



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.

Name of Applicant Organization: Central Oregon Villages

Name of Person completing application: Scott Jones

Contact Address: 680 NW Bond St, Bend, OR 97703

Phone Number: 541-350-8459 Email address: scott@centraloregonvillages.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: 9-1/2026

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:



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 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 jmccclay@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: _____

6-15/2026



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 or 541-388-5544. Relay Users Dial 7-1-1.

1. How previous shelter operations demonstrate “best practices for operating an emergency shelter.”
 - a. The prior operations of COV demonstrate multiple recognized best-practice elements for emergency/temporary shelters: well-defined eligibility, safe and dignified physical spaces, case-management linking to housing, coordination with the broader service system, safety protocols (including sobriety requirements), resident engagement, language/cultural access, transparency, and an orientation toward stable housing outcomes.
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.
 - a. Central Oregon Villages will provide weekly case management and housing navigation support. We anticipate the site growing from 20 to 39 temporary outdoor shelters that would include up to 9 family units that would be capable of housing a family of 4. This would raise our shelter capacity to 66 or less. We currently offer ADA and standard portable toilets, a shower and restroom trailer, kitchen facilities, food storage, internet and computer access, and community space. Both the portable toilets and the garbage service come to the property weekly for service and pick-up. The overall site will be designed to engage participants in a community setting with a common area, office, and shower and restroom facilities in the central area. Accessibility will be achieved by having one or more temporary outdoor shelters with ramp, ground level access to common areas, kitchen, ADA portable toilet and an accessible shower and restroom space.
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.
 - a. Central Oregon Villages will comply with all city requirements and will work with City staff to ensure that we meet all requirements.

5/29/2026 2:45:51 PM - C:\USERS\ARI GAMEZ\DESIGN DROPBOX\RIDGE LINE DESIGN\2602\CITY OF BEND\2602.01_CENTRAL OREGON VILLAGES_15THCAD\EXHIBITS\ALT EXHIBITS.DWG - ARI GAMEZ



LEGEND:

EXISTING

PROPOSED

PROPERTY LINE

ROAD CENTER LINE

BUILDING PAD

PAVED SURFACE

GRAVEL SURFACE

GRAVEL ROADWAY

ADA PATHWAY

SWALE

DOG RUN AREA

LANDSCAPE BOX

24'

14'

10'

22'

12'

8'

FAMILY DWELLING UNIT

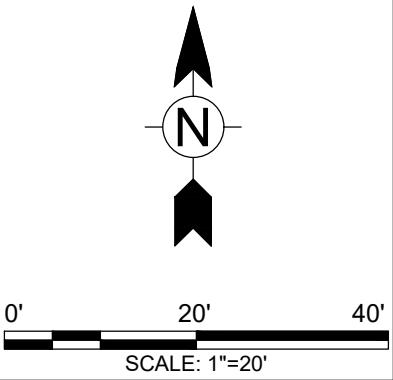
STANDARD DWELLING UNIT

FUTURE DWELLING UNIT

SITE TABLE

DWELLING UNITS

	RELOCATED, EXISTING UNITS	PROPOSED UNITS	
STANDARD DEWLLING	15	8	
FAMILY DWELLING	9	1	
TOTAL = 24		TOTAL = 9	TOTAL = 33



PRELIMINARY
NOT FOR CONSTRUCTION,
BIDDING, OR PERMIT
PURPOSES.

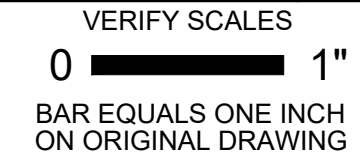
PREPARED UNDER THE
SUPERVISION OF
JERRETT J. DAW,
P.E. #93953PE ON
May 29, 2026

