

**SUMMARY OF THE
HOMELESS SHELTER LAND USE
TASK FORCE**

FEBRUARY 12, 2010

Just Solutions Facilitators:

Janet Jernigan
Rosanne Kruzich

Members Present:

Tara Brinkmoeller
Dolores Delahanty
Deb Delor
Jack Francis
Markham French
Cathy Hinko
Lula Howard
Debby Levine
Victoria Markell
Christie McCravy
Andy Patterson
Virginia Peck
Maria Price
Leah Stewart
Regina Warren
Stephanie Warren
Lee Weyland
Ed Wronowski

Members Absent:

Madonna Flood
Hank Hensley

Department of Planning and Design Services Staff Present:

Dawn Warrick, Assistant Director
Christopher French, Planning Coordinator
Chris Brown, Planner I
Chris Cestaro, Management Assistant

Call To Order

Facilitators Janet Jernigan and Rosanne Kruzich introduced themselves and the task force members introduced the task force member sitting next to them.

Citizen attendees voluntarily introducing themselves were:

- Joshua Poe, intern with the Metro Housing Coalition
- Nina Mosely, Chief Operating Officer for Wayside Christian Mission.

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- Marlene Gordon, Executive Director of the Coalition for the Homeless
- Ken Herndon, alternate with Deb Delor
- Rose Colley, Just Solutions
- Jennifer Cottingham, Just Solutions

Review of Ground Rules

Facilitators emphasized the ground rules pertaining to the role of alternates and audience members. An alternate who is not sitting at the table is not participating as a Task Force member. Seating has been arranged to allow alternates to sit immediately behind the participating member. If an alternate has a question or comment, they should pass that to the member who is seated at the table. Audience members are there as observers and will not be called on to speak.

Facility Tours

Task Force members agreed that tours of various types of facilities would be helpful. The types of facilities they'd like to see include:

- Large emergency shelter
- Multi-use facility
- For-profit or Pop-Up Shelter

Members requested that visits to these facilities be scheduled during times of the greatest activity. It was agreed that the size of the visiting group be taken into consideration to avoid disrupting services at the shelter.

Marlene Gordon will schedule times with various facilities. Before the next meeting, an email will be sent to members with the schedule. Members are encouraged to respond to staff about participation.

Materials Packet

The facilitators reviewed the agenda with the task force members. In addition to the meeting agenda and summary of the previous meeting, handout materials included:

- Glossary of Terms which describes some terms that are currently defined in the Land Development Code (LDC).
- Examples of current LDC regulations for specific uses matching several relevant facility definitions.
- An explanation of Regulatory Tools.
- A recently published document, "Zoning Practice", written by the chief planner in Cincinnati. It describes recently developed homeless shelter regulations there.
- The "State of Metropolitan Housing Report 2006" which provides good background on the development of the current Land Development Code.

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- The PowerPoint slides of today's presentation on Zoning Basics.

Definitions Discussion Continued

The goal of this discussion is to establish definitions of the types of facilities that will be inserted into or modified within the Land Development Code. The Task Force will be using examples from other jurisdictions, HUD and existing language within the Land Development Code.

The Task Force has agreed to define the following terms:

- Homeless Shelter – working draft
- Transitional Housing
- Day Shelter – (Day Care, Community Service references)

The Task Force has agreed not to define "Permanent Supported Housing".

Both Pop-Up Shelter and Multi-Use facility will be revisited as discussion continues to ensure these facilities are adequately covered in the existing code or changes are made.

Homeless Shelter

After discussion, the Task Force amended the working definition of Homeless Shelter to the following:

Any facility the primary purpose of which is to provide temporary shelter for the homeless. The facility provides overnight sleeping accommodations, with or without charge; it does or does not provide meals and ancillary social education or health services; and the facility is staffed.

The phrase "or transitional" was deleted from the homeless shelter definition after the discussion on Transitional Housing. This working definition specifically does not deal with size or density; does not talk about being licensed or non-profit; and does not deal with leasing.

Transitional Housing

This is a term that the research materials suggest is commonly used. Most of the definitions are similar to the LDC definition for "rehabilitation home." After much discussion, the Task Force determined that **they preferred to create a separate definition for Transitional Housing, and not to amend the definition for Rehabilitation Home or to use any other current definitions..**

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Elements of a definition which the Task Force agreed distinguished Transitional housing include:

- Houses homeless persons (but not in an “emergency” context)
- Clients/residents are assured of a room on a continuing basis
- The facility provides supportive services (counseling, education, training) to prepare a client/resident for independent living
- There is no rental lease or landlord/tenant arrangement. There may be a “contract” defining terms of residency, but not a standard lease. Ed Wronowski agreed to provide some examples of the behavior contract for task force members.

The Task Force discussed other factors which may distinguish Transitional Housing from a Homeless Shelter.

- Intake (primarily walk-in vs referral)
- Timing (continuum of care)
- Services (case management)
- Density/Capacity/How many persons served?
- Serving persons recovering from a disabling condition or economic circumstance
- Foot traffic/Access to transportation
- Not necessarily staffed (perhaps an operational issue)
- Non-Profit (this term has been removed from other existing definitions in the LDC)

It was determined that the HUD guideline for a two-year limitation for residents at these facilities should not be included in a definition.

There remained some ambiguity between the definitions of homeless shelter and transitional housing. Staff was tasked to draft a definition of Transitional Housing for the next meeting.

Operational issues were again discussed. The task force was reminded that their focus should remain on land use. However, the Task Force could consider a memorandum of recommendations dealing with operational issues as a result of their deliberations, and the possibility that additional work by this group or another, could continue under the auspices of another agency dealing with these issues.

Day Shelter or Community Service Facility

The Task Force considered the existing definitions of Day Care Center and Community Center in which Day Shelter might be included. Staff introduced a

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new term, "Community Service Facility," which might serve the circumstances better.

No consensus was reached although generally the Task Force agreed that neither Day Care Center or Community Center addressed the concept of Day Shelter. The following distinguishing elements for day shelters were identified:

- Clients of a Day Shelter do not have a home to return to
- Clients do not pay a fee for a guaranteed "slot"

Other elements relevant to a definition of Day Shelter or Community Service Facility include:

- Provides some social services on-site
- No overnight residential occupancy
- Employees/Staff on site
- Public, non-profit or charitable

The Task Force agreed to take this up again at the next meeting.

Zoning District Basics Presentation

Chris French presented a Power Point presentation describing various zoning categories/districts. Permitted uses, intensity of use and density of development were described in detail. Residential and non-residential uses were covered. He also discussed form districts and how they could affect intensity of use.

A "matrix" was distributed which combined the list of facilities provided by the Coalition for the Homeless along with zoning information ordered by size of the facility.

Wrap Up

The following information/tasks were specified to be provided before the next meeting:

- Put the map showing locations of facilities on Coalition for the Homeless lists on the website
- Put the "big picture" flow chart presented at the 1-29-10 meeting on the website
- Deb Delor to send Dawn information from San Mateo County, CA – Dawn will share the website address with task force members
- Ed Wronowski to provide Dawn examples of behavior contracts

The meeting adjourned at 12:09 p.m. The next meeting is scheduled for **Friday, February 26, 2010 from 10:00 am to 12:00 noon.**