



## CITY OF BEND

May 28, 2021

710 NW WALL STREET  
PO BOX 431  
BEND, OR 97709  
(541) 388-5505 tel  
Relay Users Dial 7-1-1  
(541) 385-6676 fax  
bendoregon.gov

MAYOR  
Sally Russell

MAYOR PRO TEM  
Gena Goodman-Campbell

CITY COUNCILORS  
Melanie Kebler  
Anthony Broadman  
Megan Perkins  
Rita Schenkelberg  
Barb Campbell

CITY MANAGER  
Eric King

Curt Floski  
Executive Director  
Shepherd's House Ministries  
1854 NE Division St  
Bend, OR 97701

Dear Mr. Floski:

Thank you for your HB 2006 application and offer to support our community with an emergency low-barrier shelter at 275 NE 2<sup>nd</sup> Street (Bend). The City is pleased to offer an approval of your shelter siting under HB 2006.

The enclosed memorandum outlines the City's review of your application under HB 2006. The City's approval of the application is based on the materials submitted by the applicant and criteria in HB 2006, and is not to be considered a general approval or authorization of the applicant's operations. The applicant is advised to perform its own due diligence to ensure that its operations comply with any other applicable laws, regulations, and standards. Divergence from the plans and materials submitted by the applicant may be grounds for revocation of this approval.

We appreciate the work you do for our community and wish you the best of luck in this next endeavor. Thank you.

Sincerely,

Eric King  
Bend City Manager



# INTERNAL MEMO

CITY OF BEND

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**TO: ERIC KING**

**FROM: SHELLY SMITH**

**DATE: MAY 28, 2021**

**RE: SHEPHERD'S HOUSE SHELTER SITING UNDER HB 2006**

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On May 12<sup>th</sup>, Governor Brown signed into legislation HB 2006, a bill intended to respond to the current statewide housing crisis authorizes the siting of emergency shelters if certain conditions are met.

Shepherd's House is a non-profit organization operating in Bend. They are proposing to site a shelter under HB 2006. The subject property is 275 NE 2<sup>nd</sup> Street, in Bend. This site was formerly leased and operated by Shepherd's House in 2020-21 and ran as Bend's only cold weather low-barrier shelter. The factors in the statute and a brief analysis of how the Shepherd's House proposal meets each is outlined in this memo.

**Section 2:**

*"Emergency shelter" means a building or cluster of buildings that provides shelter on a temporary basis for individuals and families who lack permanent housing."*

Shepherd's House Ministries (SH) intends to provide shelter on a temporary basis for individuals and families who lack permanent housing in an existing building at 275 NW 2<sup>nd</sup> Street. The shelter is scheduled to open for services to the community on June 1, 2021.

**Section 3:**

*"A local government shall approve an application... for emergency shelter on any property... if the emergency shelter:*

*"(a) Includes sleeping and restroom facilities for clients;*

SH's application states that sleeping and restroom facilities are available for up to 70 individuals at one time.

*(b) Will comply with applicable building codes;*



The City's Building Official has provided written correspondence that this site previously operated as an emergency overnight shelter and adheres to guidance in Building Code, Section 108 Temporary Structures and Uses which states:

108.1 General. The building official is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service, but shall not be permitted for more than 180 days. The building official is authorized to grant extensions for demonstrated cause. See Chapter 31 for additional requirements. Tents and other membrane structures erected for a period of less than 180 days are regulated by the fire official.

108.2 Conformance. Temporary structures and uses shall comply with the requirements in Section 3103. 108.3 Termination of approval. The building official is authorized to terminate such permit for a temporary structure or use and to order the temporary structure or use to be dis-continued.

Pursuant to Section 108, this shelter is approved for occupancy for six months, and may be extended. Permanent alterations or a change of occupancy permit could result in permanent occupancy approval.

*(c) Is located within an urban growth boundary...*

The shelter location is 275 NE 2<sup>nd</sup> Street, within the City's Urban Growth Boundary.

*(d) will not result in the development of a new building that is sited within an area designated under a statewide land use planning goal related to natural disasters and hazards...*

This shelter location is not a new building nor is it sited within an area designated under a statewide land use planning goal related to nature disasters and hazards. The subject property is not within any floodplain areas, natural hazards, or other mapped environmental health hazards.