CENTRAL OREGON VILLAGES

TAX LOT: 171233DD00102
ADDRESS: 1246 NE BEAR CREEK RD, BEND, OR 97701
SITE EXHIBIT - A
DESCHUTES COUNTY, OREGON



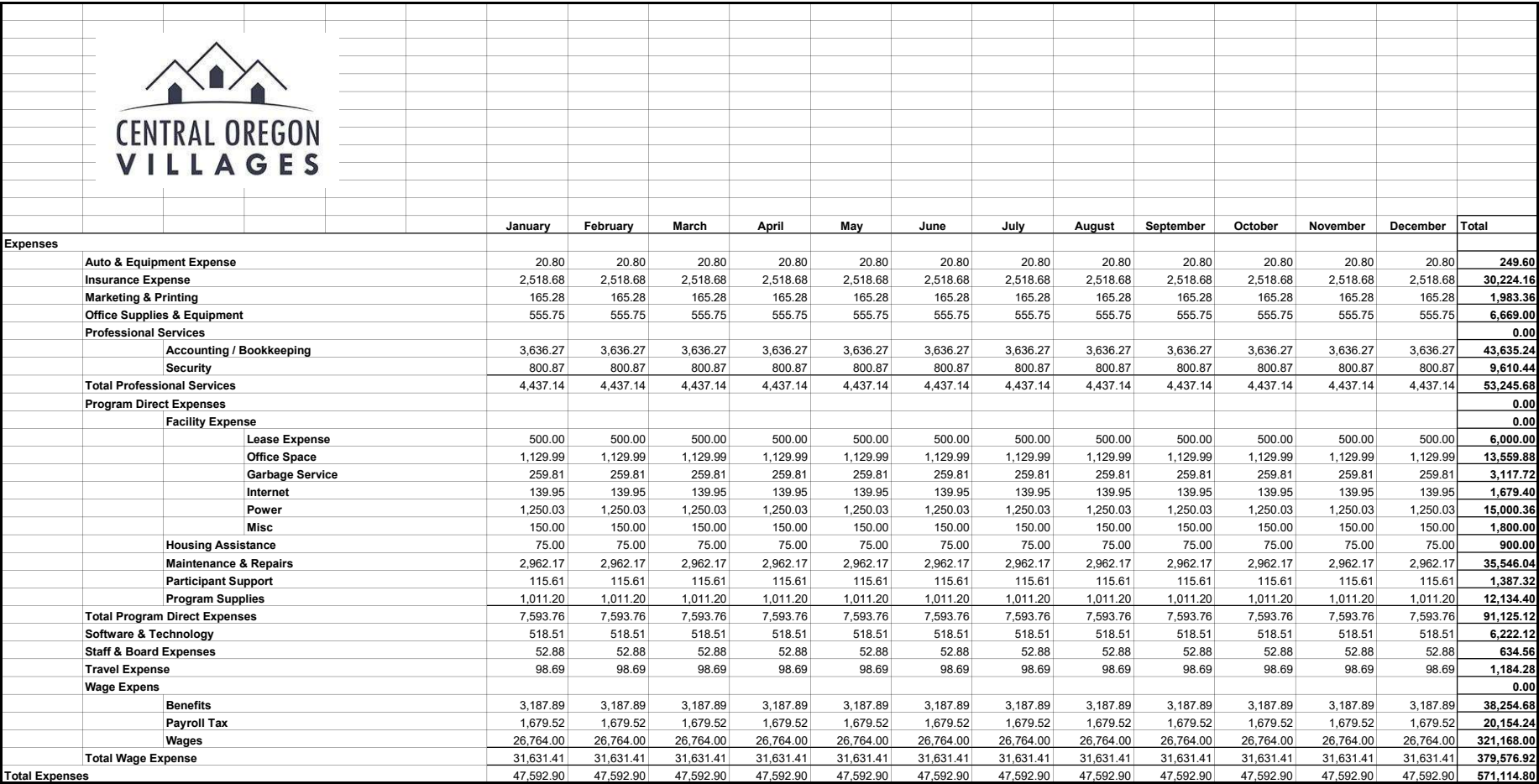
DESIGNED BY:
DRAWN BY:
SCALE:
FILE:
DATE: 2/13/26



