

A G E N D A 9 - 15

1. Approval of Minutes: July 16, 2015

2. **Public Hearing (Quasi Judicial)**

- ◆ Docket CU 2-15

Request: Approval of a conditional use permit to allow a year-round social relief facility providing residential care for up to 13 (thirteen) persons and a year-round cold weather shelter providing emergency care for up to 35 persons.

Location: 1234 NE 14th Street and 1315 NE Macy Street, and is more specifically described as Tax Lots 01500 and 01600, Section 16DC, T. 4 S., R. 4 W., W.M.

Applicant: Yamhill County Gospel Rescue Mission

3. **Old/New Business**

4. **Adjournment**

MINUTES

Members Present: Chair Stassens; Vice Chair Morgan; Commissioners Butler, Hillestad, Pietz, Thomas, Tiedge, Hall and Chroust-Masin

Members Absent: No members absent

Staff Present: Mr. Pomeroy, Ms. Haines, Ms. Morrison

1. Approval of Minutes: May 21, 2015

Chair Stassens called the meeting to order at 6:33 p.m. and called for action on the Planning Commission minutes from the May 21, 2015 meeting. Commissioner Morgan MOVED to APPROVE the minutes as presented; SECONDED by Commissioner Butler. Motion PASSED unanimously.

2. Public Hearing (Quasi Judicial)

◆ **Docket CU 1-15**

Request: Approval of a conditional use permit to establish and operate a child care and preschool facility within a portion of the existing McMinnville Covenant Church.

Location: 2155 NW Second Street, and more specifically described as Tax Lots 00400 and 00501, Section 19AC, T. 4 S., R. 4 W., W.M.

Applicant: McMinnville Covenant Church

Chair Stassens opened the public hearing at 6:37 p.m., and requested disclosures, abstentions, or objections to jurisdiction. There were none noted by any members of the Planning Commission. Chair Stassens then asked if any of the commissioners had visited the location and all had except for Commissioner Tiedge.

Chair Stassens then requested the staff report from Mr. Pomeroy.

Mr. Pomeroy provided the staff report and stated that the Trinity Learning Center has been in existence at another location but will be now located in the Covenant Church and will offer child care for children aged six weeks to age two and one-half, preschool function from ages two and one-half up until age five and a component for after school care for kids up to the age of twelve, similar to the Kids on the Block program. Mr. Pomeroy stated that the facilities are already in existence; The applicant would be utilizing existing space and that the application meets all applicable requirements and criteria. Mr. Pomeroy recommended approval subject to the conditions listed in the staff report.

Applicant representative Amie Conover from the McMinnville Covenant Church spoke to the Commission and she informed them that she was also a board member at Trinity Learning Center. Ms. Conover informed the Commission that the Trinity Learning Center will close at First Baptist Church and is wanting to re-locate as well as create a new entity by changing the name and moving to the McMinnville Covenant Church location. Jennifer Teafatiller, another representative from the church, said that she supported Amie's statements.

Commissioner Chroust-Masin asked the applicant how many children will participate in the program and Ms. Conover explained that she expects about fifty children to attend their program. Ms. Conover also noted the age ranges of the children that would be served by the programs.

There was no testimony in opposition and no other questions of the applicant from the Commission.

Mr. Pomeroy said that there were no comments from public agencies.

The applicants waived the seven-day time period allowed to submit final written arguments in support of the application.

There was a brief discussion by staff and Commissioner Chroust-Masin commented that he is in support of the conditional use permit application.

Commissioner Butler commented that he thought it would be a better location due to traffic issues at the current site.

Commissioner Hillestad asked the applicant about transportation for children to the new facility. Ms. Conover said that public transportation is available nearby and that the church was discussing providing bussing services if families were in need.

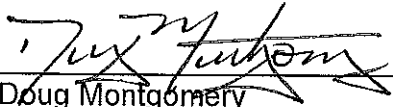
Chair Stassens called for a MOTION and Commissioner Chroust-Masin MOVED, based on the findings of fact and conclusionary findings for approval, and material submitted by the applicant and staff, that CU 1-15 be APPROVED; Commissioner Hillestad SECONDED the motion. Motion PASSED unanimously and Chair Stassens closed the public hearing at 6:45 p.m.

3. Old/New Business

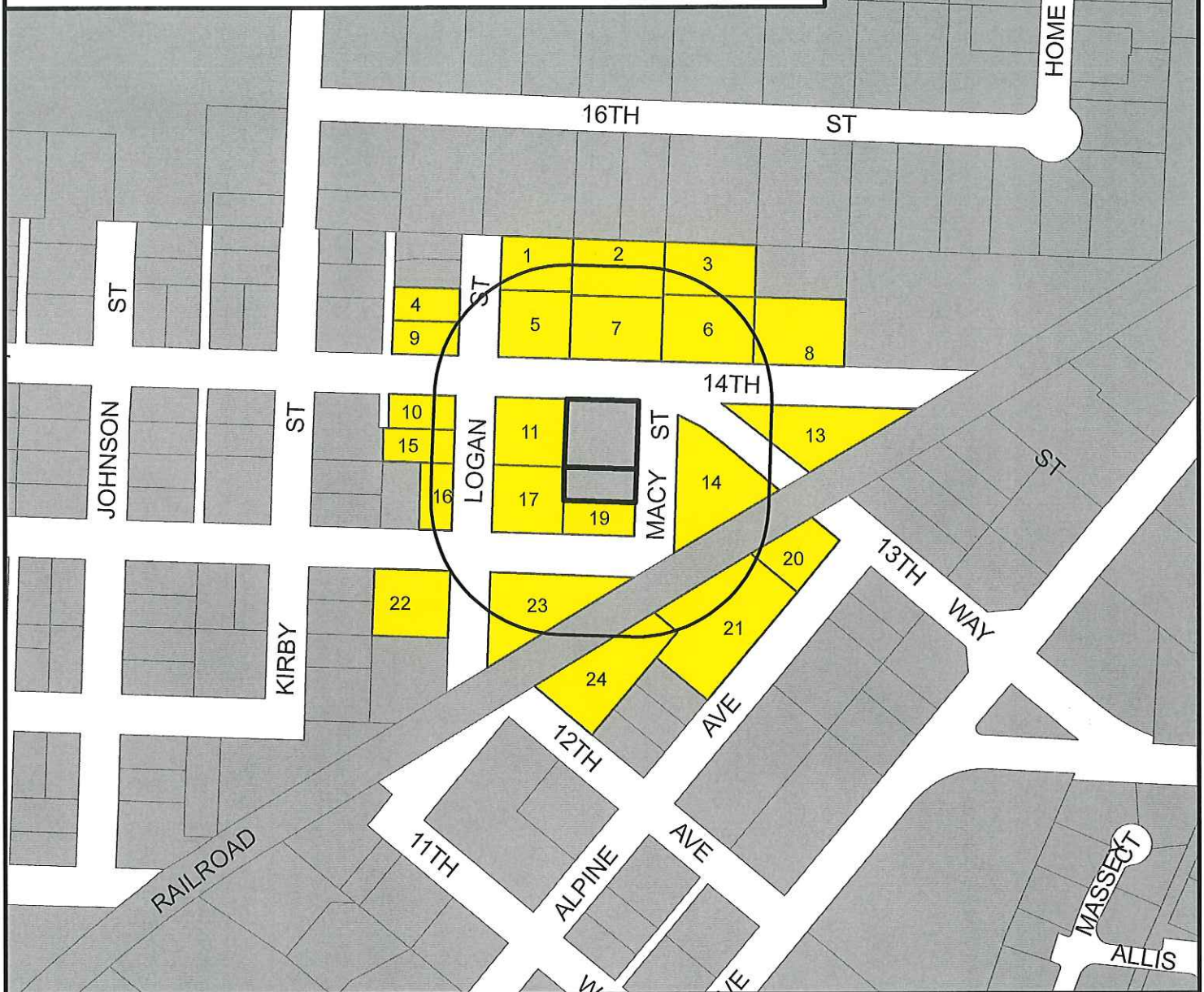
- Ordinance updates provided to Commissioners.
- There is nothing for the August docket so no August meeting scheduled.

4. Adjournment

Commissioner Chroust-Masin MOVED to adjourn the meeting; SECONDED by Commissioner Butler. Motion PASSED unanimously, and Chair Butler ADJOURNED the meeting at 6:48 p.m.


Doug Montgomery
Secretary

Notification Map



CU 2-15

Yamhill County Gospel Rescue Mission is requesting approval of a conditional use permit to allow a year-round social relief facility providing residential care for up to 13 (thirteen) persons and a year-round cold weather shelter providing emergency care for up to 35 persons.

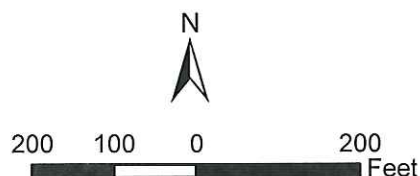
Recorded Owner:

Ed Holst Trust
1234 NE 14th Street
McMinnville, OR 97128



APPROVED BY: PLANNING COMMISSION
CITY COUNCIL

ATTESTED TO BY: _____



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

Request: Approval of a conditional use permit to allow a year-round social relief facility providing residential care for up to 13 (thirteen) persons and a year-round cold weather shelter providing emergency care for up to 35 persons.

Location: 1234 NE 14th Street and 1315 NE Macy Street, and more specifically described as Tax Lots 1500 and 1600 (respectively), Section 16DC, T. 4 S., R. 4 W., W.M.

Applicant: Yamhill County Gospel Rescue Mission (YCGRM)

Property Owner: Ed Holst Estate

EXHIBITS

1. Staff Report and Findings of Fact
2. CU 2-15 Application and Fact Sheet
3. Owner Consent and Agreement
4. Plot Map ("Attachment 1")
5. Site Plan ("Attachment 2")
6. Site Photos ("Attachment 3")
7. Copy of Operating Policies and Procedures submitted by applicant ("Attachment 4")
8. Guest Rules and Responsibilities (Attachment 5")
9. Offsite Parking Agreement
10. Letter submitted by Housing Authority of Yamhill County dated September 1, 2015
11. Email submitted by Phil Pirages dated September 7, 2015
12. List of property owners to whom notice was sent
13. Affidavit of Publication
14. Referrals
15. Vicinity Sketch

SUBJECT SITE

The subject site is rectangularly shaped, some 15,000 square feet in size (approximately 0.34 acres) and located at the southwest corner of the intersection of NE 14th and Macy Streets. The site is comprised of two lots, both of which are provided vehicular access from NE Macy Street. The northern portion of the site is occupied by an older two-story residence and garage that have both fallen into disrepair. On the southern portion of the site is located an older single-wide mobile home and garage (Exhibit 6).

