



ROSEBURG HOMELESS COMMISSION AGENDA
MONDAY, JUNE 27, 2022
Roseburg City Hall, Council Chambers
900 SE Douglas Avenue, Roseburg

Handwritten initials in blue ink, possibly "JRS".

11:00 A.M. Regular Meeting

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6866 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Larry Rich

Commissioners: Gregory Brigham (Adapt) Shaun Pritchard (UCAN)
 KC Bolton (Aviva Health) Brent Eichman (Umpqua Health Alliance)
 Shelley Briggs Loosley Mike Fieldman

III. APPROVAL OF MINUTES

A. May 23, 2022 – Regular Meeting

IV. DISCUSSION ITEMS

A. HTAG Update (Janeal Kohler, HADCO)

B. Tent Camping Policy (Stuart Cowie)

C. Navigation Center Update (Amy Sowa/Shawn Pritchard)

AUDIENCE PARTICIPATION – *Comments on Agenda Items Only can be provided in person during the meeting, virtually through Zoom, via email to the City Recorder at info@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to **4:00 p.m. on Friday, June 24, 2022**. To provide comments via Zoom, contact the City Recorder's office at info@cityofroseburg.org to get the link to the meeting. Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.*

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: Monday, July 25, 2022

VII. INFORMATIONAL

VIII. ADJOURNMENT

ATTACHMENTS:

None

**MINUTES OF THE ROSEBURG
HOMELESS COMMISSION MEETING
May 23, 2022**



A meeting of the Homeless Commission was called to order by Chair Larry Rich at 11:02 a.m. on Monday, May 23, 2022, electronically via zoom in Roseburg, Oregon.

ROLL CALL

Present: Commissioners KC Bolton, Shelley Briggs Loosley, Brent Eichman, Gregory Brigham, Mike Fieldman and Shaun Pritchard.

Absent: None

Others Present: Assistant City Manager/Recorder Amy Sowa, Police Captain Jeremy Sanders, Community Development Director Stuart Cowie, HADCO Executive Director and HTAG Facilitator Janeal Kohler and Management Assistant Koree Tate.

APPROVAL OF MINUTES

Commissioner Briggs Loosley moved to approve the April 25, 2022 meeting minutes. The motion was seconded by Commissioner Brigham and approved with the following vote: Chair Rich; Commissioners Bolton, Briggs Loosley, Brigham, Eichman, Fieldman and Pritchard voted yes. No one voted no.

HTAG VERBAL UPDATE – JANEAL KOHLER

Ms. Kohler shared that the next HTAG meeting would be May 25, 2022 and could provide a report at the next Commission meeting. The recruitment for an HTAG Coordinator was unsuccessful, but the City planned to review the criteria and propose the next steps. The HTAG Media Project wrapped up and a draft should be available for review in the near future. A coordinated effort between the Douglas County Drug and Alcohol Response Team and the LPSSC updated their resource guide and distributed it. The Douglas centrally located Homeless Initiative led by the City of Sutherlin had noted the camp was running well and Umpqua Hearts was waiting on information about acquiring land for the centrally located initiative along with the results of recent grant submissions.

Ms. Kohler said the Immediate Needs Sub-Committee planned to share the resource guide with Mercy Medical Center staff along with other resource material to assist discharged patients with their needs. They still had conversations regarding resource referrals and challenges around releases. Tarps, sleeping bags and tents were still an ongoing need. They were also looking for safe places for the unhoused stay that would not interfere with City rules. Douglas Public Health could purchase supplies so it was suggested to invite food pantry representative to the next meeting to discuss further options. They discussed the need for a safe place for the homeless population rather than giving them items that were then taken away during cleanup sweeps. The Housing Sub-Committee discussed tiny homes and block housing in city limits. They felt the SDC charges imposed were a financial hardship for property owners willing to host that type of housing. Oregon Health Authority NOFAs were due July 29, 2022 which could bring

funding to Douglas County. Ms. Kohler wanted to make sure the agencies take the opportunity to complete necessary paperwork to receive funds.

