



# CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, September 25, 2024, 5:30 p.m.

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/84201008133>

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.*

*The Regular City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.*

## AGENDA

### CALL TO ORDER

### ESTABLISH A QUORUM

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS

*Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.*

*Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the City Council and staff determine if you are a city resident. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.*

### CONSENT AGENDA

*Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.*

1. 09.11.2024 City Council Meeting Minutes.....3.

- 2. Public Hearing Sign-in Sheet.....9.
- 3. Public Comment Form – S. Martinez.....10.
- 4. Public Comment Form – R. Harp.....11.
- 5. Public Comment Form – S. Anderson.....12.
- 6. Public Comment Form – B. Rohleder.....13.
- 7. Records from Public Comment B. Rohleder.....14.

**ADDED AGENDA ITEMS**

*Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the City Council*

**OLD BUSINESS:**

- 1. None

**NEW BUSINESS:**

- 1. None

**OTHER MATTERS**

**PUBLIC COMMENTS**

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**STAFF COMMENTS**

**MAYOR & COUNCIL COMMENTS**

**EXECUTIVE SESSION: per ORS 192.660 if necessary**

**ADJOURNMENT**



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- 1. None

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**STAFF COMMENTS**

**MAYOR & COUNCIL COMMENTS**

**EXECUTIVE SESSION: per ORS 192.660 if necessary**

**ADJOURNMENT**





# PUBLIC COMMENT FORM

Completed forms will be collected prior to the start of the meeting. Comments will be limited to 3 minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer, only. Comments will be respectful. Harsh and/or abusive language will not be permitted. (This document is a public record)

*I would like to comment on:*

**Agenda Item** Topic #: \_\_\_\_\_  in support of  in opposition to  as an interested party

Topic Title: \_\_\_\_\_

**Non-Agenda Item** Topic (Provide brief description): HEARING COMMENT

Name: STU MARTINEZ

City of La Pine Resident:  YES — NO Phone: \_\_\_\_\_ - \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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*I would like to comment on:*

**Agenda Item** Topic #: \_\_\_\_\_  in support of  in opposition to  as an interested party  
Topic Title: \_\_\_\_\_

**Non-Agenda Item** Topic (Provide brief description): Future Planning Ideas

Name: Richard Hep

City of La Pine Resident:  YES  NO Phone: 702-308-4870

Organization (if applicable): \_\_\_\_\_



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*I would like to comment on:*

**Agenda Item** Topic #: \_\_\_\_\_  in support of  in opposition to  as an interested party

Topic Title: Food

**Non-Agenda Item** Topic (Provide brief description): Future of La Pine  
Planning

Name: Sondra Anderson

City of La Pine Resident:  YES — NO

Phone: 541 - 410 - 6568

Organization (if applicable): \_\_\_\_\_



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*I would like to comment on:*

**Agenda Item** Topic #: \_\_\_\_\_  in support of  in opposition to  as an interested party  
Topic Title: \_\_\_\_\_

**Non-Agenda Item** Topic (Provide brief description): Safe Parking

Name: Bacca Rohleder

City of La Pine Resident:  YES  NO Phone: 530-599-0274

Organization (if applicable): \_\_\_\_\_

## Chapter 4.10

### SAFE PARKING PROGRAMS

Sections:

- 4.10.010 Purpose and Scope.**
- 4.10.015 Overnight Camping.**
- 4.10.020 Transitional Overnight Parking Accommodations.**
- 4.10.025 Enforcement.**

#### **4.10.010 Purpose and Scope.**

- A. Safe parking, provided through overnight camping and transitional overnight parking accommodations described in this chapter, is intended to be used by individuals, families, or households who lack permanent or safe shelter and who cannot obtain other low-income housing on a limited basis for seasonal, emergency or transitional shelter purposes.
- B. For purposes of this chapter, the term “vehicle” includes a car, camper, trailer, or recreational vehicle, and “tent” includes fabric structures, hard-shelled huts (so-called Conestoga hut or similar), or similar movable structure. All vehicles must be operable and movable, either by their own power or towing if designed to be towed. [Ord. NS-2458, 2022; Ord. NS-2402, 2021. Formerly 5.70.005]

#### **4.10.015 Overnight Camping.**

- A. Notwithstanding any other provision of this code or the Bend Development Code, up to three vehicles may be used by people who lack access to permanent or safe shelter and who cannot obtain other low-income housing for overnight camping in a parking lot, or paved or gravel surface of a parcel of any size owned or leased by a religious institution, nonprofit, business or public entity, with permission of the property owner and lessee, if applicable.
- B. A property owner or lessee who allows overnight camping on a property pursuant to this section shall:
1. Provide persons camping overnight with access to sanitary facilities, including but not limited to toilet, hand washing and trash disposal facilities at all times people are authorized to be present for overnight camping; and
  2. Not require payment of any fee, rent or other monetary charge for overnight camping authorized by this section.

