

Sec. 8.370. Supportive Shelter Standards.

1. *Applicability.*
 - A. Any proposal for a supportive shelter which is identified as a qualifying emergency shelter under ORS 197.782 shall be reviewed for compliance with State law and approved accordingly.
 - B. See Use Tables 8.135, 8.137, 8.190, 8.220 and 8.260.
2. *Review and Application.* Supportive shelters shall be reviewed as a Development Action. An approved site plan shall identify an appropriate timeline and process for periodic review and renewal. A complete application for a Support Shelter proposal shall include:
 - A. *Pre-development.* A completed Pre-development Application.
 - B. *Site Plan.* A site plan which demonstrates compliance with standards of this Section.
 - C. *Lease or Legal Use Agreement.* A copy of the lease document or equivalent that outlines the legal agreement between the applicant and the property owner to use the subject property for the supportive shelter proposal, if the applicant is not the property owner.
 - D. *Financial Security Proposal.* Proof of financial security in compliance with Subsection (6.D.) of these standards.
 - E. *Operating Plan.* A plan outlining and identifying the operations, security, and case management services.
 - G. *Narrative.* A narrative explaining the supportive shelters compliance with these standards. This includes a description of the managing agency, the name and contact information of the designated contact person from the managing agency, and a copy of the draft Code of Conduct that would be provided to authorized shelter residents.
3. *Shelter Unit.* A shelter unit provides shelter from the elements. Shelter units are not dwelling units, and no structure that could meet building code as a dwelling unit shall be used as a shelter unit. Shelter units shall obtain all building permits determined to be necessary by the Building Official and may not contain natural gas appliances, or generators.

Shelter Unit Types:

 - A. Tents, yurts, and membrane or fabric structures, as per ORS 197.746.
 - B. Recreational Vehicles or other privately owned Vehicle (as defined by Section 5.325 of City Code).
 - C. Microshelters, which are hard- or semi-hard shelled temporary structures that do not exceed 200 square feet, and which do not contain permanent provisions for cooking.
 1. Microshelter construction must adequately address safety related to snow, wind, and the use of anchors as defined in Section 5.720(5) of City Code.
4. *Open Flames and Free-standing Heaters.* No open flames or free-standing heaters shall be allowed on the premises, or within vehicles unless:
 - A. Open flames are integral to the operation of a built-in appliance contained in a Recreational Vehicle.
 - B. The approved site plan includes a designated area or structure that may be used for propane-fired grills for cooking purposes only, situated at least ten feet from any other structure, vegetation or debris, and is supplied with a Class B rated fire extinguisher. The ignition of charcoal, wood, or other matter is prohibited.

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- C. Free-standing heaters may only be used in shelter units if rated for indoor use and appropriately rated for the size of the shelter unit. Free-standing heaters must be approved by the Managing Agency or their designee prior to use on premises.
5. *Development Standards.*
- A. *Height and Setbacks.* Building height and setback standards of the underlying zone shall apply to any supportive shelter site.
1. Setback standards shall only be applied to permanent structures, such as common area buildings.
 2. No shelter units regardless of type may be sited closer than ten feet to any public right-of-way.
- B. *Density.* No supportive shelter site shall exceed a density of 25 shelter units per net acre.
6. *Site Layout and Characteristics.*
- A. *Proximity and Spacing.* Shelter units of various types may be collocated, provided they are clearly delineated, and development standards are met. Shelter units must be sited with adequate separation between shelter types and units to provide for safety and privacy. Spacing will vary depending on shelter-type, fire-separation requirements, ADA compliance, emergency egress pathways, and emergency access for first responders.
- B. *Parking.* Parking areas shall be provided for use by shelter residents, staff, and visitors pursuant to Sections 8.500 through 8.515 (Off-Street Parking and Loading Requirements). Additional spaces shall be provided for authorized shelter residents using privately owned vehicles as shelter units. Parking shall be approved based on capacity proffered by managing agency providing services.
- C. *Storage.* No outdoor storage is permitted, excluding bicycles or similar mobility devices, except as provided in a designated and approved storage area. Residents shall be provided with enclosed, secure storage for their belongings.
- D. *Fencing.* The supportive shelter site shall be fenced and screened from sight except at entry and exit places. The fencing and screening shall be no less than six feet in height and shall be maintained. The Community Development Director may allow for deviations or reduced fencing or screening standards.
- E. *Signage.* A sign must be posted with the name and phone number of the managing agency. This sign is exempt from sign standards but must be posted at the entrance to the supportive shelter site and shall not be illuminated or exceed six square feet in size.
- F. *Common Area Facilities.* Common areas for use by the authorized shelter residents and staff shall be provided to ensure adequate trash and recycling services. At least one toilet and hand-washing station shall be provided and maintained. These common areas may provide access to water, sanitation, laundry, cooking, warming or cooling areas, through permanent or temporary facilities. The Oregon Health Authority may require public health best practices for shared health and sanitation facilities. Common areas may also be furnished with facilities needed by the managing agency to provide other supportive services, such as case management, counseling, daycare, kennel space, skill development, or similar.
- G. *Compliance.* The layout of the supportive shelter site and all structures shall comply with any applicable Federal, State, and local requirements, including but not limited to Fire, Environmental Health, Building, and Engineering requirements and will not pose any unreasonable risk to public health or safety.
1. Ensure units and support structures are accessible in accordance with the Americans with Disabilities Act of 1990 (ADA), as amended and in accordance with the City of Redmond Building Code.