*(e) has adequate transportation access to commercial and medical services*

NE 2<sup>nd</sup> Street is a fully improved local street which connects to 3<sup>rd</sup> Street, a principal arterial running North-South through Bend. The subject property is within 500 feet of 3<sup>rd</sup> Street. 3<sup>rd</sup> Street has fixed route transit service in both directions approximately every 30 minutes, with bus stops located approximately 1,500 feet from the subject site. Additionally, the subject site is within 1 mile of the Hwy 97 interchange at Greenwood Avenue, providing connectivity throughout Bend as well as access points to Central Oregon and the rest of the state.

*(f) Will not pose any unreasonable risk to public health or safety*

The application has been reviewed by the City's Building Official, as described above, and Fire Department for public health and safety. Additionally, the applicant self-certifies that this facility will not pose any unreasonable risks to public health or safety, pursuant to building code compliance, fire and other emergency safety access, operating plans and mitigating steps outlined within the application materials. Safe transportation infrastructure is present, as well as potable water and sanitary sewer. Staff believe that this application will meet basic public health and safety as submitted.

#### *Agency structure*

SH is a registered 501(c)(3), which is a non-profit operating under 501(a) IRS determination. An IRS Determination letter was submitted with the application. SH meets the agency structure criteria.

#### *(3) Additional amenities and services:*

SH intends to provide bathrooms, sinks/handwashing stations, service or food prepared off-site, and case management and referral services.

#### **Section 4:**

Section 3 of this 2021 Act is repealed on July 1, 2022.

The repeal date is July 1, 2022 at 5:00 p.m. Shepherd's House's full application was received prior to this deadline.

The establishment of a low-barrier shelter located within the City of Bend is one of the strategies approved by the Bend City Council to address homelessness in Deschutes County. Shepherd's House's proposal will assist the City in achieving its goal.

Staff recommends approval of the proposal from Shepherd's House. Shepherd's House will have two years from the date of this approval to begin operations.



## Application for Emergency Shelter Siting (HB 2006)

Name of Applicant Organization: Shepherd's House Ministries

Name of Person completing application: John Ryan

Contact Address: P.O. Box 5484 Bend, OR 97701

Phone Number: 541-388-2096 x. 107      Email address: johnr@shministries.org

If operator is different from applicant organization:

Name of shelter operator: Click or tap here to enter text.

Contact Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Anticipated date of opening of emergency shelter: 6/1/2021

Applicant Status:

Local government

Housing Authority

Public benefit corporation (attach copy of incorporation documents showing charitable purpose including support of homeless individuals and show tax exempt status granted prior to Jan. 1, 2018)

Non-Profit (If selected, also select partner entity type below)

Local government     Housing Authority     Public benefit corporation

Number of years' experience operating an emergency shelter: Ten

Do you have a pending building permit application?     Yes       No

Permit number(s): Click or tap here to enter text.

Is this new construction?       Yes       No

Does the proposed shelter contain sleeping and restroom facilities for clients?  Yes     No



## Application for Emergency Shelter Siting (HB 2006)

Provide narrative statement answering the following questions:

1. How previous shelter operations demonstrate “best practices for operating an emergency shelter.”

Shepherd’s House Ministries will operate the overnight low barrier shelter consistently with its operation of the 2020-21 Bend Winter Shelter, and consistently with its 10 years of emergency shelter experience. Under such practices, the shelter will begin intake at 6PM each evening. Every guest will sign in and undergo COVID screening each night. Additionally, the shelter will provide each new guest with a First Stay registration to collect personal data consistent with HMIS requirements. The shelter is licensed under and will participate in HMIS.

Although low barrier, the shelter will have safety guidelines monitored and enforced by paid overnight staff and contracted security. No drugs or alcohol will be permitted, and guests’ conduct must be safe and cooperative. Shepherd’s will partner with other service providers to increase guest’s access and opportunity to benefit from wraparound services. These services will include substance treatment and recovery opportunities, mental health care and counselling, and opportunities for longer-term habilitation through employment and housing programs. Service providers will both perform outreach at the shelter and furnish referral information.

Overall, the shelter will operate as a secure and peaceful environment that will enable guests to have basic life needs (shelter, nutrition, hygiene, etc.). Thus, guests will be freed from the anxiety of struggling to meet these needs, and have greater freedom to focus on longer-term goals.

2. Other services to be provided onsite, including number of people anticipated to be served, general site layout details, plans for sanitation, garbage, health and safety and description of access to transportation and services.

