

City of Florence
A City in Motion

City of Florence Housing Implementation Plan Stakeholders Meeting

Florence Events Center
715 Quince St.
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting and can be found on the City of Florence website at www.ci.florence.or.us.
- Items distributed during the meeting, meeting minutes, and a link to the meeting audio are posted to the City's website at www.ci.florence.or.us as soon as practicable after the meeting.
- To be notified of meetings via email, please visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

March 1, 2023

AGENDA

3:00 p.m.

With 48-hour prior notice, an interpreter and/or TDY: 541-997-3437, can be provided for the hearing impaired.
Meeting is wheelchair accessible.

The Florence Housing Implementation Plan Stakeholder Advisory Team meeting will be held in person at Florence Events Center.

In addition, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link: <https://attendee.gotowebinar.com/register/4056844293090449495>

1. CALL TO ORDER – INTRODUCTIONS & ROLL CALL

PUBLIC COMMENT

2. This is an opportunity for members of the public to bring to the SAT's attention any item not otherwise listed on the agenda. *Please see the end of this agenda for methods to provide comments on items that are not on the agenda.*

3 Minutes per
Person, 15
Minutes Max

3. IN-PERSON OPEN HOUSE SUMMARY & RESULTS

Overview of the Florence Housing Implementation Plan Open House and results of public feedback.

4. PLANNING COMMISSION & CITY COUNCIL JOINT WORK SESSION DEBRIEF

A brief overview of the joint work session with the Planning Commission and City Council will be provided.

5. HOUSING IMPLEMENTATION PLAN (HIP) REVIEW

This is an opportunity for members of the SAT to review the final draft of the Plan.

6. SHORT-TERM RENTAL SUBCOMMITTEE UPDATES

Recommendations from the Short-Term Rental subcommittee will be presented to the HIP SAT.

7. TRANSITIONAL HOUSING SUBCOMMITTEE UPDATES

Recommendations from the Transitional Housing subcommittee will be presented to the HIP SAT.

8. TRANSITIONAL HOUSING CODE UPDATES

9. PROJECT NEXT STEPS

10. ADJOURN

For more information about the Florence Housing Implementation Plan project please visit the City of Florence website at <https://www.ci.florence.or.us/planning/housing-implementation-plan-project>.

UPDATED PUBLIC MEETINGS PROCEDURES

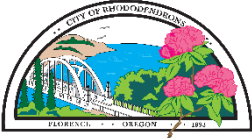
The March 1, 2023 Housing Implementation Plan (HIP) Stakeholder Advisory Team (SAT) meeting will be held in person, with the option to view / listen to the meeting virtually through the GoToWebinar platform.

Expressing Views to the Stakeholder Advisory Team: Citizens wishing to express their views to the Stakeholder Advisory Team may do so in both written and verbal formats.

1. Written Testimony: Citizens wishing to express their views to the SAT are encouraged to submit written testimony in one of the following ways:
 - a. Submit written comments via email to City Recorder at cityrecorder@ci.florence.or.us;
 - b. Mail written comments to Florence City Hall, Attn: HIP SAT, 250 Hwy 101, Florence, OR 97439
 - c. Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday through Friday 8 a.m. – Noon and 1:00 p.m. – 4 p.m.) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.
- ** Note: Written comments received at least 2 hours prior to the meeting (March 1, 2023 at 1:00 p.m.) will be distributed to the HIP SAT, posted to the City of Florence website, and made part of the record.
2. Verbal Testimony: Citizens wishing to express their views to the SAT may participate in the meeting at the Florence Events Center or via GoToWebinar. To do so, please complete a speaker's card online at <https://www.ci.florence.or.us/boardsandcommissions/request-address-florence-housing-implementation-plan-hip-stakeholder-advisory> at least 1 hour prior to the meeting (March 1, 2023 at 2:00 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
 - a. Public Comments on items not on the agenda: General public comments (on items not on the HIP SAT agenda) will be allowed at each HIP SAT meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
 - b. Public Comments on Action Items: Public Comments will be allowed on each action item on the HIP SAT agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial SAT questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

For more information on the City of Florence's Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/council/rules-procedure>.

This project is funded by a grant from the Department of Land Conservation and Development.



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Memorandum:

To: Florence Housing Implementation Plan (HIP) Stakeholder Advisory Team (SAT)
From: Wendy Farley Campbell, Community Development Director
Meeting Date: March 1, 2023
Subject: HIP SAT #5 Overview Memo

Introduction

In order to maximize the effectiveness of each of the materials presented to you in this packet we have provided a brief summary of each document in the hopes that it will help you better understand and absorb the material for discussion during the upcoming meeting of the Florence HIP SAT on Wednesday, March 1, 2023.

Housing Implementation Plan (HIP) Open House Survey #2 Summary

This document serves as a record of the public feedback solicited and received at the second Open House for the Florence HIP. Included are the materials provided by consultants, in addition to copies of all public comment.

FINAL Code Update Summary

This summary focuses on the Florence HIP and whether it is in compliance with State and Federal housing rules. It summarizes the results of an audit conducted by the project team to identify needed updates to bring Florence housing rules into compliance, and recommends code updates for future housing rules implemented by the plan.

City of Florence Housing Implementation Plan

This document comes with its own brief overview of the HIP project, as well as a breakdown of what the results of the HIP SAT and subcommittee recommendations are in relation to housing priorities for the City of Florence.

Short-Term Rental (STR) Subcommittee Recommendations

This short recommendation letter presents the purpose of the STR subcommittee and its recommendations for the HIP SAT in determining the priorities of the final Florence HIP in relation to short-term housing definitions and policies.

Transitional Housing Subcommittee Recommendations

This formal recommendation presents the definitions of terms the Transitional Housing Subcommittee used to determine which policies and priorities would best suit the Florence HIP, as well as the subcommittee's requests for consideration by the HIP SAT.

Transitional Housing Subcommittee Meeting Summary

The Transitional Housing Subcommittee met on Monday, January 23, 2023 and provided the HIP SAT with a brief summary of what was discussed.

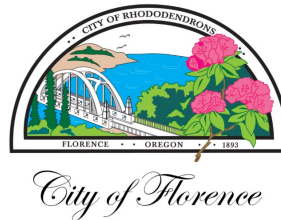
Draft Transitional Housing Code Update

This memo provides proposed transitional housing requirements, based on sample language provided and reviewed in 2022 and informed by the Transitional Housing Subcommittee recommendations and previous feedback from the HIP SAT.

Items Attached:

- **Attachment 1:** Agenda
- **Attachment 2:** Housing Implementation Plan (HIP) Open House Survey #2 Summary
- **Attachment 3:** Final Code Update Summary
- **Attachment 4:** City of Florence Housing Implementation Plan
- **Attachment 5:** Short-Term Rental Subcommittee Recommendations
- **Attachment 6:** Transitional Housing Subcommittee Recommendations
- **Attachment 7:** Transitional Housing Subcommittee Meeting Summary
- **Attachment 8:** Draft Transitional Housing Code Update

HOUSING IMPLEMENTATION PLAN OPEN HOUSE/SURVEY #2 SUMMARY



Date: November 28, 2022
To: Florence Housing Implementation Plan (HIP) Project Management Team
From: Darci Rudzinski and Brandon Crawford, MIG | APG
Re: Open House 2 Summary

OVERVIEW

The City of Florence conducted an open house to share information about the Housing Implementation Plan (HIP) project. The open house was held on November 10, 2022, from 5:30 PM to 7:30 PM at the Florence Events Center. Approximately forty (40) people visited the open house.

The open house included a brief presentation from the project consultants. Following the presentation, participants were invited to ask questions and provide comments to the Project Management Team (city staff and consultants) and Stakeholder Advisory Team (HIP SAT) members in attendance. The open house included poster boards with information about HIP strategies the City is considering. Open house attendees were encouraged to provide input by indicating on the boards which HIP strategies the City should prioritize. The presentation and posters included the following information about the project and HIP strategy categories:

- Project background and objectives
- Online survey results
- Project status and next steps
- Housing Strategy Categories:
 - *Land Supply Strategies*
 - *Programs and Partnerships*
 - *Funding Sources*
 - *Housing Incentives*
 - *Policy and Development Code Strategies*
 - *Other – Transitional Housing and Short Term Rentals*





This document summarizes the voting results for each of the strategies in the Housing Strategy Posters section, followed by a summary of the content provided on comment cards at the open house. The attachment contains images of the comment cards. Community feedback demonstrates strong support for most of the strategies presented. Weaker support, as demonstrated by more “neutral” or “support” votes than “strongly support” votes, is shown for funding strategies and the “Partner with Major Employers” strategy.

HOUSING STRATEGY POSTERS

Open house attendees were asked to indicate their level of support for each strategy on the open house poster boards by placing an orange sticker on a scale from “strongly support” to “strongly oppose.” The following provides an image of each board after voting and a table that summarizes the voting results for each of the strategies under their respective category.

Land Supply Strategies


Housing Strategies







Land Supply Strategies

Strategies to address potential ways to increase the supply of residential land available for the development of future housing.

Initial Priority Key

High 

Medium 

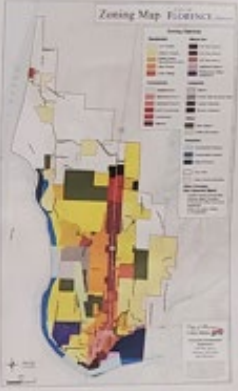
Rezone Land

What: Redesignate land from other residential designations and/or from commercial, industrial, or institutional designations to meet specific housing needs, assuming there is an adequate supply of land available to meet non-residential needs.

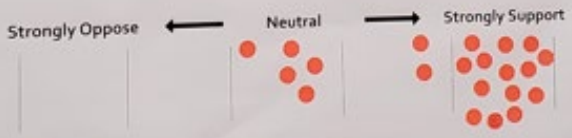
Why: Address limited supply of land for housing.

How: Consider locations for rezoning based on:

- Proximity to existing high-density areas
- Proximity to services
- Size and ownership



Strongly Oppose ← Neutral → Strongly Support




Plan for Future Annexations

What: Identify areas for future annexation (expansion of City limits) that can accommodate housing.

Why: Increase the City's supply of buildable residential land.

How: Consider areas that are ripe for infrastructure expansion (e.g., new roads, water/sewer, etc.) and are close to existing services.

Strongly Oppose ← Neutral → Strongly Support



Land Supply Strategies Tally

Rezone Land				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	--	5	2	14
Plan for Future Annexations				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
	--	1	7	15

Policy and Development Code Strategies

Policy and Development Code Strategies Tally

Code Updates to Support a Variety of Housing Types				
Strongly Oppose	Oppose	Neutral	Support	Strongly Support
--	--	--	--	22
Create a Program to Inspect and Remedy Substandard Housing				
Strongly Oppose	Oppose	Neutral	Support	Strongly Support
--	--	--	--	18

Open House #2 Summary

Incentives Strategies Tally

System Development Charge Exemptions or Deferrals				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
3	2	--	2	11
Tax Abatements or Exemptions				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	--	3	4	10
Expedited Development Review and/or Pre-Approved Designs				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	--	--	1	16

Funding Source Strategies

Housing Strategies

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M I G A

Funding Sources

Initial Priority: High, Medium

Potential funding strategies could create revenues and opportunities for Florence to increase its supply of needed housing, particularly affordable housing. Potential programmatic strategies would depend on these additional funding sources, or would take advantage of existing resources, or rely on partnerships with other organizations to implement.

Tax Increment Financing (TIF)

What: Mechanism through which Urban Renewal or TIF districts grow revenue. Often, TIF funds go to physical improvements in the urban renewal district to encourage development.

Why: Can provide incentives to achieve housing types that otherwise may not be market feasible to develop.

How: Florence Old Town projects could support affordable or needed housing types. The Florence Urban Renewal Agency (FURA) should assess current projects (most recently reviewed in 2016) for the potential to encourage and contribute funding towards housing projects in the area.

Strongly Oppose ← Neutral → Strongly Support

Handwritten note: Idea - use TIF - use to encourage - use to encourage - use to encourage

Construction Excise Tax (CET)

What: One-time tax on new construction to help pay for affordable housing projects and programs.

Why: Creates a funding source for affordable housing incentives (e.g., SDC waivers or tax abatements) and programs (e.g., grants or loans).

How: State statute authorizes a CET on residential construction for up to 1% of the permit value; or on commercial and industrial construction, with no more than 1% of the permit value. State law requires funds to be spent on specific types of programs and activities.

Strongly Oppose ← Neutral → Strongly Support

General Obligation Bonds

What: Voter-approved bonds can provide funding for construction and other capital costs associated with affordable housing.

Why: Creates a funding source to support affordable housing production.

How: These funds can be loaned or granted to both public and privately owned affordable housing projects. "Affordability" is required to be determined by each jurisdiction and can be above or below minimum affordability levels established for the federal LIHTC program and other established federal affordable housing finance programs, defining affordability by reference to Area Median Income (AMI) as established by HUD.

Handwritten note: debt is a practical solution since it is a one-time expense

Strongly Oppose ← Neutral → Strongly Support

Land Acquisition and Banking

What: Land acquisition is a tool to secure sites for prioritized housing types such as affordable housing or mixed-use housing. Land banking is the acquisition and holding of properties for extended periods without immediate plans for development, but with the intent that properties eventually be developed for affordable housing.

Why: Public agencies can identify locations where prices are going up and acquire land before the market becomes too competitive, with the intention to use the land for affordable housing.

How: Partner with other entities to identify and secure sites for affordable housing development. Assess the potential for any existing City-owned properties to be used for affordable or workforce housing development.

Strongly Oppose ← Neutral → Strongly Support

Open House #2 Summary

Funding Sources Strategies Tally

Tax Increment Financing (TIF)				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	--	5	5	5
Construction Excise Tax (CET)				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
8	1	1	4	2
General Obligation Bonds				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	2	6	8	5
Land Acquisition and Banking				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	2	7	4	6



Programs and Partnerships Strategies

Housing Strategies

City of Florence A City in Motion | MIG | AFG | JOHN ECKE

Programs and Partnerships

These strategies represent ways the City can encourage or participate in private or non-profit development activities, who initiate almost all housing development in a community.

Initial Priority Key
High 
Medium 


Subsidized Affordable Housing

What: Housing that is usually provided by a non-profit developer that uses financing programs that require a minimum number of units to be affordable for area residents.

Why: This is how most "affordable housing" is built, and rarely is this done by a City itself. However, these developments very often require a complex mix of programs and incentives layered with each other, to become feasible. In that way, the types of incentives and programs discussed in this plan can all help make the City a partner in facilitating subsidized affordable housing development by these community partners.

How: The City can play a role in offering incentives and programs to layer with existing programs to help projects become feasible.

Strongly Oppose ← Neutral → Strongly Support




Public-Private Partnerships (PPP)

What: PPP: Public contribution to private project for public benefit (e.g., affordable units).

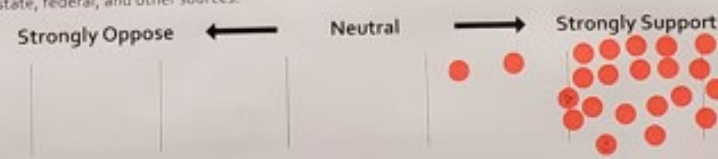
Why: PPP leverages public funding to support affordable housing.

How: The most common partnership model is for the City to provide financial assistance to a partner organization, but partnerships can include other activities such as providing administrative capacity, donating land, etc. Often the comprehensive funding of affordable housing development requires numerous funding sources, and the City's financial contribution can help supplement funding from the state, federal, and other sources.

