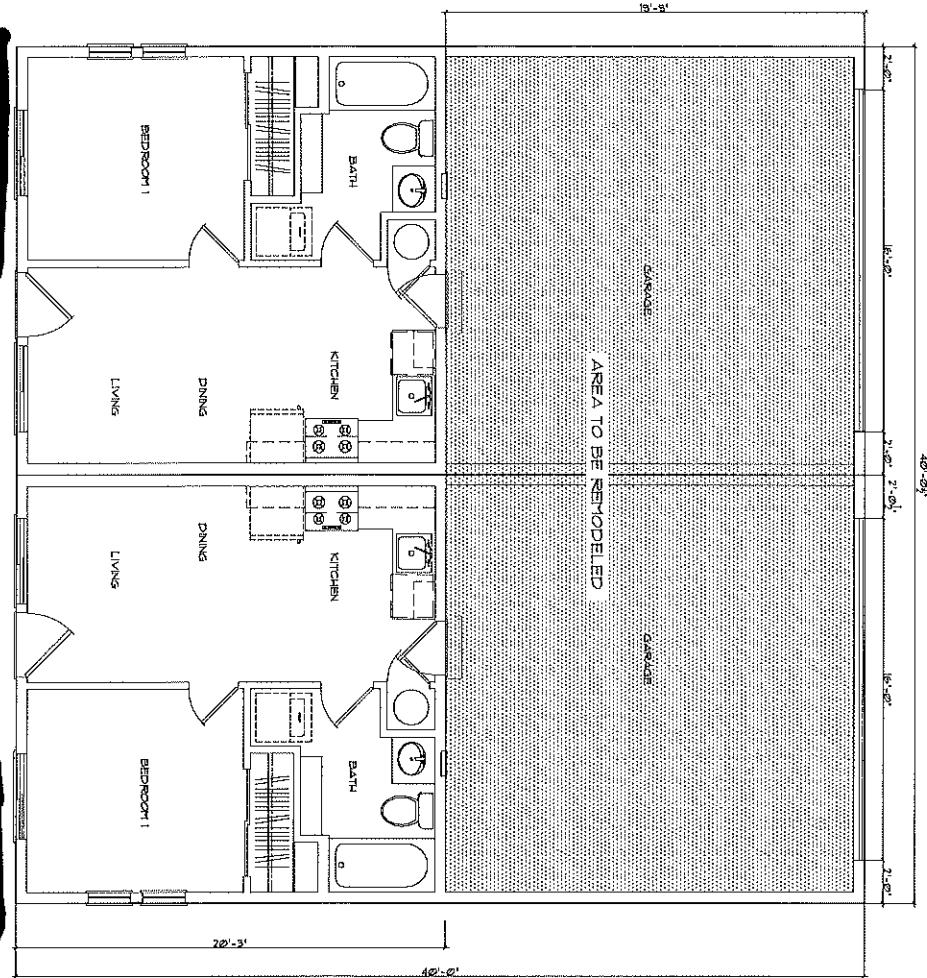


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## EXISTING FLOOR PLAN (duplex)

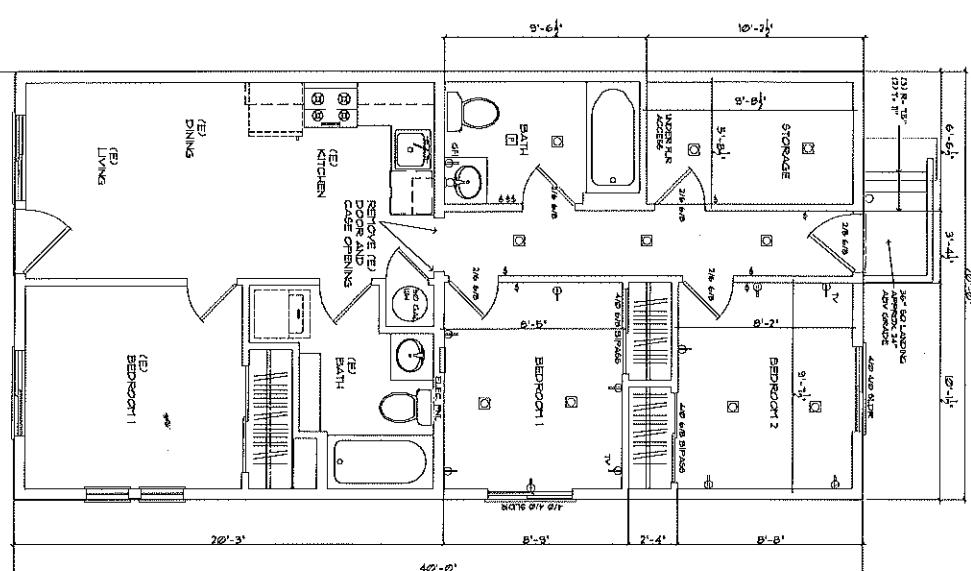
SCALE: 3/8" = 1'-0"