The subject site is located in an R-3 (two-family residential) zone and is surrounded by R-3 zoned land on all sides with the exception of property located to the east across NE Macy Street that is zoned M-2 (General Industrial). Currently, all properties surrounding the subject site are developed with single-family residences except land to the east across NE Macy Street which is fenced and remains vacant, and to the immediate west which is occupied by a 17-bed residential care facility.

Topographically the site is virtually flat. There is landscaping along both frontages (14th Street and Macy Street) consisting of grass, large mature fir trees and laurel hedge along the 14th Street frontage and relatively smaller trees elsewhere within the site, and some shrubs. Most of the landscaping was established quite some years ago and is currently neglected and in a very

poor state. Driveways serving each of the two subject lots are gravel. These two properties lack both a curb and sidewalk along their Macy Street frontage. Sidewalk, curb and gutter improvements exist along the site's northern 14th Street frontage.

OBSERVATIONS

- The Planning Commission's responsibility regarding this type of land use request is to conduct a public hearing and, at its conclusion, deliberate and render a decision to approve, approve with conditions or deny the proposed conditional use request.
- A conditional use permit is required to operate a social relief facility for six or more unrelated people in all residential zones. In the absence of a conditional use permit, up to five unrelated persons may reside in any dwelling located in a residential zone.
- The applicant, Yamhill County Gospel Rescue Mission (YCGRM), is requesting approval of a conditional use permit to allow establishment of a year-round social relief facility providing residential care for up to 13 (thirteen) persons and an emergency shelter providing temporary care for up to 35 persons. The applicant states that these facilities will be staffed by trained volunteers and paid employees at all times and will primarily be a place for guests to begin the process of self-sustainability toward employment and a permanent housing search in addition to providing basic shelter in emergency situations.

The applicant has submitted information outlining the Operating Policies and Procedures (Exhibit 7) and Guest Rules and Responsibilities (Exhibit 8). Overnight guests' stay at the residence facility will be restricted to between the hours of 5:00 p.m. and 9:00 a.m. Of particular note, the shelter doors are locked at 10:00 p.m. each evening and then opened again for public access at 7:00 a.m. the following morning.

- By way of background, in January, 2008, the applicant was granted a conditional use permit to operate a cold weather shelter on land west of and adjacent to the subject site; on the southeast corner of NE 14th and Logan Streets. In 2009, the Commission approved the conversion of the emergency shelter to a year-round shelter. Several conditions were attached to the new approval (CU 1-09), one of which required that in the event of three or more complaints regarding off-street parking, noise, or similar impacts to adjacent properties attributable to the proposed use are received by the Planning Department within any two-month period, the conditional use permit would be scheduled for reconsideration for possible modification or termination at the next available Commission hearing.

The applicant has now completed almost eight successful years managing this facility. In that time, the Commission has not been called to meet regarding operation issues with regard to this facility. While that is a good track record for the facility, this current request further expands this use both in scale and size and staff recommends that a similar condition be adopted should the Commission vote to approve this current conditional use request.

- As regard the current proposal, the applicant is requesting that the two existing residences be removed from the subject site to be replaced with a triple-wide "trailer" or modular unit to house up to 13 men (to be located on the northern portion of the site) and a double-wide modular unit to be located on the southern portion of the site to provide emergency shelter for up to 35 persons. The triple-wide unit would operate year round while the double-wide unit would provide emergency shelter only during emergency situations such as inclement weather. The applicant also proposed the creation of a central courtyard to be located in-

between the two residential structures. The current play area for children would be relocated to this courtyard.

Staff notes that the applicant's narrative (page 3) references a "trailer or modular" structure proposed to be located on the northern portion of the site. As the property is zoned R-3 (Two-Family Residential), a trailer (manufactured home) would not be permitted. A modular building however, similar to the unit proposed to house the emergency shelter, would be permitted. Staff understands the applicant's use of the term "trailer" simply to be a misstatement since the dwelling identified for this location is otherwise consistently referred to as modular.¹

- The City Building Official (relying on the Oregon Residential Specialty Code from which the City Building Official determines square footage requirements for residential use) has determined that the occupancy ratio for the year-round shelter is one person for every 200 square feet of floor area. This yields a maximum number of 13 residents for the triple-wide building. A ratio of one person for every 50 square feet of floor area is applied to the dormitory style accommodations to be provided in the emergency shelter yielding a maximum number of 35 guests. This matches up with the applicant's proposal as follows:
 - While the applicant stated a desire that "at least" 35 persons be accommodated within the emergency shelter, the occupant load for the building is a maximum of 35 persons.
 - Although the applicant stated a desire to house 17 persons in the year-round facility, occupant load for that building is a maximum of 13 persons.

Increasing these residential occupancy numbers is not possible under current residential building safety requirements.

- Although not to be reviewed as a part of this conditional use permit request, the applicant's plan for the larger site, should the Planning Commission's approve this conditional use request, is to transition the existing facility located to the immediate west of the subject property to one that would allow only women and children. Together with the two proposed structures, this would provide designated facilities for the full range of temporary housing needs. These facilities are proposed to operate according to the current "Guest Rules and Responsibilities" agreement (Exhibit 8) that has served this outreach well for the almost eight years since the facility opened in 2008.
- As the City of McMinnville's Zoning Ordinance does not have a minimum off-street parking standard for social relief facilities, the Planning Director is permitted to determine that standard. This parking standard was established in 2008 with the original review of the Yamhill County Gospel Rescue Mission facility located on the adjacent lot to the west. This off-street parking requirement was determined after researching similar standards for social relief facilities in other Oregon cities and utilizing the most reasonable of these, which is *one parking space for every ten beds*.

Application of this standard results in a need for the provision of two vehicle parking spaces to serve the 13-bed men's facility (the triple-wide modular unit to be located on the northern portion of the site). Similarly, the proposed 35-bed emergency shelter would

¹ Trailer (manufactured) residences are homes built entirely in a factory, transported to the site, and typically set on piers or runners and includes anchoring to hold the home in place. Manufactured homes carry a VIN or serial number and must be registered or titled with the Oregon Department of Motor Vehicles (DMV). -- A modular home is constructed offsite in two or more sections that are transported and assembled on location and are anchored to a traditional permanent concrete foundation. They are considered real property as is a typical site-build structure.

require the provision of four vehicle parking spaces. This results in a requirement for the provision of six on-site parking spaces. The applicant's site plan provides six vehicle parking spaces to be situated along the site's eastern edge and accessed from Macy Street (Exhibit 5). Additionally, the location of these spaces complies with the zoning ordinance allowance that no more than four such parking spaces can enter the right-of-way in a backing movement.

In addition to the six proposed parking spaces, the applicant has also provided a copy of an existing offsite parking agreement with Lewis Furniture (located at 1250 NE Lafayette Avenue) for the provision of an additional six vehicle parking spaces (Exhibit 9) should they be needed. The applicant further states that, in their opinion, a better method to address parking needs for the facility would be for the City to build a nearby paved parking area that would include a bus stop and a covered shelter. The applicant suggests that this parking lot would be for their benefit and would be developed on city-owned land (located west of the railroad tracks and between 13th and 14th Streets and south of the Pacific Rentals storage facility). YCGRM would then intend to lease that lot from the City. *Please note however*, at this time there is no commitment by the City to build any such facility so this idea *cannot* be considered or relied on in relative to this conditional use request.

- The applicant indicates that landscaping would be "strategically placed on the property to promote a pleasing aesthetic look and a buffer between both the Macy Street and 14th Street properties." In addition they note that the large fir trees will be kept in place to maintain shade and enhance the overall look of the property. Staff understands that it is the applicant's intent to work with the neighbors to develop an overall landscape plan for the site. We have also been advised that the applicant has met with at least one of the neighbors about such a plan
- As part of this project, a smoking area will be placed on the east side of the property, bordering the industrial zoned lands to the east. The applicant suggests that this should help reduce any impact of persons smoking or visibility of the guests to the neighboring residential properties.
- Copies of this application, and requests for comment were forwarded to the City of McMinnville Fire Department, Engineering Department, Building Department, Public Works Department, Parks Department, Police Department, City Manager, and City Attorney; McMinnville School District No. 40; McMinnville Water and Light; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications, Comcast Cable; and, Northwest Natural Gas.

Comments received from public agencies included the following:

McMinnville Building Department

- Based on the square footage (2,640) of the proposed shelter, the occupant load factor from Chapter 10, Table 1004.1.1 of the 2014 Oregon Structural Specialty Code, the occupant load factor for a Residential Use is 200 square feet of floor area per occupant, for a maximum occupant load of 13 for the proposed men's facility.
- Building, plumbing, mechanical, fire alarm and sprinkler permits will be required. The Building Official has worked with the principals on the permitting requirements.

McMinnville Water and Light

- The three homes on NE Macy Street are each fed by 5/8" water meters which are fed from a long 2" PVC main.
- Depending on the fixture units needed for the new structures, and based on indicated occupancy and to feed a future sprinkler system(s), the meters, water services and possibly the main line will need to be upsized at the developer's expense.
- Depending on the type of fire line (sprinkler systems) designed – backflow may be required.
- If the type of service becomes General Service – backflow will be required on the domestic meters.

McMinnville Engineering Department

- While this application does not request access from NE Macy Street, it is important to note that such access will not be allowed in the future due to the lack of adequate sight distance and safety concerns that turning movements at that location would cause.
 - At the time of building permit(s) for the parcel(s), sidewalk and driveway improvements meeting current Americans with Disabilities Act (ADA) standards may be required. [Currently Macy Street adjacent to the eastern site is unimproved.]
- Notice of this request was mailed to property owners located within 200 feet of the subject site. As of the date of this report, no written comments from those notified have been received by the Planning Department office. Staff have had discussion with one of the neighbors to the subject site, and is aware that the applicant has met with one or more of the neighbors regarding this proposal. In sum, we understand that there exist concerns regarding on-street parking and tenant behavior issues related to the current facility and possible future expansion of the facility.
 - A letter dated September 1, 2015, was received from the Housing Authority of Yamhill County (HAYC) (Exhibit 10) offering support for this conditional use request. The HAYC notes their reliance and partnership with agencies such as the Yamhill County Gospel Rescue Mission for provision of homeless shelters to help meet the needs of the homeless.
 - An email dated September 7, 2015, was received from Phil Pirages (Exhibit 11) offering support for this conditional use request. Mr. Pirages notes that this proposal seems to have considerable emotional and financial backing and that its approval would "improve the community as a whole."
 - The findings of fact and conclusionary findings are attached as Exhibit "A" to this report and are, by this reference, incorporated herein.