Commissioner Fieldman asked if Mr. Cowie could attend the next meeting to talk about housing options and city-related fees. Mr. Cowie said he was happy to attend and just needed to know the date and time. In response to Commissioner Briggs Loosley, Ms. Kohler explained Umpqua Heart was a new nonprofit organization lead by Wayne Ellsworth. That was not going to be the group applying for funding. The funding options were for agencies or partners that are out there to help others and would have the capacity to address immediate needs. Commissioner Fieldman added the grants were specific to populations and needs and hoped Adapt was looking to apply. Commissioner Brigham said he would be happy to discuss this further at a future meeting or to City Council if needed.

In response to Chair Rich, Ms. Kohler explained it was word-of-mouth as to what she heard about two citizens willing to set up tiny homes on their property, but SDC fees were an issue. One model option was block housing. In Seattle a resident could opt to have the tiny block home on the property and when it was no longer wanted, it could be removed and used elsewhere. It was self contained and not connected to the sewer system. If the idea could move forward, they would need to work out logistics, have proper hookups, comply with City codes, and have a referral process. Right now, they were exploring as many options as possible. Tiny homes would be hooked up to existing plumbing and sewer lines and that is where much of the cost would be. Chair Rich suggested possible grants to help property owners willing to use their space for the addition of tiny homes. Ms. Kohler agreed that was something they wanted to figure out.

NAVIGATION CENTER UPDATE

Commissioner Pritchard reported UCAN was in process of hiring positions to staff the new Navigation Center. They recently had a partners meeting that went well to talk about partner levels, Unite Us software and how it would all be deployed. They were working with Rogue Retreat, reviewing their policy manuals, job descriptions and had a planned trip to Medford for staff to shadow their employees and have more training. He applauded Erica Kimrey, Program Manager, for her interest, drive, big heart and helping them move this forward. They had been knocking on doors and flyers were sent out for surrounding residents who would have an open house on June 9, 2022. The open house was an opportunity for neighbors to see the facility and ask questions. Ms. Sowa shared the cross streets from a neighborhood map to list the areas that were invited.

Ms. Sowa added there was a scheduled public open house on June 20, 2022 and Public Works staff was working hard to have the site ready. The electricians were supposed to begin their work to run power for the pallet shelter area. Once power was installed, the pallet shelters would be erected with a mobile shower and laundry available onsite. Ms. Kimrey was working to acquire an ADA shower and portable toilet to have available. The location would have a 7-foot vinyl fence to allow privacy for those staying at the Center and for neighbors. The architect had visited the site numerous times to provide preliminary sketches. She was unaware as to the date the project would go out to bid, but thought possibly by fall.

In response to Chair Rich, Commissioner Prichard said they were hiring ten to fifteen employees and once the building was complete, they would most likely have twenty-five to thirty employees with volunteers. There would be ten pallet shelters outdoors and thirty cots inside. He knew there were more than forty homeless in the area, but this was a wraparound services program that would be set up to help cycle people through to stable housing. In response to Chair Rich, Ms. Sowa said the Commission was welcome to attend either or both meetings, as well as Council, but for the public, the open house was June 20, 2022. Chair Rich questioned if the shower and laundry trailer would be available to only those at the Center or for anyone unhoused. Commissioner Pritchard had thought about that question previously and explained the facility would not have the footprint available at this time to accommodate those that were not there using the facility, but could not give a final answer for the future options.

FUTURE COMMISSION MEETINGS FORMAT/AUDIENCE PARTICIPATION

Chair Rich explained that Commission meetings were going to be available for in person meetings and wanted to know if the Commissioners were able to meet in person or preferred to stay online with Zoom. He recommended moving to in person meetings in the Council Chambers to allow public to attend or speak during audience participation. Discussion ensued with Commissioners Brigham, Fieldman, Eichman, Briggs Loosley, Bolton and Pritchard agreeing to meet in person starting in June with the option of Zoom if their schedule did not allow them to be in person.