## PROPOSED FLOOR PLAN

SCALE: 3/8" = 1'-0"

NOTES:  
 1. REMOVE EXISTING DOOR IN BATH, KITCHEN, BATH, AND DINE LOCATED UNDER LINE SHOWN.  
 2. REMOVE (E) DOOR AND (E) DOOR OPENING.  
 3. ALL EXISTING THICKNESS (OPTION TO REMOVE LINE IN EXISTING AND LONG)



A1.0

SH MINISTRIES  
BEND, OREGON

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Name and logo of the company that produced the plan

SHEET TITLE

PLANS

NOT FOR  
CONSTRUCTION  
4/12/2012 7:32 PM

## Brook Okeefe

---

**From:** Jason Bolen  
**Sent:** Monday, December 1, 2025 10:26 AM  
**To:** Brook Okeefe  
**Subject:** RE: Emergency Shelter Siting Application - Shepherd's House Abi's House

Brook,

I can confirm that there would be no access issues for fire at this location.

Sincerely,

**Jason H. Bolen**  
Deputy Chief – Fire Marshal  
Bend Fire & Rescue  
541-322-6308



***“Our family, protecting yours.”***

*Please Note: I recognize that each of us work in unique and different ways and I fully respect your time. While I have sent this email at a time that works for me, I do not expect that you will read, respond, or take action on this outside of your normal work hours.*

---

**From:** Brook Okeefe <bokeefe@bendoregon.gov>  
**Sent:** Wednesday, November 26, 2025 12:14 PM  
**To:** Jason Bolen <jbolen@bendoregon.gov>  
**Subject:** Emergency Shelter Siting Application - Shepherd's House Abi's House

Good afternoon!

I am reviewing an application for emergency shelter siting from Shepherd's House Ministries. The application is to renovate two existing duplexes where their Abi's House program is currently located.

The application requires "acknowledgement that emergency vehicles can safely access the proposed site." I have attached here the application for reference.

Are you able to provide this confirmation?

Thank you!



CITY OF BEND

**Brook O'Keefe**  
Shelter Coordinator  
My Pronouns: She, Her, Hers [Why Pronouns?](#)  
Phone: 541-388-5544



## Brook Okeefe

---

**From:** Joseph McClay  
**Sent:** Wednesday, December 3, 2025 2:48 PM  
**To:** Brook Okeefe  
**Subject:** RE: Emergency Shelter Siting Application - Shepherd's House Abi's House

Hi Brook,

Thanks for circling back as I've started to respond to this email a couple times today however, "walk-ins" into my office keep getting me sidetracked.

Good news is that the Building Division acknowledges that there has been a discussion and it is reasonably likely that the proposed shelters can meet building code after further discussion.

Let me know if I need to provide a more formal acknowledgement or maybe this email can suffice.

Thanks for your patience and Happy Wednesday!



CITY OF BEND  
COMMUNITY DEVELOPMENT

**Joseph D. McClay**  
*Building Safety Division Manager/Building Official*  
Building Safety Division  
Office: 541-693-2145



**From:** Brook Okeefe <bokeefe@bendoregon.gov>  
**Sent:** Wednesday, December 3, 2025 12:39 PM  
**To:** Joseph McClay <jmcclay@bendoregon.gov>  
**Subject:** RE: Emergency Shelter Siting Application - Shepherd's House Abi's House

Hi Joe,

I just wanted to circle back about this application. Any chance you were able to review?