C. A property owner who permits overnight camping pursuant to this section may revoke that permission at any time and for any reason. Any person who has permission to sleep on that property as provided in this section shall leave the property immediately after permission has been revoked.

D. The provisions of this section are not intended to limit or otherwise change any land uses that may be permitted on property under the Bend Development Code. [Ord. NS-2458, 2022; Ord. NS-2402, 2021. Formerly 5.70.010]

#### **4.10.020 Transitional Overnight Parking Accommodations.**

A. With authorization from the City, up to six vehicles and/or tents may be used for overnight accommodation of people who lack permanent or safe shelter and who cannot obtain other low-income housing in a parking lot, or paved or gravel surface of property owned or leased by a religious institution, nonprofit, business or public entity, with permission of the property owner and lessee, if applicable, as temporary transitional overnight parking accommodations. A public entity may allow more than six vehicles and/or tents on property owned or leased by the public entity, with a plan approved by the City, based on the size of the parcel, supervision plan, and sanitation plan proposed by the public entity. Temporary transitional overnight parking accommodations must be located at least 150 feet from a childcare facility or school, unless the parking accommodations are located on property owned or leased by a public entity or religious institution.

B. These temporary transitional overnight parking accommodations are intended to be used by individuals, families, or households on a limited basis for seasonal, emergency or transitional housing purposes. The transitional overnight parking accommodations may provide parking facilities, walkways and access to water, toilet, shower, laundry, cooking, telephone or other services either through separate or shared facilities. Any sanitation or other facilities added to the location for temporary transitional overnight parking accommodation must be temporary and removable.

C. Temporary transitional overnight parking accommodations must, at a minimum:

1. Apply for and receive authorization for operation from the City Manager or designee, and agree to abide by all conditions, including acceptance of liability and demonstration of insurance coverage in amounts acceptable to the City. City authorization is not a land use decision;
2. Provide access to sanitary facilities, including but not limited to toilet, hand washing and trash disposal facilities, at all hours people are authorized to be present for overnight parking, including the additional hours campers may stay at the site;
3. Provide supervision, case management, or supportive services. Supervision must include at a minimum nightly contact with each camper;
4. Develop policies that set out how individuals who may stay at the site will be selected, number of continuous days that someone may stay at the site, hours that overnight campers may stay at the site in

addition to 9:00 p.m. to 7:00 a.m., what supervision will be provided, and what structures and other items may be placed on the site;

5. Not require payment of any fee, rent, or other monetary charge for temporary transitional housing accommodation; and
6. Prior to allowing any person to stay overnight as part of a temporary transitional overnight parking accommodation, provide notice of the intention to allow temporary transitional overnight parking to each property owner and occupant of each adjacent property, and, every night any person stays overnight, post a notice at a prominent location on the site. These notices must include the following information:
  - a. The name of the property owner or lessee and person or entity providing site supervision, and a telephone number where the entity or individual providing supervision may be contacted;
  - b. The number of approved vehicles and/or tents; and
  - c. The hours that overnight campers may stay at the site in addition to 9:00 p.m. to 7:00 a.m.

D. Property owners who allow temporary transitional overnight parking under this section may revoke permission for program operation at any time and for any reason. Any person who is on property for temporary transitional overnight parking accommodations under this section must leave the property immediately after permission has been revoked.

E. The provisions of this section for temporary transitional overnight parking are not intended to limit or otherwise change any land uses that may be permitted on property under the Bend Development Code. [Ord. NS-2458, 2022; Ord. NS-2402, 2021. Formerly 5.70.015]

#### **4.10.025 Enforcement.**

- A. Notwithstanding any other provision of this section, the City Manager or designee may:
  1. Revoke authorization for temporary transitional overnight parking for violations of the requirements of this chapter;
  2. Prohibit overnight camping or temporary transitional overnight parking on a property if the City finds that any activity related to the overnight camping or temporary transitional overnight parking on that property constitutes a nuisance or other threat to the public welfare; or
  3. Revoke permission for a person to camp overnight, whether in a temporary transitional overnight parking accommodation or not, on City-owned property if the City has a reasonable suspicion that the person has violated any applicable law, ordinance, rule, guideline or agreement, or that the activity constitutes a nuisance or other threat to the public welfare.