Chair Rich said he would like to be consistent with City Council as to how they handle audience participation. For those present, they would speak first, then those who signed up to speak through Zoom and then he would read aloud any submitted emails. He wanted to allow fifteen minutes total for audience participation and allow four minutes per person. Commissioner Fieldman said he was comfortable with going by Chair Rich's experience and knew that if it did not work for their Commission they would have the option to make changes in the future. All Commissioners agreed to the suggested audience participation format. Chair Rich confirmed audience participation would be fifteen minutes maximum and conducted at the beginning of the meeting after the consent agenda. They could adjust the schedule depending on the number of people present to speak.

AUDIENCE PARTICIPATION

Chair Rich shared the Commission had not received any emailed comments or requests to speak.

BUSINESS FROM THE COMMISSION


Commissioner Eichman questioned if the City had any news on the adjacent building to the Navigation Center. Ms. Sowa explained their attorney said it was still on the market and had several people looking at the location. They had not provided a listing price to the city, but the City's attorney would follow up with them.

NEXT MEETING DATE

Monday, June 27, 2022 in City Hall Council Chambers

ADJOURNMENT

The meeting adjourned at 11:37 a.m.



Koree Tate
Management Assistant

Roseburg Homeless Commission Meeting
6/27/2022

HTAG Update

- I. Attendance
 - A. HTAG had twenty members in attendance at their June 22, 2022 meeting.
- II. Agenda
 - A. HTAG coordinator position
 1. Position is currently tabled with the scope and needs being revisited in the near future.
 - B. HTAG Media Project Sub-committee
 1. Media project is making some final adjustments. Progress has been slow but hope to complete soon.
 - C. Douglas centrally located Homeless initiative led by the City of Sutherlin update
 1. The camp is running well. Umpqua Hearts is entering phase II with the installation of carports to provide better shelter for tent use. Umpqua Hearts is hoping to expand the model to Roseburg and are exploring some land options.
 - D. Immediate Needs Sub-committee
 1. Discussion was had at the May meeting regarding homeless needs changing with the hotter weather. Discussion was had on possible locations for a cooling center. The senior center was hoping to be eligible as a cooling center. A few members had masks/air filtration items to assist with arial smoke. Discussion was also had on improving the relationship between the homeless population and Mercy Medical Center as some individuals are wary of receiving needed services.
 - E. Housing Sub-committee
 1. Discussion continued on the financial hardship of SDC's for property owners to host an accessory dwelling unit which included reviewing the City of Eugene programs for financial assistance and also taking into consideration the added benefits to the property owner for the improvements (having additional hook up service). Discussion was also had on the modification already made by the City of Roseburg to reduce barriers to having an accessory dwelling unit along with possible modifications that could be considered in the future. Further research pending for other cities within Douglas County. Discussion is ongoing about implementing a program which would provide accessory dwelling units to property owners willing to host a participant along with the possible referral process.

ROSEBURG HOMELESS COMMISSION AGENDA ITEM SUMMARY



A RESOLUTION AUTHORIZING TENT CAMPING PROGRAM.

Meeting Date: June 27, 2022
Department: Administration
www.cityofroseburg.org

Agenda Section: Discussion Items
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Staff has been working on policy updates to allow tent camping for emergency shelter under certain conditions within the City. The issue for Commission is whether to recommend the Council adopt the attached resolution outlining rules pertaining to this subject.

BACKGROUND

On January 13, 2020, Council adopted Resolution 2020-01, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2022. Since adopting that goal, the idea of an urban campground or other supervised camping location has been brought up by both the Homeless Commission and City Council.

