

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: KELLI KUYKENDALL, PROGRAM SPECIALIST
HOUSING AND COMMUNITY SERVICES DEPARTMENT
SUBJECT: COMMUNITY HOMELESS ASSISTANCE PILOT PROGRAM –
SAFE PARKING, PORTABLE TOILETS, AND TEMPORARY
SHELTER
AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Housing and Community Services Department that the Council, by resolution, approve a Community Homeless Assistance Pilot Program (CHAPP) to allow property owners to use their properties or facilities, which meet Zoning Code requirements, for safe parking, the placement of portable toilets, and temporary shelter during the winter months (November 1, 2015 to March 31, 2016).

EXECUTIVE SUMMARY

The City desires to allow owners to use their properties or facilities, which meet Zoning Code requirements, for safe parking, the placement of portable toilets, and temporary shelter, which is being collectively referred to as Community Homeless Assistance Pilot Program (CHAPP), during the winter months (November 1, 2015 to March 31, 2016).

BACKGROUND

1. There is a shortage of available housing units due to the very tight rental vacancy rate (approximately 1 percent). This has limited the affordable housing options for those prepared to leave emergency shelters, resulting in even longer waiting periods for people living outside seeking shelter services, which only becomes more challenging during winter months. In addition to shelter, persons experiencing homelessness lack access to basic services such as bathrooms creating health, safety, and environmental impacts.

2. The ecumenical community and private property owners have expressed interest in utilizing their facilities or properties for safe parking, the placement of portable toilets, and temporary shelter.

PRIOR CITY COUNCIL REVIEW

On May 19, 2015 and June 9, 2015, the City Council conducted a two-part study session: Review of Currently Provided Homeless Services and Responses.

ANALYSIS

1. Existing meeting facility sites that meet the City's Zoning Code definition for "Meeting Facility, Public or Private" such as clubs, lodges, and private meeting halls, community centers, religious facilities, civic and private auditoriums, grange halls, and union halls are eligible to use the exemption for temporary activities, specifically emergency facilities, as determined by Council (20-52.040 Temporary Use Permit Section C.2).
2. Staff has determined the proposed use would be appropriate to occur on private properties which meet the Zoning Code definition for "Meeting Facility," in that these facilities are likely to be equipped to provide indoor shelter, provide space for safe parking, and portable toilets, due to their existing use as a public assembly venue.
3. The proposed CHAPP activities have been separated into two uses: 1) safe parking and placement of portable toilets (Outdoor Services); and 2) temporary shelter (Indoor Services).
4. An owner may provide Outdoor Services and/or Indoor Services. For Outside Services, staff is proposing a straightforward process whereby an owner will fill out a form, provided by the Housing and Community Services Department (HCS), which will require the following information: property address, contact info, proposed services (number of safe parking spaces and/or portable toilets), hours of service, and other information as required. For Indoor Services, staff is proposing that the owner complete the EDH supplied form to require information about the number of occupants and shelter nights, and an on-site inspection by the Fire Department prior to occupancy.
5. HCS will coordinate CHAPP with Catholic Charities of the Diocese of Santa Rosa under the City's agreement with Catholic Charities for the Homeless Outreach Services Team (HOST) Program.

FISCAL IMPACT

The Housing and Community Services Department is seeking \$10,000 for onetime administrative costs for this effort from General Fund (unassigned fund balance). Staff is recommending that the Fire Inspection Fee of \$123 be waived for the first year of the pilot program (November 1, 2015 to March 31, 2016).

ENVIRONMENTAL IMPACT

The proposed Outdoor and Indoor Services have been reviewed in compliance with the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15269(c). The proposed services are statutory exempt from CEQA in that the services meet the criteria for a specific action necessary to mitigate an emergency, as determined by the City Council.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

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