- B. No activity associated with overnight camping or temporary transitional overnight parking is allowed to occur that constitutes a nuisance or other threat to the public welfare.
- C. Violation of the provisions of this chapter is a Class A infraction each day a violation occurs.
- D. The City Manager may adopt administrative rules in the manner provided in BC [1.30.005](#) to implement this section.
- E. Nothing in this section of this code creates any duty on the part of the City or its agents to ensure the protection of persons or property with regard to permitted overnight camping or temporary transitional overnight parking accommodations. [Ord. NS-2458, 2022; Ord. NS-2402, 2021. Formerly 5.70.020]

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**The Bend Code is current through Ordinance NS-2492, passed February 21, 2024.**

Disclaimer: The city recorder's office has the official version of the Bend Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.bendoregon.gov](http://www.bendoregon.gov)

[Hosted by Code Publishing Company. A General Code Company.](#)



## **SAFE PARKING PROGRAM APPLICATION**

### **Bend Urban Growth Boundary (UGB)**

This application is for property owners or lessees (religious institutions, non-profit organizations, public entities, and commercial businesses) **inside and within one (1) mile of the Bend Urban Growth Boundary** who wish to provide limited overnight parking accommodations to people without access to permanent shelter or other low-income housing. Residential property owners are not eligible to host or operate a site under this program. All sites must comply with the Safe Parking Program Guidelines contained in Chapter 4.10 of the City of Bend Municipal Code.

#### **Transitional Overnight Parking Accommodations**

Property owners or lessees who wish to offer overnight parking accommodations must submit an application to Deschutes County. Applicants must receive prior written authorization to operate from the County Administrator or designee, and agree to abide by all conditions, including acceptance of liability and demonstration of insurance coverage in amounts acceptable to the County (see 'Insurance Requirements' on page 2). Authorization is valid for two (2) years from the date of approval, with the option to apply for an extension.

#### Within Bend Urban Growth Boundary:

- Vehicle-camping is limited to properties operated by a religious institution or place of worship, non-profit, public, or commercial entity, and not currently used for a residential use.
- Up to six (6) vehicles (cars, campers, trailers, and RVs) and/or moveable tents, huts or yurts may be used for overnight accommodations with permission from the property owner. A public entity may allow more than six (6) vehicles and/or moveable tents on the property owned or leased by the public entity. All vehicles must be operable and moveable, either by their own power or towing if designed to be towed.
- Accommodations must be located on a paved or gravel surface.
- Access to sanitary facilities, including restrooms, handwashing stations and garbage disposal, must be provided to program participants at all times. Any sanitary or other facilities added to the location for transitional overnight parking accommodations must be temporary and removeable.
- Site must be located at least 150 feet from a childcare facility or school, unless the accommodations are located on property owned or leased by a religious institution or public entity.
- Requiring payment of any fee, rent or other monetary charge is not permitted.
- Case management, supervision or supportive services are required. The goal of case management is to help individuals stabilize their lives and gain access to support services, housing, and employment. At a minimum, supervision must include nightly contact with every occupant.
- Owners and occupants of adjacent properties must be notified of the intent to provide temporary transitional overnight parking accommodations. A notice must also be prominently displayed on-site any time overnight parking accommodations are provided. The notice must include the name of the property owner or lessee, name and phone number of the person or entity providing supervision, number of approved vehicles and/or tents and the hours of operation.

#### Within One Mile of Bend Urban Growth Boundary:

- Vehicle-camping is limited to properties operated by a religious institution or place of worship, non-profit, public, or commercial entity, and not currently used for a residential use.



### Within One Mile of Bend Urban Growth Boundary: (Continued)

- Up to six (6) vehicles (cars, campers, trailers, and RVs) may be used for overnight accommodations with permission from the property owner. A public entity may allow more than six (6) vehicles on the property owned or leased by the public entity. Tents, huts, yurts and other similar structures are not permitted. All vehicles must be operable and moveable, either by their own power or towing if designed to be towed.
- Accommodations must be located on a paved or gravel surface.
- Access to sanitary facilities, including restrooms, handwashing stations and garbage disposal, must be provided to program participants at all times. Any sanitary or other facilities added to the location for transitional overnight parking accommodations must be temporary and removeable.
- Requiring payment of any fee, rent or other monetary charge is not permitted.
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### **Other Applicable Provisions**