Thanks,



CITY OF BEND

**Brook O'Keefe**  
Shelter Coordinator  
My Pronouns: She, Her, Hers Why Pronouns?  
Phone: 541-388-5544



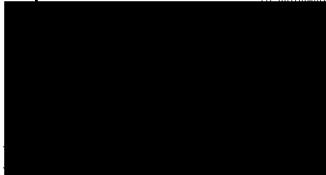
**From:** Brook Okeefe  
**Sent:** Wednesday, November 26, 2025 12:07 PM  
**To:** Joseph McClay <[jmcclay@bendoregon.gov](mailto:jmcclay@bendoregon.gov)>  
**Subject:** Emergency Shelter Siting Application - Shepherd's House Abi's House

Joe,

Good afternoon! I am reviewing an application for emergency shelter siting from Shepherd's House Ministries. The application is to renovate the two existing duplexes where Abi's House is currently located. This project will convert the garages to additional living spaces.

The application requires "Building Division acknowledgement that there has been a discussion and it is reasonably likely that the proposed shelter(s) can meet building code after further discussion." I have attached their application here for review.

They have submitted for the following renovation/alteration permits, which are currently pending



Are you able to provide this confirmation?

Thank you!



CITY OF BEND

**Brook O'Keefe**  
Shelter Coordinator  
My Pronouns: She, Her, Hers [Why Pronouns?](#)  
Phone: 541-388-5544



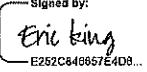
## Certificate Of Completion

Envelope Id: 9964A86E-A5C3-489A-8BC6-BA191F39DD9A Status: Completed  
 Subject: Complete with Docusign: Abi's House HB 3395 Application\_\_REDACTED.pdf  
 Source Envelope:  
 Document Pages: 20 Signatures: 1  
 Certificate Pages: 4 Initials: 0  
 AutoNav: Enabled  
 Envelope Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)  
 Envelope Originator:  
 Brook Okeefe  
 710 NW Wall st.  
 Bend, OR 97703  
 bokeefe@bendoregon.gov  
 IP Address: 98.142.36.35

## Record Tracking

Status: Original	Holder: Brook Okeefe	Location: DocuSign
12/4/2025 11:54:36 AM	bokeefe@bendoregon.gov	

### Signer Events

	Signature	Timestamp
Eric King eking@bendoregon.gov City Manager Security Level: Email, Account Authentication (None)	 Signed by: Eric King E252C849857E4D8...	Sent: 12/4/2025 12:14:34 PM Viewed: 12/4/2025 1:09:19 PM Signed: 12/4/2025 1:09:45 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 98.142.36.35	

### Electronic Record and Signature Disclosure:

Accepted: 10/16/2025 12:59:04 PM  
 ID: 97ff89f6-89fc-44a4-857e-05d34dc27d33  
 Company Name: City of Bend CMO

### In Person Signer Events

Signature	Timestamp
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### Editor Delivery Events

Status	Timestamp
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### Agent Delivery Events

Status	Timestamp
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### Intermediary Delivery Events

Status	Timestamp
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### Certified Delivery Events

Status	Timestamp
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### Carbon Copy Events

Status	Timestamp
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### Witness Events

Signature	Timestamp
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### Notary Events

Signature	Timestamp
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### Envelope Summary Events

Status	Timestamps
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Envelope Sent

Hashed/Encrypted 12/4/2025 12:14:34 PM

Certified Delivered

Security Checked 12/4/2025 1:09:19 PM

Signing Complete

Security Checked 12/4/2025 1:09:45 PM

Completed

Security Checked 12/4/2025 1:09:45 PM

### Payment Events

Status	Timestamps
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### Electronic Record and Signature Disclosure

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

**To advise the City of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number.**

**To withdraw your consent with the City**

**To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:**

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;**
- ii. send us an email to [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number.**

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here:  
[https://support.docusign.com/guides/signer-guide-signing-system-requirements.](https://support.docusign.com/guides/signer-guide-signing-system-requirements)

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
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