The shelter will provide nutrition in the form of a freshly prepared warm meal, and a takeaway morning meal. Both will be provided through Meal Train delivery to the shelter. Guests will also access to donated clothing, hygiene and other gear that might aid their time outside the shelter (e.g., backpacks). At capacity, the shelter will have 60-70 overnight guests. The facility has regular weekly sanitation pickup through Cascade Disposal. The facility is within walking distance of the 3<sup>rd</sup> Street corridor and the downtown Bend area, for access to public transportation and services.

The shelter will adhere to COVID requirements, with all present during shelter operations required to wear masks. Guests will be COVID screened at intake and their sleeping stations will be positioned to satisfy social distancing. Meals will be served directly to each guest at their individual sleeping



## Application for Emergency Shelter Siting (HB 2006)

stations to avoid congregate dining. There are numerous hand sanitizing and handwashing stations positioned within the shelter.

3. How the proposal meets all requirements of Section 3 of HB 4006. If you do not provide sufficient information for the City to determine if all requirements will be met, the City may not deem your application complete until sufficient information is submitted. Any approval is contingent on issuance of a valid building permit, if required, and the facility meeting applicable building code.

As stated above, the shelter will operate consistently in all respects to the 2020-21 Bend Winter Shelter. It will operate at the same facility located at 275 NE 2d Street, Bend Oregon, which was previously inspected and approved by the Bend Fire Department. The facility is physically unchanged since the time of that approval, and is located within a commercially maintained parking lot that provides easy access to emergency vehicles and other responders.

### List of attachments:

1. Diagram of the facility indicating sleeping and restroom areas, and areas for other services identified in narrative statement.
2. Site Plan showing the building location, including access for emergency vehicles and clients and existing water and sewer connections, or intended locations if these systems are not currently connected on site, and other relevant information.
3. Email or other correspondence from Bend Fire Department indicating that emergency vehicles can safely access the proposed site. Inquiries to the Fire Department should be directed to Deputy Fire Chief Larry Medina at [lmedina@bendoregon.gov](mailto:lmedina@bendoregon.gov) or (541) 322-6308.
4. Building Division acknowledgment that there has been a discussion and it is reasonably likely that the proposed shelter(s) can meet building code after further discussion. Inquiries should be directed to Building Division Manager Joe McClay at [jmccclay@bendoregon.gov](mailto:jmccclay@bendoregon.gov) or (541) 693-2145.
5. If land is not owned by applicant, a statement from the property owner and/or the lease document that shows agreement with the planned use.
6. Shelter capital and operations budget, including descriptions of funds that have been secured, applied for, and any needed funds not yet secured.

### **Self-certification – I certify that:**

I will ensure compliance with applicable building codes, and provide copies of any applicable building permit approvals associated with this application.

This facility will not pose unreasonable health and safety issues



CITY OF BEND

**Application for Emergency Shelter Siting (HB 2006)**

This facility will be providing adequate access to emergency services and for residents to access commercial/medical services.

Sign here: 

Date: 5/25/2021



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 07 2014

THE SHEPHERDS HOUSE  
C/O FOWLER TELFER LLC  
CHRIS TELFER  
109 NW GREENWOOD STE 102  
BEND, OR 97701

Employer Identification Number:  
75-3207723  
DLN:  
17053176341023  
Contact Person:  
S J YINGLING ID# 31698  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
May 15 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947

THE SHEPHERDS HOUSE

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink that reads "Tamera Ripperda". The signature is written in a cursive style with a large, prominent initial 'T'.

Director, Exempt Organizations

Enclosure: Publication 4221-PC

THE SHEPHERDS HOUSE

ADDENDUM

Based on the information submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as shown in the heading of this letter, is retroactive to the date of revocation.

**CITY OF BEND  
ADMINISTRATIVE REVIEW AND DECISION**

**PROJECT NUMBER:** 96-73

**PROJECT TYPE:** Site plan, new development

**DATE:** May 16, 1996

**APPLICANT:** Darrel Wilson/Opportunity Foundation  
P.O. Box 430  
Redmond, Oregon 97756

**LOCATION:** Second Street, south of Dekalb, near Bi-Mart; 17-12-33 CC, Tax Lot 6406.

**REQUEST:** A site plan to construct a 10,000 square foot commercial building in a CL, Limited Commercial zone.

**REVIEWER:** Anita Yap Powell, Associate Planner

**ZONE AND PLAN DESIGNATION:**

The subject property is zoned CL, Limited Commercial and is designated Commercial--Limited by the Bend Area General Plan map.