- County approval is not a land use decision. Approval is non-transferable to new property owners or lessees.
- Open flames at the premises, or within vehicles, are not permitted unless contained in a Recreational Vehicle (RV) that is currently titled and registered with the State of Oregon Department of Motor Vehicles.
- Sanitary facilities may be provided within a unit or through access to pre-existing permanent facilities on-site. If restroom facilities are within a unit, RV or portable toilet(s), applicant must provide a temporary holding tank for sewage disposal and contract with a pumping company for regular pumping service, or other method of sewage removal. If any effluent is dumped on the ground, County approval may be immediately revoked.
- Deschutes County may conduct a sanitation inspection or other type of inspection at any time to verify compliance with program requirements and to ensure public health and safety.
- Must comply with all other county codes and regulations (e.g. noise control), state law, federal law, and other applicable laws and regulations.
- Failure to comply with any program requirement may result in immediate revocation of the agreement and administrative authorization, requiring all transitional accommodations to cease immediately. Any violation may also be enforced under the code enforcement authority of the County.

### **Insurance Requirements**

Applicants must maintain Commercial General Liability Insurance that meets the County's minimum coverage requirements. The Certificate of Liability Insurance and Additional Insured Endorsement form (e.g. CG 20 12 04 13 or CG 20 26 04 13) included with your submission must meet the following requirements:

- The policy must have a combined single limit of not less than \$1,000,000 per incident, claim or occurrence and \$2,000,000 in general aggregate. Must provide coverage against liability for the death, injury or disability of any human, and damage to property.
- The policy shall be written on an 'occurrence' basis and remain in effect for the duration of the agreement and authorization. Authorization from Deschutes County is required for any policy written on a 'claims made' basis.

### Insurance Requirements (Continued)

- Deschutes County, its officers, agents, employees and volunteers must be named as an additional insured and listed as the certificate holder:

Deschutes County, its Officers, Agents, Employees and Volunteers  
P.O. Box 6005  
Bend, OR 97708-6005

### Questions?

Contact Deputy County Administrator Erik Kropp at (541) 388-6574 or [erik.kropp@deschutes.org](mailto:erik.kropp@deschutes.org).



To request this information in an alternate format, please call (541) 388-6584 or send an email to [erik.kropp@deschutes.org](mailto:erik.kropp@deschutes.org).

Para solicitar esta información en un formato alternativo, llame al (541) 388-6584 o envíe un correo electrónico a [erik.kropp@deschutes.org](mailto:erik.kropp@deschutes.org).

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## SAFE PARKING PROGRAM APPLICATION

### Bend Urban Growth Boundary (UGB)

Please complete all required fields and include applicable attachments with your submission. If you have any questions, please contact Deputy County Administrator Erik Kropp at (541) 388-6574 or erik.kropp@deschutes.org.

**Please Type or Print Clearly**

Applicant Information	
Contact Name:	Applicant Type: <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee
Email Address:	Phone Number:
Entity Name:	
Legal Entity Name (if different):	
Entity Type (select one): <input type="checkbox"/> Religious Institution <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Public Entity <input type="checkbox"/> Commercial Business	
Site Information	
Site Location: <input type="checkbox"/> Inside Bend Urban Growth Boundary <input type="checkbox"/> Within One Mile of Bend Urban Growth Boundary	
Site Address or Tax Lot Number:	
Property Owner Name(s):	
Is the property located within 150 feet of any childcare facility or school? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<b>If yes</b> , is the property owned or leased by a religious institution or public agency? * <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<small>* Restriction applies to sites located inside the Bend Urban Growth Boundary only.</small>	
Describe the current use of the property and how temporary accommodations will affect or change the current use, if at all.	
Accommodations	
Accommodation Type: <input type="checkbox"/> Cars <input type="checkbox"/> RVs <input type="checkbox"/> Campers <input type="checkbox"/> Trailers <input type="checkbox"/> Tents * <input type="checkbox"/> Huts * <input type="checkbox"/> Yurts * (check all that apply)	
<input type="checkbox"/> Other Similar Structure: (specify) _____	
<small>* Not permitted outside of the Bend Urban Growth Boundary.</small>	
Total Number of Units Permitted:	Hours of Operation:
Maximum Duration of Stay:	
Describe how sanitary facilities will be provided, including bathrooms, handwashing stations and garbage disposal.	

Case Management / Supervision Services

Entity Providing Case Management or Supervision:

Describe the type and frequency of case management or supervision services that will be provided.