RECOMMENDATION

The application currently before you is essentially a request to build on the success of the adjacent social relief facility to help meet the needs of this expanding portion of our population.

In 2008, when the Yamhill County Gospel Rescue Mission proposed the initial social relief facility to serve a transient population on the adjacent site, staff had reservations about the facility's ability to function cohesively with the surrounding neighborhood. As the record of those

proceedings show, others also had similar concerns. Over time, however, the Mission has functioned well as demonstrated by the integration of the facility into the neighborhood in a workable manner. Staff agrees with the applicant that it is timely to build on that positive track record. Staff believes that, with a continued high level of management as is reflected in the submitted application materials, 13 residents to be housed in a year-round shelter and the addition of a cold weather shelter providing emergency shelter for up to 35 individuals can function and fit compatibly within the neighborhood in the proposed locations, and as may be conditioned below. Should this not be the case, however, staff is recommending that the Planning Commission include a condition of approval that will allow for a review process should the Planning Department receive three or more complaints within a two-month period on either of these new facilities.

For these reasons, based on the findings of fact, the conclusionary findings for approval, and the materials submitted by the applicant, staff recommends the Planning Commission approve CU 2-15 subject to the following conditions:

1. That the year-round shelter be limited in occupancy to 13 (thirteen) individuals (including staff). That the emergency shelter be limited in occupancy to 35 individuals (including staff).
2. That the shelter shall at all times be operated in compliance with all applicable fire, life, safety, and building code requirements.
3. That off-street parking spaces on the premises be maintained free of obstructions at all times making them readily available for vehicle parking.
4. That in the event three or more complaints regarding off-street parking, noise, or similar impacts to adjacent properties attributable to the proposed uses are received by the Planning Department within any two-month period, this conditional use permit will be scheduled for review at the Planning Commission's next available meeting. If the Planning Commission should find, based upon the testimony received, that the criteria necessary to approve this conditional use are not being met, or cannot be met by the application of additional conditions, the Commission may act to void this approval or modify the conditions under which it was originally approved to include, but not limited to, hours of operation, off-street parking requirements, intake procedures, or occupancy limits. If this should occur, the applicant shall cease use of the subject site for social relief facility purposes within 45 days of the Commission's decision. The decision of the Commission is subject to appeal to the City Council following the procedures of Section 17.72.180 of the McMinnville Zoning Ordinance. Use of the property for social relief facility purposes may continue pending the outcome of any appeal, but shall cease within 45 days of any final ruling that would void the prior approval.
5. That signage on the property may not exceed one and one-half (1.5) square feet in area placed on any residential building as per Section 17.62.040(P).
6. That direct access onto 14th Street from Macy Street is prohibited.
7. That structures proposed for the emergency shelter and men's housing facility shall be modular or stick-built construction.

MOTION

The Planning Department recommends the Commission make the following motion for approval:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE PLANNING COMMISSION APPROVES CU 2-15 SUBJECT TO THE STAFF RECOMMENDED CONDITIONS.

RP:mrm

EXHIBIT "A"
FINDINGS OF FACT AND CONCLUSIONARY FINDINGS
DOCKET CU 2-15

FINDINGS OF FACT

1. The applicant is requesting approval of a conditional use permit to allow a year-round social relief facility providing residential care for up to 13 (thirteen) persons and a year-round cold weather shelter providing emergency care for up to 35 persons.
2. The subject property is currently zoned R-3 (Two-Family Residential) and is designated as Residential on the McMinnville Comprehensive Plan Map.
3. Sanitary sewer and municipal water and power are all available to the site. The municipal waste treatment plant has sufficient capacity to accommodate expected waste flows resulting from use of these properties for social relief facility purposes.
4. The City of McMinnville Fire Department, Engineering Department, Building Department, Public Works Department, Parks Department, Police Department, City Manager, and City Attorney; McMinnville School District No. 40; McMinnville Water and Light; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications, Comcast Cable; and, Northwest Natural Gas have been provided an opportunity to review the proposal. As of the date of this report, no comments in opposition to the request had been received.
5. Staff has reviewed the Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 and finds that they are not relevant to this request.
6. Sections of the McMinnville Zoning Ordinance (No. 3380) applicable to this request are as listed.

17.18.020 Conditional uses. In an R-3 zone, the following uses and their accessory uses may be permitted subject to the provisions of Chapter 17.72 and 17.74:

[...]

- E. Social Relief Facility when the following situations exist:
- a. The structure is not used as a residence by the operators, and/or
 - b. Six or more people unrelated to the operator reside at the home at any one time.

17.60.080 Parking - Design requirements.

[...]

- C. Safe access shall be provided as follows:
2. Groups of more than four parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.

17.60.090 Requirements for uses not listed. The parking space requirements for buildings and uses not set forth herein shall be determined by the Planning Director, and such determination shall be based upon the requirements for the most comparable building or use specified herein. All decisions made by the Planning Director may be appealed to the Planning Commission. (Ord.4128 (part), 1981; Ord.3380 (part), 1968).

Section 17.62.040 Exempted Signs. One indirectly illuminated wall sign not exceeding one and one-half (1.5) square feet in area placed on any residential building.

Section 17.74.030 of the McMinnville Zoning Ordinance states:

"Authorization to grant or deny conditional uses. A conditional use listed in this ordinance shall be permitted, altered, or denied in accordance with the standards and procedures of this chapter. In the case of a use existing prior to the effective date of this ordinance and classified in this ordinance as a conditional use, a change in the use or in lot area, or an alteration of any structure shall conform to the requirements for conditional uses. In judging whether or not a conditional use proposal shall be approved or denied, the Planning Commission shall weigh its appropriateness and desirability or the public convenience or necessity to be served against any adverse conditions that would result from authorizing the particular development at the location proposed and, to approve such use, shall find that the following criteria are either met, can be met by observance of conditions, or are not applicable:

- A. The proposal will be consistent with the Comprehensive Plan and the objectives of the zoning ordinance and other applicable policies of the City;
- B. That the location, size, design, and operating characteristics of the proposed development are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage, and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets; and to any other relative impact of the development;
- C. That the development will cause no significant adverse impact on the livability, value, or appropriate development of abutting properties of the surrounding area when compared to the impact of permitted development that is not classified as conditional;
- D. The location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants;
- E. The proposal will preserve environmental assets of particular interest to the community;
- F. The applicant has a bona fide intent and capability to develop and use the land as proposed and has no inappropriate purpose for submitting the proposal, such as to artificially alter property values for speculative purposes."

Section 17.74.040 of the McMinnville Zoning Ordinance states in part:

"Placing conditions on a Conditional Use permit. In permitting a new conditional use or the alteration of an existing conditional use, the Planning Commission may impose, in addition to those standards and requirements expressly specified by this ordinance, additional conditions which it finds necessary to avoid a detrimental environmental impact and to otherwise protect the best interest of the surrounding area or the community as a whole [...]"

CONCLUSIONARY FINDINGS FOR APPROVAL

1. The subject request complies with the applicable provisions and requirements of the McMinnville Zoning Ordinance No. 3380 (Finding of Fact No. 6) as listed below:

The proposal complies with Section 17.18.020 in that the proposed social relief facility use is listed as a conditional use in the R-3 zone.

The proposal complies with Section 17.60.080(2) in that the applicant has proposed groups of no more than four vehicle parking spaces to back into the public right-of-way. The specific layout for on-site parking will be reviewed for compliance at the staff level as part of the standard building permit review process.

The proposal complies with Section 17.62.040 in that while one indirectly illuminated wall sign not exceeding one and one-half (1.5) square feet in area placed on any residential building, the applicant has currently not proposed any signage for this site.

The proposal complies with Section 17.60.090 as set forth by the Planning Director. In the absence of a minimum off-street parking requirement, the standard of one parking space per ten (10) residents has been applied. The six proposed off-street parking spaces are determined to be sufficient to meet the vehicle parking needs of the proposed facility.

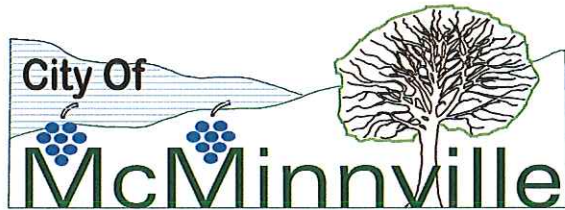
The proposal complies with the requirements of Section 17.74.030 as:

- A. The subject site is properly designated and zoned for the proposed use on the McMinnville Comprehensive Plan Map, 1980, and the McMinnville Zoning Map, 1980, respectively. A social relief facility is a conditional use allowed in the R-3 zone as stated in Section 17.18.020.
- B. The applicant proposes placement of modular units on this site that will be of a residential scale and design and be used for residential purposes. While the operational configuration of these buildings would be a bit different from that of an average single-family residential home, the basic purpose is very much the same. Specifically, provision of residential dwelling space and emergency shelter provisions for area residents. The applicant proposes to operate the year-round social relief facility to house a maximum of 13 individuals according to the procedures established and utilized by the adjacent existing facility. Impacts from both of these proposed facilities is anticipated to be commensurate with those experienced with that of the established adjacent facility. Traffic is not anticipated to substantially increase as most of the long-term and short-term residents of such facilities do not usually own motor vehicles. Adequate public facilities and services necessary to serve the proposed uses are available to the site.
- C. For the reasons stated in "B" above, and due to the applicant's intake and operations procedures, the proposed shelter services are not anticipated to cause significant adverse impacts on the livability, value or appropriate development of abutting properties or the surrounding area. Other uses both permitted and conditionally permitted in the R-3 zone present similar or greater impacts in established neighborhoods as compared to the proposed use.
- D. The buildings are proposed to be maintained in a residential capacity at all times.