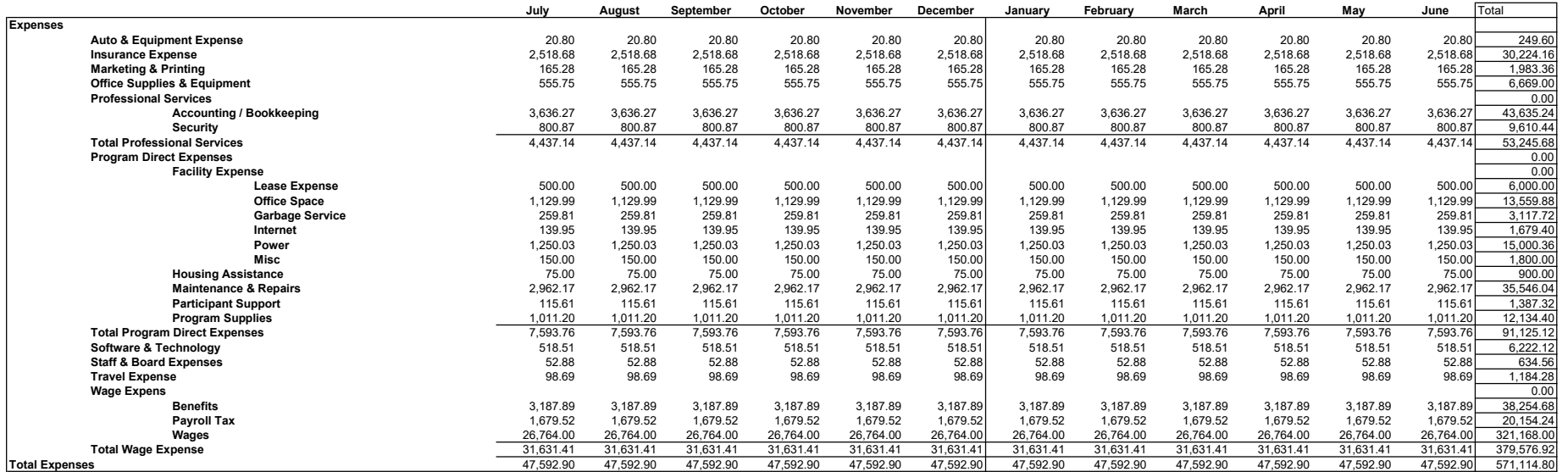
SHEET:

C1.0

Grant Tracker					
Exisiting	Amount Remainin	15th & Bear Creek	Thru Date	Status	Notes
COB OPs	\$259,138.19	\$259,138.19	12/31/2026	Ending	
ARPA	\$169,582.00		12/31/2026	Ending	
COIC - ORI 503	\$155,000.00	\$52,000.00	6/30/2027	Extended	Will support Staff and Admin Costs
High Desert ESD	\$5,000.00	\$2,500.00		New	Will support families with 0-5 year old children
Applied For	Total Applied For				
SSP	\$209,000.00	\$35,000.00	12/31/2027	Applied	Operations at DS plus Case managment , Admin, and Professional Fees
HUD RRH	\$495,416.25		1/1/2028	Letter of Inten	Will include Staff, Admin, and other support systems
HUD Transtional Housing #	\$300,000.00		1/2/2028	Letter of Inten	BRH
HUD Transitional Housing #	\$400,000.00		1/3/2028	Letter of Inten	3 Units
HUD SSO #1	\$200,000.00		1/4/2028	Letter of Inten	5th & Franklin Plus Bond
HUD SSO #2	\$250,000.00		1/5/2028	Letter of Inten	Madras
HUD SSO #3	\$250,000.00		1/6/2028	Letter of Inten	Redmond
Hayden Homes	\$10,000.00			Applied	Used for Matching donation program 20k
Brooks Resources	\$5,000.00		Pending	Applied	
Community Funding					
Sponsorships:	\$288,000.00	\$216,000.00	Pending	Marketing	This will be unit sponsorships based on 16 units (Half) of our inventory at \$1500 per month
Women who care	\$12,000.00	\$12,000.00	Pending	Applied	
Total		\$576,638.19			



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Applied For	Total Applied For				
SSP	\$209,000.00	\$35,000.00	12/31/2027	Applied	Case managment costs
Community Funding					
Sponsorships:	\$288,000.00	\$216,000.00	Pending	Marketing	Unit Sponsorship (basec on 12 of the 16 units budgeted for).
Women who care	\$12,000.00	\$12,000.00	Pending	Applied	
Total		\$576,638.19			



Amy Fraley

From: Lori Davison
Sent: Thursday, June 4, 2026 6:48 AM
To: Brook Okeefe; Scott Jones; Matthew Stuart
Cc: Amy Fraley
Subject: RE: COV Bear Creek & 15th Site Plan

Green light from building 😊



Lori Davison
BUILDING PERMIT TECH LEAD
Building Safety

My Pronouns: She, Her, Hers [Why Pronouns?](#)
Office: 541-323-8552
bendoregon.gov



From: Brook Okeefe <bokeefe@bendoregon.gov>
Sent: Wednesday, June 3, 2026 2:51 PM
To: Scott Jones <scott@centraloregonvillages.org>; Matthew Stuart <mstuart@bendoregon.gov>; Lori Davison <ldavison@bendoregon.gov>
Cc: Amy Fraley <afraley@bendoregon.gov>
Subject: RE: COV Bear Creek & 15th Site Plan
Importance: High

Hi All,

I am planning to give Ridge Line the green light on this site plan at 5pm. If you have any concerns, please let me know before 4:30pm.