Describe how individuals will be selected to stay on the property.

Describe any other Code of Conduct requirements.

Neighbor Notification

Date of Notice to Neighbors:

Date of Neighborhood Meeting (if any):

Response to concerns raised by neighbors (if any):

Required Attachments - Include with Submission

**To avoid processing delays, please include all required and applicable attachments with your submission.**

**Required Documents:**

- Site Plan:**  
Must include the location of the property, type and number of units (cars, RVs, campers, trailers, tents, huts and yurts) permitted, whether units will be provided by the applicant or brought on-site by occupants and the number of sanitary facilities available. Include a property map that displays the location of sanitary facilities, safe parking campsites, spacing between vehicles and any propane or electrical hook-ups.
- Insurance Forms:**  
See 'Insurance Requirements' on page 2.

**If Applicable:**

- Copy of Contract for Pumping Service & Sewage Disposal:**  
Required if portable toilets or internal holding tanks of RVs will be used for overnight accommodations.
- Letter of Agreement:**  
Include a Letter of Agreement from the entity providing the case management and/or supervision (if different from the applicant).

Right to Revoke

Deschutes County ("County") reserves the right to revoke this Agreement and all associated permissions if any condition of this Agreement is violated. The County may also revoke this Agreement if the County determines, in its sole discretion, that the Agreement and its associated permissions are inconsistent with changing circumstances, including but not limited to changes related to public health considerations, data, guidance, or requirements from federal, state or county authorities, and changes in local codes. While the County will make every effort to provide reasonable notice prior to any revocation, the County retains sole and complete discretion to withdraw, modify or terminate this Agreement and its associated permissions at any time, without advance notice. The authorization provided in this Agreement is at the sole discretion of the County, without the right to administrative appeal.

**By signing below, I acknowledge that I understand and agree to the terms and conditions of this Agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Property Owner Authorization

**If the applicant is not the property owner, the property owner must sign.**

As the owner(s) of the subject property, I (we) have read and agree to abide by these requirements. I (we) further agree to release Deschutes County ("County") from any liability, losses, claims, damages, settlement, and attorney's fees of any kind from or in connection with the Safe Parking Program, and to indemnify and defend the County as to liability for allowing the activity. The property owner(s) agrees to provide appropriate insurance for the additional use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit Application

**Submit your completed application with all required attachments to:**

Erik Kropp, Deputy County Administrator  
erik.kropp@deschutes.org

Office Use Only - Supporting Documents

**All supporting documentation was received by Deschutes County on \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
Erik Kropp, Deputy County Administrator

\_\_\_\_\_  
Date

Office Use Only - County Authorization

**This application for County authorization to operate Transitional Overnight Parking Accommodations is:**

**APPROVED \***     **DENIED**

\* Authorization is valid for two (2) years from the date of approval.

\_\_\_\_\_  
Erik Kropp, Deputy County Administrator

\_\_\_\_\_  
Date

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**CODE OF THE CITY OF REDMOND**

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**Revised January, 2003**

**Continuous revision from this date  
forward.**

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2. Items that have no apparent value, utility or are in unsanitary condition may be immediately discarded.
3. Weapons, controlled substances other than prescription medication, and items that appear to be either stolen or evidence of a crime shall be retained and disposed of by the Police Department in accordance with applicable legal requirements for the property in question.
5. Notwithstanding the provisions of this Section, the City Manager or designee may temporarily authorize camping or storage of personal property on public property by written order the specified the period of time and location:
  - A. In the event of emergency circumstances; or
  - B. In conjunction with a public assembly, special event or temporary use permit.

[Section 5.710 added by Ord. #2021-09 passed October 5, 2021 (as Safe Parking and Vehicle Camping)]

[Section 5.710 amended by Ord. #2023-02 passed March 14, 2023]

[Section 5.710 amended by Ord. #2023-04 passed May 9, 2023]

**5.715 Penalties and Enforcement (Camping).**

1. Violation of any provisions in Section 5.700 et al is a Class C violation pursuant to the City Code and may result in a violation of ORS Chapter 153. Each day that a violation occurs will considered a separate offense.
2. In addition to any other penalties that may be imposed, any campsite used for overnight sleeping in a manner not authorized by Section 5.710 or other provisions of the City Code shall constitute a public nuisance and may be abated as such and in accordance with State law.