- E. The site possesses no environmental assets of particular interest to the community.
- F. The applicant, Yamhill County Gospel Rescue Mission, has the financial and administrative capability to develop and use the site as proposed in this application and has no inappropriate purpose for submitting the proposal.

Section 17.74.040 allows conditions to be imposed on a conditional use which have been deemed necessary to protect the best interest of the surrounding area. The conditions attached to this request have been added to preserve and protect the residential nature of the neighborhood. Included in these conditions is one which allows for a review of the conditional use permit should the Planning Department receive three or more complaints about the facility within a two-month period.

RP:mrm



Planning Department

231 NE Fifth Street • McMinnville, OR 97128

(503) 434-7311 Office • (503) 474-4955 Fax

www.ci.mcminnville.or.us

Office Use Only:

File No. CU 2-15

Date Received 8/25/15 - RW

Fee 1055.00

Receipt No. 15m0142

Received by SP

Conditional Use Application

Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☒ Option Holder ☐ Agent ☐ Other _____

Applicant Name Yamhill County Gospel Rescue Mission Phone 503-472-9766

Contact Name Kaye Sawyer Phone 971-237-1999
(If different than above)

Address PO Box 373

City, State, Zip McMinnville, OR 97128

Contact Email kaye@ycgrm.org

Property Owner Information

Property Owner Name Ed Holst Estate Phone _____
(If different than above)

Contact Name Charles Holst Phone 541-971-2543

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 1234 NE 14th St & 1315 NE Macy St, McMinnville

Assessor Map No. R4 4416 - DC - 01500 & 01600 Total Site Area 100 x 150

Subdivision Oak Park Block 58 Lot 5, 6, & 7

Comprehensive Plan Designation Residential Zoning Designation R-3

1. State the nature of the request in detail:

The Yamhill County Gospel Rescue Mission (YCGRM) has entered into an agreement with the Edward Holst Estate to buy the properties located at 1315 NE Macy St, and 1234 NE 14th St subject to a condition of approval of a Conditional Use Permit ("CUP") by the City of McMinnville for the following uses:

1315 NE Macy St. "Shelter" (Lot 7)

(See Plot Map "Attachment 1," & Diagram Map "Attachment 2).

Lot 7 currently has an older single wide mobile home used as a rental by the Holst Estate. This mobile home would be moved off the property and replaced by a 28 ft. X 64 ft. double wide modular. YCGRM is working with McMinnville School District 40 for the donation of this modular. The primary purpose will be to provide a shelter as hereinafter defined.

YCGRM requests a CUP to house at least 35 individuals (men, women, & families) during emergency situations requiring immediate relief such as inclement weather (below 46 degrees), those where individuals are unable to obtain overnight housing or daytime child care (the "Shelter). In addition, YCGRM assumes the responsibility of meeting the inclement weather need by use of overflow occupancy if needed.

Night time hours of operation would be from approximately 5 pm to approximately 9 am. In the case of extreme weather conditions (snow/sleet on the ground), the Shelter would be open during the day until conditions improve for the safety of the guests and children.

The following will be located in the Shelter:

- Sprinkler system
- Bathroom
- Shower
- Snacks from a kitchenette

The following will be available within 200 ft at the main facility (1340 NE Logan St.):

- Access to another bathroom
- Meals made in a commercial kitchen
- Access to laundry facilities
- Additional showers if needed

1340 NE Logan St – "Women/Families Facility" (Existing Building)

The Women/Families facility will house women and families only. This building will undergo remodeling to enlarge the current commercial grade kitchen (add a commercial dishwasher, additional room for food prep, large pantry, large area for refrigerator and freezer space, and butcher area for Game/Wildlife seizures that are brought in).

An existing entry for a driveway to the building off of Logan St. will be utilized as a food drop off for the kitchen/pantry area.

1234 NE 14th St - "Men's Facility" (Lot 6)

Lot 6 currently has an older house and garage that will be torn down and removed from the premise. After the Shelter has been completed, we are requesting permission to put a triple wide trailer or modular (40 ft X 66 ft) on this lot to house men for a longer term stay from 5 up to 30 days with the possibility of an extension if needed. Clients/residents/ guests will be re-evaluated weekly to monitor each person for progress toward self-sufficiency. The existing facility located at 1340 NE Logan will then become housing for women and families (operating under the current Conditional Use Permit) to provide a separate facility from the men.

We are requesting to house up to 17 individuals. This facility will be a 24 hour/seven day a week residential facility. Operations, hours, policies, and guidelines will be the same as the women and families facility at 1340 NE Logan St. (See Attachments 4 and 5 "Shelter Policies" and "Rules and Responsibilities"). Target date for completion will be mid-summer 2016.

The following will be located at the men's facility:

- Sprinkler system
- 2 Bathrooms (minimum)
- Shower/tub
- Small kitchen area
- Laundry facilities

The following will be available within 200 ft at the main facility (1340 NE Logan St.):

- Meals made in a commercial kitchen
- Access to additional laundry facilities
- Additional showers if needed

2. Describe in detail how the request will be consistent with the McMinnville Comprehensive Plan and the objectives of the zoning ordinance:

Zoning for both addresses (1315 NE Macy and 1234 NE 14th St) is R-3 (two-family residential). The conditional use being requested is for an expansion of the current social relief facility located at 1340 NE Logan St.

The Shelter to be located at 1315 NE Macy St. will provide space to meet the community Shelter needs. The modular is set up for dormitory rooms accommodating 1 person for 50 feet of living space. At this time, there is no social relief building in the McMinnville area designated for this purpose. This Shelter would fall under the social relief and a day care facility under R-3 conditional uses. If the Shelter is used for immediate need day care, a certificate of approval would be obtained if the number cared for exceeded five.

The men's facility that we are requesting at 1234 NE 14th St. would also be used as an expansion of the current social relief facility located at 1340 NE Logan St. This facility would allow for much needed additional space to separate the men and women, accommodating 1 person for 200 feet of living space.

Section 64.00 of the McMinnville Comprehensive Plan states:

Low-Cost Housing Policies:

64.00 The City of McMinnville shall work in cooperation with other governmental agencies, including the Mid-Willamette Valley Council of Governments and the Yamhill County Housing Authority, and private groups to determine housing needs, provide better housing opportunities and improve housing conditions for low and moderate income families.

Both facilities fall in line with the McMinnville Comprehensive Plan's Low-Cost housing policy by working with private groups to determine housing needs and to provide better housing conditions for low and moderate income families. The requests for both facilities develops a pattern that is land intensive and energy-efficient and provides an urban level of public and private services, which allows unique and innovative development techniques to be employed in residential designs.

While not specifically a form of housing, non profit shelters fulfill an important service in the community by providing sheltered and supportive temporary accommodations for those in the community who are in need but are not able to find other means of housing. In this regard, the proposed conditional use will help to provide a greater opportunity to meet the housing needs of McMinnville's population at lower income levels where the need is the greatest.

- 3. Describe how the location size, design, and operating characteristics of the proposed development are such that it can be made reasonably compatible with, and have minimum impact on, the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration given to harmony in scale, bulk, coverage, and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets; and to any other relative impact of the development:**

(See attachment 3 – Area Photos)

The location of the proposed Shelter at 1315 NE Macy St borders a residence to the west, a residence to the south, industrial property across the street on the east, and the proposed mens facility to the north. The modular designated for this address is a facility similar to the current single wide trailer but will provide a dramatic upgrade in appearance. The entry/exit door of the modular would be located on the north side of the structure facing the men's facility. This provides an enclosed courtyard for enhanced privacy and screening to the residents to the west and south of the modular.

The location of the men's facility at 1234 NE 14th St. borders the current mission facility on the west side, the proposed Shelter on the south side, industrial property across Macy St. on the east side, and a residence across 14th St. on the north side. The new structure will be an attractive one story facility to replace the dilapidated existing house and garage. The entry/exit door will be located on the south side of the building (facing the Shelter) allowing additional privacy on the north side abutting NE 14th St.

Both facilities would meet the operational standards set forth by city ordinances. Internal modifications would be necessary to accommodate residential occupancy on the property and a staff member will be present at both sites during hours of operation.

Water, electric and sewer facilities are currently available to both proposed structures.

The services typically provided at both facilities would be to persons not generally having a vehicle. To meet the 6 additional spaces required for off street parking, YCGRM would meet these requirements by developing six parking spots on the Macy St. side of the property in addition to 3 spots located in the "Street Access" area between the existing building and the proposed Men's Facility. YCGRM believes that this facility would be better served by the City of McMinnville developing a parking area located between 13th and 14th St. (east of Macy St.) with a lease for use to YCGRM. This parking area should include a bus stop with covered shelter. A parking agreement (which can be discontinued at any time upon the property owners' request) is currently in force for six designated parking spots at Lewis Furniture located on Lafayette Ave.

Traffic coming and going from the facility would gain access off of 14th St traveling south on Logan St., continuing east on 13th St., then north onto Macy St. The proposed onsite parking area would meet onsite parking requirements and would be accessed off 14th St. at Logan St. A city parking area, however, would better address neighborhood concerns about YCGRM's use of the neighborhoods on street parking and traffic impacts. YCGRM will continue to pursue this option with the City of McMinnville. The existing policies of no loitering in the surrounding block areas as well as off-site pre-intakes will continue to be enforced.

The following are the areas of concerns to the local neighbors and how YCGRM plans to address them:

- *Loitering of individuals near neighboring properties.*
 - Enforced by YCGRM rules and policies of no loitering. Person(s) not following rules are subject to removal from the area.
 - Outside video surveillance implemented in the next couple of years to allow additional monitoring.
 - Add screen style landscaping to enhance privacy and act as a barrier between YCGRM and neighboring properties.
- *Anyone parking on Logan or 14th St. makes it difficult for neighbors across the St. to pull out of their driveway.*
 - Parking for guests and staff will be located on the Macy St. side of the property. Any additional parking would be located in the parking area off of 14th St.
 - YCGRM to this date has not allowed anyone to park on the Logan St. side unless for short term visitor or vendor is working on the property. Anyone that parks there without permission is asked to move their vehicle or is not allowed to stay at YCGRM.

