

## City of Harrisonburg – Homeless Services Center



**Meeting Date:** October 25, 2022  
**Time:** 2:00 PM  
**Location:** City Hall – Council Chambers

**MEETING NOTES**  
Project #22064

**Issue/Revision Date:** October 26, 2022

**Purpose:** Community Meeting

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These notes represent a summary and the substance of discussions and decisions reached at the meeting. Please contact the MTF Architecture at once if additions or corrections should be made. Otherwise they will stand as an accurate record of the meeting.

### **Attendees:**

Homeless Services Center Project Team:

Ande Banks, Interim City Manager, City of Harrisonburg  
Aaron Rhoney, Assistant Public Works Director, City of Harrisonburg  
Amy Snider, Assistant to the City Manager, City of Harrisonburg (Project Lead)  
Mike Williams, Chief Building Official, City of Harrisonburg  
Meagan Jancy, Principal, MTF Architecture  
Michael Foster, Principal, MTF Architecture  
Seth Roderick, Monteverde Engineering & Design Studio

Community Members and Service Providers  
See attached sign-in sheet

### **Discussion:**

1. Project Team
  - A. Representatives from City of Harrisonburg were introduced with their respective roles
  - B. The project design team from MTF Architecture and Monteverde Engineering and Design Studio were introduced with their respective roles.
2. Presentation
  - A. The design team walked the community through the overall vision, mission and values for the project based on the information received to date.
  - B. Additional information was presented related to trends and best practices including trauma informed design principles.
  - C. The overall program, project schedule and objectives for a long-term master plan vision for the project site was discussed.
3. Question and Answer Discussion
  - A. Several comments and questions were received related to the program as follows:

1. Mailboxes and storage lockers for personal belongings should be considered.
2. Sleeping quarters can be either congregant or non-congregant arrangement. It is important to consider the need for personal safe space. If non-congregant sleeping is not possible due to cost or space constraints, consider using low partitions to create privacy. Examples of this type of space were reviewed.
3. Consider providing space for service areas that do not compromise bed space.
4. Durability and sturdy design needed as the shelter spaces are high use.
5. Provide flexible space for health care on-site.
6. Small training room with computers should be provided.
7. Bulletin board should be provided for resources and possible ride sharing information available in community space.
8. Provide access to bathrooms and safe, private space during the daytime when shelter is closed.
9. If or when the shelter is 24-hour, consider light and sound control for those who may need to sleep during the day if working a 2<sup>nd</sup> or 3<sup>rd</sup> shift job.
10. Provide safe outdoor space for stabilization or "cooling off".
11. General security of the site will be provided, however the entire property will most likely not be fenced in. There will be a secure, fenced in area for outdoor recreation connected to the shelter.
12. Office space for case managers and private meeting spaces should be provided.
13. Space for medication storage and dispensing as well as respite services should be included.

B. Several comments and questions were received related to operations as follows:

1. What type of wrap around services will be provided at the shelter? Consider best practices to provide mental health and physical health services that may not be otherwise available to the homeless community. This is currently being discussed with several service providers and will continue during the project. Consideration is being given to how to meet those needs in the short-term and long-term. How can these services be provided such as through mobile van on site?
2. Consider length of stay for guests and other options such as "Pay to Stay".

3. Will the shelter operate 24 hours? Currently, the shelter is envisioned for evening operations only. The shelter design should consider future possible operations if a provider is able to operate the shelter 24 hours a day however that is not currently an option.
  4. Consider providing some sort of food pantry service within the shelter.
- C. Several comments and questions were received related to long-term vision as follows:
1. How will transitional housing be considered as part of the vision? Currently, the site is envisioned to have both transitional as well as affordable housing in the future. The current shelter design will consider how this might be achieved to create an overall master plan for the site.
  2. The value noted on “Education and Advocacy” is important to consider as part of the long-term vision for this site and the opportunity to address this issue within the community.
  3. Will the building be adaptable by phase or modular? Consideration for the long-term master plan will be given during this initial phase. The other uses will most likely be added buildings on the campus but that will be further refined during those phases of design.
  4. Is there a financial commitment from the City for the long-range plan or to address operational costs? The City has committed to using ARPA funds for the current phase of construction. The City is continuing to plan for operational costs and future project costs.

**Conclusion:**

1. A copy of the presentation and notes from the meeting will be made available by the City of Harrisonburg.
2. Additional comments or questions should be directed to Amy Snider.

Meeting Notes By,



Meagan Jancy, AIA  
Principal

CC: Michael Foster, Amy Snider, Aaron Rhoney

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