Keener Place was developed by DevNW in Florence, OR in 2021 using the CLT model



Strongly Oppose ← Neutral → Strongly Support



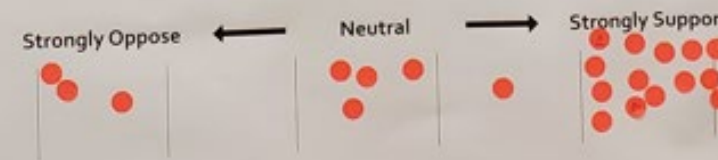
Financial Assistance and Homebuyer Education Programs

What: A rental assistance program can help eligible low-income households with their past due rent and protect them from eviction risk.




Why: A homebuyer education program helps homebuyers have a better understanding of what's involved in the home-buying process, what is needed from a borrower to be approved for a mortgage loan, the benefits / challenges of homeownership, and mortgage and lending terms, etc.

How: The city can promote stable homeownership opportunities with a range of tools such as foreclosure prevention guidance, down payment assistance loan, Homebuyer Opportunity Limited Tax Exemption, etc. City can also provide services to help homeowners or fund community organizations to help homeowners repair and retain their homes.

Strongly Oppose ← Neutral → Strongly Support




Housing Strategies






Programs and Partnerships

These strategies represent ways the City can encourage or participate in private or non-profit development activities, who initiate almost all housing development in a community.

Initial Priority Key

High 

Medium 


Permanent Affordable Housing Committee

What: permanent Affordable Housing Advisory Committee to establish and oversee an affordable housing program that identifies specific actions to increase the supply of housing that is affordable to low to middle income individuals and families.

Why: With staff, the committee would monitor and ensure the continued affordability of affordable housing the City has built, required, or incentivized.

How: Home for Good and other affordable housing agencies could lead or help form this type of partnership.

Strongly Oppose ← Neutral → Strongly Support




Design and Development Assistance Program

What: Program to help property owners evaluate redevelopment potential.

Why: To support housing development opportunities among residents, developers, and property owners.

How: This program could be developed for the UR Area and then implemented citywide.

Strongly Oppose ← Neutral → Strongly Support



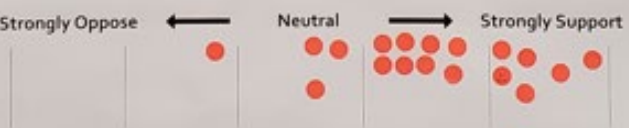
Partner with Major Employers

What: Program to help property owners evaluate redevelopment potential.

Why: To support housing development opportunities among residents, developers, and property owners.

How: This program could be developed for the UR Area and then implemented citywide.

Strongly Oppose ← Neutral → Strongly Support



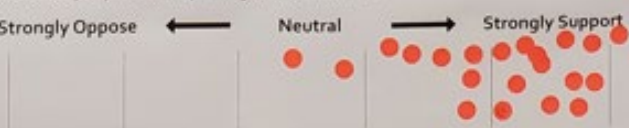
Provide Information and Education to Small Developers

What: Educational programming/materials designed to support small housing developers.

Why: Educating developers about the City's policies, goals for housing, and funding sources may provide greater clarity and certainty for small-scale developers or homeowners interested in redevelopment/subdivision of their property.

How: This information could be provided as pamphlets at the planning counter and online.

Strongly Oppose ← Neutral → Strongly Support



Programs and Partnership Strategies Tally

Subsidized Affordable Housing				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
1	1	2	2	14
Public Private Partnership (PPP)				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	--	--	2	20
Financial Assistance and Homebuyer Education Programs				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
3	--	4	1	14
Permanent Affordable Housing Committee				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	--	3	1	16
Design and Development Assistance Program				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	1	5	1	13
Partner with Major Employers				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	1	3	8	6
Provide Information and Education to Small Developers				
<i>Strongly Oppose</i>	<i>Oppose</i>	<i>Neutral</i>	<i>Support</i>	<i>Strongly Support</i>
--	--	2	6	13

COMMENT CARD FEEDBACK

Open house attendees shared their thoughts in response to the following questions that were included on the open house comment cards. Responses to each question are summarized in the bullet points below.

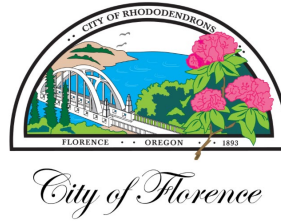
1. Are there any other gaps and/or deficiencies that should be addressed?
 - Consider conversion/retrofitting mobile-home parks to be used as co-ops that include tiny homes, manufactured homes, and pre-fabricated units. These existing parks can be preserved as affordable housing.
 - Boarding houses and single-room occupancy housing.
 - Housing that is compatible with bike/ped system.
 - Safe sleep sites, homeless shelters, school-related housing (dorms)
 - Mixed-use housing
2. Are there any housing needs or barriers to providing housing missing from the project scope?
 - Short-term/temporary housing for seasonal workers.
 - Boarding housing.
 - Low-income housing options.
 - Alternative building materials to lower construction costs
3. What else would you like us to know?
 - Prioritize re-use of existing buildings and infill development.
 - Substance abuse issues needs to be addressed.
 - City needs to address homeless population living in cars and RVs

STR AND TRANSITIONAL HOUSING COMMENT CARD FEEDBACK

Open house attendees shared their thoughts on Short-Term Rentals (STR) and transitional housing in response to the poster board information on these topics. Their responses are summarized below.

- Support for the following STR strategies:
 - Limit total number in city based on % of total units in Florence
 - Require business license
 - Require notification to neighbors
 - License may be revoked if rules are violated a certain number of times
 - Require regular inspections
 - Must be ADA accessible
 - Must be subject to Transient Lodging Taxes (similar to hotels)
 - Set a maximum number of days visitors can stay
 - Evaluate STR program/rules periodically (e.g., bi-annually)
- Transitional housing:
 - General support for transitional housing was expressed on index cards
 - Concerns over costs of certain shelter types – are tiny homes too costly to serve as transitional housing?
 - Support for on-site management.
 - Suggestion for energy efficient shelter/building requirements.

HOUSING IMPLEMENTATION PLAN OPEN HOUSE/SURVEY #2 SUMMARY: ATTACHMENT



Images of the comment cards received at the open house are included in this attachment.



HOUSING IMPLEMENTATION PLAN PROJECT COMMENT CARD

Name Kirsten Baravist
Address 179 Laurel St #19, 97439
Email glia639@gmail.com

1. Are there any other gaps and/or deficiencies that should be addressed?
What about mobile/manufactured home parks? These are an existing form of "middle" housing but need a complete re-boot. I would like to see them be purchased and converted to resident-owned co-ops as a PPP. All of the units need to be replaced w/ tiny homes, new mfg homes, or pre-fab units. The current financial situation is precarious and needs prompt attention.
2. Are there any housing needs or barriers to providing housing missing from the project scope?
Short-term or temp housing for seasonal/temp workforce: Boarding houses and city-owned campgrounds for the "camper workforce" - this Florence is a great place to spend the month thru October for the digital nomads and workcampers.
3. What else would you like us to know?
I would like to see much better use be made of existing "developed" areas before expanding or breaking new ground/sand.



HOUSING IMPLEMENTATION PLAN PROJECT COMMENT CARD

Name _____

Address _____

Email _____

1. Are there any other gaps and/or deficiencies that should be addressed?

Boarding Houses
Single Room Occupancy

2. Are there any housing needs or barriers to providing housing missing from the project scope?

Need truly low income options.

3. What else would you like us to know?

Might behind housing, substance abuse needs to be addressed and childcare.

Is there a unhoused person or anyone low/lower income on the project?

<https://bit.ly/FlorenceHIP>



HOUSING IMPLEMENTATION PLAN PROJECT COMMENT CARD

Name Akins - Bob & Sam
Address 633 Hemlock PO Box 541
Email BOB.SAM.AKINS@outlook.com

1. Are there any other gaps and/or deficiencies that should be addressed?

walking/biking paths in new developments

2. Are there any housing needs or barriers to providing housing missing from the project scope?

3. What else would you like us to know?

We are like most people in the city
We want to get this Homeless
Cars and RV's off our streets

Joren Bay



HOUSING IMPLEMENTATION PLAN PROJECT

Title 10, ch 10

COMMENT CARD

Name Brenda Gilmer
Address 3040 Ocean View Dr, Florence, OR 97439-9256
Email brendajgilmer@gmail.com

1. Are there any other gaps and/or deficiencies that should be addressed?

→ Safe sleep sites
→ Shelters for those discharged from hospital who have no address
We do not have data available to the public about evictions, number of requests for assistance that go unmet, deaths of those who have no addresses

2. Are there any housing needs or barriers to providing housing missing from the project scope?

School-related housing, eg. dorms

3. What else would you like us to know?



HOUSING IMPLEMENTATION PLAN PROJECT COMMENT CARD

Housing
Housing
Shops
Elevators

Name _____
Address 00 Love this opportunity!!
Email ☺ Thank you!

1. Are there any other gaps and/or deficiencies that should be addressed?

★ Elevators = 2 or 3 stories! ADA compliance becomes more realistic; many of us hope to remain in our homes as long as possible...

★ Mixed use: shops on the ground, housing above see more of that...

2. Are there any housing needs or barriers to providing housing missing from the project scope?

Alternative building materials/designs to lower costs, increase visual delight; e.g. fewer "cookie cutter" developments or at least SOME variety

3. What else would you like us to know?

Seems like lots of contractors could use some education about creativity & function. I wanted a shed roof, e.g., & contractor balked because it was more challenging, I guess... Neighbor did it himself & HAS shed roof.

Other Home Struts
STR = Limit. via % of Hwy. be able to change @ specific intervals as base # change?
Keep it fair to LOCALS
- Must be run AS a business - have business w/ city: File TAXES or whatever
- Notify Neighbors - allow response time to contact
- Get License related w/ zoning to many "rules" calls to police, noise complaints, poor behavior
- Inspections of property or must annually: vandals
- Must be ADA? what rules do hotels have to deal w/

STR etc. ---
• Must do Same TRT/TLT taxes as hotels
• Must have standard of clean
• Can stay XX days, then need to leave, then come back, then social trails only allows 2 weeks then you have to leave for amount of time.
• What do other community do, lets look!
• Revisit this annually for adjustments
business!

STR -
 I support all 4 proposed strategies.

Transitional -
 I support transitional housing!
 In any area of town - hopefully
 near needed services.
 For up to 1 year at least,
 with wrap-around services
 available.

Other Housing Strategies
 Trans. Housing Comments

- Trans. Hous = important
- Make look good! Make people
 proud of where they live - we are
 all here in our community - creates
 pride & ownership
- May # of days ok, but w/ supply issues
 could create more issues if lack of next
 step housing
- Shared house like Modern Domes in College

etc...

- Locations need to be convenient for people
 w/o cars or transportation. Also allow for
 car/trans. parking
- Allow also for variety types of Trans. Housing
- On site or near site management ok
- Must use good energy efficient design
- ~~Must~~ must be SUI C 3 ~~only!~~
For Profit/Not for Profit!



MEMORANDUM

FINAL Code Update Summary

Florence Housing Implementation Plan

DATE February 22, 2022
TO HIP Stakeholder Advisory Team
FROM Darci Rudzinski and Brandon Crawford, MIG | APG
CC Florence HIP Project Management Team

INTRODUCTION AND BACKGROUND

The Florence Housing Implementation Plan (HIP) will provide recommended housing programs and funding strategies that will guide future housing development in the City. The HIP project included a review of the requirements in the Florence City Code (FCC) Title 10 (Zoning Code) and Title 11 (Subdivision Code) and local compliance with recent State legislation related to residential development. With prior grant funding from DLCD, Florence updated Titles 10 and 11 in 2019 to reduce barriers to development. This project advances the next steps of amendments and reflects more recent guidance on complying with State legislation.

The project team conducted an audit of the Development Code to identify needed updates to be consistent with the State's new housing rules. The Code audit also evaluated the City's compliance with State rules for clear and objective standards for needed housing. The audit findings informed subsequent Code update recommendations. In addition, the project Housing Implementation Plan Stakeholder Advisory Committee (HIP SAT) and two public open houses provided further guidance and information on the City's housing needs and necessary Code updates to support project goals and objectives.

CODE UPDATE SUMMARY

The Code update recommendations are mainly focused on incorporating State housing rules into the FCC. The primary elements of the Code Update include the following:

- State housing definition compliance
- Clear and objective standards for housing
- Incorporate new State housing rules related to affordable housing and emergency shelter
- Minimum compliance standards with HB 2001 and OAR 660-046 – middle housing requirements for medium-sized cities

Table 1 summarizes recommendations for new FCC sections or amendments to existing sections. The Table also cites the applicable legislation or State rules for the recommended amendments. The complete set of Code updates are included as an attachment to this memo and are formatted as legislative amendments (underline/~~strikeout~~).

Table 1: Code Update Summary

CODE CHAPTER OR SECTION	AMENDMENT DESCRIPTION	HOUSING LEGISLATION AND STATE RULES
FCC 10-2-13 Definitions	Update various housing definitions to improve clarity and comply with new State rules.	- HB 2583 (2021) - SB 8 (2021) - HB 4064 (2022)
FCC 10-3-1 Minimum Parking Requirements	Eliminate minimum parking requirement for ADUs and reduce parking requirement for duplexes.	- HB 2001 (2019)
FCC 10-10 Residential Uses	Allow duplexes in the LDR zone and allow prefabricated and manufactured dwellings wherever single-unit dwellings are allowed.	- HB 2001 (2019) - HB 4064 (2022)
FCC 10-10-10 Manufactured Homes Outside of MH Subdivisions or Parks	Remove standards and requirements that do not apply to single-unit detached dwellings, with a few exceptions.	- HB 4064 (2022)
FCC 10-10-11 Mobile Home/Manufactured Home Parks	Reduce the minimum lot size and minimum number of units for manufactured home parks and allow prefabricated dwellings.	- HB 4064 (2022)
FCC 10-15-5 Commercial Site or Development Provisions	Clarify that height limits for residential structures in commercial zones is 35'. Increase the maximum allowed density for residential uses to be consistent with the City's High Density Residential zone (25 du/acre).	- ORS 197.307(4)
FCC 10-25-5 Office Institutional Design Criteria	Apply the clear and objective design criteria in FCC 10-10 to residential uses in the Office Institutional zone.	- ORS 197.307(4)
FCC 10-38-2 Affordable Housing on Non-Residential or Public Land [New Section]	Allow affordable housing on land that is owned by a public body or religious nonprofit in any zone except "heavy industrial".	- SB 8 (2021)

FCC 10-38-3 Affordable Housing Provided by a Religious Nonprofit [New Section]	Allow the development of affordable housing on property not zoned for housing provided the property is contiguous to a zone that does allow housing and is not zoned for industrial uses.	- HB 2008 (2021)
FCC 10-38-4 Emergency Shelter Conversions and Affordable Housing [New Section]	Allow the conversion of a hotel or motel to an emergency shelter or affordable housing when certain criteria and standards are met.	- HB 3261 (2021)
FCC 11 Subdivision Code	Update a few instances of subjective standards and procedures to be clear and objective.	- ORS 197.307(4)

NEXT STEPS

Any final modifications to the recommended amendments will be addressed by City staff before the City Council considers the Code updates for adoption. There are a few minor outstanding items related to interpretation of some of the new affordable housing rules. It is generally recommended that the City avoid deviating from some of the prescriptive requirements (i.e., rules and standards that do not allow any flexibility) set forth in the housing legislation. To the extent that the City wishes to deviate from legislative requirements, staff should consult with their City attorney or the Department of Land Conservation and Development (DLCD).