**APPLICABLE CRITERIA:**

- (1) City of Bend Zoning Ordinance No. NS-1178, Chapter 10; Section 10.10.15, Limited Commercial Zone (CL) Section 10.10.23, Site Plan Approval Section 10.10.24, Off-Street Parking and Loading
- (2) City of Bend Ordinance No. NS-1556, Land Use Permit & Review Procedures
- (3) The Bend Area General Plan

**DECISION:**

Based on the findings stated below, the site plan request to construct a 10,000 square foot commercial building is **APPROVED**, subject to the following conditions of approval:

**PRIOR TO ISSUANCE OF A BUILDING PERMIT:**

1. Apply for and meet the requirements for a building permit. Contact the City of Bend Building Division at 388-5528.
2. The applicant shall submit an exterior lighting plan for the site if exterior lighting is proposed. The lights shall be hooded and directed down onto the site and not shine or glare onto adjacent property or streets.
3. The applicant shall sign a City Development Agreement prior to obtaining a building permit.
4. Submit engineered plans, stamped by a professional engineer, to the City of Bend Engineering Division for approval prior to obtaining a building permit.
5. Apply and pay a fee to the City Water Division for a computer analysis to determine the impact of the development on the City water system and to determine the availability for fire flows prior to submitting engineered plans to the Engineering Division.
6. The fire hydrants, water and sewer mains shall be installed and approved by the City of Bend prior to issuance of a building permit.
7. Clearly mark all waterlines and easements on the property prior to obtaining a building permit. There shall be no construction over the waterline easement.

**WITH DEVELOPMENT OF THE SITE:**

8. The parking lot shall be designed and constructed to City of Bend standards, including surfacing with A.C. paving. Provide catch basins and dry wells to contain all surface and roof water drainage on site at all times. Slope the parking lot to drain to the catch basins. All drainage systems shall be kept operable at all times. Provide 33 striped parking spaces, including two disabled parking spaces according to City standards.
9. Construct all driveways and curb cut access points to City specifications. Obtain a curb cut permit and construction specifications from the City Public Works Department prior to obtaining a building permit.

10. Provide sewer and water in accordance with City standards and policies. Pay system development charges and sign sewer and water service agreements with the Development Services Division. Install a water meter on the property.
11. Provide easements for City water and sewer lines, as determined by the City Development Services Division.
12. Provide a 10 foot separation distance between City water and sewer lines.
13. Comply with the Fire Department requirements for roof construction, fire flows, address signs and Knox Box locks.
14. Construct a sidewalk to City standards the length of the property along Second Street. Repair any curbs that are damaged with the sidewalk construction.
15. Provide for a screened trash and recycling area on site. Show the location on a revised site plan.
16. Provide covered bicycle parking spaces as required by the Zoning Ordinance. The location and design shall be to City requirements.

**PRIOR TO FINAL OCCUPANCY:**

17. The paving, sidewalks, street improvements, landscaping and irrigation system shall be installed prior to occupancy of the buildings. If not installed prior to occupancy, submit a cash deposit or acceptable bond in the amount of 110 percent of the estimated cost of the improvements.
18. The landscaped areas shall be continually maintained including watering, weeding, pruning, and replacement of dead materials.
19. This approval will expire one year from the date of this notice, unless a building permit has been issued or request for extension and filing fee have been submitted.

**BASIC FACTS:**

The applicant is proposing to construct a 10,000 square foot commercial building. A portion of the building will house the

Opportunity Center, with a 1,292 square feet for the work area and 1,925 square feet for the thrift shop. The remainder of the building, 4,971 square feet will be for retail business.

The subject property is located near Bi-Mart and a wood products business along NE Second Street. The site plan shows an existing waterline and easement along the west side of the building. According to the site plan, a portion of the building is located over the City water easement, and will be required to move that portion of the building.

The site plan shows a private easement along the west and south sides of the property.

**NOTICES:**

The City of Bend Planning Division sent notices of the request to surrounding property owners. No letters or comments were received. Various agencies were sent notices; their comments and recommendations are attached to and made a part of this Review and Decision.

