

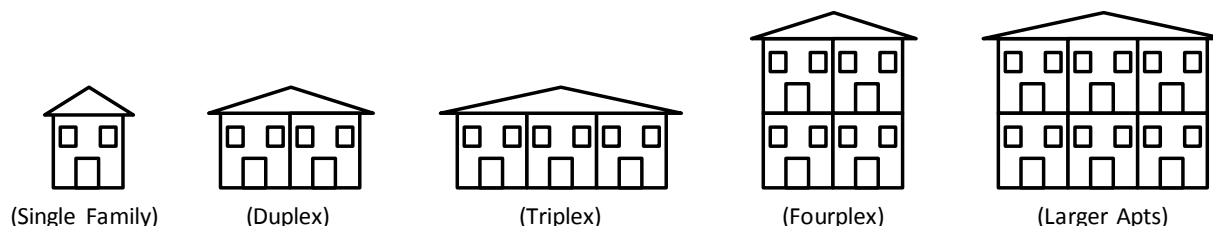
April 1 Definitions

Resident: A person who lives and sleeps in a city/town for the majority of the year (6 months or more) or has no other usual place of residence.

Housing unit: One or more rooms intended for permanent occupancy as separate living quarters. A separate entrance, direct to the outside or through a common hall, is required.

Housing type: Housing classified as frame construction, manufactured/mobile home, or special housing.

Frame construction: Structures built on-site of wood/brick construction or modular homes. These are further classified by structure type based on the number of separate living quarters/housing units that each structure contains. A single family house is a 1-unit detached structure. A duplex is a 2-unit structure. A triplex is a 3-unit structure. A fourplex is a 4-unit structure. A building with five or more apartments is a 5-or-more unit structure. Accessory dwelling units are living units with separate kitchen, sleeping, and bathroom facilities, attached or detached to a primary residential unit on a single-family lot. Single family attached structures such as row homes, townhouses and condominiums should be categorized as multi-unit structures based on the total number of units.



- **New frame housing:** Housing added by new construction within the city limits. This category does not include houses added by annexation.
- **Removal:** Any activity resulting in the removal of residential structures/units from the housing stock. This category includes demolition, destruction (from fire, flood, etc.), conversion to non-residential use, physical removal, etc.
- **Conversion:** Any activity associated with an existing residential structure that results in a change in the number of housing units or a change in primary use. A conversion (or remodel) may result in the addition and/or removal of structures/units from the housing stock. For example, a large single family house that is converted to a 4-unit apartment should be recorded as a 1-unit removal and a new 4-unit structure. An existing single family dwelling that is remodeled exclusively for business use should be recorded as a 1-unit removal.

Manufactured home (formerly known as a mobile home): Moveable living structures constructed on a permanent chassis intended for permanent occupancy. Manufactured homes are constructed according to a code administered by the U.S. Department of Housing and Urban Development.

Special housing: Unusual living quarters that are not intended for permanent living (e.g., travel trailers, recreational vehicles, boats, boxcars, tents, motels, hotels, etc.). These are only counted as housing units when occupied as permanent living quarters by persons who meet the definition of a resident as noted above.

- Updating your city's special population requires a door-to-door census of special housing units. Contact OFM at (360) 902-0599 if you would like to update your city's special population and housing counts. Only counts that follow OFM's procedures will be accepted.

Group quarters: Group quarters reflect something other than ordinary household life. They are usually places where unrelated people live together in a "group" living situation. Group quarter facilities typically include dormitories, barracks, nursing homes, and mental and correctional facilities.

- **Group quarter population:** Persons living in group quarters facilities that meet resident criteria- they must live in the facility for the majority of the year (6 months or more) or have no other usual place of residence.
- Short-term care or diagnostic facilities such as juvenile detention centers, drug/alcohol rehabilitation centers, and hospitals are not group quarters. Assisted living/congregate care facilities, senior apartments, adult family homes, and college-controlled family apartments are not group quarters either.
- Retirement communities may contain several types of living situations. Report population for those parts of the facility that provide long term, skilled nursing or custodial care (e.g., memory care).