



HB 2006 Shelter Siting Application

On May 12, 2021, Governor Brown signed into state legislation [HB 2006](#), a bill intended to respond to the current statewide housing crisis authorizing cities to site emergency shelters if certain conditions are met. The new law took effect immediately and requires local governments to approve an application for an emergency shelter regardless of state or local land use laws, if the application meets specific approval criteria outlined in the bill. An "emergency shelter" provides "shelter on a temporary basis for individuals and families who lack permanent housing." Any emergency shelter use or activity specifically authorized below may not be put to any other use without securing the necessary land use approval as required by state law and the Oregon City Municipal Code.

HB 2006 is not a land use decision and it removes state requirements for a mailed notice, public hearing, or solicitation of public comment on an application. Local governments are obligated to approve applications for shelters that meet the criteria below. Decisions under HB 2006 may not be appealed to the Planning Commission, City Commission or the Land Use Board of Appeals but may be appealed using the writ of review process provided under ORS 34.010 – 34.100.

Applicant Information

Site Address or Clackamas County Map and Tax Lot: _____

Applicant Name/Company: _____

Phone Number: _____ Email Address: _____

Shelter Information

Type of Shelter Proposed (Mark all that apply):

- Warming Shelter
- Cooling Shelter
- Day Shelter

- Night Shelter
- Other

Shelter Activities Proposed (Mark all that apply):

- Showering/Bathing
- Storage of Personal Property
- Laundry Facilities
- Service of Food (Prepared on-site or off-site)
- Recreation Areas for Children or Pets

- Case Management Services for housing, financial, vocational, educational, physical/behavior health care
- Other Services Incidental to the Shelter

Are there any Charges to Clients? Please explain. _____

Hours of Operation: _____

Maximum Number of Clients: _____

Date Beginning Operation: _____

Please note a shelter approved under HB 2006 must be in operation within 2 years of application approval

Will the proposed shelter be operated by one of the following types of entities/organizations?

- A local government
- An organization with at least two years' experience operating an emergency shelter using best practices that is:
 - A local housing authority as defined in ORS 456.375
 - A religious corporation as defined in ORS 65.001
 - A public benefit corporation whose charitable purpose includes the support of homeless individuals and that has been recognized as exempt from income tax under section 501(a) of the Internal Revenue Code on or before January 1, 2018 Years Experience: _____
- A nonprofit corporation partnering with any of the above entities.

Partner Entity: _____ Years Experience: _____

<u>Additional Questions</u>	<u>Check if Yes</u>	<u>Check if No</u>	<u>Check if Not Applicable</u>	<u>Staff</u>
Is the proposed use an "emergency shelter", defined as a building or cluster of buildings that provides shelter on a temporary basis for individuals and families who lack permanent housing? <i>Required.</i>				
Is a fee charged to clients? <i>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.</i>	Fee: _____			
Is the proposed shelter located in an existing building?				
Does the location include a new building or expansion of any existing building located within a Natural Resource Overlay, Floodplain Overlay, or Geologic Hazards Overlay Zone? You can obtain this information by generating a property report here: https://www.orcity.org/maps/property-reporter				
Is the subject site (<i>one required</i>): <input type="checkbox"/> Within ½ mile of a bus stop with daily service? <input type="checkbox"/> Within ½ mile of commercial and medical services, such as grocery, library, hospital or urgent care services necessary to support sheltered individuals? <input type="checkbox"/> Able to provide transportation to commercial and medical services? Please explain:				

<u>Additional Questions</u>	<u>Check if Yes</u>	<u>Check if No</u>	<u>Check if Not Applicable</u>	<u>Staff</u>
<p>Is the proposed property actively served by:</p> <p style="text-align: center;"><i>All required.</i></p>	<input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Emergency Services <input type="checkbox"/> City/WES Water <input type="checkbox"/> City Sewer <input type="checkbox"/> Electricity	<input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Emergency Services <input type="checkbox"/> City/WES Water <input type="checkbox"/> City Sewer <input type="checkbox"/> Electricity		
<p>Is the proposed shelter in compliance with all applicable building and fire codes? <i>Required.</i></p>				
<p>Does the proposed shelter include restroom and sleeping facilities for clients? <i>Required.</i></p>	<p># Beds: _____</p> <p># Restrooms: _____</p>			
<p>Is the subject site located on a brownfield or has the building otherwise been deemed unsafe for habitation due to contamination or other environmental concern? <i>Not Allowed.</i></p>				
<p>Does the proposed shelter have an established code of conduct or screening policy for clients? <i>Required.</i></p>				
<p>Does the proposed shelter have 24-hour contact information posted for clients to access supportive resources when the facility is not open? <i>Required.</i></p>				
<p>Does the proposed shelter have contact information posted for neighborhood residents and the public to contact shelter operators if needed? Phone number must be answered in person or messages returned during hours that the shelter is open/operating. <i>Required.</i></p>				
<p>Does the proposed shelter have established health and safety protocols related to COVID-19 or other public health concerns? <i>Required.</i></p>				

Application Materials

Please attach the following additional application materials to this application form and email the complete submittal the planning@orc.org:

- Property Report: <https://www.orcity.org/maps/property-reporter>
- Floor plan of building identifying sleeping and restroom areas for clients

- Map showing the proximity of commercial and medical services
- Map of bus stops within ½ mile
- Copy of shelter code of conduct or screening policy for clients
- Copy of sign with 24-hour contact information for clients and public
- Health and safety protocols related to COVID-19 or other public health concerns
- Submit a Good Neighbor Agreement if available (strongly encouraged, not required)
- Documentation (such as tax records, government contracts, etc.) that the shelter operator is one of the following:
 - A local government
 - An organization with at least two years' experience operating an emergency shelter using best practices that is:
 - A local housing authority as defined in ORS 456.375
 - A religious corporation as defined in ORS 65.001
 - A public benefit corporation whose charitable purpose includes the support of homeless individuals and that has been recognized as exempt from income tax under section 501(a) of the Internal Revenue Code on or before January 1, 2018; or
 - A nonprofit corporation partnering with any of the above entities.

After submittal of an application, staff will verify all necessary documents are submitted and contact the applicant to perform a site visit.

Staff use:

Reviewed By (Oregon City Planning): _____ Date: _____

Decision: Approved Approved with Conditions Denied

Reviewed By (Oregon City Building): _____ Date: _____

Decision: Approved Approved with Conditions Denied

Reviewed By (Clackamas County Fire): _____ Date: _____

Decision: Approved Approved with Conditions Denied

OVERALL DECISION (COMMUNITY DEVELOPMENT DIRECTOR): _____ Date: _____

Decision: Approved Approved with Conditions Denied