**FINDINGS:**

**CONFORMANCE WITH CITY OF BEND ORDINANCE CHAPTER 10;  
10.10.15, LIMITED COMMERCIAL ZONE**

**FINDING:** The proposed thrift shop and retail uses comply with the permitted uses within the CL zone.

The proposal also complies with Section 10.10.15 (4) & (5). The proposed building will be less than 30 feet. The proposed building and parking areas meet all setback requirements and lot coverage requirements of the zone.

**CONFORMANCE WITH CITY OF BEND ORDINANCE CHAPTER 10;  
10.10.23(8), SITE PLAN CRITERIA**

- A. Safety and Privacy. Residential site plans shall be designed to provide a safe living environment, while offering appropriate opportunities for privacy and transitions from public to private spaces.**

**FINDING:** The proposal is not a residential development, this criterion does not apply.

- B. Special Needs of Handicapped.** When deemed appropriate the site plan shall provide for the special needs of handicapped persons, such as ramps for wheelchairs, drop curbs, and handicap parking stalls.

**FINDING:** The proposed site plan will provide for the special needs of the handicapped. The applicant is proposing to provide for handicap parking and access to the building. Since the Opportunity Foundation deals with disabled individuals, the building will accommodate these people.

- C. Preservation of Natural Landscape.** The landscape and existing grade shall be preserved to the maximum practical degree, considering development constraints and suitability of the landscape or grade to serve the applicant's functions. Preserved trees and shrubs shall be protected during construction.

**FINDING:** There is no existing landscaping on site.

- D. Pedestrian and Vehicular Circulation and Parking.** The location and number of points of access to the site, the interior circulation patterns, designs of parking areas, and the separation between pedestrians and moving and parked vehicles shall be designed to promote safety and avoid congestion on adjacent streets.

**FINDING:** The proposed site plan will provide for an effective pedestrian and vehicular circulation on the site. The applicant will be required to construct a sidewalk along Second Street and connect the walk from the building to the sidewalk on the street.

- E. Buffering and Screening.** Area, structures and facilities for storage, machinery and equipment, services (mail, refuse, utility wires, and the like), loading and parking, and similar accessory areas and structures shall be designed, located, buffered, or screened to minimize adverse impacts on the site and neighboring properties.

**FINDING:** The site will be adequately buffered and screened from neighboring properties. The applicant is required to install a screened trash and recycling area. All materials will need to be stored in the building at all times.



**F. Utilities. All utility installations above ground, if such are allowed, shall be located so as to minimize adverse impacts on the site and neighboring properties.**

**FINDING:** The applicant is required to provide underground power, telephone and cable television, if needed, to the building.

**G. Public Facilities. The proposed use shall not be an undue burden on public facilities, such as the street, sewer or water systems.**

**Sewer:** There is an existing 10 inch sewer line in Second Street that the applicant will need to tap for service. This line is adequate to provide gravity sewer service to the development.

**Water:** There is an existing 10 inch waterline along the western property line. The easement is shown on the site plan. The applicant will need to assure that the proposed building will not be located within this easement. There is an existing fire hydrant off this line. The applicant will need to provide an additional fire hydrant along Second Street or in a location which will provide a fire hydrant within 150 feet of all exterior portions of all building walls. The location is subject to approval by the Fire Marshal. The applicant will need to apply for a computer water analysis to determine if there is adequate water supply to meet fire flows.

**Streets:** The proposed street is adequate to handle the additional traffic generated by this development. Second Street is improved to 36 feet with curbs. The applicant will need to install a sidewalk along the frontage of the street.

**CONFORMANCE WITH CITY OF BEND ORDINANCE CHAPTER 10;  
10.10.23(9), REQUIRED MINIMUM STANDARDS**

**(1) Minimum Landscaping Standards.**

**A minimum of 15% of the area of a project shall be landscaped.**

**FINDING:** The applicant meets this requirement for 15 % landscaping.

**(2) Street Trees.**

**Pursuant to the City of Bend Zoning Ordinance Chapter 10; 10.10.23 (9) (2), trees shall be placed a maximum of thirty (30) feet apart along the property frontage.**

**FINDING:** The proposed landscaping plan will provide for street trees to meet this requirement.

**(3) Irrigation and Maintenance.**

**FINDING:** All irrigation for the landscaping shall be installed underground.

**(4) Drainage. Surface drainage shall be contained on-site.**

**FINDING:** The applicant will need to contain all drainage on site at all times. The site will be sloped to catch basins and drywells location on the site. The parking areas will be contained with curbs to help control the surface water drainage.