- *Traffic driving through Logan and 13th St. area to access the parking on Macy.*
 - Pursuing options with the City of McMinnville for a parking lot constructed off 14th St.
 - Pursuing options with the City of McMinnville for alternate route of traffic from Macy St. to 14th St.
 - Vehicles driving through to park only which is on the Macy St side.
- *Smoke from smoking area on opposite side of fence filtering into backyard. Children play area located next to smoking area.*
 - Smoking area will not be visible to the public and located on the NE side of the property closer to Macy St. This area will border the industrial zone where there are no residences. This will also reduce any noise from guests conversing in that area.
 - The children's play area will be moved into the courtyard 20-30 feet away from the smoking area and will be visible for parents to continually watch their own children.
- *Security concerns with more people staying on the property.*
 - Background checks are done on all intakes for safety reasons and to protect any children or at risk guests staying at YCGRM. Anyone with any conditions (not allowed around children or certain people, restraining order, etc.) would not be allowed to come to the property.
 - Anyone coming to the YCGRM property is asked to call in advance to provide information for a pre-intake to determine eligibility.
 - The parking, entrance, and courtyard entry is on the east side of the property away from neighboring residences.
 - Landscaping will be provided as a barrier and screen to neighboring residences for privacy.

4. Describe what impact the proposed development may have on the livability, value, or appropriate development of abutting properties or the surrounding area when compared to the impact of permitted development that is not classified as conditional:

YCGRM's intent is to build on the neighborhood witness by helping more people more significantly. The location would have internal regulations requiring the guest's awareness of and adherence to acceptable behavior at the location. The current change in operation would continue the community service aspect of the location, expanding on the only current service that allows short term housing with little or no wait time for admission. This service is critical for people that desperately need emergency and short term housing.

Non immediate need guests complete an off-site pre-intake before admittance to screen for those that have conditions that would disqualify them from admittance and those that do not comply with the clean and sober policies. These policies protect the neighborhood from guests that could be a security risk or cause a disturbance. With the proposed additional parking areas there will be little to no parking impacts to the neighborhood.

5. Describe how the location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants:

Both the newer modular at 1315 NE Macy St, and triple wide at 1234 NE 14th St will be a major improvement in the quality and appearance compared to the structures currently on the properties. A play area for the children will be located in the courtyard between the buildings to provide a safe environment for the children and will include constant supervision.

A smoking area will be placed out of sight on the east side of the property (bordering the industrial zone) to greatly reduce the impact of any smoke or visibility of the guests to the neighboring residential properties and any children playing on the property.

6. Has the development been specifically designed to preserve any environmental assets or unique topography or vegetation of the site: If so, how?

Landscaping will be strategically placed on the property to promote a pleasing aesthetic look and a buffer between both the Macy St and 14th St properties. The large trees that are currently on the properties will be kept in place to maintain the shade and overall look of the property. No other external changes are planned unless necessary to meet the requirements of the conditional use permit.

7. Explain how the development and use of the land as proposed has no inappropriate purpose, such as to artificially alter property values for speculative purposes:

YCGRM has no intention to market or profit from the approval of a conditional use permit. YCGRM is a non-profit 501c3 organization established to provide services (shelter, food, clothing, resources, and guidance) now and in the future to people in need.

OWNER CONSENT AND AGREEMENT

I have consented to allow the Yamhill County Gospel Rescue Mission (YCGRM) to file for a Conditional Use Permit for the properties located at 1234 NE 14th St, McMinnville, OR and 1315 NE Macy St, McMinnville, OR for which YCGRM has submitted application for on August 10, 2015. YCGRM has entered into an agreement with me for purchase of the properties.

If for any reason the application or permit is denied by the City of McMinnville Planning Commission, YCGRM has the right to continue or discontinue with the purchase. YCGRM has agreed to carry the burden to satisfy all requirements of the Planning Commission that are necessary to bring their requests into conformity.

Charles D. Holst, Personal Representative

Property Owner Name (Printed)

DocuSigned by:

Chuck Holst

4E8B8661621E4EE...

Property Owner Signature

8/10/2015 | 11:08 PT

Date

Daye Sawyer

Executive Director, YCGRM

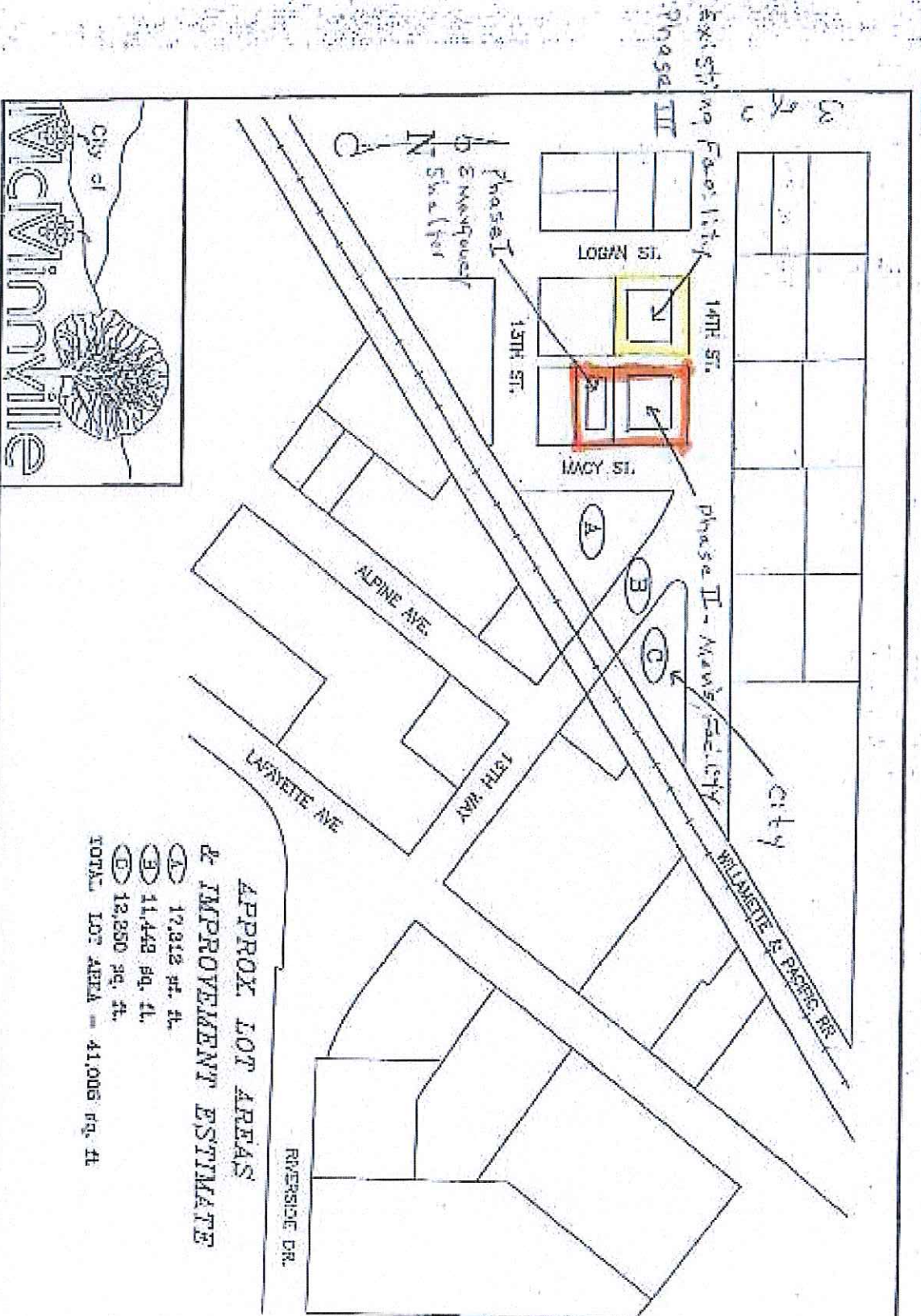
Property Purchaser/CUP Applicant Signature