Thanks!



Brook O'Keefe
HOMELESS SERVICES COORDINATOR
Housing

My Pronouns: She, Her, Hers [Why Pronouns?](#)
Office: 541-388-5544
bendoregon.gov



From: Brook Okeefe
Sent: Monday, June 1, 2026 12:36 PM
To: Scott Jones <scott@centraloregonvillages.org>; Matthew Stuart <mstuart@bendoregon.gov>; Lori Davison

<ldavison@bendoregon.gov>

Cc: Amy Fraley <afraley@bendoregon.gov>

Subject: COV Bear Creek & 15th Site Plan

Hi All,

Please review the attached updated site plan for COV's move to Bear Creek & 15th St. After a quick review, it looks like all our comments on the last version were incorporated; however, if you have any additional comments, please send those to me by Wednesday, June 3, at 12pm. Ridge Line will begin mapping utility routes after we sign off.

@Scott, the next step in this process will be to complete the [HB3395 application](#). To ensure we can move the site before snowfall, we would like to aim for HB3395 approval by June 15th. Please complete and submit the application by EOD June 12th.

Thank you,



CITY OF BEND

Brook O'Keefe

HOMELESS SERVICES COORDINATOR

Housing

My Pronouns: She, Her, Hers ***Why Pronouns?***

Office: 541-388-5544

bendoregon.gov



Amy Fraley

From: Jace Moulton
Sent: Tuesday, June 23, 2026 11:50 AM
To: Amy Fraley
Subject: Central Oregon Villages on 15th

Hello,

After review of the submitted plans, the fire apparatus access road is acceptable and complies with the Oregon Fire Code and Bend Fire & Rescue standards. If you need anything else from me please let me know and I hope you have a wonderful day.

Thank you,

Good afternoon, Chief.

As part of the HB3395 process, sign off is required from Bend Fire indicating that emergency vehicles can access the proposed site. I have attached the layout and Matt Stuart relayed that we are good to proceed with the project.

Please let me know if additional information is needed or if I can proceed.

Thank you,



Jace Moulton
Fire Inspector
Bend Fire & Rescue
Office: 541-693-2175
Cell: 541-815-9667



From: Joseph McClay <jmcclay@bendoregon.gov>
Sent on: Tuesday, June 23, 2026 9:46:20 PM
To: Amy Fraley <afraley@bendoregon.gov>
CC: Lori Davison <ldavison@bendoregon.gov>
Subject: RE: Central Oregon Villages move to Bear Creek and 15th Street
Attachments: 2026.06.01_COV_Bear Creek_Site Layout.pdf (1.87 MB)

Hi Amy,

I have reviewed, acknowledged and discussed the attached site plan and find it reasonably likely the proposed shelters can meet the applicable codes.

Please let me know if you'd like something more formal than this email.

Sincerely,



Joseph D. McClay
BUILDING SAFETY DIVISION MANAGER/BUILDING OFFICIAL

Community Development/Building Safety Division

Office: 541-693-2145

bendoregon.gov



From: Amy Fraley <afraley@bendoregon.gov>
Sent: Monday, June 22, 2026 3:03 PM
To: Joseph McClay <jmcclay@bendoregon.gov>
Cc: Lori Davison <ldavison@bendoregon.gov>
Subject: Central Oregon Villages move to Bear Creek and 15th Street

Hi Joe,

Lori is in the loop, but your name is still on the HB3395 sign off. Would you take a look at the attached site plan and acknowledge that there has been discussion and it is reasonably likely that the proposed shelters can meet necessary code.

Thank you!



Amy Fraley
SENIOR PROGRAM MANAGER

Facilities, Real Estate, and Housing

My Pronouns: She, Her, Hers [Why Pronouns?](#)

Office: 541-388-5510

afraley@bendoregon.gov

bendoregon.gov