Roseburg Municipal Code Section 7.02.100 prohibits tent camping. Staff has been researching what other cities have done to allow tent camping in limited situations under certain parameters to temporarily assist the City's homeless population. The City is utilizing ORS 446.265 as the means in which tent camping may occur within the City limits in order to provide transitional housing. Staff is modeling the draft policy after the City's Vehicle Camping Policy, with several adjustments unique to tent camping.

In order to host tent camping or an urban campground, a property owner must register their location with the City and comply with the rules outlined in Attachment 2. Rules consist of items such as requiring a staff member or volunteer to be present on-site while tent camping is occurring on the property; providing a minimum of two restrooms/portable toilets per location; providing adequate trash receptacles; no open flames being allowed; ensuring all activities comply with regulations involving noise disturbances; time limitations on the number of days one person may stay at a registered location; and requiring that all camping is limited to fabric structures, tents or similar accommodations. Personal property must be stored within each tent or other approved structure, or a storage area provided by the property owner.

Property owners interested in hosting tent camping must submit a Tent Camping Registration Form to the Community Development Department. The organization, supervision, and maintenance of a tent camping location is solely the responsibility of the property owner, and not the City of Roseburg. Property owners hosting tent camping would do so at their own risk and expense. No more than ten (10) tents or approved structures are allowed per location.

No direct financial impacts to the City are anticipated as a result of the program. The tent camping program is not funded or sponsored by the City. All costs associated with hosting tent camping are the responsibility of the property owner.

Staff has heard from organizations that may be interested in proposing an urban campground in the City.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council adopt Resolution No. 2022-21 authorizing the Tent Camping Program; or
2. Not recommend the City Council adopt Resolution No. 2022-21 authorizing the Tent Camping Program.

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to the City Council to adopt the resolution authorizing the tent camping program.

SUGGESTED MOTION

"I MOVE TO RECOMMEND THE CITY COUNCIL ADOPT RESOLUTION NO. 2022-21 AUTHORIZING THE TENT CAMPING PROGRAM."

ATTACHMENTS

- ATT1 – Resolution No. 2022-21
- ATT2 – Tent Camping Rules
- ATT3 – Tent Camping Registration Form

RESOLUTION NO. 2022-21

**A RESOLUTION ADOPTING THE CITY OF ROSEBURG'S
TENT CAMPING PROGRAM.**

WHEREAS, City Council adopted Resolution 2020-01 on January 13, 2020, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2020 to 2022; and

WHEREAS, City Council has discussed the option of allowing an urban campground within the City and community members have indicated a need for such a facility.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:

Section 1. The City of Roseburg Tent Camping Rules, attached hereto as Exhibit "A," authorizing a tent camping program is hereby adopted; and

Section 2. Property owners interested in hosting tent camping must submit an application to be reviewed and authorized by the City of Roseburg indicating they will follow the tent camping rules.

Section 3. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 27TH DAY OF JUNE 2022.**

Amy L. Sowa, Assistant City Manager/Recorder



CITY OF ROSEBURG

TENT CAMPING RULES:

DISCUSSION ITEMS B
ATTACHMENT #2
COMMUNITY DEVELOPMENT
DEPARTMENT
900 SE DOUGLAS AVENUE,
ROSEBURG, OR 97470
(541) 492-6750