August 10, 2015

Date

8-14-98

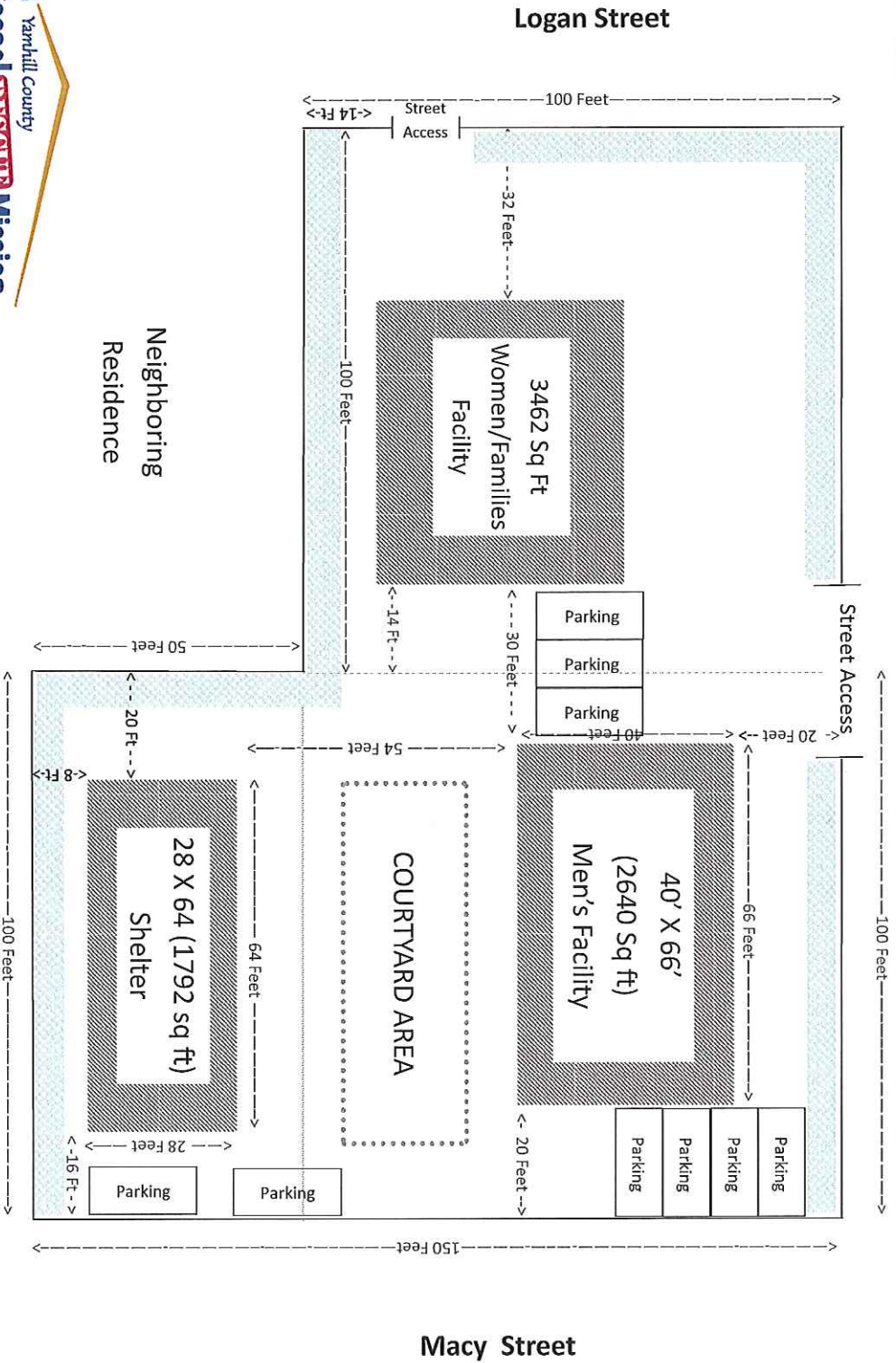
Attachment # 1



Attachment #2

14th Street

13th Street



*1 inch = 20 Feet

Shrubs/Trees

ATTACHMENT 3 – PHOTOS

1315 NE Macy St – Existing Trailer
(To be replaced by double wide modular for the Shelter)



1234 NE 14th St – Existing Home
(To be replaced by Men's Facility)



1340 NE Logan St – Existing Mission
(To become women & family facility)



Attachment #4

Managed & Operated by
Yamhill County Gospel Rescue Mission

YCGRM Shelter

Hours: 5 pm – 9 am

1315 NE Macy St.
McMinnville, Or 97128
503-472-9766

Program Shelter Manager

Tim Philips
503-857-6372

Emergency Contacts

Kaye Sawyer - Executive Director

971-237-1999

Sonya Deranian – Assistant House Manager

503-883-1218

YCGRM Shelter

MISSION STATEMENT

The YCGRM Shelter's primary mission is to provide a building to meet needs such as food, shelter, and immediate necessities.

OVERVIEW

The YCGRM Shelter is managed and operated by the Yamhill County Gospel Rescue Mission (YCGRM). There is paid staff with volunteers to handle the daily activity along with a House Manager to monitor and supervise the operation. We partner with churches, individuals and organizations to maximize our total effectiveness. The Shelter will serve families along with single men, women & children. A breakfast, dinner, showers, and information regarding community resources will be provided.

YCGRM expects volunteers to support the work, mission and compassion while they are donating their time. The Shelter's staff and volunteers are also responsible for protecting the privacy of the Shelter guests.

This manual has been developed by the Yamhill County Gospel Rescue Mission to provide guidance in the Shelter Program. The policies and procedures contained in this manual constitute minimum requirements for participating in the Shelter Program.

STAFFING

YCGRM staff will be activated any time a guest is staying at the Shelter. The Shelter will have three levels of staffing: 1) paid staff; 2) shift leaders; and 3) trained volunteers. Shift leaders and volunteers will have completed a training program, abide by all rules, and have demonstrated leadership ability to supervise Shelter operations that are assigned to them.

All levels of staff oversee the needs of guests staying at the Shelter to cover shifts along with duties assigned by the House Manager or designated staff personnel. There will be a minimum of two staff personnel at the Shelter during the hours of operation.

Staff will be responsible for filling out admittance paperwork and interfacing with guests to help with the distribution of food, assigning a bed, and providing supplies (ie, toothpaste, soap, shampoo, paper, pens, etc). Staff positions will spend time with all the Guests ... listening, sharing and caring. Any conflicts or operational issues that staff is unable to handle will be referred to a supervisor as soon as possible.

House Manager:

This position is responsible for day-to-day operation of the Shelter with the following duties not limited to:

- Receive Applications for review, acceptance and scheduling of Volunteer staff
- Manage and train Volunteer staff to provide:
 - Guest compliance with Policies and Guidelines for staying at the Shelter
 - Clean bed / bedding and storage space
 - Breakfast and Dinner meals
 - Cleanup and disinfecting rooms
- Manage resources, supplies and suppliers in order to provide for needs
- Contact Executive Director for emergencies or damages at the Shelter
- Accept oversight, direction and assignment from Executive Director or designee
- Maintain the Report log of shift and daily activities
- Work shifts as needed
- Respond quickly to emergencies from staffing at the Shelter

Food Service Supervisor

This position will ensure the availability of food from a commercially approved kitchen and coordinate food provision with the Shelter staff. Two meals (breakfast and dinner) will be served. Staff will be scheduled to assist in all areas of food service.

Training & Staff Development

Staff will be given this manual along with initial and ongoing training. An annual updated orientation and training program that documents prior and in-service training for staff and volunteers will include overview of all aspects of YCGRM. Staff will have an understanding of the intake process and any paperwork or logs that need to be kept up-to-date. Staff will have access to the computer network along with email. Internet will be restricted except under certain conditions. There will also be limited access to the client software depending on the level of security given. Staff will be required to attend training updates.

Training program shall include:

- Orientation to the overall philosophy, purpose and goals of the Mission
- Working conditions and regulations
- Responsibilities and rights of staff and volunteers
- Intake
- Security and operations
- Emergency procedures
- Crisis intervention
- Communication skills
- Guests' rights, rules and discipline
- First aid

Standards of Conduct

When you choose to become a staff member or a volunteer of the Yamhill County Gospel Rescue Mission or Shelter, you are agreeing to observe and follow YCGRM policies and to maintain proper standards of conduct. The conduct of each staff or volunteer member on and off the job can impact YCGRM and it is expected that all staff and volunteers conduct themselves at all times in a manner which will not have a negative impact on the Mission or the Shelter.

If any Shelter disciplinary action needs to be taken, it may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the YCGRM leadership. YCGRM does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the Shelter's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol, controlled substances; unauthorized possession or inappropriate maintenance of controlled pharmaceuticals, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; engaging in any form of sexual misconduct; violence or threats of violence; disrespect toward fellow staff, volunteers, or other members of the public; the use of profanity or abusive language; poor attendance or poor performance. These examples are not all-inclusive. YCGRM management emphasizes that discharge decisions will be based on a prayerful assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Attendance and Punctuality

Attendance and punctuality are important factors in staff and volunteer contribution to this ministry. We work as partners within a team, all of us depending on each other, so each person must be in the right place at the right time.

If you are going to be late or absent to your shift, notify your direct supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for 3 days without notifying the ministry, it will be assumed that you have voluntarily abandoned your position and you will be removed from the schedule.

Confidentiality:

YCGRM is committed to maintaining confidentiality of guest information and complying with all state, federal and ethical requirements regarding confidentiality of guests' medical information. Staff and volunteers are expected to treat ALL recorded data or oral information as confidential unless a written form of consent has been filled out. Staff and volunteers are not to discuss or exchange information about guests except when necessary to furnish or arrange services.

Exceptions to this policy include, 1) when information about child abuse or neglect is shared, no matter when the abuse occurred, providers are required by law to make a report to child protective services or 2) if guests express intent to hurt themselves or others.

Shelter Vehicles

A designated area for parking will be given to all guests and staff to follow. If guests do not follow the requested parking instructions, they will not be allowed to return with their vehicle. YCGRM is not liable for any injuries caused by transportation to and from the Shelter.

Controlled Substances

No drugs or alcohol will be permitted on the YCGRM or Shelter property. Any unlawful manufacturing, distributing, dispensing, possession, or use of controlled substances by staff members, volunteers or guests is strictly prohibited, as is the possession of alcoholic beverages. Similarly, if consumption of over the counter or prescription medication has impaired a staff member's ability to effectively and safely perform the functions of their job, he/she should report to the YCGRM House Manager and find a shift replacement.

Sexual Harassment

All staff, volunteers and guests should be able to enjoy an environment free from all forms of discrimination, including sexual harassment. No female or male should be subjected to harassment or intimidation, unwelcome sexual advances, requests for sexual favors, sexual demands or other unwelcome verbal, physical or visual conduct.

Minors under 18 years Without a Parent

Any Guest arriving at the Shelter that is under 18 years of age will need parental/guardian consent to stay. If unable to contact a guardian, youth services will be notified and a referral will be made to an alternate facility.

Authorized minors are to be supervised at all times. Problems or concerns about the well-being of children should be reported immediately to on duty staff.

Incident/Accident Reporting

Shelter staff has the authority to intervene in situations posing an immediate threat to life, health or threat of damage to equipment or the facility. The staff member nearest the event shall log the incident immediately using the YCGRM Accident/Incident report form. Once an incident report has been logged, a copy should be forwarded to the House Manager and Executive Director.

An “incident or accident” includes, but is not limited to:

- Observed and unobserved falls
- Lost/damaged property
- Guest or staff injuries (abrasions, cuts, bruises)
- Behavioral outbursts or altercations requiring staff intervention
- Sharp injuries to guests or staff.

Staff will also document what corrective actions and/or incident follow-up steps were implemented.

Janitorial Services

Staff will coordinate a cleaning schedule for cleaning various areas of the building to include the bathrooms, eating areas, sleeping areas and other areas that need attention. Trash will be gathered in appropriate bags and disposed of daily in the trash receptacles located outside of the building. When cleaning up any type of possible bacteria, gloves must be worn and properly disposed of.

Media Relations Policy

YCGRM staff may not speak to news media as an official or unofficial spokesperson without prior clearance from the Executive Director or designee. All inquiries from the media should be referred to the Executive Director.

Emergencies

In case of an emergency at the shelter that requires evacuation, refer to the fire escape diagram posted in the building for exit locations and meeting place. Exit signs are clearly identified at all facility exit points.

The Staff/Volunteer training process will include how to activate/deactivate fire alarm systems. Any emergency beyond the control of staff will be referred to the chain of command (House Manager, Executive Director, police).

A fire watch premise check of the Shelter property (inside and outside) will be done every 60 minutes by staff on duty with a log kept on file.

Shelter staff and volunteers will contact 9-1-1 for any life threatening situations and be prepared to supply clear concise information at time of the 9-1-1 call. All calls to 9-1-1 will be reported to the House Manager or Executive Director.