[Section 5.715 amended by Ord. #2023-02 passed March 14, 2023]

**5.720 Safe Parking and Vehicle Camping Guidelines.** Safe parking, provided through overnight camping and transitional overnight parking accommodations as described in this section, is intended to be used on a limited basis for emergency or transitional shelter purposes by individuals, families, or households who lack permanent or safe shelter. Vehicle-camping is hereby authorized, subject to the standards and requirements set forth below:

1. Vehicle-camping is limited to properties operated by a religious institution or place of worship, non-profit, public, or commercial entity, and not currently used for a residential use. Vehicle-camping is not allowed within the Downtown Overlay District (DOD) or on Limited Service Commercial (C-4) zoned properties without City Council approval.
2. Notwithstanding any other provision of the Redmond City Code, persons may sleep overnight in a vehicle on a premises by an entity that owns or leases real property on which a structure and an associated parking lot are located, provided:
  - A. That said persons have obtained the permission of the Person in Charge.
  - B. The property owner has applied for and received approval for operation and registers the location with the City's Community Development Department.
  - C. The property owner agrees to abide by all conditions, including acceptance of liability and demonstration of insurance coverage in amounts acceptable to the City.
3. A person in charge who allows a person or persons to sleep overnight in a vehicle on the premises pursuant to this section shall:
  - A. Not grant permission for more than six (6) vehicles used for sleeping to utilize the parking lot at any one (1) time.

- B. Provide or make available on the premises sanitary facilities including, but not limited to, toilet, handwashing, and trash disposal facilities at all hours people are authorized to be present for overnight parking.
  - C. Require all vehicles used for camping be licensed, and operable.
  - D. Not require payment of any fee, rent, or other monetary charge for overnight sleeping in a vehicle as authorized by this section.
  - E. Not allow open flames at the premises, or within vehicles unless contained in a Recreational Vehicle (RV) currently titled and registered with the State of Oregon Department of Motor Vehicles.
  - F. Develop reasonable policies that set out:
    - 1. How individuals who may stay on the premises will be selected.
    - 2. How many continuous days someone may stay at the premise.
    - 3. What supervision will be provided.
    - 4. What structures or other items may be placed on the premises.
    - 5. Any other safety or aesthetic requirements for staying on the premises.
4. A person in charge who permits overnight sleeping in a vehicle pursuant to this section may revoke that permission at any time and for any reason. Any person who receives permission to sleep on a premises as provided in this section shall leave the premises immediately after permission has been revoked. The owner-operator has the right to refuse entry or discontinue use for any individual.
5. Parking spaces used for vehicle camping, and storage and sanitary facilities are located at a minimum:
- A. No less than 10 feet from property lines of the premises/subject site.
  - B. Storage and sanitary facilities are no less than 20 feet from property lines.
  - C. Clear of pedestrian walkways, fire lanes, or other emergency access areas, or areas needed for corner vision or sight distance.
  - D. Applicable siting standards are subject to specific site constraints.
6. Camping is prohibited within 500 feet of a Safe Parking and Vehicle Program site permitted by the City.

[Section 5.710 amended by Ord. #2023-02 passed March 14, 2023]

[Section renumbered from 5.710 to 5.720 amended by Ord. #2023-02 passed March 14, 2023]

**5.725 Enforcement (Safe Parking and Vehicle Camping).**

- 1. This section shall not be construed to abrogate or limit the jurisdiction or authority of the Redmond Police Department or any other law enforcement agency.
- 2. Notwithstanding any other provision of this section, the City Manager or designee may:
  - A. Revoke authorization for safe parking programs and vehicle camping for violations of the requirements of this section.
  - B. Prohibit safe parking programs and vehicle camping on a property if the City finds that any activity related to safe parking or vehicle camping on that property constitutes a nuisance or other threat to the public welfare.
- 3. Nothing in this section of this code creates any duty on the part of the City or its agents to ensure the protection of persons or property with regard to permitted safe parking programs and vehicle camping accommodations.

[Section 5.715 added by Ord. #2021-09 passed October 5, 2021]

[Section renumbered from 5.715 to 5.725 by Ord. #2023-02 passed March 14, 2023]



## **SAFE PARKING PROGRAM APPLICATION**

### **Redmond Urban Growth Boundary (UGB)**

This application is for property owners or lessees (religious institutions, non-profit organizations, public entities, and commercial businesses) **inside and within one (1) mile of the Redmond Urban Growth Boundary** who wish to provide limited overnight parking accommodations to people without access to permanent shelter or other low-income housing. Residential property owners are not eligible to host or operate a site under this program. All sites must comply with the Safe Parking and Vehicle Camping Guidelines contained in Section 5.720 of the Redmond City Code.