- a) Tent camping is limited to properties operated by a non-profit, public, or commercial entity, and not located within a residential zone, except for church owned properties already existing within a residential zone;
- b) The property owner must register and receive approval for the location with the Roseburg Community Development Department;
- c) The property owner shall require a staff member or volunteer to be present on-site while camping is occurring on the property to ensure rules for camping are being followed;
- d) The property owner shall provide on-premises access to a minimum of two restrooms/portable toilets per location;
- e) The property owner shall provide adequate garbage disposal services so that there is no accumulation of solid waste on the premises;
- f) Camping is limited to fabric structures, tents and similar accommodations;
 - 1. Micro-shelters and shelters with electricity shall require a separate permit;
 - 2. Vehicle camping shall require a separate permit;
 - 3. Vehicles shall be subject to the provisions listed in RMC Section 7.04.005 and 7.04.170;
- g) Tents or other approved structures must be separated by a minimum of four feet, and be at least ten feet from the property line;
- h) No more than ten (10) tents or approved structures are allowed per location;
- i) All personal property must be stored within each tent or other approved structure, or a storage area out of sight from the public must be provided to store any personal items, and properties must be maintained as to not create a "Nuisance" as per Roseburg Municipal Code (RMC) Chapter 7.04;
- j) All activities shall comply with RMC Section 7.02.140 – Noise disturbances;
- k) No open flames will be allowed at the location;
- l) The property owner of a location may not charge a fee for the use of the property for camping;
- m) The property owner has the right to refuse entry or discontinue use for any individual;
- n) A six foot privacy fence surrounding the location of the camping area will be required;
- o) No person may camp at a registered location for more than 29 consecutive days, and;
- p) The camp location must be easily accessible by emergency vehicles.



CITY OF ROSEBURG

TENT CAMPING RULES:

DISCUSSION ITEMS B
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The City of Roseburg has authorized Tent Camping Rules through the adoption of Resolution 2022-21, subject to rules outlined on the previous page.

To host tent camping, the City is requiring that the property owner register their location with the City and comply with the standards outlined on the previous page, identified as Exhibit A in Resolution 2022-21.

Property owners interested in hosting tent camping should carefully consider whether hosting tent camping is appropriate for themselves and their property, and whether they have the necessary resources to successfully host individuals, groups, or families in a tent camping environment.

The organization, supervision, and maintenance of a tent camping location is solely the responsibility of the property owner, and not the City of Roseburg. Property owners deciding to host tent camping do so at their own risk and expense.

The City may only explain the minimum requirements for a registered tent camping location, and cannot offer any advice for property owners interested in hosting tent camping, and strongly recommends that anyone interested in hosting tent camping undertake their own research on the subject, and obtain the advice of their own attorney before deciding to host tent camping.

For a copy of the Tent Camping Registration Form and general information concerning the Tent Camping Rules and registration process, please contact the Community Development Department at 541-492-6750.

Revocation and Appeal

Failure to comply with any of the listed Tent Camping Rules may result in revocation of approval by the Community Development Department Director for a Tent Camping site. Upon written notice of the violation from the Community Development Department, applicant will have 10 days to mitigate the violation(s) identified. If the violation(s) still exists after 10 days, approval for a Tent Camping site will be revoked.

The applicant shall have the right to appeal the revocation. A written appeal stating the basis for appeal must be filed with the City Manager within 10 days after the date the date of the notice. The City Manager will review the appeal and make a final determination on revocation. The decision of the City Manager is final.



COMMUNITY DEVELOPMENT DEPARTMENT
900 SE DOUGLAS AVENUE, ROSEBURG, OR 97470
(541) 492-6750

TENT CAMPING REGISTRATION FORM

1. Person registering the Tent Campsite: _____
Phone number: _____ Email address: _____
2. Location of the Tent Campsite: _____

3. Property Zone: _____ (Please include Plot Plan with this Registration Form).
4. This location is inside Roseburg City Limits? (y/n) _____
5. This location is not located in or next to a residential zone, or property currently used as a residence? (y/n) _____
If yes, is this location a church-owned property? (y/n) _____
6. Is the person registering the campsite the owner of the property? (y/n) _____
If not, you need to provide a copy of the written permission from the owner.
7. Is this location the parking lot for a non-profit, public, or commercial entity?
(y/n) _____
8. Have you read and do you understand the attached rules and tent camping notice that are attached? (y/n) _____

Emergency contact info:

I certify that I have answered the above questions correctly and honestly.

Signature

Date

City Stamp: _____

(Form is void without stamp)

Approved by: _____
(Community Development Department Director or designee)

Submit this completed form to the City of Roseburg, Community Development Department, 900 SE Douglas Ave., Roseburg, OR 97470