**(5) Bicycle Parking.**

**FINDING:** The site plan provides for five covered bicycle parking spaces, which meets the requirements of the code.

**AGENCY COMMENTS:**

**BUILDING DIVISION COMMENTS:**  
DEVELOPMENT SERVICES DEPARTMENT  
By: Bill Hunt

- x\_\_ A separate application must be made to the Development Services Department for all required construction permits.
- x\_\_ Disabled parking shall meet all the requirements of Section 3104 of the State of Oregon Structural Specialty Code.

**DEVELOPMENT SERVICES DEPARTMENT COMMENTS:**

By: Tony Tirico

1. SDCs shall be payable under City Ordinance, Resolution and policy upon issuance of building permits.
2. Parking lot design shall be submitted to the Building Official for disabled access review and approval signature prior to submitting public improvement plans to Engineering.
3. Street, sewer and water improvement plans shall be submitted to the Engineering Division for review and approval by the City Engineer. Plans shall be submitted to Development Services for preparation of agreements after approval by the City Engineer.
4. Landowner shall apply for Sewer and Water Agreements with Development Services Department. Applications available at City Hall or local engineering firms. No construction of public improvements shall begin or building permits released until Sewer and/or Water Agreements are signed and fees paid.
5. Sewer and water mainlines shall be extended to and through the property in accordance with City standards and policies. Exclusive easements shall be provided to the City for mainline extensions not constructed in the ROW.
6. Sewer and water domestic service lines shall be extended to the property in accordance with City standards and policies.
7. A water meter with an approved backflow prevention device shall be installed for development. Meter size is determined under applicable UPC requirements.

8. Fire flows required under UFC shall be met or exceeded for the development. Water improvements necessary shall be constructed by the developer to City standards.
9. Development requires owner or contractor to obtain a building permit. The Building Division is located in City Hall.
10. Development may require a sign permit. Owner or contractor shall contact Kim Voos with Development Services for requirements at 388-5530. All existing signs shall be brought into compliance with the Sign Ordinance.

**ENGINEERING DIVISION COMMENTS:**

By: Mike Wilson

Streets:

- X\_ Access to the project shall be by City standard driveway aprons.
- X\_ Provide sidewalks along lot frontage(s) in accordance with City standards and specifications.
- X\_ Replace any substandard or damaged curb with City standard curb.
- X\_ Sidewalks to be installed property tight.
- X\_ Locate all street trees on private property outside of right of way.

Storm Drainage:

- X\_ Control all storm drainage on-site.
- X\_ Pave parking lot and/or access roads on project.
- X\_ Submit engineered water plans for public improvements on-site to City Policy and Standards & Specifications. Water system shall meet Fire Code and domestic needs. All water and sewer plans that are part of a site plan, or are being constructed outside of a public way, shall include any and all site features of the development, existing or proposed, that may affect the City facilities.

X\_ All required public improvements shall be incorporated into a single plan submittal.

Water and Sewer:

X\_ All City maintained facilities shall have full width exclusive utility easements at 20 feet each for water and sewer outside of any right-of-way areas.

X\_ Coordinate water and sewer connections with Development Services.

X\_ Meet the water flow requirements of the Fire Code. System shall meet Fire Code and domestic needs. If appropriate, submit engineered water improvement plans to Engineering Division for approval. All water and sewer plans that are part of a site plan, or are being constructed outside of a public way, shall include any and all site features of the development, existing or proposed, that may affect the City facilities.

X\_ This project will require a computer water system analysis to be performed by the City of Bend to determine available fire flows and impact on the water system. Applicant will be required to mitigate any adverse impacts to the system. This mitigation procedure may include both onsite and offsite water improvements as necessary.

**ADDITIONAL COMMENTS:**

Provide 10' exclusive easement for existing water line. Move building 10' away from existing water line.

Provide documentation to Planning Division for private access easement along westerly property line. Access easement to be paved.

**FIRE DEPARTMENT COMMENTS:**

By: Gary Marshall, Fire Marshal

X\_ Fire Safety During Construction - 1991 UFC 87.103  
Approved fire department access roads, required water supply and fire hydrants shall be installed before any combustible construction commences.

X\_ Water Supply - 1991 UFC Appendix III-A

The required water supply for fire suppression for this building shall be 2,750 gallons per minute at 20 p.s.i. residual pressure. This flow requirement is based on Type V-N building construction that does not exceed 11,300 square feet.

