

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: KELLI KUYKENDALL, HOUSING AND COMMUNITY SERVICES  
MANAGER  
SUBJECT: COMMUNITY HOMELESS ASSISTANCE PROGRAM (CHAP)  
AND ALTERNATIVE HOUSING OPTIONS  
AGENDA ACTION: STUDY SESSION

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RECOMMENDATION

It is recommended by the Housing and Community Services Department that the Council hold a study session to receive a presentation on the Community Homeless Assistance Program (CHAP) and to discuss alternative housing options.

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EXECUTIVE SUMMARY

In October 2015, Council approved the initial Community Homeless Assistance Pilot Program (CHAPP) to allow property owners to use their properties or facilities, which meet the Zoning Code definition for "Meeting Facility, Public or Private" for safe parking, the placement of portable toilets, and temporary shelter during the winter months (November 1, 2015 to April 2016). In October 2016, under the City's declaration of homeless emergency, Council approved an expanded year-round Community Homeless Assistance Program (CHAP) to include safe parking, safe camping, the placement and maintenance of portable toilets and access to existing bathroom facilities, provision of temporary overnight shelter, and storage for personal belongings. The definition of eligible property types was also expanded to include commercial properties. In October 2018, Council requested an agenda item regarding the CHAP and alternative housing options for further discussion. Staff is seeking Council direction on the CHAP as well as its interest to discuss alternative housing options.

BACKGROUND

A chronology of the initial Community Homeless Assistance Pilot Program (CHAPP) and expanded year-round Community Homeless Assistance Program (CHAP) is provided below:

DATE	COUNCIL ACTION
October 27, 2015	Approved CHAPP to allow property owners to use their properties or facilities, which meet the Zoning Code definition for “Meeting Facility, Public or Private” for safe parking, the placement of portable toilets, and temporary shelter during the winter months (November 1, 2015 to March 31, 2016)
March 29, 2016	Approved a 30-day extension to the winter shelter bed program at the Samuel L. Jones Homeless Shelter and CHAPP from April 1, 2016 to April 30, 2016 due to continued demand for safe shelter options and wet weather conditions.
July 19, 2016	Received a report from staff regarding an expanded year-round CHAP potentially to include safe parking, the placement and maintenance of portable toilets, provision of temporary overnight shelter, a safe camping program, storage for personal belongings, and other measures. Directed staff to work with the Homeless Policy Subcommittee to prepare appropriate ordinance amendments for an expanded CHAP.
October 11, 2016	Issued regulations under the City’s declaration of homeless emergency (August 9,2016) to allow for immediate implementation of an expanded year-round CHAP to include safe parking, safe camping, the placement and maintenance of portable toilets and access to existing bathroom facilities, provision of temporary overnight shelter, and storage for personal belongings. Definition of eligible property types expanded to include commercial properties.
November 15, 2016	Directed staff to make available up to \$20,000 for applicants under CHAP.
October 2, 2018	Requested an agenda item regarding the CHAP and alternative housing options for further discussion.

PRIOR CITY COUNCIL REVIEW

See chronology provided above.

ANALYSIS

1. The CHAP Guidelines require an owner to fill out a registration form, provided by the Department of Housing and Community Services (HCS), with the following information: property address, contact information, proposed services, hours of service, number of occupants, and other information as required. The provision of temporary overnight shelter requires an on-site inspection by the Fire Department prior to occupancy. Participating owners are required to commit to

compliance with the CHAP guidelines and to coordinate services with the Homeless Outreach Services Team (HOST). The CHAP Guidelines, registration form, and Grant Application and Agreement for the \$20,000 in funding approved by Council are attached to this staff report.

2. Two churches currently offer safe parking at their campuses under the CHAP: the First United Methodist Church (FUMC) provides up to ten spaces and Christ Church United Methodist provides up to three spaces.
3. Of the \$20,000 approved for CHAP grants, \$9,735 has been awarded to FUMC, leaving an available balance of \$10,625.
4. Staff is seeking Council direction on the CHAP as well as its interest to discuss alternative housing options.

### FISCAL IMPACT

The study session is for information only and no action is being taken, therefore, there is no fiscal impact.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

### NOTIFICATION

Not applicable

### ATTACHMENTS

- Attachment 1 - Community Homeless Assistance Program Guidelines
- Attachment 2 - Registration Form
- Attachment 3 - Grant Application and Agreement

### CONTACT

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