



CITY OF ASTORIA

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COMMUNITY DEVELOPMENT

## MEMORANDUM

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DATE: May 15, 2018

TO: ASTORIA PLANNING COMMISSION

FROM: NANCY FERBER, CITY PLANNER

SUBJECT: PROPOSED EMERGENCY SHELTER CODE AMENDMENT

At the February 27, 2018 and Tuesday April 24, 2018 worksessions, Astoria Planning Commission reviewed initial draft of code changes to address emergency shelter facilities. The standards address issues including definitions, operating days, number of occupants and conditional uses.

Attached is a draft set of standards prepared by Commissioner Daryl Moore, including comments from the April worksession. The amendment will be discussed at the Planning Commission worksession on Tuesday May 22, 2018. Legal questions raised during the last worksession are still pending review. The updated draft language is being sent out now to give you an opportunity to review prior to the Planning Commission meeting. A letter received from Mr. Dan Parkison is also included.

To move forward with a code amendment requires a 35 day notice to the Department of Land Conservation and Development, and local public notice. The next Planning Commission meeting fitting this timeline would be either the first APC meeting July 3<sup>rd</sup>, 6:30pm, or the regularly scheduled July 24<sup>th</sup> meeting at 6:30pm.

5-15-18

## Definitions

### Homeless, Homeless Individual, Homeless Person, Homeless Family:

(1) an adult individual or family consisting of at least one adult and one or more dependent juveniles who lacks a fixed, regular, and adequate nighttime residence;

(2) an adult individual or family consisting of at least one adult and one or more dependent juveniles with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

### Temporary Warming Shelter:

A temporary shelter that accommodates more than 10 Homeless per operating day and meeting specific conditional use standards as defined in the development code.

## Specific Conditional Use Standard

### 11.180 Temporary Warming Shelters

#### I. Temporary Warming Shelters

##### A. Purpose

The purpose of a Temporary Warming Shelter is to provide short-term shelter for Homeless when Homeless are at greater risk of injury and death from inclement weather conditions.

##### B. Description

A Temporary Warming Shelter provides an opportunity for Homeless to escape from weather conditions that can be hazardous to their health. Operating during the coldest hours of the day, and during the coldest months of the year, the shelter provides warmth, a place to dry, a place to sleep, and optional warming food and beverage.

##### C. Operation

In addition to the specific operating local jurisdiction guidelines outlined below, a Temporary Warming Shelter shall operate under the guidelines of **Oregon State**

## Fire Marshal's Technical Advisory No. 11-14 ("TA 11-14").

In the event that guidelines from the local jurisdiction conflict with guidelines from TA 11-14 or from future revisions to TA 11-14, the more stringent guidelines shall supercede.

Local jurisdiction guidelines:

### 1. Maximum Number of Occupants Allowed:

Zone	Maximum Occupants
R3	One (1) individual for every thirty-five (35) square feet of room area or 25 individuals, whichever is less
R2	One (1) individual for every thirty-five (35) square feet of room area or 15 individuals, whichever is less
All Other Zones	One (1) individual for every thirty-five (35) square feet of room area

### 2. Buffer

- a) A warming shelter may not operate within 1,000' of another warming shelter

### 3. Neighborhood Responsibilities

#### a) Garbage Watch

During non-operating hours at least one responsible individual shall canvass the neighborhood within 100' of the Shelter and collect all trash not in receptacles.

#### b) Crime Watch

For one hour prior to and for thirty minutes after the Shelter's operating hours, at least one responsible individual shall maintain a crime watch in and around the Shelter and shall report all suspicious activity to the Astoria Police Department.

### 4. Life-Safety Requirements

#### a) Weapons

The Temporary Warming Shelter shall formulate a weapons safety plan to ensure the safety of its clients. At a minimum, the plan shall contain describe the process for:

- (1) Defining what the shelter considers a weapon
- (2) Describing the method(s) to determine if clients are carrying a weapon(s)
- (3) Describing the process for ensuring that weapons are safely stored during operating hours

#### D. Annual Reporting

1. A warming shelter shall report to the city on an annual basis the following information:
  - a) The dates and times of each operating day
  - b) The number of Homeless accommodated on each operating day
  - c) Dates and times of all emergency services contacts and visits
  - d) Copies of all public feedback

## Zone Changes

### Add “Temporary Warming Shelter” as Conditional Use in Zones

1. AH-HC
2. C3
3. C4
4. HR
5. LS
6. S2
7. R3
8. R2

DRAFT