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7. *Site Management.* An approved supportive shelter site must be actively managed and maintained by a managing agency in order to operate and serve shelter residents. A shelter site that is not being actively managed or maintained by a managing agency for a period of six or more months will be considered to be an abandonment of the use unless an extension or another approval is obtained. A shelter site found to be operating without being actively managed and maintained by a managing agency will be considered to be in violation of this Section.
- A. *Managing Agency.* The managing agency may be any governmental, housing authority, nonprofit, religious agency or public benefits corporation (as defined in ORS 65.001). The managing agency must have a designated contact person and their contact information must be kept up to date for the City's use and reference.
 - B. *Active Management and Maintenance.* A managing agency can demonstrate active management and maintenance of the supportive shelter site by having a local or on-site presence and being available to accept and respond to telephone calls during business hours and to any potential after-hours emergency.
 - 1. *Supportive Services.* A managing agency must be providing supportive services to each authorized shelter resident for the entire duration that the shelter has residents. Staff must be able to assist residents in obtaining necessary documentation, such as government identification and vehicle registration and insurance. Additional on-site services may include case management services for housing, financial, vocational, educational, physical or behavioral health care, public benefits, and any other similar services incidental to shelter.
 - C. *Code of Conduct.* The managing agency shall not authorize a shelter resident without providing each resident with a code of conduct form to review and sign. The managing agency has the right to refuse entry or discontinue use for any individual. The code of conduct shall be written in a language understandable to the resident and shall contain policies and information that set out regulations regarding:
 - 1. How individuals who may stay on the premises will be selected.
 - 2. How many days someone may stay on the premises.
 - 3. Supervision and identification of the supportive services or case management to be provided.
 - 4. What structures or other items may be placed or stored on the premises.
 - 5. Conduct, noise disturbance, pets, location and expected use of all common area facilities, and visitation.
 - 6. Prohibition of open flames on the premises except as allowed in Section 8.370(4) of City Code.
 - 7. Other information or policies the managing agency feels necessary to include.
 - D. *Financial Security.* The managing agency at the time of application shall provide a financial security proposal to ensure the removal of the improvements should the shelter site approval expire or become void. This may be in the form of a bond, petition, cash, or other adequate method. The financial security itself shall be provided to the City and secured before the shelter site may begin operation, or else the operation of the supportive shelter will be considered to be in violation of this code.
 - E. *Enforcement.*
 - 1. Approval of a supportive shelter site shall not be construed to abrogate or limit the jurisdiction or authority of the Redmond Police Department or any other law enforcement agency. Notwithstanding any other provision of this Section or City Code, the City Manager or designee may:

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- A. Revoke authorization of a supportive shelter site for violations of the requirements of this Section.
 - B. Prohibit a supportive shelter site on a property if the City finds that any activity related to the shelter site on that property constitutes a nuisance or other threat to the public welfare.
2. Nothing in this Section of this code creates any duty on the part of the City or its agents to ensure the protection of persons or property with regard to permitted supportive shelter sites.

(Ord. No. 2023-07, 12-19-2023; Ord. No. 2025-08, § 1, 5-13-2025)

Editor's note(s)—Ord. No. 2022-04, adopted June 28, 2022, amended the Code by deleting former § 8.370, which pertained to building setbacks for the protection of solar access, and derived from Ord. No. 2012-04, adopted April 24, 2012; and Ord. No. 2020-15, adopted November 10, 2020. Subsequently, Ord. No. 2023-07, adopted December 19, 2023, added a new § 8.370.