#### **Transitional Overnight Parking Accommodations**

Property owners or lessees who wish to offer overnight parking accommodations must submit an application to Deschutes County. Applicants must receive prior written authorization to operate from the County Administrator or designee, and agree to abide by all conditions, including acceptance of liability and demonstration of insurance coverage in amounts acceptable to the County (see 'Insurance Requirements' on page 2). Authorization is valid for two (2) years from the date of approval, with the option to apply for an extension.

#### Within Redmond Urban Growth Boundary:

- Vehicle-camping is limited to properties operated by a religious institution or place of worship, non-profit, public, or commercial entity, and not currently used for a residential use.
- Up to six (6) vehicles (cars, campers, trailers and RVs) may be used for overnight accommodations with permission from the property owner. All vehicles used for overnight accommodations must be licensed and operable.
- Site must have a structure with an associated parking lot. No more than six (6) vehicles used for overnight accommodations may occupy the parking lot at any given time. Parking spaces used for overnight accommodations must be located at least 10 feet from property lines.
- Access to sanitary facilities, including restrooms, handwashing stations and garbage disposal, must be provided to program participants at all times. Any storage or sanitary facilities must be located at least 20 feet from the property line.
- Requiring payment of any fee, rent or other monetary charge is not permitted.
- Case management, supervision or supportive services are required. The goal of case management is to help individuals stabilize their lives and gain access to support services, housing, and employment.

#### Within One Mile of Redmond Urban Growth Boundary:

- Property must be zoned: Multiple Use Agriculture (MUA10), Rural Industrial (RI) or Rural Residential (RR10).
- Up to six (6) vehicles (cars, campers, trailers and RVs) may be used for overnight accommodations with permission from the property owner. All vehicles used for overnight accommodations must be licensed and operable.
- Site must have a structure with an associated parking lot. No more than six (6) vehicles used for overnight accommodations may occupy the parking lot at any given time. Parking spaces used for overnight accommodations must be located at least 10 feet from property lines.
- Access to sanitary facilities, including restrooms, handwashing stations and garbage disposal, must be provided to program participants at all times. Any storage or sanitary facilities must be located at least 20 feet from property lines.

Within One Mile of Redmond Urban Growth Boundary: (Continued)

- Requiring payment of any fee, rent or other monetary charge is not permitted.
- Case management, supervision or supportive services are required. The goal of case management is to help individuals stabilize their lives and gain access to support services and employment.

**Other Applicable Provisions**

- County approval is not a land use decision. Approval is non-transferable to new property owners or lessees.
- Open flames at the premises, or within vehicles, are not permitted unless contained in a Recreational Vehicle (RV) that is currently titled and registered with the State of Oregon Department of Motor Vehicles.
- Sanitary facilities may be provided within a unit or through access to pre-existing permanent facilities on-site. If restroom facilities are within a unit, RV or portable toilet(s), applicant must provide a temporary holding tank for sewage disposal and contract with a pumping company for regular pumping service, or other method of sewage removal. If any effluent is dumped on the ground, County approval may be immediately revoked.
- Deschutes County may conduct a sanitation inspection or other type of inspection at any time to verify compliance with program requirements and to ensure public health and safety.
- Must comply with all other county codes and regulations (e.g. noise control), state law, federal law, and other applicable laws and regulations.
- Failure to comply with any program requirement may result in immediate revocation of the agreement and administrative authorization, requiring all transitional accommodations to cease immediately. Any violation may also be enforced under the code enforcement authority of the County.

**Insurance Requirements**

Applicants must maintain Commercial General Liability Insurance that meets the County's minimum coverage requirements. The Certificate of Liability Insurance and Additional Insured Endorsement form (e.g. CG 20 12 04 13 or CG 20 26 04 13) included with your submission must meet the following requirements:

- The policy must have a combined single limit of not less than \$1,000,000 per incident, claim or occurrence and \$2,000,000 in general aggregate. Must provide coverage against liability for the death, injury or disability of any human, and damage to property.
- The policy shall be written on an 'occurrence' basis and remain in effect for the duration of the agreement and authorization. Authorization from Deschutes County is required for any policy written on a 'claims made' basis.
- Deschutes County, its officers, agents, employees and volunteers must be named as an additional insured and listed as the certificate holder:

Deschutes County, its Officers, Agents, Employees and Volunteers  
P.O. Box 6005  
Bend, OR 97708-6005

**Questions?**

Contact Deputy County Administrator Erik Kropp at (541) 388-6574 or erik.kropp@deschutes.org.