- X\_ Fire Hydrants - 1991 UFC 10.401  
The minimum amount of fire hydrants needed on this site shall be 2 spaced no more than 150 feet from the most remote portion of the building measured by an approved route around the exterior of the facility or building.
- X\_ Obstruction & Protection of Fire Hydrant - 1991 UFC 10.105  
A 3-foot clear space shall be maintained around the circumference of fire hydrants. When exposed to vehicular damage, fire hydrants shall be suitably protected by concrete curbing, 4 inch concrete filled bollards or placed 6 feet 2 inches behind curb of sidewalks.
- X\_ Premises Identification - 1991 UFC 10.301(a)  
Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with background and be visible at night. Dwellings and Foster Homes that are located off of street frontage shall post a visible approved reflective address sign at the entrance to their driveway. (Signs are available at local Fire Stations.)
- X\_ Street or Road Signs - 1991 UFC 10.301(b)  
Streets and roads shall be identified with approved signs.
- X\_ Fire Lanes - 1991 UFC 10.301(b)  
Fire lane curbs shall be painted bright red with white letters. The stroke shall be 1 inch with letters 6 inches high to read "No Parking Fire Lane". Spacing for signage shall be every 25 feet.
- X\_ Fire Apparatus Access Roads - 1991 UFC 10.201-10.204  
Fire apparatus access roads shall be placed within 150 of all exterior walls of the first floor of all buildings. Fire apparatus access roads shall have an unobstructed width of not less that 20 feet designed with a uniform all-weather driving surface to support the imposed GVW of 50,000 lbs. and a vertical clearance of not less that 13 feet 6 inches. Turning radius shall not be less than 45 feet and gradient shall not exceed 12 percent. Dead-end

access roads in excess of 150 feet in length shall be provided with approved provisions for the turning around of fire apparatus. A cul-de-sac, hammerhead or other approved means for the turning around of fire apparatus may be approved.

- X\_ Key Boxes - 1991 UFC 10.302  
Key Box (Knox Box) for Fire Department access is required to be installed at THE FRONT ENTRANCE. An application for the Knox Box is available by calling the Fire Prevention office at (541)388-5536.
- X\_ Portable Fire Extinguishers - 1991 UFC 10.505 (a)  
Fire extinguishers rating shall not be less than a 3-A,40-BC. Maximum unobstructed travel distance to any approved extinguisher shall not be more than 75 FEET.
- X\_ Dumpsters - 1991 UFC 11.302(b)  
Dumpsters of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines unless such containers are provided with an approved automatic sprinkler system.
- X\_ Gas Meters & Piping - 1991 UFC 11.403  
Above ground gas meters, regulators and piping exposed to vehicular damage due to proximity to alleys, driveways or parking areas shall be protected in an approved manner.
- X\_ Smoking - 1991 UFC 11.502(a)  
No Smoking signs shall be conspicuously and suitably located in each building, and on the outside of the structure.

**POLICE DEPARTMENT COMMENTS: COMMERCIAL BUILDINGS**

By: Dennis Jones

All exterior doors on commercial buildings need to be visible from the street, should be steel in steel frames with dead-bolt locks. Any open space between the studding or masonry of the outer frame of the building and the door jamb should be solidly shimmed for a distance of not less than twelve inches above and below the strike-plate. Strike-plates should be secured with wood screws or masonry fasteners not less than three inches in length. Exterior doors that open outward should be equipped with security hinges or a mechanical interlock to prevent removing

the door by removing the hinge pins, and should be equipped with a latch guard that prevents insertion of a pry tool at or near the lock area.

Windows that are not visible from the street should be barred or screened.

A security lighting plan should be developed by a person familiar with the particular features of the building and the location. The person that develops this plan should be trained in security lighting for commercial applications (e.g. in most cases security lighting is mounted away from and shines toward a building that is to be protected).

Before installing any security features the occupant should check with the Fire Prevention Officer of the Bend Fire Department as the fire code prohibits some types of locks and bars in some commercial buildings.

All landscaping, signs and fencing should be arranged in such a way that it would be difficult for a person to hide in or behind it. All plants that are under unsecured windows (i.e. no bars or security screens) should be of those species that discourage physical contact (e.g. rose, Japanese Barberry, etc.).