Background Checks

Background checks will be done on all staff. All staff will fill out an application which will be forwarded for a nationwide wants and criminal history check. Guests will be checked for wants, corrections client status, and sex offender status. Anyone refusing to comply with the checks will not be allowed to stay, volunteer, or work at the Shelter.

Backgrounds will be reviewed on an individual basis. YCGRM complies with all state and federal guidelines concerning sex offenders and felons.

OPERATIONS

Intake

Anyone needing a bed for the night will need to call to pre-arrange an off-site intake that will take place at the McMinnville Coop Ministry located at the United Methodist Church. All guests that have already completed the intake process need to be at the Shelter no later than 9 pm unless approved otherwise for meetings etc. Each guest is required to keep the sign-in/out sheet up-to-date at all times.

Intake staff (paid or volunteer) will collect basic identifying information from every potential guest. The intake must be completed prior to assigning a bed for the night (See intake form). The intake procedure includes:

- Personal Data Form completed. This may be completed via paper form or computer software
- Potential Guest is asked about any outstanding warrants, charges or other conditions that may apply
- Potential Guest is asked to show some form of proof of identification (i.e. driver's license or ID card, bills)
- Shelter house Rules and Responsibilities will be read to potential guests and a signature showing agreement to abide by them. A copy of the Rules and Responsibilities will be given to the Guest.
- Guests receive clear information as to reasons he/she may be expelled from the Shelter for infraction of specified serious rules.
- Guests are asked to sign a Liability Waiver form stating that he/she is voluntarily staying at the Shelter and agrees to hold the Shelter harmless.
- All Guest personal property and self are subject to search. Any restricted or non-allowed objects (knives, drugs, syringes, alcohol) will be confiscated and

locked up or destroyed. Any person refusing to be searched will not be allowed in the Shelter.

- All prescription drugs will be collected from Guest and identified, name tagged, and secured in a locked storage area. Any prescription or over-the-counter drug that cannot be identified will be destroyed or secured until guest leaves the Shelter. Any prescription drug not in the name of the Guest will be destroyed or secured until guest leaves the Shelter. Guests will not be allowed to take unidentifiable prescriptions, or prescriptions that are not specifically prescribed for them. See medication section for Narcotics handling.

Once all intake steps are completed, guests will be assigned a bed. Clean linens and personal hygiene articles will be distributed to the Guest.

Intake questions will include some of the following:

- Name, gender, age, date of birth, and all family members included in the application
- Emergency contact information
- Source of referral to program
- Medical status and immediate medical needs of all family members
- Current medications of all family members
- Probation status and any conditions that would disqualify them from staying at the Shelter

Animals

Animals are allowed in the Mission as long as they are house trained for 'potty breaks and are kept in a crate or contained where they are not free to roam. A large crate will be provided on the premise for that use. If the animal is causing any noise disturbance, smell, allergic or any other problem for any of the guests or neighborhood, the owner will need to find an immediate alternate solution or place for the animal to stay. Owners not able to immediately find an alternate place for nuisance or disturbing animals are subject to expulsion from the Mission.

Owner's are responsible for cleaning up after their animals and keeping them on a leash to and from "potty breaks." Staff will be responsible for determining if the animal is a disturbance or nuisance and can refer the issue to the House Manager.

Building

All doors will be locked by 10 pm. Any exceptions will need special permission from staff. Lights will be turned off by 10 pm and any radio, mp3 players, cell phones, etc will also be silent.

The Shelter phone will only be answered by staff. Guests need permission from staff to make phone calls and no calls allowed after 10 pm.

Smoking

The Shelter is a non-smoking environment. Smoking is only permitted in the designated outdoor smoking area between the hours of 10 pm & 6 am. No loud noise is permitted in the smoking area to accommodate a peaceful neighborhood.

No tobacco products or paraphernalia are to be left out of the Guest's possession at any time. Any of these items left lying around or in plain view (including your bed area) may be destroyed by Staff.

Exit Policy

Clients who choose to leave the shelter at any time during the night will not be readmitted and cannot remain on the shelter property. Once intake is complete, clients are expected to remain inside the shelter at all times, with the exception of official "smoke breaks" or in the courtyard area.

Laundry

Laundry facilities are available at the women/family facility. If there are only a few items to be washed, guests are encouraged to find someone that also needs clothing washed to cut down on partial loads for efficiency of water and energy resources.

It is the responsibility of the supervisors to make sure bedding is washed and sleeping area is cleaned after guests leave the Mission. Any house laundry that needs to be done between the hours of 10 pm & 7 am will be done by staff only.

Shower Usage

Guests **must** be able to shower independently and not be at high risk for potential injury as the result of severe physical weakness or other condition. Staff is responsible for assessing the guest's functional ability to use the shower independently.

A staff member must be available to answer any questions or assist the guest if necessary. The staff member is also responsible for supplying personal hygiene items, towel, and clean clothes (if need be, and are available). Once the guest has completed the shower, the Guest is responsible for removing any debris and cleaning the shower area of any discarded clothes or towels. Toiletries will not be stored in the shower stall.

Since displaced water from the shower is a hazard to other guests, the guest is responsible for wiping up any residual standing water. The showers must be disinfected after every use. (Staff is NOT helping with showers. Guest must be independent in this.)

Medical Care

Any Guest needing emergency medical attention will be transported to a medical facility or an ambulance will be called depending on the circumstances.

Individuals with obvious signs or symptoms of active communicable illness that are deemed contagious or detrimental to the health of the client or others would result in the client not being admitted to the mission may be given a motel voucher and/or referred to the appropriate medical facility for treatment.

Visitors

To ensure the safety of all Guests, there will be a no-visitor policy unless approved in advance by Staff. Any visitor that has been approved by Staff will need to follow the same Rules and Responsibilities that guests have. Any breaking of these rules will result in visitors being asked to leave the premise with further visitation privileges denied.

Complaints:

When anyone at the Mission believes he or she has been treated improperly either by another guest or Staff member, staff will take the following steps:

- Attempt to discuss issue informally amongst grieving parties to reach resolution. The goal is to clarify any misunderstandings and resolve them as quickly as possible at the lowest level.
- If resolution cannot be reached, the House Manager and/or Executive Director will be brought into the discussion for a resolution.

Yamhill County Gospel Rescue Mission (YCGRM) Guest Rules and Responsibilities

Guest is Subject to Immediate Expulsion if Rules and Responsibilities are violated

You will be asked:

1. Asked to sign a Waiver Form releasing YCGRM Staff, Employees and Volunteers from any liability.
2. Asked to agree to an inspection of all personal property on Mission intake. Weapons and sharp objects will be confiscated, including knives, pocketknives, scissors, and needles and placed in secure storage for the duration of Guest's stay, and returned when leaving.
3. Provided a copy of these Rules and Responsibilities, Waivers, and all other documents that have been signed.
4. All incoming medications will be declared and properly identified and in the original container provided by a Doctor or Pharmacist only. Makeshift containers will not be allowed. Medications will be secured in the Mission Medication Closet at all times.
5. Harassment of any kind (Physical, Verbal, Sexual etc) is grounds for Immediate Expulsion.
6. Alcohol, illegal drugs or unauthorized prescriptions are prohibited on Mission property.
7. Any aggressive or disruptive disturbances or outbursts will be subject to Immediate Expulsion from the Mission property.
8. No one is allowed to leave the property after signing in except for conditions approved by staff. All guests need to be at the mission by 9 pm. Building entry doors are locked at 10 pm. "ONCE SIGNED IN YOU MUST STAY IN," Unless approved by staff.
9. YCGRM is a Non-Smoking/Tobacco use environment. Tobacco use is only permitted in designated Tobacco use areas at the discretion of YCGRM Staff. **NO CHILDREN ARE ALLOWED IN THE SMOKING AREA.** Any Tobacco Paraphernalia or products left visible or unattended anywhere in or on the premises of the Mission (including your bed area) will be confiscated and destroyed by Staff.
10. Keep all unsecured valuables with you or within your control. YCGRM is not responsible for the loss of any personal property.
11. No loitering in vehicles or in street area near or around the Mission at anytime.
12. House telephone may be used during normal daytime hours.
13. Cell phones must be turned off (or set to vibrate) after 10 pm.
14. One person per bed at all times, only exception would be mothers' with small children.
15. **Wash hands Every time before leaving the bathroom.**
16. Children must be with their Parent(s) and Supervised at all times.
17. Lights out at **10 pm** and lights on again at **7 am**.
18. You have the right to be treated with dignity and respect and to give YCGRM Staff and other Guests the same.

19. You have the right to expect that conversations with Staff regarding addiction, medical and mental health services are kept confidential.
20. You have the responsibility to report incidents of suspected physical abuse, theft, drug or alcohol use to YCGRM Staff on duty.
21. Showers are available to those who can shower independently **(6-8 minutes showers)**.
22. Before showering, spray stall with bleach provided by Staff.
23. We reserve the right to expel any individual who refuses to comply with any rules or causes a disturbance.
24. You are welcome to volunteer to help the YCGRM Staff at anytime at their discretion.
25. Physical Displays of Affection between guests are not allowed at any time.
26. Appropriately dressed in common areas and in sleeping areas.
27. **No Candles** of Any Kind at Any Time in the Mission.

**I HAVE REVIEWED AND ACCEPT
THE RULES AND REGULATIONS LISTED ABOVE**

Print Name

Signature

Date

PARKING AGREEMENT

David Lewis, owner/operator of Lewis Furniture located at 1250 NE Lafayette Ave, McMinnville, OR agrees to let the Yamhill County Gospel Rescue Mission located at 1340 NE Logan St, McMinnville, OR use six (6) parking spaces for temporary parking.

Conditions of Agreement:

1. Vehicles will not park on the lot between the hours of 9:30 am and 5:30 pm on any day.
2. No vehicles will be parked in the lot outside of the agreed hours of use.
3. Only designated parking spaces will be used.
4. There will be no loitering around any vehicles parked on the lot.
5. There will be no vehicle cleaning, or refuse dumped on the lot.

Agreement for parking can be discontinued at any time, for any reason, by David Lewis, owner/operator of Lewis Furniture. David Lewis agrees to inform City of McMinnville, Planning Department within 14 days if this agreement should be terminated.