The Code Update process also included an evaluation FCC Chapters 7 (Special Development Standards) and 19 (Estuary and Shorelands) for clear and objective standards. Although the evaluation identified needed updates for several provisions in these FCC chapters, drafting full amendments to meet the State's clear and objective requirements was beyond the scope of this project. The City is currently coordinating with DLCD and the Department of State Lands to address clear and objective updates. Staff will continue updating these FCC Chapters based on the preliminary work from this project and the recommendations from the State.

The City is interested in adopting new rules and standards for transitional housing. A set of Code amendments to allow and regulate transitional housing in Florence are included in a separate memo. The transitional housing Code amendments are included in a separate memo because there are still several unresolved components to the recommendations for the City to consider. In addition, the City may need to make further refinements to the transitional housing recommendations based on input from the final HIP SAT meeting.

ATTACHMENT

10-2-13: DEFINITIONS

AFFORDABLE HOUSING Dwellings available for rent or purchase, with or without government assistance, by households who meet applicable maximum income limits, not to exceed 80 percent of the Lane County median income, adjusted for household family size, as determined based on data from the United States Department of Housing and Urban Development or its successor agency, and in a manner so that no more than ~~30~~⁴⁰ percent of the household's gross income will be spent on rent and utilities or on home loan or mortgage payments, amortized interest, property taxes, insurance, and condominium or association fees, if any. Equestrian

BOARDING HOUSE A building with a single kitchen where lodging, with or without meals, is provided for compensation for any number of ~~10 or fewer~~ occupants, not open to transient and/or overnight guests, in contradistinction to hotels and motels open to transients and/or overnight guests, but, a Boarding House / Dormitory is not occupied as a single-household family unit and it shall not include assisted living facilities, or senior housing, group care homes, homes for the aged or nursing homes.

[...]

DUET ~~A Duplex as defined under 'DWELLING, DUPLEX' in which each unit is on a separate lot and can be owned separately.~~

DWELLING A building or portion thereof which is occupied in whole or in part as a residence, either permanently or temporarily by one or more households families; but excluding lodging intended to accommodate visitors and recreation, such as the Coast Village, hotels, motels, and tourist courts; with permanent provision for living, sleeping, eating, food preparation, and sanitation. Dwellings include ~~both~~ buildings constructed on-site and manufactured or prefabricated homes.

DWELLING, ATTACHED A dwelling that shares a common wall or walls, roof, or foundation with adjacent dwellings. Attached dwellings may be on a common lot or with each dwelling on its own lot.

DWELLING, DUPLEX A building designated or used exclusively for the occupancy of two (2) households families on a single lot living independently from each other and having separate facilities for each household family as defined under "DWELLING" above. A duplex is not the same as a single-unit dwelling with an accessory dwelling unit (ADU).

DENSITY	<p>Density, Gross: The number of dwelling units per each acre of land, including areas devoted to dedicated streets, neighborhood parks, sidewalks, and other public <u>and private</u> facilities/<u>utilities</u>.</p> <p>Density, Net: The number of dwelling units per each acre of land, excluding from the acreage dedicated streets, neighborhood parks, sidewalks, and other public <u>and private</u> facilities/<u>utilities</u>.</p>
DWELLING, FOUR- PLEX/QUAD-PLEX	A building designed and used for occupancy by four (4) <u>households families</u> on a single lot, all living independently of each other and having separate facilities for each <u>household family</u> as defined under 'DWELLING' above.
DWELLING, MULTIPLE MULTI-UNIT FAMILY	A building <u>One or more buildings</u> designed and used for occupancy by five (5) or more <u>households families</u> on a single lot, all living independently of each other and having certain separate facilities for each <u>household family</u> as defined under 'DWELLING' above and certain shared facilities such as laundry, open space and other amenities.
DWELLING, SECONDARY	See ACCESSORY DWELLING

DWELLING, SINGLE-
UNIT FAMILY
DETACHED

- A. A dwelling on a single lot either constructed on-site or a modular constructed in accordance with Oregon Building Codes and assembled on site, and designed or used exclusively for the occupancy of one family and having separate facilities for only one household family as defined under “DWELLING” above; or
- B. A manufactured home designed and used exclusively for the occupancy of one household family as defined under “DWELLING” above and which is located and maintained in compliance with Section 10-12 of this Title.
- C. Except as authorized in A and B of this definition, in determining compliance with the provisions and uses of this Code, a mobile home, manufactured home, or a modular resembling a mobile home or manufactured home, is not considered a single-unit family dwelling. (Ord. No. 7, Series 1994)

DWELLING, SINGLE-
UNIT FAMILY
ATTACHED

A dwelling constructed in a row of two or more attached dwellings, where each dwelling is located on its own lot and shares a common wall or walls, roof, or foundation with adjacent dwellings. Commonly referred to as a townhouse or row house.

DWELLING, TRI- PLEX A building designed and used for occupancy by three (3) households families on a single lot, all living independently of each other and having certain separate facilities for each household family as defined under ‘DWELLING’ above.

[...]

GROUP OR
CONGREGATE
HOUSING

A dwelling that provides nine or more bedrooms and whose occupants share basic household amenities, such as a kitchen, bathroom(s), and other shared living spaces.

HOUSEHOLD FAMILY ~~All the people who occupy a single dwelling unit, regardless of relation or familial status. A household has occupancy for eight or fewer bedrooms. A person living alone or any of the following groups living together as a single non-profit unit and sharing common living area:~~

- ~~A. Any number of persons related by blood, marriage, adoption, guardianship or other duly authorized custodial relations.~~
- ~~B. A maximum of 5 unrelated persons.~~

[...]

PREFABRICATED DWELLING ~~A prefabricated structure, as defined in ORS 455.010, that is relocatable, more than eight and one-half feet wide and designed for use as a dwelling.~~

[...]

PRIVATE FACILITIES ~~Any facility that is owned, leased, operated, or funded by a private entity, including individuals or groups/corporations, which may include but is not limited to buildings, property, recreation areas, and roads.~~

PUBLIC FACILITIES ~~Any facility that is owned, leased, operated, or funded by a governmental body or public entity, which may include but is not limited to buildings, property, recreation areas, and roads.~~

PUBLIC FACILITIES AND SERVICES ~~Projects, activities and facilities which the City of Florence determines to be necessary for the public health, safety and welfare.~~

10-3-1 Minimum Required Parking by Use

Table 10-3-1, Minimum Required Parking By Use:

Single Unit Family Dwelling including attached and detached dwellings and manufactured homes	2 spaces per dwelling unit on a single lot
Accessory Dwelling Units	<u>No minimum parking spaces required. 1 space per unit, see FCC 10-3-8 for additional standards</u>
Boarding houses, group/congregate housing, and dormitories	1 space per each 2 <u>bedrooms</u> occupants at capacity.
Duplex/ Duet	<u>2</u> 1 space per dwelling unit

[...]

N. Parking provided for Accessory Dwelling Units:

1. ~~Parking for Accessory Dwelling Units may be covered or uncovered.~~
2. ~~Provided parking shall be hard surfaced with asphaltic concrete or cement concrete.~~

3. ~~Parking for Accessory Dwelling Units may be provided on street where on street parking is available along the lot frontage and the street meets the minimum width for local streets with parking available on both sides (greater than 34 feet curb to curb). Site conditions may prevent the use of this specific area for that purpose, but shall not restrict the ability to count on street parking towards the reduction of parking requirements off street.~~

10-10 Residential Uses

Table 10-10-2-A. The following table indicates which uses are permitted in each residential zone.

Uses	LDR	MDR	RMH	HDR
Single-unit family detached dwelling	P	P	P	C
Accessory structure	P	P	P	P
Accessory dwelling unit	P	P	P	P
Single-unit family attached dwelling	N	SR	SR	P
Duplex/ duet	PN	P	P	P
Tri-plex	N	C	C	P
Quad-plex	N	C	C	P
Multi-unit family (5+ units)	N	N	N	SR
Cluster housing	N	C	C	P
Temporary dwelling/RV – Medical hardship	C	C	C	C
Manufactured home	P	P	P	C
Prefabricated dwelling	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>
Manufactured home park/subdivision	N	C	SR	SR
Mobile home park	N	N	SR	SR
Residential Care Facility/Nursing Home	SR	SR	SR	SR
Boarding house/dormitory, group/congregate housing	N	C	C	SR
Transitional housing ¹	<u>CN</u>	<u>CN</u>	<u>CN</u>	<u>SRN</u>
Religious institution housing or parsonage	C	C	C	C
Planned Unit Development	D	D	D	D
¹ Subject to requirements in FCC 10-38-5				

P=Permitted with Type I review, SR=Type II site review required, C=Type III conditional use review required and N=Not permitted, D=Type III Planning Commission Review
[...]

Table 10-10-4-B. Minimum Lot Area by Development Type.¹

Development Type	LDR	MDR	RMH	HDR
Single-unit family detached dwelling	7,500 sq. ft.	5,000 sq. ft.	5,000 sq. ft.	2,000 sq. ft.
Manufactured home or prefabricated dwelling on an individual lot	<u>7,500 sq. ft.</u>	<u>5,000 sq. ft.</u>	<u>5,000 sq. ft.</u>	<u>2,000 sq. ft.</u>
Single-unit family attached dwelling	N/A	3,000 sq. ft.	3,000 sq. ft.	2,000 sq. ft.
Duplex or Duet (both units)	<u>7,500 sq. ft.</u> N/A	5,000 sq. ft.	5,000 sq. ft.	<u>2,000</u> 4,000 sq. ft.
Tri-plex	N/A	7,500 sq. ft.	7,500 sq. ft.	5,000 sq. ft.
Four-plex	N/A	10,000 sq. ft.	10,000 sq. ft.	5,000 sq. ft.
All other development types ²	7,500 sq. ft.	5,000 sq. ft.	5,000 sq. ft.	5,000 sq. ft.

¹Undersized lots of record with area below the minimum may still be eligible for development. See Section 10-10-12 of this Title.² Cluster housing shall meet minimum lot sizes in FCC 10-10-8-C-2-a.

10-10-7: ATTACHED HOUSING: A. Applicability: Single-unit family attached dwellings, duplexes, tri-plexes, and four-plexes are subject to all of the applicable sections of this Title. Where there is a conflict between these standards and standards elsewhere in the code, the Attached Housing standards shall apply.

10-10-10 MANUFACTURED HOMES OUTSIDE OF MH SUBDIVISIONS OR PARKS

A. When a manufactured home is placed outside of a manufactured home subdivision or mobile home park in a zone which allows single-unit family dwellings, in addition to any other requirements that would be imposed were the structure constructed on site, the manufactured home shall comply with the following placement standards:

1. ~~Size: The manufactured home shall be multisectional and enclose a space of not less than 1,000 square feet.~~
2. A. Foundation: The manufactured home shall be placed on an excavated and back-filled foundation and skirted in conformance with the requirements of the Building Codes Agency Manufactured Dwelling Administrative Rules in effect at the time of construction.
3. Roof Pitch: The manufactured home shall have a pitched roof with a nominal slope of at least three feet (3') in height for each twelve feet (12') in width.
4. ~~Siding and Roofing Requirements: The manufactured home shall have exterior siding~~

~~and roofing which in color, material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community.~~

5. B. Thermal Performance: The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards which reduce heat loss to levels equivalent to the performance standards required of single-unit family dwellings constructed under the State Building Code as defined in ORS 455.010.

~~B. Nothing in this section shall allow a manufactured home to be placed on residential land immediately adjacent to a historic landmark or other property with a historic designation for tax or assessment purposes.~~

10-10-11 MOBILE HOME/MANUFACTURED HOME PARKS:

[...]

10-10-11-2: DESIGN STANDARDS: The following standards and requirements shall govern the application of a mobile home/manufactured home park development in an area in which it is permitted:

- A. A mobile home/manufactured home park shall not be less than one (1) and one-half (1 1/2) acres in area, nor contain less than ten (10) fifteen (15) rental spaces.
[...]
- D. No building, structure or land within the boundaries of a mobile home/manufactured home park shall be used for any purpose except for the uses permitted as follows:
- a. Mobile homes/manufactured homes or prefabricated structures for residential uses only, together with the normal accessory buildings such as cabana, ramada, patio slab, carport or garage and storage or washroom building.

10-15-5 Commercial Site and Development Provisions

- A. Building or Structural Height Limitations: The maximum building or structural height shall be thirty-five feet (35'). Residential dwellings shall have a maximum height of thirty-five feet (35'), and their associated/accessory structures shall refer to Section 10-10-5 of this Title for requirements.

[...]

- J. Residential and mixed-use development refer to Section 10-6-5-2 of this title for requirements. However, a conditionally approved use may require application of the relevant development

standards from a district where the use is permitted outright to include but not limited to setbacks and lot coverage. The ~~less~~ ~~more~~ restrictive standards would apply.

10-25-5 Office Institutional Design Criteria

[...]

G. All residential uses and development shall conform with applicable clear and objective design standards established in FCC 10-10.

10-38 Affordable Housing and Emergency Shelter

10-38-1 Purpose:

The Oregon State Legislature passed affordable housing bills in 2021 that require local governments to allow affordable housing in certain non-residential areas and to allow conversions of hotels/motels into emergency shelters. This Chapter also includes transitional housing rules and standards.

10-38-2 Affordable Housing on Non-Residential or Public Land

Senate Bill 8 (2021) requires local governments to allow affordable housing without requiring a zone change or conditional use permit if certain criteria and standards are met. These requirements are implemented by this subsection.

A. Applicability.

1. Affordability. The affordability of the units is enforceable, including as described in ORS 456.270 to 456.295, for a duration of no less than 30 years; and either
 - a. Each unit on the property is made available to own or rent to families with incomes of 80 percent or less of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development; or
 - b. The average cost among all units on the property is made available to families with incomes of 60 percent or less of the area median income.
2. Ownership. The housing will be owned by:
 - a. A public body, as defined in ORS 174.109, which includes state government bodies, local government bodies, and special government bodies; or
 - b. A nonprofit corporation that is organized as a religious corporation.
3. Zoning. The property is zoned to allow the following uses outright:
 - a. Commercial uses, including the Commercial District (C), Neighborhood Commercial District (NC), the Highway District (H), the Old Town District, the Mainstreet District, and the North Commercial District.

- b. Public lands, which includes lands in the Institutional District.
 - c. Industrial uses provided the property is publicly owned, adjacent to lands zoned for residential uses or schools, and not zoned Marine or Service Industrial)
- B. Standards. Only affordable housing developed pursuant to subsection 10-38-2-A is subject to the following standards.
- 1. Site Suitability. The site shall be suitable for development of affordable housing. Affordable housing shall not be located on lands where the City determines that:
 - a. The development on the property cannot be adequately served by water, sewer, storm water drainage or streets, or will not be adequately served at the time that development on the lot is complete;
 - b. The property contains a slope of 25 percent or greater;
 - c. The property is within the 100-year floodplain (Special Flood Hazard Area);
 - d. The development of the property is constrained by land use regulations based on statewide land use planning goals relating to:
 - i. Natural disasters and hazards (FCC 10-7)
 - ii. Natural resources, including air, water, coastal, land or natural areas, but not including open spaces or historic resources (e.g., FCC 10-7, FCC 10-18, and FCC 10-19)
 - e. The property is zoned for industrial use and does not meet the criteria in subsection A.3.c.
 - 2. Density and Height in areas that are zoned for residential uses. Except as provided by subsection c, the greater of density and height standards in subsections a or b shall apply:
 - a. Any City density bonus for affordable housing; or
 - b. Without consideration of any local density bonus for affordable housing:
 - i. For property with existing maximum density of 16 or fewer units per acre, 200 percent of the existing density and 12 additional feet;
 - ii. For property with existing maximum density of 17 or more units per acre and 45 or fewer units per acre, 150 percent of the existing density and 24 additional feet; or
 - c. Exceptions to the density and height bonuses.

development, then the affordable housing must follow the multi-unit development standards of the High Density Residential (HDR).