To request this information in an alternate format, please call (541) 388-6584 or send an email to erik.kropp@deschutes.org.

Para solicitar esta información en un formato alternativo, llame al (541) 388-6584 o envíe un correo electrónico a erik.kropp@deschutes.org.





## SAFE PARKING PROGRAM APPLICATION

### Redmond Urban Growth Boundary (UGB)

Please complete all required fields and include applicable attachments with your submission. If you have any questions, please contact Deputy County Administrator Erik Kropp at (541) 388-6574 or erik.kropp@deschutes.org.

Please Type or Print Clearly

Applicant Information	
Contact Name:	Applicant Type: <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee
Email Address:	Phone Number:
Entity Name:	
Legal Entity Name (if different):	
Entity Type (select one): <input type="checkbox"/> Religious Institution <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Public Entity <input type="checkbox"/> Commercial Business	
Site Information	
Site Location: <input type="checkbox"/> Inside Redmond Urban Growth Boundary <input type="checkbox"/> Within One Mile of Redmond Urban Growth Boundary	
Site Address or Tax Lot Number:	
Property Owner Name(s):	
Describe the current use of the property and how temporary accommodations will affect or change the current use, if at all.	
Accommodations	
Accommodation Type(s) (check all that apply): <input type="checkbox"/> Cars <input type="checkbox"/> RVs <input type="checkbox"/> Campers <input type="checkbox"/> Trailers	
Total Number of Vehicles Allowed:	Hours of Operation:
Maximum Duration of Stay:	
Describe how sanitary facilities will be provided, including bathrooms, handwashing stations and garbage disposal.	
Case Management / Supervision Services	
Entity Providing Case Management or Supervision:	
Describe the type and frequency of case management or supervision services that will be provided.	

Describe how individuals will be selected to stay on the property.

Describe any other Code of Conduct requirements.

Required Attachments – Include with Submission

To avoid processing delays, please include all required and applicable attachments with your submission.

Required Documents:

- Site Plan:  
Must include the location of the property, type and number of units (cars, RVs, campers and trailers) permitted, whether units will be provided by the applicant or brought on-site by occupants and the number of sanitary facilities available. Include a property map that displays the location of sanitary facilities, safe parking campsites, spacing between vehicles and any propane or electrical hook-ups.
- Insurance Forms:  
See 'Insurance Requirements' on page 2.

If Applicable:

- Copy of Contract for Pumping Service & Sewage Disposal:  
Required if portable toilets or internal holding tanks of RVs will be used for overnight accommodations.
- Letter of Agreement:  
Include a Letter of Agreement from the entity providing the case management and/or supervision (if different from the applicant).

Right to Revoke

Deschutes County ("County") reserves the right to revoke this Agreement and all associated permissions if any condition of this Agreement is violated. The County may also revoke this Agreement if the County determines, in its sole discretion, that the Agreement and its associated permissions are inconsistent with changing circumstances, including but not limited to changes related to public health considerations, data, guidance, or requirements from federal, state or county authorities, and changes in local codes. While the County will make every effort to provide reasonable notice prior to any revocation, the County retains sole and complete discretion to withdraw, modify or terminate this Agreement and its associated permissions at any time, without advance notice. The authorization provided in this Agreement is at the sole discretion of the County, without the right to administrative appeal.

By signing below, I acknowledge that I understand and agree to the terms and conditions of this Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Property Owner Authorization

**If the applicant is not the property owner, the property owner must sign.**

As the owner(s) of the subject property, I (we) have read and agree to abide by these requirements. I (we) further agree to release Deschutes County ("County") from any liability, losses, claims, damages, settlement, and attorney's fees of any kind from or in connection with the Safe Parking Program, and to indemnify and defend the County as to liability for allowing the activity. The property owner(s) agrees to provide appropriate insurance for the additional use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit Application

**Submit your completed application with all required attachments to:**

Erik Kropp, Deputy County Administrator  
erik.kropp@deschutes.org

Office Use Only - Supporting Documents

**All supporting documentation was received by Deschutes County on \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
Erik Kropp, Deputy County Administrator

\_\_\_\_\_  
Date

Office Use Only - County Authorization

**This application for County authorization to operate Transitional Overnight Parking Accommodations is:**

**APPROVED \***     **DENIED**

\* Authorization is valid for two (2) years from the date of approval.

\_\_\_\_\_  
Erik Kropp, Deputy County Administrator

\_\_\_\_\_  
Date