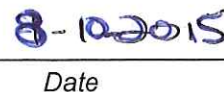
David Lewis
Owner/Operator
Lewis Furniture
503.472.8031


Signature


Date

Kaye Sawyer
Executive Director
Yamhill County Gospel Rescue Mission
503-472-9766


Signature


Date



September 1, 2015

City of McMinnville Planning Commission
c/o City of McMinnville Planning Department
Community Development Center
231 NE Fifth Street
McMinnville, OR 97128

Dear Planning Commission Members,

It is my understanding that the Yamhill County Gospel Rescue Mission has filed an application for a conditional use permit to locate a shelter and men's facility on three lots adjacent to their current location. It is also my understanding that the City of McMinnville Planning Commission will have a hearing on the conditional use permit application on September 17, 2015.

As the lead agency working on the 10-Year Plan to End Homelessness in Yamhill County, the Housing Authority of Yamhill County strongly supports the efforts of the Yamhill County Gospel Rescue Mission to expand its capacity and be able to house additional community members that are in need. This expansion will increase safety and access to resources for the homeless of Yamhill County. A strong support system for the homeless also increases the safety of the general population. Supporting emergency and transitional shelters with counseling and case management is key to facilitating transition to stable housing.

The Housing Authority of Yamhill County works to provide decent, safe, and affordable housing to lower-income families residing in our community. The Housing Authority of Yamhill County provides rental assistance programs and homeownership programs as well as a housing rehabilitation loan program. Our agency however, does not provide any sort of temporary rental assistance or homeless shelters and absolutely relies on the partnership of agencies such as the Yamhill County Gospel Rescue Mission for this type of assistance when funds and space are available.

During the past seven years, we have seen the economic situation attributing to an increase in the number of community members who are facing housing instability. At the same time, funding for shelters and services has been cut significantly. Stable families contribute to the livability of a community as well as strengthen the local economy. It is critical that emergency and transitional housing options and resources for stabilizing those community members on the edge of homelessness are available to those who need them.

Please consider this conditional use permit application favorably. It will benefit the whole community and enhance collaborations.

Sincerely,

Elise Hui
Executive Director

Ron Pomeroy

From: Doug Montgomery
Sent: September 08, 2015 10:25 AM
To: Ron Pomeroy
Subject: FW: the Haugeberg plan

From: Phil Pirages [<mailto:Phil@pirages.com>]
Sent: Monday, September 07, 2015 3:18 PM
To: Doug Montgomery
Subject: the Haugeberg plan

Dear Mr. Montgomery,

I have a family obligation made six months ago to be in the Midwest on the 17th, and will not be able to attend the special meeting at which the Haugeberg plan will be considered, so I wanted to send this letter of endorsement in lieu of my support in the form of personal attendance.

As co-founder (in 2008) of the Give a Little Foundation and a member of the CWISH group for three years, I have become aware of the problems of the homeless in Yamhill County, and I have been discouraged that we have only been able to put band-aids on these problems. To some degree, we have been able to provide protection from the elements and a more palatable existence, but there has so far been nothing that promises a more dramatic answer to the trials and discomforts of this population.

I believe that the Haugeberg plan would, in fact, represent a significant advance in our efforts to help. The plan makes sense and seems to have considerable emotional and financial backing. If there are problems, issues, or roadblocks, I sincerely hope that the commission will be disposed to attempt to solve them, rather than to abandon the proposal. So long as the component of mandatory spiritual engagement is absent, I believe that those homeless persons now reluctant to go to the Gospel Rescue Mission would accept its offer of shelter.

I hope, then, that the commission will work with the proponents of the plan to improve the lives of the county's most vulnerable population—and to improve the community as a whole in the process.

Sincerely,
Phil Pirages

NOTICE

NOTICE IS HEREBY GIVEN that the McMinnville Planning Commission will hold a public hearing on the 17th day of September, 2015, at the hour of 6:30 p.m. at the McMinnville Civic Hall Building at 200 NE Second Street in the City of McMinnville, Oregon, to take testimony and evidence on the following matter:

DOCKET
NUMBER

CU 2-15 Yamhill County Gospel Rescue Mission is requesting approval of a conditional use permit to allow a year-round social relief facility providing residential care for up to 13 (thirteen) persons and a year-round cold weather shelter providing emergency care for up to 35 persons. The subject site is located at 1234 NE 14th Street and 1315 NE Macy Street, and is more specifically described as Tax Lots 01500 and 01600, Section 16DC, T. 4 S., R. 4 W., W.M.

Persons are hereby invited to attend the McMinnville Planning Commission hearing to observe the proceedings, to register any statements in person, by attorney, or by mail to assist the McMinnville Planning Commission in making a decision.

The Planning Commission's decision on the above public hearing item must be based on findings that a specific set of criteria have been or have not been met. Testimony and evidence at the public hearing must be directed toward those criteria, which are generally as follows:

1. The goals and policies of the McMinnville Comprehensive Plan.
2. The requirements of McMinnville Ordinance No. 3380 (the Zoning Ordinance) with particular emphasis on Section 17.03.020 (Purpose), Chapter 17.18 (R-3 Two-Family Residential Zone), Chapter 17.72 (Applications and Review Process), and Chapter 17.74 (Review Criteria).

Failure to raise an issue in person or by letter prior to the close of the public hearing with sufficient specificity to provide the Planning Commission opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals (LUBA) on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this Commission to respond to the issue precludes an action for damages in circuit court.

The decision-making criteria, application, and records concerning this matter are available in the McMinnville Planning Department office at 231 NE 5th Street, McMinnville, Oregon, during working hours.

For additional information contact Ron Pomeroy, Principal Planner, at the above address, or phone (503) 434-7311.

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.


Doug Montgomery
Planning Director

(Map of area on back)

Map No.	Tax Lot	Site Address	Owner	Attn:	Mailing Address	City State	Zip
1	R4416DC00600	1420 NE LOGAN ST	ROJAS AUGUSTIN	PARTIDA SEFERINO & ANGELINA 50%	1754 SW ALMOND CT	MCMINNIVILLE OR	97128
2	R4416DC00501	1225 NE 14TH ST	MAAS WILHELMUS	MAAS MARY K	1901 E 19TH ST	MCMINNIVILLE OR	97128
3	R4416DC00201	1295 NE 14TH ST	WAGLER TERRIE	WAGLER TERRIE	PO BOX 131	NEHALEM OR	97131
4	R4416DC00901	1409 NE LOGAN ST	WOODWICK ESTHER	WOODWICK ESTHER L &	1409 NE LOGAN ST	MCMINNIVILLE OR	97128
5	R4416DC00700	1205 NE 14TH ST	SANTOYO ALFREDO	SANTOYO ALFREDO JR	1205 NE 14TH ST	MCMINNIVILLE OR	97128
6	R4416DC00400	1305 NE 14TH ST	BRUNER KAREN	BRUNER KAREN A	1305 NE 14TH ST	MCMINNIVILLE OR	97128
7	R4416DC00502	1235 NE 14TH ST	ALLINSON TIMOTHY	ALLINSON TIMOTHY R	1235 NE 14TH ST	MCMINNIVILLE OR	97128
8	R4416DC00200	1335 NE 14TH ST	SMITH JASON	% VETS ADMIN (LOAN#48-48-7-0002832)	1220 SW 3RD ST RM 1255	PORTLAND OR	97204
9	R4416DC00900	1405 NE LOGAN ST	DAGDAG STELLIE	DAGDAG STELLIE R	1405 NE LOGAN ST	MCMINNIVILLE OR	97128
10	R4416DC01900	1339 NE LOGAN ST	CRABB ROBERT	CRABB ROBERT E & MARLENE	PO BOX 1649	MCMINNIVILLE OR	97128
11	R4416DC01800	1340 NE LOGAN ST	YAMHILL COUNTY	YAMHILL COUNTY GOSPEL RESCUE MISSION	PO BOX 373	MCMINNIVILLE OR	97128
13	R4416DC01401		MCMINNIVILLE CITY	MCMINNIVILLE CITY OF	230 NE 2ND ST	MCMINNIVILLE OR	97128
14	R4416DC01400		H &	H & R BURCH LIMITED PARTNERSHIP	237 NE FORD NO 1	MCMINNIVILLE OR	97128
15	R4416DC01901	1323 NE LOGAN ST	MEADERS ERIC	MEADERS ERIC D & ARNA D	1323 NE LOGAN ST	MCMINNIVILLE OR	97128
16	R4416DC02100	1303 NE LOGAN ST	PETERSON STEVEN	PETERSON MICHELLE G	1303 NE LOGAN ST	MCMINNIVILLE OR	97128
17	R4416DC01801	1310 NE LOGAN ST	STREWALT CLIFFORD	STREWALT CLIFFORD D	PO BOX 761	OREGON CITY OR	97045
19	R4416DC01700	1239 NE 13TH ST	CEJA ANTOLINO	CEJA J SOLEDAD	1239 NE 13TH ST	MCMINNIVILLE OR	97128
20	R4416DC06000		BURCH STEVEN	BURCH STEVEN R	237 NE FORD NO 1	MCMINNIVILLE OR	97128
21	R4416DC06100	1255 NE ALPINE AVE	MIKE JR	MIKE JR HOLDINGS LLC	1692 NW EMERSON CT	MCMINNIVILLE OR	97128
22	R4416DC02600	1225 NE LOGAN ST	SUMP MALLORY	SUMP MALLORY L & KARA	1225 NE LOGAN ST	MCMINNIVILLE OR	97128
23	R4416DC02500	1226 NE LOGAN ST	WALLACE DAVID	WALLACE DAVID E & EVELYN L	423 ASPEN WAY	MCMINNIVILLE OR	97128
24	R4416DC06400	1205 NE 12TH AVE	KLAUS DEAN	KLAUS DEAN C & DEBORAH A	450 W 7TH ST	MCMINNIVILLE OR	97128
Applicant			YAMHILL COUNTY	YAMHILL COUNTY GOSPEL RESCUE MISSION	PO BOX 373	MCMINNIVILLE OR	97128
Owner	R4416DC01500	1234 NE 14TH ST	HOLST EDWIN	HOLST EDWIN J JR	1234 E 14TH ST	MCMINNIVILLE OR	97128
Owner	R4416DC01600	1315 NE MACY ST	HOLST EDWIN	HOLST EDWIN J	1234 E 14TH ST	MCMINNIVILLE OR	97128

Date Sent 8/26/15
Sent By gpa

ST

14TH

LOGAN

MACY ST

TS

KIRBY

AVE

13TH WAY

12TH

AVE

11TH

ALPINE

WAY

ALVE



Geographic Information System



**City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311**