- b. Affordable housing projects allowed pursuant to this section are subject to the multi-unit design standards established by FCC 10-10-9.

10-38-3 Affordable Housing Provided by a Religious Nonprofit

- A. Applicability Criteria. Affordable housing projects allowed under this section must meet the following criteria:

1. Affordability. The affordable housing meets the definition in ORS 197.311.
2. Ownership. The property is owned by a nonprofit corporation organized as a religious corporation.

- B. Standards.

1. Residential and nonresidential sites. The City shall only apply restrictions or conditions of approval to the development of affordable housing that are:
 - a. Clear and objective as described in ORS 197.307 (4); or
 - b. Discretionary standards related to health, safety, habitability or infrastructure. For the purposes of this standard, that means that affordable housing shall not be located on lands where the City determines that the development on the property cannot be adequately served by water, sewer, storm water drainage or streets, or will not be adequately served at the time that development on the lot is complete.
2. Nonresidential sites.
 - a. For sites that are not zoned to allow residential development, the City shall allow affordable housing development under the following circumstances:
 - i. The property is not zoned for industrial uses; and
 - ii. The property is contiguous to a residentially zoned property.
 - b. Affordable housing allowed under this subsection shall be subject only to the restrictions applicable to the contiguously zoned residential property as limited by subsection 10-38-3.B.1 without requiring that the property be rezoned for residential uses. If there is more than one contiguous residential property, the zoning of the property with the greatest density applies.

10-38-4 Emergency Shelter Conversions and Affordable Housing

- A. Definitions. The definitions of “affordable housing,” “conversion” and “lawful use” applicable to this section are specified below.
1. “Affordable housing” means housing in which all units are affordable to households with incomes equal to or less than 60 percent of the area median income as defined in ORS 458.610 and whose affordability is enforceable by an affordable housing covenant, as described in ORS 456.270 to 456.295, for a duration of no less than 30 years.
 2. “Conversion” includes an alteration to a building that changes a building’s intended use as a hotel or motel to an emergency shelter and/or changes the number of units but does not expand the building footprint. A conversion under this section is not a land use decision as defined in ORS 197.015.
 3. “Lawful use” includes a nonconforming use as described in ORS 215.130 (6) or any other local land use regulation allowing for the continuation of a use that was lawful when first enacted.
- B. Applicability Criteria. The proposal is for a conversion which meets one of the following.
1. The proposed conversion is from use as a hotel or motel, to use as an emergency shelter; or,
 2. The proposed conversion is from use as a hotel or motel to use as affordable housing; or
 3. The proposed conversion is from an emergency shelter to use as affordable housing.
- C. Standards.
1. Site Suitability. The conversion of a hotel or motel to an emergency shelter or affordable housing pursuant to this section is not permitted on sites where the City determines that:
 - a. There is inadequate transportation access to commercial and medical services;
 - b. The site is zoned specifically for heavy industrial uses, which includes areas zoned Marine; or
 - c. The site is designated for a statewide land use planning goal relating to natural disasters or hazards, including flood plains (FCC 10-7 and FCC 10-19) or mapped environmental health hazards unless the converted use complies with regulations directly related to the disasters or hazards.

2. Emergency Shelters. Conversion of a hotel or motel to an emergency shelter if no site alterations are proposed is subject only to the following standards:
 - a. Applicable building codes; and
 - b. Occupancy limits.
3. Affordable Housing. Conversion of a hotel or motel to affordable housing, or conversion of a hotel or motel that was previously converted to an emergency shelter to affordable housing are subject to the following standards:
 - a. Applicable building codes; and
 - b. Occupancy limits.
 - c. Standards applicable to multi-unit uses in the High Density Residential Zone (HDR – FCC 10-10).
 - d. Site alteration. Site alterations, including but not limited to alterations to parking areas and landscaping, are subject to the applicable standard in FCC 10-34.

11-3-4 Approval of Tentative Subdivision

After giving notice as required by FCC 10-1-1-6, the Planning Director or its designee shall grant approval or deny the subdivision tentative plan. The hearing decision and further consideration of a similar application shall be reviewed under a Type II process as defined by paragraph 10-1-1-6 of this Code. If approval involves implications of new or modified standards or policy, the Planning Commission and not its designee shall render a decision. Approval shall be based on compliance with the following criteria.

[...]

C. Adequate public facilities are available or can be provided to serve the proposed parcels pursuant to City requirements, including those in Streets and Sidewalks pursuant to FCC 8-2, Water pursuant to FCC 9-2, Sewer pursuant to FCC 9-3, Solid Waste pursuant to FCC 9-4, Stormwater pursuant to FCC 9-5, and FCC 10-36 Public Facilities.

11-4-2 Requirements

[...]

- B. Information Required: The application itself, or the proposed partition or subdivision plat, must contain the following with respect to the subject area:

[...]

8. The date, north point and scale of the drawing, and a ~~sufficient~~ description to define defining the location and boundaries of the partition or subdivision.

11-5-1 Streets

[...]

- C. Reserve Strips: The Planning Commission may require the applicant to create a reserve strip controlling the access to a street, said strip to be placed under the jurisdiction of the City Council and the Planning Commission, when the Planning Commission determines that a strip is necessary:
1. To prevent access to abutting land at the end of a street in order to assure the ~~proper~~ extension of the street pattern and the ~~orderly~~ development of land lying beyond the street, consistent with the planned transportation system and land use; or
 2. To prevent access to the side of a street on the side where additional width is required to meet the right of way standards provided in the table under subsection B2 above; or
 3. To prevent access to land abutting a street of the partition or subdivision, but not within the partition or subdivision itself; or
 4. To prevent access to land unsuitable for building development, in accordance with areas defined in FCC 10-7 and FCC 10-19.

11-5-1 Lots and Parcels

A. Size and Frontage:

[...]

2. Area: Minimum lot size shall be in conformance with the provisions of the Florence Zoning Ordinance. Where either a community water supply or sewer system are not presently provided, the lot area shall be sufficient to meet State and County health standards and the lot area shall be at least twice the number of square feet normally required in the zoning district where the lot is located. Where an oversize lot as described above is required due to lack of services, the Planning Commission may require the developer to submit a plan for later division of said lot(s) into lots meeting the minimum lot sizes for allowed housing types ~~single-family detached dwellings~~ in the underlying zone.

B. Exceptions:

[...]

4. Flag Lots: Flat lots shall be permitted provided they meet the following requirements:

[...]

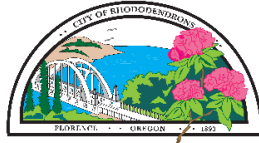
d. Accessway Design and Emergency Vehicle Access

[...]

iii. Accessways shall be centered within the flag lot accessway ~~to minimize impacts on adjoining lots~~ except in cases to when otherwise warranted to preserve existing vegetation or meet the intent of this subsection.

5. Lot and Parcel Side Lines: ~~As far as is practicable, Lot and parcel side lines shall run at right angles to the street upon which the lot or parcel faces; except to adjust for encroachments or those that border existing non-right angle lot lines or those on curved streets, they shall be radial to the curve.~~

6. Suitability for Intended Use: All lots and parcels shall be suitable for the purpose for which they are intended to be used. No lot or parcel shall be of such size or design as to be detrimental to the health, safety or sanitary needs of the residents of the subdivision or partition or of such lot or parcel, pursuant to County or State health, safety, and sanitary standards, or parcel as determined by the Planning Director in accordance with the purpose of this Title.



City of Florence
A City in Motion

CITY OF FLORENCE

HOUSING IMPLEMENTATION PLAN

FEBRUARY 2023

CITY OF FLORENCE

HOUSING IMPLEMENTATION PLAN

ACKNOWLEDGEMENTS

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EXECUTIVE SUMMARY

The following is a summary of the strategies recommended for Florence to pursue, and the priorities assigned to each. All of these strategies are discussed in more detail on the following pages.

STRATEGIES	PRIORITY
1) LAND SUPPLY STRATEGIES	
1.1 REZONE LAND	MEDIUM
1.2 PLAN FOR FUTURE ANNEXATIONS	HIGH
2) POLICY & CODE STRATEGIES	
2.1 CODE UPDATES TO SUPPORT A VARIETY OF HOUSING TYPES	MEDIUM
2.2 REGULATORY INCENTIVES FOR AFFORDABLE AND SPECIAL NEEDS HOUSING	MEDIUM
2.3 REDUCE UNNECESSARY BARRIERS TO HOUSING	MEDIUM
2.4 CREATE A PROGRAM TO INSPECT AND REMEDY SUBSTANDARD HOUSING	HIGH
3) DEVELOPMENT INCENTIVES	
3.1 SDC REDUCTIONS, EXEMPTIONS, DEFERRALS	MEDIUM
3.2 TAX EXEMPTIONS & ABATEMENTS	MEDIUM
3.3 EXPEDITED DEVELOPMENT REVIEW	HIGH
3.4 PRE-APPROVED DESIGNS	MEDIUM
4) FUNDING SOURCES	
4.1 TAX INCREMENT FINANCING	MEDIUM
4.2 CONSTRUCTION EXCISE TAX (CET)	HIGH
4.3 GENERAL OBLIGATION BONDS	MEDIUM
4.4 LAND ACQUISITION AND BANKING	MEDIUM
5) PROGRAMS & PARTNERSHIPS	
5.1 SUBSIDIZED AFFORDABLE HOUSING	MEDIUM
5.2 PUBLIC PRIVATE PARTNERSHIPS	MEDIUM
5.3 FINANCIAL ASSISTANCE AND HOMEBUYER EDUCATION PROGRAMS	HIGH
5.4 ESTABLISH A PERMANENT AFFORDABLE HOUSING ADVISORY COMMITTEE	HIGH
5.5 PROVIDE A DESIGN AND DEVELOPMENT ASSISTANCE PROGRAM (DDAP)	MEDIUM
5.6 PURSUE PARTNERSHIPS WITH MAJOR EMPLOYERS & LANE COMMUNITY COLLEGE	MEDIUM
5.7 PROVIDE INFO AND EDUCATION TO SMALL DEVELOPERS	MEDIUM

INTRODUCTION

The Florence Housing Implementation Plan (HIP) project was undertaken by the City in 2022 with the help of a Stakeholder Advisory Team (SAT) of local housing experts and residents. The planning process was facilitated by City staff, consultant team, and funding from the Oregon Department of Land Conservation and Development.

The HIP follows the City's recent Housing Needs Analysis (2018), and code revisions (2019) with an implementation plan that identifies housing strategies, programs, and funding to support near-term and future housing production in the City, with a special focus on housing affordability. The HIP includes a set of implementation actions and potential community partners for the recommended action.

The list of draft strategies is broken in to five broad categories:

- 1) **Land Supply Strategies:** Potential ways to increase the supply of residential land available for the development of future housing.
- 2) **Policy and Code Strategies:** Potential changes to the Zoning Code or City policies related to review processes or other regulations to help meet the community's housing needs and goals.
- 3) **Development Incentives:** Potential tools the City could use to facilitate development of identified categories of housing, or development in general.
- 4) **Funding Sources:** Sources of funding for the City to more directly contribute to housing development projects.
- 5) **Programs and Partnerships:** Ways the City can encourage or participate in private or non-profit development activities.

METHODOLOGY

The tables on the following pages present the recommended HIP Housing Strategies, broken into five categories. The following process was followed to compile this list:

- 1) The Housing Needs Analysis (HNA) contained 34 recommended action items, which became the starting point for this list. The action items were reviewed by the Project Management Team (PMT) and SAT as part of the background analysis for this project. The list was condensed based on feedback received at that time. Some items had already been completed since the completion of the HNA (e.g. ADU regulations, or direction to conduct a code audit). Other items were redundant.

- 2) Some items that are being addressed concurrently by the Code Audit and Update, or Short-Term Rental (STR) tasks of the HIP project have been removed, as these are being addressed in more detail by those parallel tasks (e.g. middle housing standards, Fair Housing Act, Transitory Housing, and STR regulations).
- 3) The consultant team then supplemented the HNA action items with additional potential housing strategies that were not yet covered or needed additional elaboration. These strategies are organized into five categories, as discussed more below.
- 4) The remaining HNA action items were then reorganized to fit into the five categories of strategies. In some cases, one or more of the HNA action items have been folded into a similar strategy. The exact wording of all HNA action items was not maintained in all cases, but the draft strategies are designed to include the intent of all items on the condensed list. (In some cases, the language of HNA items is preserved.)
- 5) The preliminary list of strategies was presented and reviewed by City staff, the SAT, in a public open house, and joint work session of the Planning Commission and City Council. These groups offered feedback and questions regarding the strategies and assigned priority levels.

Strategy Priority: The potential strategies have been assigned a priority level for implementation, based on feedback received throughout the process.

Factors considered when assigning priority include judgements on the likelihood of effectiveness, resources needed, level of community support, and past experience with similar programs. Other considerations were introduced and considered as the advisory committee and other stakeholders reviewed the list of potential strategies.

STRATEGY PRIORITY KEY	
HIGH PRIORITY	
MEDIUM PRIORITY	
LOW PRIORITY	


Low Priority Strategies Removed: A number of additional strategies were considered that were assigned low priority, or low likelihood of implementation. These strategies have been removed from the final list of recommended strategies found on the following tables. Therefore, the remaining recommended strategies are only those assigned a medium or high priority.


HOUSING STRATEGIES

The following tables present the recommended strategies in more detail. Each includes a description of the strategy, discussion, implementation steps, and priority level.

1) LAND SUPPLY STRATEGIES



These strategies address potential ways to increase the supply of residential land available for the development of future housing.


STRATEGY	Discussion of Strategy	Implementation Actions	Priority
LAND SUPPLY STRATEGIES			
<p>1.1 REZONE LAND:</p> <p>Re-designate land from other residential designations and/or from commercial, industrial, or institutional designations to meet specific housing needs, assuming there is an adequate supply of land available to meet non-residential needs.</p>	<p>This approach may be considered if there are some subareas or zones that could accommodate desired types of housing that currently are zoned for other uses. A common example would be areas that might be appropriate for needed multi-family residential (MFR) such as apartments or workforce housing (e.g. corridors or town center areas) which are currently zoned only for low-density residential (LDR).</p> <p>Some considerations might be: proximity to transit/transport corridors, parcel size and ownership suitable for larger projects, proximity to current or planned higher density areas.</p> <p>Another related consideration is protecting prime locations for desired housing from other uses. In other words, ensuring that areas most suitable for a desired use such as MFR or workforce housing, will not be developed for commercial or LDR uses instead.</p> <p>Currently, Florence has some lands that are not zoned consistently with their underlying Comp Plan designation, that should be rezoned for consistency. Another consideration is ensuring that areas outside of City limits, but within the UGB, are preserved for development with the desired future uses and densities rather than more rural uses. This might be accomplished through an MOU with Lane County regarding development proposals within the UGB.</p>	<p>Lead: City of Florence</p> <p>Partners: Lane County</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - Review the land need and supply findings of the Florence HNA and EOA documents, to assess the supply of residential and employment land in the city by zone. - Review zoning and comprehensive plan (CP) maps for location of current employment and low-density residential zones and assess value as higher density, mixed-use, or other residential zones. Assess based on factors such as current infrastructure, and transportation access. - Compare current zoning with underlying CP designation to confirm agreement. Update zoning or CP where discrepancies are found. <p>Long-Term Actions</p> <ul style="list-style-type: none"> - Monitor and evaluate supply of MFR land, and balance with other types of land. 	<p>MEDIUM</p> 


STRATEGY	Discussion of Strategy	Implementation Actions	Priority
LAND SUPPLY STRATEGIES			
<p>1.2 PLAN FOR FUTURE ANNEXATIONS:</p> <p>Support orderly annexation phasing, that meets City goals and most efficient provision of services. Prioritize capital improvements and other infrastructure projects towards areas that will be most suitable for next annexation and meeting City housing goals.</p>	<p>The City can plan its capital expenditures and infrastructure investments to prioritize those expansion areas that will best meet City goals. These might be areas near current corridors or infrastructure, and those areas where future zoning will create neighborhoods that best meet the City’s housing goals (e.g. prioritize a planned neighborhood cluster over low density residential). As mentioned under strategy 1.1 above, consider adjusting zoning in UGB areas to best suit future needs assuming future annexation.</p>	<p>Lead: City of Florence</p> <p>Partners: Lane County</p> <p><u>Short-Term Actions</u></p> <ul style="list-style-type: none"> - Review the TSP and other infrastructure and investment plans to ensure they complement planning for future housing types. Prioritize those projects that will most immediately serve areas/zones that will help meet the community’s housing production goals. <p><u>Long-Term Actions</u></p> <ul style="list-style-type: none"> - Update the TSP to reflect priorities in areas or zones of highest housing development potential. 	<p>HIGH</p> 

2) POLICY & CODE STRATEGIES

These strategies address potential changes to the Zoning Code or City policies related to review processes or other regulations to help meet the community’s housing needs and goals.

