

Safe Parking Program Initial Application Temporary Overnight Accommodations

This application is for property owners or lessees (businesses, non-profits, religious, or public entities) who wish to allow limited overnight parking for people who lack permanent shelter and cannot obtain other low-income housing. Individual owners of residential properties are not eligible to allow overnight camping under this program.

Overnight Camping: without further authorization from the City, businesses, non-profits, religious and public entities can allow up to three vehicles on their properties overnight, and must provide access to bathrooms, hand washing, and garbage service. No fee may be charged to those camping overnight. No application to the City is necessary.

Temporary Overnight Accommodations: This application is for property owners who wish to allow up to six vehicles and/or moveable tents, huts, or yurts for overnight accommodation of people who lack permanent or safe shelter and who cannot obtain other low-income housing. Accommodations may be located in a parking lot or other paved or gravel surface of property owned or leased by a religious institution, non-profit, business, or public entity.

Applicants must complete and sign this application and comply with all conditions, guidelines, and requirements listed in the Bend Municipal Code. Failure to comply gives the City the right to immediately revoke authorization. Sites must re-apply annually (using a separate renewal application). Authorization will not transfer to a new property owner or lessee.

Requirements:

- Up to six vehicles or other similar moveable temporary structures
- For people experiencing homelessness and cannot obtain other low-income housing.
- Accommodations must be located on a paved or gravel surface.
- No permanent improvements to property are allowed. Any proposed permanent improvements must obtain any required permits (e.g., grading permit, electrical permit). No permanent structures are allowed with this authorization.
- All vehicles must be operable and moveable, either by power or towing.
- The Property must be located at least 150 feet from a childcare facility or school, unless the parking accommodations are located on property owned or leased by a public entity or religious institution.
- Requires providing notice of the intention to allow Temporary Transitional Overnight Parking to each property owner and occupant of each adjacent property prior to allowing any person to stay overnight.
- Requires posted notice at site that includes name of property owner or lessee, name and telephone number for entity providing supervision, number of approved vehicles and/or tents, and hours overnight campers may stay at the site.
- Requires case management or supervision (supervision must, at minimum, include nightly contact with each participant).



- No fee may be required for overnight accommodations.
- Agency must establish policies outlining how participants will be selected, number of continuous days someone may stay at the site, hours that campers may stay at the site (in addition to 9:00PM-7:00 AM), what supervision will be provided, and what structures or items may be placed on the site.

Other Applicable Provisions:

- City approval does not override covenants prohibiting overnight parking. Applicants are responsible for looking into their own property restrictions.
- City approval is not a land use decision. The approval is not transferrable to new property owner.
- Access to sanitation facilities must be provided at all hours people are allowed to be on the property in the temporary accommodations. Sanitation facilities may be within the unit or through access to pre-existing permanent facilities on-site. If bathroom facilities are provided within the unit, RV, or portable toilet(s), the applicant must provide for sewage disposal through a temporary holding tank with a contract with a pumping company for regular pumping, or other method of sewage removal. If any effluent is dumped on the ground, the administrative authorization may immediately be revoked.
- The City may conduct a sanitation or any other inspection at any time for compliance with the requirements of the program and to ensure public health and safety.
- Authorization for the use is at the sole discretion of the City, without right to administrative appeal. The City retains sole and complete discretion to withdraw, modify, or terminate an authorization at any time.
- Failure to comply with any program requirement may result in immediate revocation of the approval and administrative authorization and will require all transitional accommodation to cease immediately. Any violation may also be enforced under the code enforcement authority of the City.
- Applicant must continue to comply with all other city codes and regulations (e.g, noise code).
- Annual application must be made and approved by the City.

Application:

Please complete the following information with attachments requested and email to City of Bend Houseless Services Coordinator Brook O'Keefe at bkeefe@bendoregon.gov.