STRATEGY	Discussion	Implementation Actions	Priority
POLICY & CODE STRATEGIES			
<p>2.1 CODE UPDATES TO SUPPORT A VARIETY OF HOUSING TYPES:</p> <p>In addition to duplexes, allow other middle housing types or other forms of housing currently defined as multi-family uses in appropriate areas, to lower the costs of housing and public facilities, and offer housing variety for owners and renters.</p>	<p>This code update strategy could create significantly increased opportunities for housing variety in residential areas, which provides more supply for different housing needs, beyond what is included in new middle housing rules. Amendments to development standards may be required to offer greater flexibility to sites and address impediments such as minimum lot size, maximum density, etc.</p> <p>In addition, more State rules aimed at increasing flexibility in housing type, similar to those seen in recent years, are expected to be proposed in coming years. These may place new requirements on local governments, especially as Florence approaches the 10,000-population threshold.</p> <p>In addition, these types of changes may be needed in areas that have not yet been addressed by recommended code updates, or 2019 code changes. For instance, the Mainstreet District, Old Town District, and Professional Office District may need additional consideration to allow a greater variety of housing types, while preserving their intent as mixed-use zones.</p>	<p>Lead: City of Florence</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - Update the Florence Code based on the recommended changes that resulted from the Code Audit task of this project. (The specific Code Update recommendations were provided separately from this HIP.) <p>Medium-Term Actions</p> <ul style="list-style-type: none"> - City and ongoing Housing Advisory Committee should consider additional updates to facilitate housing variety as need becomes apparent. <p>Long-Term Actions</p> <ul style="list-style-type: none"> - Monitor ongoing legislation in the Oregon Legislature related to housing, for potential new zoning and code requirements on municipalities. 	<p>MEDIUM</p> 
<p>2.2 REGULATORY INCENTIVES FOR AFFORDABLE AND SPECIAL NEEDS HOUSING:</p> <p>Create incentives for developers to</p>	<p>Some development regulations can present obstacles or add costs to housing developments. In addition to or in lieu of financial incentives, the City can offer concessions on regulatory standards that provide meaningful economic value. The incentives typically include relief from certain development standards such as parking,</p>	<p>Lead: City of Florence</p> <p>Partners: Non-profit affordable housing developers, market-rate housing developers</p>	<p>MEDIUM</p> 


STRATEGY	Discussion	Implementation Actions	Priority
POLICY & CODE STRATEGIES			
<p>provide a community benefit (such as affordable, workforce, or special needs housing), in exchange for the ability to build a project that would not otherwise be allowed by the development code. Examples of these types of regulatory incentives include density or height bonuses, parking reductions, or other incentives.</p>	<p>setbacks, or density.</p> <p>The concessions should be offered in exchange for the development of needed housing types that meet City housing goals. This might include housing for specific income groups such as very-low, low, or moderate which would include “workforce” housing. Other targeted housing types could include senior housing, assisted living, memory care, homeless shelter or transitional housing, drug and alcohol rehab and mental health facilities. The City might consider some or all of these to prioritize.</p> <p>Regulatory incentives should be offered in return for commitments that the affordable housing and special needs populations will be served by the property over a significant length of time (at least 20 years). Bonuses can be tied to the number of units that qualify, level of affordability, and/or length of commitment. These programs might require the City to monitor performance and compliance. However, if partnering with another agencies or funding programs, these partners often provide their own monitoring (see Section V below.)</p> <p>Some changes were implemented in 2019, but these options have not been used by developers to date. Some refinement may be needed to make them more impactful, or greater promotion of their availability.</p>	<p><u>Short-Term Actions</u></p> <ul style="list-style-type: none"> - The on-going Housing Advisory Committee should review regulatory incentives adopted in 2019 for uptake and effectiveness. Consider a new or revised incentive package that are closely targeted to the community’s housing goals. Incentive eligibility should not be overly broad, so that they are used for targeted housing types only. <p><u>Medium -Term Actions</u></p> <ul style="list-style-type: none"> - Monitor use of incentives over time, and the resulting production of targeted housing types that might not otherwise have been produced. Consider adjustments to the incentive package to fine tune the impacts. 	
<p>2.3 REDUCE UNNECESSARY BARRIERS TO HOUSING:</p> <p>Some development standards or requirements can pose barriers to providing housing. The regulations that</p>	<p>According to the American Planning Association, excessively burdensome zoning laws and regulations restrict the development of multifamily housing structures such as condos and apartments. This can reduce the supply of housing units, and lead to higher prices. A study conducted by the National Association of Home Builders</p>	<p>Lead: City of Florence</p> <p><u>Short-Term Actions</u></p> <ul style="list-style-type: none"> - Update the Florence Code based on the recommended changes that resulted 	<p>MEDIUM</p> 


STRATEGY	Discussion	Implementation Actions	Priority
POLICY & CODE STRATEGIES			
<p>artificially raise the cost of housing development and/or can make development of specific types of housing physically or financially infeasible can include density limitations, maximum height restrictions, minimum parking requirements, architectural design standards, etc.</p>	<p>and the National Multifamily Housing Council claims that more than 30% of multifamily housing development costs result from regulations imposed by all levels of government. Another study has found that those regulations account for nearly 25% of the cost of new single-family home construction and development on average.</p> <p>The City can consider additional code amendments, beyond those required for middle housing, to facilitate development of desired housing types. Many of these types of changes were included in the 2019 code update, including changes to height and parking standards. However, standards for multi-family housing may need updates due to unintended consequences that have become apparent since the last code update.</p>	<p>from the Code Audit task of this project. (The specific Code Update recommendations were provided separately from this HIP.)</p> <p>Medium-Term Actions</p> <ul style="list-style-type: none"> - City and ongoing Housing Advisory Committee should consider additional updates to eliminate barriers as they are identified. <p>Long-Term Actions</p> <ul style="list-style-type: none"> - Monitor ongoing legislation in the Oregon Legislature related to housing, for potential new zoning and code requirements on municipalities. 	
<p>2.4 CREATE A PROGRAM TO INSPECT AND REMEDY SUBSTANDARD HOUSING:</p> <p>Unsafe or unhealthy housing conditions should be eliminated.</p>	<p>The City currently lacks a code to define unsafe or unhealthy housing. A code and inspection program could be developed to help upgrade the quality of local existing housing.</p> <p>Most examples of these programs include only rental housing. Depending on the reporting system, other types of housing might be included. The goal of enforcing safe housing should be weighed against potential unmanageable costs or penalties put on owners, and the possible removal of some housing units from the housing inventory.</p>	<p>Lead: City of Florence</p> <p>Partners: Potential third-party contractors to conduct inspections; property owners</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - The on-going Housing Advisory Committee should consider potential code definitions and standards for unsafe and/or unhealthy housing as the basis of an enforcement programs, weighing the impacts on all stakeholders. - If deemed necessary, create a reporting and inspection program to assess unsafe 	<p>HIGH</p> 



STRATEGY	Discussion	Implementation Actions	Priority
POLICY & CODE STRATEGIES			
		<p>housing. Should include monitoring of remediation.</p> <p><u>Medium and Long-Term Actions</u></p> <p>- Monitor implementation and impact of program over time, including number of units remediated, and cost. Code definitions and program structure can be updated over time to improve effectiveness and address any unforeseen impacts.</p>	

3) DEVELOPMENT INCENTIVES

These strategies address potential tools the City could use to facilitate development of identified categories of housing, or development in general.


STRATEGY	Discussion	Implementation Actions	Priority
DEVELOPMENT INCENTIVES			
<p>3.1 SDC REDUCTIONS, EXEMPTIONS, DEFERRALS:</p> <p>This strategy can be applied to regulated affordable housing and/or other specific housing types. SDCs are one-time charges assessed on new development to pay for the costs of expanding public facilities. Reduction, exemption, or deferral of SDCs assists developers by reducing their development costs when building targeted housing types. Developers would benefit from this strategy only when their projects meet assistance program requirements.</p> <p>Set fees and system development charges (SDCs) on new construction of targeted housing as low as possible while ensuring necessary infrastructure to make neighborhoods cost-effective places to live and good investments for homeowners.</p>	<p>With deferral or financing for SDCs, the fiscal impacts to the City and its partners is significantly reduced since charges are eventually paid. The period of repayment should not be a detriment to public agencies that operate on indefinite timelines. A financing program can be more beneficial to the property owner because SDCs are paid gradually, rather than in a lump sum soon after the completion of the project.</p> <p>SDC deferrals typically allow a development to delay payment of the fees for a specified period of time or until the certificate of occupancy is issued, rather than at the time the building permit is issued. SDC deferral can be combined with SDC financing so that payments begin after one year and continue for a certain number of years. The City could offer a lower interest rate (e.g., 0.25% above the Oregon Prime rate) and/or allow the lien to be in second position for affordable housing developments. The City could work with other service providers to such an SDC deferral and financing program for certain types of housing developments.</p> <p>The City currently offers financing and deferrals of SDC's until occupancy, as well as reductions for multi-family housing. Currently these programs are available to all types of development and not targeted, so would not provide an extra incentive to affordable housing or other targeted types.</p> <p>Permitting fees are another potential cost that can be reduced, but these typically are lower than SDCs and therefore offer less of an incentive. In addition, Florence uses fees to pay for third party inspections, and cannot easily conduct those with staff.</p>	<p>Lead: City of Florence</p> <p>Partners: Non-profit affordable housing developers, market-rate housing developers</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - The on-going Housing Advisory Committee should review the current SDC incentives for all multi-family housing and consider a more targeted approach towards certain types of housing or affordability levels, or additional waivers, etc. for targeted housing. <p>Long -Term Actions</p> <ul style="list-style-type: none"> - Monitor use of incentives over time, and the resulting production of targeted housing types that might not otherwise have been produced. Consider adjustments to the incentive package to fine tune the impacts. 	<p>MEDIUM</p> 



STRATEGY	Discussion	Implementation Actions	Priority
DEVELOPMENT INCENTIVES			
<p>3.2 TAX EXEMPTIONS & ABATEMENTS:</p> <p>Tax abatements are reductions in property taxes for housing and may include full or partial tax exemptions or freezes on the assessed value of properties. Abatements are often provided to non-profit corporations or to private developers in exchange for developing affordable or other desired housing types.</p>	<p>This strategy offers an additional financial incentive to developers which can improve the long-term economic performance of a property and improve its viability. They can have a significant impact on the financial feasibility of an affordable housing development. However, the city will forego taxes on the property, generally for ten years.</p> <p>The City already offers a Multi-Unit Property Tax Exemption (MUPTe) for properties of 3+ units, near transit corridors. The City might consider some of the other options for tax exemptions mentioned below.</p> <p>In general, market-rate developers will use the program that maximizes benefits while requiring the fewest changes to their development plans. Specific programs authorized in Oregon include the following, Among others.</p> <ul style="list-style-type: none"> • Vertical Housing Tax Exemption. This program is meant to encourage vertical mixed-use buildings in areas where they might be viable, typically downtowns or town centers. • Low-income Rental Housing (or Non-Profit). This program is aimed at encouraging subsidized affordable housing development and can be more broadly applied geographically. Units must be affordable at 60% of Area Median Income to be eligible. One program is aimed at non-profit, and another is for any developer. <p>One challenge for Florence may be the competition of the current MUPTe program. This will allow for a tax exemption for any property with 3 or more units (which may include many middle housing developments as well). The availability of this program may remove the need for a developer to participate in an exemption aimed at affordable housing. An update of the MUPTe program to ensure that redevelopment and infill projects are qualified might also be useful.</p>	<p>Lead: City of Florence</p> <p>Partners: Non-profit affordable housing developers, market-rate housing developers</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - The on-going Housing Advisory Committee should review the current MUPTe program and consider a more targeted approach towards certain types of housing or affordability levels. Other exemption programs might be considered, including for vertical housing in the downtown area, or low-income exemption to target affordable housing directly. <p>Long -Term Actions</p> <ul style="list-style-type: none"> - Monitor use of the MUPTe or new exemptions over time, and the resulting production of targeted housing types that might not otherwise have been produced. Consider adjustments to the incentive package to fine tune the impacts. 	<p>MEDIUM</p> 


STRATEGY	Discussion	Implementation Actions	Priority
DEVELOPMENT INCENTIVES			
<p>3.3 EXPEDITED DEVELOPMENT REVIEW:</p> <p>Offer expedited review and permitting for residential or mixed-use projects that meet certain criteria (e.g., receive local, state, or federal affordable housing funding for development of workforce housing).</p>	<p>This is an HNA action item. The City has worked to streamline and modernize its processes. Policy already requires a 100-day review timeline, which can be expedited for a fee.</p> <p>Other efficiencies might be available for affordable or other special needs housing, or expedited fees might be waived. Another option to consider would be an internal point-of-contact staff person to walk a specific application through the planning and permitting process.</p> <p>The City is receiving state funding for staff assistance and expedited fee waivers for special needs housing.</p>	<p>Lead: City of Florence</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - Implement new expedited process for special needs housing. <p>Medium and Long -Term Actions</p> <ul style="list-style-type: none"> - Continue to monitor and assess the planning and development review process for additional efficiencies. 	<p>HIGH</p> 
<p>3.4 PRE-APPROVED DESIGNS:</p> <p>Consider pre-approving some ADU, middle housing, and other housing designs to accelerate their development process and lower housing costs.</p>	<p>Pre-approved designs allow for quick approval for the applicant, with a result that has been pre-screened to meet the City’s needs. For non-professional applicants (e.g. a homeowner building an ADU) this can also overcome some of the learning curve and hurdles of unfamiliarity that might otherwise deter the project.</p> <p>This approach works best for small or simpler housing types, and likely would be more difficult for larger multi-family developments due to the number of variables. ADU’s, small or tiny homes, duplexes, and cottage cluster designs might be good candidates.</p> <p>Eugene runs a similar program and has allowed Cottage Grove to use their same plans for a reduced cost. Other cities can provide additional examples.</p>	<p>Lead: City of Florence</p> <p>Partners: Non-profit affordable housing developers, market-rate housing developers</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - The City should study the potential of pre-approved design programs, including examples from other cities. The development community should be consulted during the process to ensure a new program will be effective. <p>Long -Term Actions</p> <ul style="list-style-type: none"> - Monitor the utilization of this program. Update to increase effectiveness. 	<p>MEDIUM</p> 

4) HOUSING FUNDING SOURCES

These strategies are aimed at helping the City establish its own funding to more directly participate in housing development and partnerships. For the most part, City’s do not build housing; this is the purview of private and non-profit entities that specialize in development (see Section 5 Programs and Partnerships). However, because of this, City’s may find that they lack the leverage to encourage housing development that meets the City’s goals. A direct funding source can ensure that City’s can partner meaningfully, while having the leverage to request public benefits.


STRATEGY	Discussion	Implementation Actions	Priority
FUNDING SOURCES			
<p>4.1 TAX INCREMENT FINANCING:</p> <p>The City could use tax increment financing (TIF) revenue for one-off housing projects, a pilot program, or possibly other efforts. TIF is a funding mechanism in which future tax revenues in targeted development or redevelopment areas are diverted to finance infrastructure improvements and/or development—potentially including affordable and/or market-rate housing. Use of TIF would limit the program to Urban Renewal Areas (URA or TIF District).</p>	<p>Florence has a current TIF district that covers the Old Town area at the southern edge of the city. The district works by accruing the tax revenue from new development since the district was formed (2006), to dedicate projects in the area.</p> <p>The Florence Urban Renewal Agency (FURA) should assess current projects (most recently reviewed in 2016) for the potential to encourage and contribute funding towards housing projects in the area. The 2016 Strategy identified a number of potential catalyst sites in the district, as well as some proposed tools including a design and development assistance fund, a preservation and rehabilitation program, and a catalyst development fund. These types of programs can be applied to housing, or mixed-use projects that include housing. Another keyway that TIF can contribute to private development is through paying for public infrastructure or off-site improvements that a developer would otherwise be responsible for. This can help reduce the development costs and make an otherwise infeasible project feasible.</p> <p>In addition, the City has remaining capacity under state statute to expand the current district or create a new one. This approach could be used to include other key sites that are seen as good candidates for housing development.</p> <p>TIF is one way for a City to build a dedicate source of funding to participate more directly in these types of projects, that are typically beyond the scope of the general fund.</p>	<p>Lead: City of Florence via Florence Urban Renewal Agency (FURA)</p> <p>Partners: Non-profit affordable housing developers, market-rate housing developers</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - FURA should assess current URA projects list for consistency with current goals and priorities, including for housing. Discuss how UR funding might be applied to programs and projects discussed in HIP. <p>Long -Term Actions</p> <ul style="list-style-type: none"> - Monitor the utilization of UR funds on facilitate housing production. 	<p>MEDIUM</p> 



STRATEGY	Discussion	Implementation Actions	Priority
FUNDING SOURCES			
<p>4.2 CONSTRUCTION EXCISE TAX (CET):</p> <p>Adopt a tax on construction projects that can be used to fund affordable housing. According to statute, the tax may be imposed on improvements to real property that result in a new structure or additional square footage in an existing structure. Cities and counties may levy a CET on residential construction for up to 1% of the permit value; or on commercial and industrial construction, with no cap on the rate of the CET.</p>	<p>State law requires that revenue from a CET be spent on specific types of programs and activities:</p> <p>The City may retain 4% of funds to cover administrative costs. If the City uses a residential CET, the funds remaining must be allocated as follows:</p> <ul style="list-style-type: none"> • 50% must be used for developer incentives (e.g., fee and SDC waivers, tax abatements, etc.) • 35% may be used flexibly for affordable housing programs, as defined by the jurisdiction. • 15% flows to Oregon Housing and Community Services (OHCS) for homeowner programs. <p>If the City implements a CET on commercial or industrial uses, 50% of the funds must be used for allowed developer incentives and the remaining 50% are unrestricted.</p> <p>This type of tax can be a source to repay or “backfill” some other developer incentives such as SDC waivers. At the same time, it is a tax on development, and thus is an additional cost. Like all development costs, they are eventually passed to the buyer or renter. However, it is one way for for-profit private development, which is the bulk of development activity, to help fund rarer affordable housing development projects.</p>	<p>Lead: City of Florence</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - City and Housing Advisory Committee should discuss the need and desirability of a CET program. - Identify and assess examples of CET programs statewide. - Determine parameters of a prospective CET and planned uses, and recommend for adoption if desired. <p>Long -Term Actions</p> <ul style="list-style-type: none"> - Monitor the revenue generation and utilization of the funding for effectiveness over time. 	<p>HIGH</p> 
<p>4.3 GENERAL OBLIGATION BONDS:</p> <p>Cities and counties can issue voter-approved general obligation bonds to provide direct funding for construction and other capital costs associated with the development and construction of affordable housing. Funds can be loaned or</p>	<p>Following the passage of Measure 102, Oregon local governments, including cities and counties, can now issue voter approved general obligation bonds to provide direct funding for construction and other capital costs associated with the development and construction of affordable housing.</p> <p>These funds can be loaned or granted to both public and privately owned affordable housing projects. “Affordability” is required to be determined by voters and each jurisdiction and can be above or below minimum affordability levels established for the federal LIHTC program and other established federal and State affordable housing finance</p>	<p>Lead: City of Florence</p> <p>Partners: Voters and all housing stakeholders</p> <p>Medium to Long-Term Actions</p> <ul style="list-style-type: none"> - The City should assess availability of funding for housing related programs and goals over time, and 	<p>MEDIUM</p> 



STRATEGY	Discussion	Implementation Actions	Priority
FUNDING SOURCES			
<p>granted to public and privately owned affordable housing projects.</p>	<p>programs, defining affordability by reference to Area Median Income (AMI) as established by HUD.</p> <p>The bonds could be paired with other financing available to affordable housing developers, such as Low Income Housing Tax Credits (LIHTC), or could be used for homeownership opportunities.</p> <p>This approach can be used to create significant housing funds with the resources to have a large impact on identified housing shortfalls in the community. It is likely the method that would generate the highest dedicated funding for most cities. In coastal communities it could contribute directly to new workforce housing, senior affordable housing, and other targeted housing types. However, there are political challenges in pursuing this because it requires voter approval and constitutes a new levy on property owners. The uses and goals for this funding must be carefully considered and communicated to voters.</p>	<p>determine if need for resources would support pursuing a general obligation bond to provide a large, dedicated funding source.</p>	
<p>4.4 LAND ACQUISITION AND BANKING:</p> <p>This is not a funding source, but a tool to establish capital assets that are valuable for partnering with developers. Land banking is the acquisition and holding of properties without immediate plans for development, but with the intent that properties eventually be used for affordable or other desired housing. Public agencies or larger non-profits may be better equipped than small community development corporations to do both land acquisition and banking.</p>	<p>The land assets can be used as a partnering incentive (through offering at a discount), but also to ensure that a key site is not used for undesired development (e.g. a key catalyst site in old town). Sites can be acquired via the types of funding sources listed above, or they might be surplus government property already in inventory.</p> <p>Land banking can also be used as an anti-displacement strategy. Land banks can acquire land in high-opportunity areas where prices are going up and develop affordable housing before the market becomes too competitive.</p>	<p>Lead: City of Florence, FURA</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - The City should assess if it currently has any surplus properties that might be appropriate for housing. The City should identify any key housing development sites/locations in the URA or city that could be controlled and reserved for housing production. <p>Long -Term Actions</p> <ul style="list-style-type: none"> - Look for land banking opportunities over time, and ways to control high-impact development opportunity sites. 	<p>MEDIUM</p> 



5) PROGRAMS & PARTNERSHIPS

These strategies represent ways the City can encourage or participate in private or non-profit development activities, who initiate almost all housing development in an community.

STRATEGY	Discussion	Implementation Actions	Priority
PROGRAMS & PARTNERSHIPS			
<p>5.1 SUBSIDIZED AFFORDABLE HOUSING:</p> <p>Subsidized affordable housing refers to housing that is usually provided by a non-profit entity such as an agency, land trust, or housing authority, though it is also offered by for-profit developers in some cases. These properties typically utilize specific financing programs that require the units be offered at specific affordability levels, for a certain number of years.</p> <p>This is how most “affordable housing” is built, and rarely is this done by a City itself. However, these developments very often require a complex mix of programs and incentives layered with each other, to become feasible. In that way, the types of incentives and programs discussed in this plan can all help make the City a partner in facilitating subsidized affordable housing development by these community partners.</p>	<p>Different programs offer different affordability standards and requirements. Typically, HUD funded programs such as public housing and Section 8 vouchers or properties, require tenants to pay 30% of their income in rent. Other programs, such as tax credits, require that rents be set at a level deemed affordable to households at a certain percentage of Area Median Income (two common levels are 30% AMI, or 60% AMI).</p> <p>Affordable housing developers use a wide range of funding sources including:</p> <ul style="list-style-type: none"> • Low Income Housing Tax Credits (LIHTC) • Project-Based Section 8 • Indian Housing Block Grants • Community Development Block Grants • Local Innovation and Fast Track (LIFT) Program • Non-profit fundraising <p>These can be the most complicated and lengthy development projects due to the need for multiple sources of financing and incentives. The City can play a role in offering additional incentives and programs (e.g. MUPTe) to layer with these types of programs to help projects become feasible.</p>	<p>Lead: Non-profit affordable housing developers, Housing Authority</p> <p>Partners: City of Florence, State of Oregon</p> <p>Short-Term Actions</p> <p>- Pursue the measures in the HIP that will allow the City and FURA to partner in these developments through offering additional incentives to help projects achieve feasibility.</p> <p>Long -Term Actions</p> <p>- Demonstrate City support for subsidized affordable housing projects to assist in pursuing grants, tax credits, and financing.</p>	<p>MEDIUM</p> 
<p>5.2 PUBLIC PRIVATE PARTNERSHIPS:</p> <p>Arrangements between public and private entities</p>	<p>The most common partnership model is for the City to provide financial assistance to a partner organization, but partnerships can include other activities such as providing</p>	<p>Lead: Non-profit affordable housing developers, market rate housing developers</p>	<p>MEDIUM</p>

STRATEGY	Discussion	Implementation Actions	Priority
PROGRAMS & PARTNERSHIPS			
<p>to create more and/or affordable housing (related to 5.1). Cities can engage in PPPs in a variety of ways, such as providing flexibility in development standards and helping leverage public funding.</p> <p>These efforts typically involve utilization of a variety of other housing measures or strategies, including those described in this report to assist the partner entity.</p>	<p>administrative capacity, donating land, etc. Often the comprehensive funding of affordable housing development requires numerous funding sources, and the City’s financial contribution can help supplement funding from the state, federal, and other sources.</p> <p>If a source of City funding is available, the City can participate more directly in these projects and exercise more leverage to achieve public goods. Land banking or control over a key site is another strong tool to use to encourage desired housing types or other public goods. The value of the land becomes a bargaining chip for negotiating with private partners.</p>	<p>Partners: City of Florence, FURA</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - Pursue the measures in the HIP that will allow the City and FURA to partner in these developments through offering additional incentives to help projects achieve feasibility. 	
<p>5.3 FINANCIAL ASSISTANCE AND HOMEBUYER EDUCATION PROGRAMS:</p> <p>A rental assistance program can help eligible low-income households with their past-due rent and protect them from eviction risk. The city can promote stable homeownership opportunities with a range of tools such as foreclosure prevention guidance, down payment assistance loans, Homebuyer Opportunity Limited Tax Exemption, etc. City can also provide services to help homeowners or fund community organizations to help homeowners repair and retain their homes.</p> <p>A homebuyer education program helps homebuyers have a better understanding of what’s involved in the home-buying process, approval criteria for a mortgage loan, the benefits / challenges of homeownership, and mortgage and lending terms, etc.</p>	<p>These programs generally involve drawing on resources from outside agencies or educators in these fields. It may be possible to partner with an agency to provide these types of services locally, to be hosted in City facilities. The City can also keep educational information available on-line or on-site.</p>	<p>Lead: City of Florence</p> <p>Partners: Non-profit agencies specializing in housing assistance</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - The Housing Advisory Committee should discuss sources of assistance for renters and homebuyers from partner agencies and community education sources. - City should create clearing house on website and in city hall of available programs. - City can consider contributing funding to rent or homebuyer programs directly. 	<p>HIGH</p> 

STRATEGY	Discussion	Implementation Actions	Priority
PROGRAMS & PARTNERSHIPS			
<p>5.4 ESTABLISH A PERMANENT AFFORDABLE HOUSING ADVISORY COMMITTEE</p> <p>Establish a permanent Affordable Housing Advisory Committee to establish and oversee an affordable housing program that identifies specific actions to increase the supply of housing that is affordable to low to middle income individuals and families. With staff, the committee would monitor and ensure the continued affordability of affordable housing the City has built, required, or incentivized.</p>	<p>(HNA action item) Home for Good and other affordable housing agencies could lead or help form this type of partnership.</p> <p>This type of Advisory Committee will be useful to navigating new state-level rules that recently enacted or are currently under consideration regarding issues like housing, homelessness and transitional housing, and parking rules. The state is currently formulating a new approach for local planning for housing that encourages more production and overcoming barriers to development. The impact of these efforts will become apparent over the next few years.</p>	<p>Lead: City of Florence</p> <p>Partners: Housing stakeholders</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - Create a formal on-going Housing Advisory Committee to pursue the recommended actions in the HIP and other strategies based on their expertise. The HAC will allow for continuity of the City’s multi-year housing production efforts, and provide a body to monitor success and discuss programs and approaches. 	<p>HIGH</p> 
<p>5.5 PROVIDE A DESIGN AND DEVELOPMENT ASSISTANCE PROGRAM (DDAP)</p> <p>Provide a DDAP to help property owners evaluate redevelopment potential if it supports the creation of long-term housing.</p>	<p>This is an HNA action item, that is also part of the FURA 2016 strategy. This program could be developed for the UR Area and then implemented citywide.</p>	<p>Lead: City of Florence, FURA</p> <p>Partners: Third party design and development professionals</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - FURA and the Housing Advisory Committee should discuss a DDAP program, including potential funding sources and program parameters. If viable, the program could be implemented either through the URA, the City, or both. 	<p>MEDIUM</p> 

STRATEGY	Discussion	Implementation Actions	Priority
PROGRAMS & PARTNERSHIPS			
<p>5.6 PURSUE PARTNERSHIPS WITH MAJOR EMPLOYERS</p> <p>Involve major employers in efforts to develop and support housing affordable to their workforce. Pursue partnerships with Lane Community College to develop student housing.</p>	<p>(HNA action item) Multiple groups are discussing this need among major private and public developers with workforce housing need. These talks are in beginning stages.</p> <p>Changes to LCC on-site enrollment and virtual learning may reduce the priority of this action. Stabilized enrollment, and housing interest from existing students should be monitored in coming years to assess priority.</p>	<p>Lead: Major employers with identified housing challenges</p> <p>Partners: City of Florence, for-profit and non-profit housing developers</p> <p>Short-Term Actions</p> <ul style="list-style-type: none"> - Identify potential candidates for employee housing, including major private employers, LCC, and city departments. <p>Medium-Term Actions</p> <ul style="list-style-type: none"> - Discuss with potential candidates how measures identified in the HIP, or other code updates or incentives might facilitate production of this housing. Identify code or other barriers that may present obstacles to the development of this niche housing type. 	<p>MEDIUM</p> 
<p>5.7 PROVIDE INFO AND EDUCATION TO SMALL DEVELOPERS:</p> <p>Educating developers about the City’s policies, goals for housing, and funding sources may provide greater clarity and certainty for small-scale developers or homeowners interested in redevelopment/subdivision of their property. This</p>	<p>(HNA action item) This strategy has low legal risk for the City and requires a low level of cost and administrative burden over the long-term. This effort may ultimately help the City form long term partnerships with developers. This strategy supports existing housing programs within the community and can build upon existing informational resources developed for those programs.</p>	<p>Lead: City of Florence</p> <p>Partners: Local developers, housing advocacy groups</p> <p>Medium-Term Actions</p> <ul style="list-style-type: none"> - Summarize relevant City, County and other programs that can help inexperienced 	<p>MEDIUM</p> 

STRATEGY	Discussion	Implementation Actions	Priority
PROGRAMS & PARTNERSHIPS			
<p>information could be provided as pamphlets at the planning counter and online.</p> <p>This strategy is recommended to be implemented after some of the strategies listed in this plan are already implemented. Pre-approved designs for ADU's, duplexes, or other small units might be particularly helpful.</p>	<p>The City can also consider lower SDC's, fees, or other incentives for small development such as ADU's or duplexes in make this development more feasible. If appropriate, programs can specify that units benefiting from these incentives cannot be used for short-term rentals for some period, or indefinitely.</p>	<p>developers. Point out measures implemented through the HIP, or code updates, that facilitate this development.</p> <ul style="list-style-type: none"> - Consider increased incentives for small development. - Create promotional materials, including website information to promote this information. 	