Date of Application:

Applicant Information

Primary Contact

Name:



Phone Number:

Email:

Entity Information:

Name:

Legal Entity Name (if different than entity name above):

Entity Type (business, nonprofit, religious, public):

Applicant is: Owner or Lessee

Property Owner Name (if different than applicant):

Emergency Contact Information:

Name:

Phone Number:

Email:

Accommodation:

Site Location (address or tax lot):

Types of Accommodations (select all that apply):

Yurts Huts Cabins Fabric Structures Tents RVs Cars

Other (please describe):

Is the property within 150 feet of a child care facility or school? Yes No

If yes, is property owned or leased by a public or religious entity? Yes No

Total Number of Units:

Hours of Operation:

Maximum duration of stay (if any):

Case Management or Supervision:

Entity providing case management or supervision:

Frequency of case management or supervision:

Describe case management or supervision services that will be provided:



Describe how people will be selected to stay on the property:

Describe any other Code of Conduct requirements:

Sanitation Plan:

Please describe how sanitation facilities are provided, including bathrooms and handwashing, as well as garbage service. If portable toilets or internal holding tanks of RVs, etc., will be used, attach contract for public services/sewage disposal.



Additional Services:

Please describe additional services that will be provided at the site (ex. parking facilities, walkways, water, shower, laundry, cooking, telephone), if any.

Additional Structures or Items:

Please describe additional structures or services that may be provided or which clients will be permitted to have onsite, if any.

Notice to Neighbors:

Please describe the process by which neighbor notification will be provided, include any scheduled or previously conducted outreach.



Required Documents:

Please provide copies of the following documents with your application.

- Pilot Site Map
 - o At minimum, site map must include planned location of units, location of sanitation facilities (porta potties, handwashing, dumpsters), location of other structures or facilities (ex. storage, electrical pedestals, etc.). Units must be placed on a paved or graveled surface. If the location for units is not presently paved or graveled, a permit may be required to meet this condition prior to establishing the Safe Parking use. See **BMC Title 16** for requirements.
- Notice which will be posted on-site (see BMC 4.10.020(c)(6)).
- Neighbor notification letter (see BMC 4.10.020(c)(6))
- Neighbor notification tracking log
 - o At minimum, log should include names and addresses of adjacent property owners and tenants and date notification letter was or will be provided.
- Agreement for case management and/or supervisory services (if using a third party service)
- Lease agreement allowing use of site (if the applicant is not the property owner)
- Proof of sanitation services (e.g., porta potties, handwashing, dumpsters)
- Photos of site showing gravel or pavement (see note above)

Conditional Approval:

The City recognizes that often sites may require approval to proceed with neighbor notification, coordinating sanitation services, or other start up activities. The City may provide conditional approval allowing for those activities to begin, while requiring additional work by the applicant to meet all requirements, as described in BMC Chapter 4.10, have been met before any individual is permitted to stay overnight.

Right to Revoke:

The City has the right to revoke this authorization and all associated permissions for any violation of the requirements of the authorization. The City may also revoke this authorization if the City determines, in its sole discretion, that the authorization is inconsistent with changing circumstances, including but not limited to changes related to public health considerations, data, guidance, or requirements from federal, state, or county authorities, and changes in local codes. Although the City will endeavor to provide reasonable notice prior to any revocation, the City may revoke this authorization at any time, without advance notice. The applicant must immediately cease safe parking operations, including all overnight stays, upon notice of termination by the City unless otherwise provided in the notice of termination.

SIGNATURES ON FOLLOWING PAGE



Signatures

Applicant Signature:

Print Name:

Signature:

Date:

Property Owner Signature:

Please complete if the applicant is not the property owner.

As the owner(s) of the subject property, I (we) have read and agree to abide by these requirements. I (we) further agree to release the City of Bend from any liability, losses, claims, damages, settlement, and attorney's fees of any kind from or in connection with the Temporary Transitional Overnight Accommodations, and to indemnify and defend the City as to liability for allowing the activity. Property Owner agrees to provide appropriate insurance for the additional use.

Print Name:

Signature:

Date:

City Manager Approval:

This application to operate Transitional Overnight Accommodations is

- Approved
- Approved with conditions

The following conditions must be met before operations begin:

- Denied

Reason:

Authorization is valid through:

Renewal application is due:

Print Name:

Signature:

Date:



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, Shelter Coordinator at bokeefe@bendoregon.gov or 541-604-5233; Relay Users Dial 7-1-1.