February 23, 2023

HIP SAT Committee;

The Short-Term Rental (STR) Sub-Committee began meeting July 2022 gathering and evaluating data, interviewing experts, evaluating survey results, and have provided HIP SAT potential ideas for STR policies and regulations in the City of Florence. The general consensus of the sub-committee is the recommendations and summary provided to the HIP SAT at the November 10th, 2022 meeting has met or exceeded the expectations, directions, and responsibilities given to the sub-committee. All members of the committee believe further work and ongoing review would be worthwhile. We now recommend the City create a long-term STR Committee to support these efforts, provide additional research and analysis, and allow for adaptation as needed.

To summarize previous recommendations from the STR Sub-committee:

- A definition should be adopted by the City
 - Should be broad enough to include entire properties and a portion that is be rented for less than 30 days.
 - Should also be specific enough to exclude commercial motels, hotels, camp grounds, bed and breakfast.
- Inspections of the property should be required to ensure safe conditions of the property.
 - Annual inspections were determined to be unnecessary.
 - Every five years was suggested as being too long between inspections.
- “Good Neighbor Guidelines” should be established and posted on site.
- The general consensus is additional information is needed to determine if STR’s should be limited beyond the 2022 public survey and the City’s 2018 Housing Needs Analysis and Economic Opportunity Analysis.
 - Licensing could provide this information.
 - The sub-committee does not recommend limiting STR to certain zones or districts in town
 - Also not supported in survey results
 - Recommend a buffer around Siuslaw Schools because of potential increased traffic
- Business Licenses and permitting should be required
 - Fines should be large enough to deter operating without proper licensing and permit
 - Permitting and licensing fees should be adequate to cover costs for processing
 - Fees should be adequate to cover regulating the property for code compliance and complaints as needed

Final tasks to consider in preparation for a work session with Planning Commission and/or City Council:

- Adapting current City Business License and/or Land Use Application to be used for STRs
- Finalize recommended items for pre-rental safety inspection
- Finalize recommendation for Good Neighbor Guidelines to be posted in the rental unit.

The STR Sub-Committee has put many hours into this project and we are at a place to turn it over the HIP SAT and City Staff to determine whether they (1) want to complete any additional STR work on their own, or, (2) want to form a new committee which will fulfill additional directives. Some, but not all, of the current members of the current STR committee have the time capability and are willing to serve on a newly called committee. It has been a pleasure serving the City in this capacity.

Regards,

Short-Term Rental Sub-Committee

Colin Morgan	Andrew Miller
Ron Moore	Janelle Morgan
Bob Teter	Clare Kurth

From: [Bob Teter](#)
To: [Wendy Farley-Campbell](#); [Maggie Bagon](#); [Greg Wood](#); jen@safeshelterforsiuslawstudents.org; [Colin Morgan \(Colin@florencefoodshare.org\)](#); [Patricia Burke & Martin Huber](#); [Ron Moore](#); [Peighton Allen](#)
Subject: Notes from Monday's Transitional Housing Meeting
Date: Friday, January 27, 2023 5:27:48 PM

Here is a summary of what was addressed and discussed at Monday's meeting.

1. What type of structures or housing arrangements would be allowed?

Transitional Housing Facilities **Are Not:**

- A. Tents and temporary fabric walls or roof
- B. RV/Motors Home/Travel Trailers that are not connected to a central code approved power and water sources. RV/Motor Homes not connected a code approved sanitation dump system
- C. Personal automobiles park on public streets.
- D. Structures or programs that do not address ADA needs and requirements.
- E. Structures and facilities that do not provide adequate access for EMS and law enforcement when necessary.

Transition Housing Facilities **Are:**

- A. Fixed built structures such as single dwelling homes, hotels, apartments duplexes that are code approved.
- B. RV/Motor Homes/Travel Trailers/ Yurts/Tiny Homes that are connected to a central code approved power and water sources. RV/Motor Homes connected a code approved sanitation dump system
- C. Structures or programs that address ADA needs and requirements.
- D. Structures and facilities that do provide adequate access for EMS and law enforcement when necessary.

Emergency Shelters **Are Not:**

- A. Open air camping (sleeping bags outside)
- B. Personal privately owned dwellings
- C. Structures or Facilities that do not provide access to water and sanitation services.
- D. Structures that do not provide adequate protection from the elements to ensure the health and safety of the residents and participants.
- E. Facilities that do not provide adequate lighting overnight.
- F. Facilities or programs that do not address ADA needs and requirements.

2. How do we recommend limiting the number of participants at a given time?

- A. The number of occupants will be determined by the capacity of the program and its structures as directed during the permitting process.
- B. Programs must provided and resident and guest capacity. Program management/agency is responsible for the conduct of residents and guests.

3. Are there certain areas in Florence that would be excluded from establishing a program?

Transitional Housing will be excluded:

- A. 300' within Old Town District boundaries
- B. 300' within Siuslaw School District Property and commercial child care facilities

Emergency Shelters will be excluded:

- A. 300' within Old Town District boundaries
 - B. 300' within Siuslaw School District Property
 - C. In plain view from Hwy 101. If along Hwy 101, the shelter area must be fenced with a minimum height of 6' or some type of similar buffer or obstruction.
4. How is storage of personal property to be addressed? **To be further determined at the next meeting.**
5. Would the program include vehicles parked on the property or on the street? Do we limit the number of personal vehicles on the property?
- A. All vehicle parked on the property must be adequately insured.
 - B. All vehicles on the property must be parked or stored in areas designated only for vehicles.
 - C. All vehicles parked adjacent to the program's property must meet city and state code requirements. Program management will support city officials in the management and supervision of those areas.
6. What kind of safety, management, and security protocols as well as qualifications of supervisors or program management be mandated? **To be determined at the next meeting.**

Bob Teter

Executive Director

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Transitional Housing Sub-committee Recommendations

Committee Members

Bob Teter-Chair, Siuslaw Outreach Services
Pat Burke- Emergency Cold Weather Shelter
Jennifer Ledbetter- Safe Shelter For Siuslaw Students
Greg Wood- Florence Presbyterian Church

Maggie Bagon – ADA Representative
Ken Gaylord-Florence First Step
Steve Ochs- Homes 4 Good
Ron Moore- River House Inn

The Purpose of the Sub-committee

The purpose of the Transitional Housing Sub-committee of the larger Housing Implementation Committee to explore, research and guide the City of Florence to consider adopting language to allow for the existence of transitional and emergency housing programs within the Florence city limits.

The committee members all have experience both as professionals and volunteers working the unhoused residents of Florence. Member were called upon for their experience and expertise in addressing the need of the unhoused residing in Florence. The group also researched existing programs around the state. There are many successful programs throughout the state of Oregon that provide examples how programs could operate responsibly to address the need.

The Goals of the Sub-committee:

1. Create a distinction between “transitional housing” and “emergency housing/shelter.”
2. Create a definition of “transitional housing” in Florence.
3. Create a definition of “emergency housing/shelter” in Florence.
4. Make recommendations to Housing Implementation Committee and city counselors to ensure such programs exist to meet the need and conduct their programs responsibly.

Definitions

Transitional Housing Definition

HUD and the City of Florence defines the term transitional housing as “a project or program operated and implemented by a registered entity with the City of Florence that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living. The housing is short-term, typically less than 24 months. In addition to providing safe housing for those in need, those entities will provide or connect those that are provided with transitional housing to other supportive services designed to help participants become self-sufficient.”

Emergency Housing Definition: “Short term temporary/ emergency housing or shelter program delivered by a registered entity with the City of Florence or the City of Florence, designed to provide between 1 and 30 consecutive days/nights for unhoused individuals during inclement weather or individuals suddenly displaced due to a crisis and/or catastrophic event. The City of Florence shall authority to grant consecutive stays beyond 30 days/nights in extraordinary circumstances.”

Standards To Consider In Permit Process

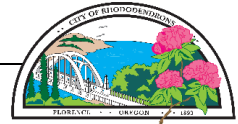
To ensure a quality program exists to meet the housing needs for the most vulnerable community members, the committee recommends entities wishing to operate such programs, submit the following information to the City of Florence in order to operate as defined above.

- Safety & Security Plan (including overnight monitoring)
- Noise and Traffic Plan
- Sanitation and Hygiene Plan
- Handicap Accessibility Plan
- Proof of Property and Officer Liability Insurance
- Fire Marshall Inspection
- Conversation with EMS to develop access Plan
- Adhere to other existing code requirements

Other Request for Consideration

The committee are requesting city council consider the following:

- Expand city code to allow such programs, as defined above, beyond church properties
- Consider reducing barriers to allow acquiring use permits to make the process more affordable and practical for non-profits.
- Waive or reduce permit fees so that non-profits can affordably implement such programs.
- Permits to be reviewed for renewal one year after the original granting of a permit. All use permits for such programs would submit for renewal process every 2 to 3 years.



City of Florence
A City in Motion

MEMORANDUM

Draft Transitional Housing Code Update Florence Housing Implementation Plan

DATE February 22, 2022
TO HIP Stakeholder Advisory Team
FROM Darci Rudzinski and Brandon Crawford, MIG|APG
CC Florence HIP Project Management Team

INTRODUCTION AND BACKGROUND

The City of Florence Housing Implementation Plan (HIP) includes recommended amendments to the Florence City Code (FCC) to support the City's housing goals and priorities. The City is interested in adopting provisions to allow and regulate transitional housing as a part of the FCC updates. The first draft of the Code Update included sample language and case study research for a transitional housing code section, which was included as an attachment to the original Code Update memo (see Code Update memo, July 2022). The project's Stakeholder Advisory Committee (HIP SAT) considered the sample language at their (July 28, 2022) meeting and determined at that time that there were too many outstanding questions and issues related to the topic to provide solid direction on developing new City regulations. The HIP SAT asked for volunteers and formed a subcommittee to examine transitional housing options and to provide recommendations to the City and HIP SAT. The Transitional Housing Subcommittee met four times, resulting in two reports that provided definitions of terms and preferred requirements for the siting of transitional housing.

This memo provides proposed transitional housing requirements, based on sample language provided and reviewed in 2022 and informed by the Transitional Housing Subcommittee recommendations and previous feedback from the HIP SAT. Note that the draft provisions for transitional housing are proposed as an entirely new FCC chapter – Chapter 38 – and therefore the draft amendment text in this memo is *not* provided in the standard underline/~~strikeout~~ format.

Several draft provisions need further discussion. Provisions that need further discussion are accompanied by gray question boxes and are intended for HIP SAT consideration and input at the next HIP SAT meeting (HIP SAT #5). The City will be responsible for advancing FCC updates for transitional housing after the conclusion of the HIP project.

See the attachment to this memo for more background on transitional housing case study research and sample language.

TRANSITIONAL HOUSING CODE AMENDMENT RECOMMENDATIONS

FCC 10-2-13 Definitions

TRANSITIONAL HOUSING

Residential shelter provided for an extended but definite period in housing that is generally integrated with other social services and counseling programs to assist in the transition to self-sufficiency through the acquisition of a stable income and permanent housing.

Discussion Question: *The recommended definition distinguishes the type of housing (transitional) for which the City need specific and distinct requirements. Note that the Transitional Housing Subcommittee proposed the definition below, which focuses more on programs and providers. Consider the regulatory elements suggested in the new FCC chapter and determine if the recommended definition provides sufficient clarity on the use type.*

A project or program operated and implemented by a registered entity with the City of Florence that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living and permanent housing. The length of stay is no more than 24 months. In addition to providing safe housing for those in need, those entities will provide or connect those that are provided with transitional housing to other supportive services designed to help participants become self-sufficient.

FCC 10-38-5 Transitional Housing

- A. Transitional housing is allowed to be sited:
 - 1. On land with a religious institutional as defined under FCC 10-2, regardless of the underlying zoning designation.
 - 2. In areas zoned residential, pursuant to FCC 10-10
- B. Allowed shelter types – new construction or conversion of pre-existing dwellings, including:
 - 1. Single-unit detached
 - 2. Single-unit attached
 - 3. Duplexes
 - 4. Triplexes and quadplexes,
 - 5. Multi-unit dwellings
 - 6. Accessory dwelling units

7. Cluster housing
8. Boarding house/dormitory
9. Group or congregate housing
10. Manufactured, mobile, or modular units
11. Conversions of hotels and motels
12. Group or congregate housing
13. Boarding house/dormitory
14. Prefabricated or manufactured units
15. Yurts
16. RVs or mobile homes that comply with FCC
10-38-5.C.7

Discussion Question: *Should there be additional allowed dwelling types? Do any of these not belong? Note that if the HIP SAT agrees with this recommended list a definition for “yurt” will need to be added to the FCC definitions. Other proposed definitions are included in the Code Update (e.g., prefabricated dwellings and congregate housing).*

Proposed “yurt” definition:

“A one-room circular fabric structure built on a platform.”

- C. Development standards for detached units and yurts:
 1. Maximum building footprint: 400 square feet.
 2. Maximum height, measured from average finished grade pursuant to FCC Figure 10-2-13-1: 15 feet
 3. Enclosed storage space
 4. Enclosed trash/recycling space
 5. Each unit must have electricity
- D. RVs and mobile homes must be connected to a central Code-approved power and water source.
- E. Except for detached units and yurts, transitional housing developments are subject to the Site Development Provisions of the underlying zone.

- F. The development of detached units and yurts are subject to the following site requirements:
1. Maximum Number of Units: One per 800 square feet, rounded to the nearest whole number.
 2. Kitchen and bathroom facilities. Facilities must be communal, located on-site, have electricity, and be connected to City water and sewer.
 3. Minimum spacing between individual units: 5 feet

Discussion Questions:

- ***Are these appropriate dimensional standards to apply to individual units? Are the development and site requirements sufficient?***
- ***Unless standards are specified in this draft FCC chapter, it is assumed that the transitional housing is subject to the site development provisions in the underlying zone. Are there other standards that should be distinct for transitional housing (e.g., setback, lot coverage, etc.)?***
- ***Should conversions of existing/approved dwellings, hotels, motels, and other existing uses be exempt from the siting and development standards listed?***
- ***Should the number of RVs or mobile homes be limited on an individual site?***

- G. Transitional housing is not permitted in the following locations:
1. Within 300' of the Old Town District boundaries.
 2. Within 300' of the Siuslaw School District property line boundaries.
 3. Within 300' of Highway 101 unless screened from view with a minimum 6' solid wood fence or block wall and evergreen landscape buffer that effectively screens at least 70% of the proposed housing from view.
- H. Except for transitional housing conversions allowed under FCC 10-38-5.B.1, the following are not permitted for individual transitional housing units:
1. Water connections
 2. Sanitary sewer connections
 3. Natural gas service
 4. Propane heaters
 5. Gas generators
 6. Bathrooms and kitchens

Discussion Question: How should utility connections and shared facilities be regulated for new transitional housing development versus conversions of existing uses (e.g., hotel/motel conversion)?

- I. All transitional housing must meet American with Disabilities Act (ADA) requirements.
- J. An occupant may reside in a transitional housing detached dwelling or dwelling unit for up to 24 months.
- K. Trash and recycling service must be provided for all transitional housing developments. Trash and recycling must be screened from view with fencing or evergreen buffer that is between 6'-8' tall.
- L. Bicycle storage or parking must be provided for all transitional housing development. A minimum of one bicycle parking space per transitional housing unit must be available.
- M. A minimum of one off-street vehicle parking space per unit must be provided.
- N. Approval Procedures.
 - 1. Transitional housing shall be reviewed as a Type III Conditional Use subject to FCC 10-4 in the LDR, MDR, or RMH zones, and as a Type II Site Review subject to FCC 10-1-1-6-2.
 - 2. The City shall waive the land use application fee for transitional housing permits.
 - 3. Transitional housing is subject to the requirements of FCC 10-34 (Landscaping), FCC 10-35 (Access and Circulation), FCC 10-36 (Public Facilities), and FCC 10-37 (Lighting)
 - 4. Periodic Review and Renewal. Transitional housing developments shall require periodic review and renewal.
 - a. The first periodic review and renewal shall be conducted one year from occupancy and shall follow the Conditional Use review procedure subject to FCC 10-4.
 - b. Renewal approval will require demonstration that dwelling and site conditions continue to comply with FCC 10-38-5.C – FCC 10-38-5.K.
 - c. Subsequent to the first renewal period approval under 4.a and 4.b above, periodic review and renewal shall be conducted bi-annually, following the Conditional Use review procedure subject to FCC 10-4
 - 5. Financial security (bonds, petitions, cash, etc.) to ensure the removal of the improvements should approval not be renewed shall be provided to the city prior to occupancy.

OTHER MUNICIPAL CODE REQUIREMENTS

The City is interested in regulating various aspects of transitional housing that are not appropriate for land use/zoning regulations and procedures in Title 10. The City should explore how to review, require, and regulate the following components of transitional housing:

- Site manager
- Management plan
- Code of Conduct (see sample language in July 2022 Transitional Housing Case Study attachment)
- Eligibility
- Personal storage
- Safety & Security Plan (including overnight monitoring)
- Number of occupants (total and per unit)
- Noise and Traffic Plan
- Sanitation and Hygiene Plan
- Handicap Accessibility Plan
- Proof of Property and Officer Liability Insurance
- Fire Marshall Inspection
- Involvement of EMS in developing an access plan

Attachment

Transitional Housing

Under provisions that implement HB 2916 (ORS 446.265), the State allows jurisdictions the option of permitting transitional housing. Pursuant to the provision, transitional housing is “accommodations (that) are intended to be used by individuals or families on a limited basis for seasonal, emergency or transitional housing purposes and may include yurts, huts, cabins, fabric structures, tents and similar accommodations.” The transitional housing accommodations are limited to persons who lack permanent or safe shelter or cannot be placed in other low income housing. Pursuant to the provision, the City has the authority to limit the maximum amount of time that an individual or family may use the accommodations.

The State provisions allow some requirements to be placed on transitional housing. Accommodations may be required to provide parking facilities, walkways, and access to water, toilets, showers, laundry, cooking, telephone or other services either through separate or shared facilities.¹

Beyond the definition of transitional housing, there are no standards in Title 10 or 11 that are directly associated with this housing type. Provisions that have been adopted by other jurisdictions include:

City	Use Categories & allowed zones	Types of shelter allowed	Max Stay	Development Standards/misc requirements
Bend	<ul style="list-style-type: none"> Allowed in most zones New is a Type II review, expansion of existing is Type I 	<ul style="list-style-type: none"> Hardship housing Temporary shelter Group shelters Outdoor shelters Multi-room shelters 	180 days	<ul style="list-style-type: none"> “Good neighbor” guidelines On-call or on-site management Underlying zoning requirements apply with some exceptions Waiting/intake areas Transportation access and utility connections required
Portland	<ul style="list-style-type: none"> “Community Service” Allowed in almost all zones 	<ul style="list-style-type: none"> Occupied RVs Group living Short term, mass, and outdoor shelter 	<ul style="list-style-type: none"> Outdoor and mass shelters – 180 days 	<ul style="list-style-type: none"> Occupied RVs are exempt from base zone development standards and density standards. Prohibited from being an STR Parking requirements for occupied RVs are the same as parking

¹ Note: According to ORS 446.265, the Oregon Health Authority may develop public health best practices for shared health and sanitation facilities for transitional housing accommodations.

				requirements for unoccupied RVs <ul style="list-style-type: none"> No min parking for group living
Salem	<ul style="list-style-type: none"> Allowed as a "class 1" or "class 2" temporary use permit 	<ul style="list-style-type: none"> Managed temporary village. Allows: <ul style="list-style-type: none"> Prefab structures, such as tiny homes, yurts, conestoga huts Tents Vehicles and RVs *improvised camps not allowed 		<ul style="list-style-type: none"> Various operational and on-site standards
Seattle		Transitional Encampments		<ul style="list-style-type: none"> Various requirements for fire safety/health hazards, utilities/cleaning/cooking facilities, other
Silverton	<ul style="list-style-type: none"> Allowed on properties owned by religious use Conditional use process Required to undergo periodic review and renewal 	Transitional Shelter Community <ul style="list-style-type: none"> Allows: <ul style="list-style-type: none"> Stick built or prefab structures Must be detached Fabric walls prohibited (tents, yurts) Vehicles, manufactured dwellings, trailers not allowed 	18 months	<ul style="list-style-type: none"> Various development standards No outdoor storage allowed Fencing required Case management/operations plan required Code of conduct required Priority given to individual from Silverton Occupancy limited to 1 person per shelter

Definitions

Portland

Mass Shelter - A building that contains one or more open sleeping areas, or is divided only by non-permanent partitions, and furnished with beds, cots, floor mats, or bunks. Individual bedrooms are not provided. The shelter may or may not have food preparation or shower facilities. The shelter is managed

by a public or non-profit agency to provide shelter, with or without a fee, with no minimum length of stay. Where individual bedrooms are provided, the facility is a short term shelter. See also Outdoor Shelter and Short Term Shelter.

Outdoor Shelter - Individual shelters grouped together in an outdoor setting. Examples of individual shelters include tents, yurts, huts, cabins, vehicles or other similar accommodation that do not contain sanitary or cooking facilities, and recreational vehicles with or without cooking and sanitary facilities. The shelter is managed by a public agency or a non-profit agency, with or without a fee, and with no minimum length of stay. An outdoor shelter may or may not include buildings that have food preparation or sanitary facilities. See also Mass Shelter and Short Term Shelter.

Short Term Shelter - A building that contains one or more individual bedrooms, and where occupancy of all rooms may be arranged with no minimum length of stay. The short term shelter facility may or may not have food preparation facilities, and shower or bath facilities may or may not be shared. The facility is managed by a public or non-profit agency to provide shelters, with or without a fee. Examples include transitional housing, and emergency shelters where individual rooms are provided. Where individual bedrooms are not provided, the facility is a mass shelter. See also Mass Shelter and Outdoor Shelter.

Bend

Temporary housing means a permanent facility providing temporary shelter for individuals and/or families who are homeless or in transition. Services may be provided including, but not limited to, accommodations, meals, toilet/bathing facilities, clothing/laundry, case management services and information on or referral to other community resources.

Recreational vehicle means a vehicle with or without motive power that is designed for human occupancy and to be used temporarily for recreational, seasonal or emergency purposes and as further defined, by rule, by the Director of the Department of Consumer and Business Services Transportation. ***(Underlined added by the Planning Commission on March 8, 2022)***

means a location for overnight accommodation of people who lack housing. A shelter is either a group shelter, outdoor shelter, or a multi-room shelter. See BDC 3.6.600, Shelters. **Shelter**

1. Group shelter means a building that contains one or more open sleeping areas, or is divided only by nonpermanent partitions, furnished with cots, floor mats, bunks, or other sleeping accommodations, for use as a shelter. See BDC 3.6.600, Shelters.

2. Outdoor shelter means a site on which multiple mobile or permanent units including tents, yurts, huts, cabins, manufactured dwellings, recreational vehicles, travel trailers, and other similar structures are placed for use as a shelter. See BDC 3.6.600, Shelters.

3. Multi-room shelter means a building that contains individual sleeping rooms for use as a shelter. See BDC 3.6.600, Shelters.

Shelter, Temporary means group shelters, multi-room, or outdoor shelters used for a limited period. See BDC 3.6.400(I). For temporary hardship housing, see Hardship Housing and BDC 3.6.400(H). ***(Deleted by the City Council on May 18, 2022)***

Gresham

Transitional Housing. Housing provided for an extended period and generally integrated with other social services and counseling programs to assist in the transition to self-sufficiency through the acquisition of a stable income and permanent housing.

Seattle

Transitional Encampment. Means a use having tents or a similar shelter, including vehicles used for shelter, that provides temporary quarters for sleeping and shelter. The use may have common food preparation, shower, or other commonly-used facilities that are separate from the sleeping shelters.

Silverton

Transitional Housing Communities. Per ORS [446.265](#). Accommodations that may consist of separate facilities, in the form of sleeping pods or other approved structures, for use as living units by one or more individuals or by families. The person establishing the accommodations shall provide access to water and toilet through separate or shared facilities, and may provide access to shower, laundry, cooking, telephone or other services either through separate or shared facilities. The accommodations shall provide parking facilities and walkways. Transitional housing accommodations shall be limited to persons who lack permanent shelter and cannot be placed in other low income housing.

HUD

Transitional Housing (TH) provides temporary housing with supportive services to individuals and families experiencing homelessness with the goal of interim stability and support to successfully move to and maintain permanent housing. TH projects can cover housing costs and accompanying supportive services for program participants for up to 24 months.

Participants in a TH project must have a signed lease, sublease, or occupancy agreement with the following requirements:

- An initial term of at least one month
- Automatically renewable upon expiration, except by prior notice by either party
- A maximum term of 24 months

Sample Code Section

Under provisions that implement HB 2916 (ORS 446.265), the State allows jurisdictions the option of permitting transitional housing. Pursuant to the provision, transitional housing is “accommodations (that) are intended to be used by individuals or families on a limited basis for seasonal, emergency or transitional housing purposes and may include yurts, huts, cabins, fabric structures, tents and similar accommodations.” The transitional housing accommodations are limited to persons who lack permanent or safe shelter or cannot be placed in other low income housing. Pursuant to the provision, the City has the authority to limit the maximum amount of time that an individual or family may use the accommodations.

The State provisions allow some requirements to be placed on transitional housing. Accommodations may be required to provide parking facilities, walkways, and access to water, toilets, showers, laundry, cooking, telephone or other services either through separate or shared facilities.

Beyond the definition of transitional housing, there are no standards in Title 10 or 11 that are directly associated with this housing type. **To start the discussion, we have drafted provisions for transitional housing that are largely based off what other jurisdictions in Oregon are doing. At a minimum, we recommend the City allow transitional housing as a conditional use in all residential, commercial, institutional/office, and commercial zones. Allowing transitional housing in these areas is consistent with the other affordable housing requirements included in the Code update.**

10-38-5 Transitional Housing

- A. Transitional housing is allowed under the following circumstances:
 - 1. On land used as a religious institution or place of worship per FCC 10-2, regardless of the underlying zoning designation.
 - 2. In areas zoned to allow transitional housing, per FCC 10-10
- B. Allowed shelter types.
 - 1. Stick-built detached or attached units
 - 2. Prefabricated or manufactured units
 - 3. Yurts
 - 4. RVs or mobile homes
- C. Maximum Building Footprint. The maximum building floor space for each shelter unit is 400 square feet.
- D. Maximum Number of Units. The maximum number of units per parcel is one for every 1,000 square feet of area of the site the units are to be located on, rounded to the nearest whole number.
- E. Length of stay. An occupant may reside in a transitional housing dwelling for up to 18 months.
- F. Bathrooms and Kitchens. Bathrooms and kitchens are prohibited in the shelter units. Instead, common permanent bathroom facilities available all hours of all days shall be provided for the residents and kitchen facilities may be provided to residents.
- G. Utilities. Water service, sanitary sewer service, natural gas service, propane heaters, and generators are prohibited in the shelter units but are permitted in common facilities. Trash and recycling service is to be provided in the vicinity of the use.
- H. Storage. No outdoor storage is permitted, excluding bicycles. Residents shall be provided with enclosed, secure storage facilities for their belongings.
- I. Minimum Rear and Side Yard Depth. The minimum rear and side yard depth is five feet, except that if the rear or side yard abuts a residential district, the minimum shall be 10 feet from the abutting lot line.

- J. Minimum Structure Separation. Structures shall be separated from one another by a minimum of five feet.
- K. Conditional Use. Transitional shelter communities shall be reviewed as a use; however, no fee shall be charged for such review.
- L. Periodic Review and Renewal. Transitional housing developments shall require periodic review and renewal.
- M. The first periodic review and renewal shall be conducted one year from occupancy and shall follow the conditional use review procedure. If renewal is approved, periodic review and renewal shall be conducted bi-annually from that point, following the conditional use review procedure.
- N. Financial security (bonds, petitions, cash, etc.) to ensure the removal of the improvements should approval not be renewed shall be provided to the city prior to occupancy.
- O. Site manager. Each transitional housing development must have an assigned site manager, who can be an owner-occupant, tenant, lessee or person other than an owner who has possession and/or control of the property. The site manager shall provide local contact information, name and telephone number, to all property owners and residents within 500 feet of the site on an annual basis. The site manager must be available to accept and immediately respond to telephone calls during business hours. Any change in local contact person must be reported to the city and property owners and residents within 500 feet of the site at least seven days prior to the date the change takes effect.
- P. Management plan. An operations, security, and case management plan for the transitional shelter community shall be submitted to the city at the time of application for review and approval.
- Q. Code of Conduct. The managing agency shall provide to all residents of the transitional housing development a code of conduct for living at the transitional shelter community, including information regarding the noise disturbance standards of FCC XX, the chronic nuisance property standards of FCC XX, and the Periodic Review and Renewal timetable. A copy of the code of conduct shall be submitted to the city at the time of application for review and approval.
- R. Eligibility. Priority should be given to individuals that have been living within Florence or Lane County (excluding Eugene) for the past year.

Other resources

- Rogue Retreats: <https://www.rogueretreat.org/housing-shelter/>
- Portland S2HC: <https://www.portland.gov/bps/planning/s2hc>
- PSU HRAC: <https://www.pdx.edu/homelessness/evaluation-best-practices-village-model>
- Portland Transition Projects: <https://www.tprojects.org/>

- Oregon PSH Program: <https://www.oregon.gov/ohcs/development/Pages/permanent-supportive-housing.aspx>
- Bend Outdoor Shelters Program: <https://www.bendoregon.gov/city-projects/community-priorities/houselessness/outdoor-shelter>
- HUD Exchange Continuum of Care (CoC) Program Eligibility: <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>
 - [HUD TH Definition](#)