ADDITIONAL COMMENTS: The south and west sides of this building are going to attract campers from the railroad yard.

**POLICE DEPARTMENT COMMENTS: PARKING LOTS**

Parking lots frequently are the scene of person and property crimes due to remote location, proximity to escape cover or access routes, and location or designs that do not allow surveillance by passing motorists.

To help prevent such crimes parking lots should:

1. Be visible in their entirety from adjacent streets, access roads, the business served by the lot or, in the case of apartments, from as many apartments as possible, especially the manager's apartment.
2. Not be screened from view by location behind a building, or by signs or landscaping.



3. Be adequately and properly lighted. (Security lighting shines toward the area to be protected and does not cause deep shadow areas.)
4. Have spaces close to, and visible from, the building being served for employees that arrive or leave during hours of darkness.
5. Have pedestrian access areas that do not pass behind buildings or through isolated areas or shrubbery that could hide a person, and that are properly lighted.
6. In the case of very large or remote lots, have a barrier hedge of Oregon Grape, or similar plantings, that prevent easy, direct access to the lot from surrounding more remote areas.

## Shelly Smith

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**Subject:** FW: City Application for Low Barrier Shelter

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**From:** Joseph McClay <jmcclay@bendoregon.gov>  
**Sent:** Wednesday, May 26, 2021 12:37 PM  
**To:** Larry Medina <lmedina@bendoregon.gov>; Shelly Smith <shsmith@bendoregon.gov>  
**Subject:** RE: City Application for Low Barrier Shelter

Hi Shelly and Larry,

As proposed and with no new structures or accommodations being added, Building Safety is good with this application. Please let me know if you need anything?

Thanks,



CITY OF BEND

Joseph D. McClay | Building Official  
O: 541-693-2145 | [www.bendoregon.gov](http://www.bendoregon.gov)



The City of Bend is excited to announce the launch of the new Online Permit Center on Monday, December 14, 2020. This launch will include all new software for permitting, inspections, code enforcement, and licensing as well as other vital City services. In preparation for this event, please expect delays in application processing, inspections, and project related inquiries. As part of this transition, the City will not be able to accept or process applications from November 25th to December 14, 2020. Inspection services will continue during this transition period. For more information regarding the new Online Permit Center, please visit <https://www.bendoregon.gov/government/departments/community-development/permit-center> for important updates and FAQs.

As a reminder, City Hall, including the Permit Center, are still closed to the public due to the COVID-19 pandemic. If you have questions or need to make a payment please call 541.323.8551 for assistance or email [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov). Thank you for your understanding and patience during this period.

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**From:** Larry Medina <lmedina@bendoregon.gov>  
**Sent:** Wednesday, May 26, 2021 11:18 AM  
**To:** Shelly Smith <shsmith@bendoregon.gov>; Joseph McClay <jmcclay@bendoregon.gov>  
**Subject:** RE: City Application for Low Barrier Shelter

Shelly,

This application is special circumstance since it was previously approved as a temporary shelter. Fire will not need a Site Plan for this application. Adequate access is available for emergency response. I hope that helps.



Larry Medina  
Deputy Chief - Prevention  
Bend Fire & Rescue  
Office: 541-322-6308  
Cell: 541-480-8059



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**From:** John Ryan <[johnr@shministries.org](mailto:johnr@shministries.org)>  
**Sent:** Tuesday, May 25, 2021 2:25 PM  
**To:** Shelly Smith <[shsmith@bendoregon.gov](mailto:shsmith@bendoregon.gov)>; Joseph McClay <[jmcclay@bendoregon.gov](mailto:jmcclay@bendoregon.gov)>; Larry Medina <[lmolina@bendoregon.gov](mailto:lmolina@bendoregon.gov)>  
**Cc:** John Lodise <[johnl@shministries.org](mailto:johnl@shministries.org)>; [curtf@shepherdshouseministries.org](mailto:curtf@shepherdshouseministries.org); David Notari <[davidn@shministries.org](mailto:davidn@shministries.org)>; Racheal Baker <[rbaker@bendoregon.gov](mailto:rbaker@bendoregon.gov)>  
**Subject:** RE: City Application for Low Barrier Shelter

**CAUTION:** External Email. Use caution when opening attachments, clicking links, or responding to this email.

Hi Shelly – attached please find the signed application (including our narratives) along with attachments 5 and 6 that were requested. Note that John L. will provide #1 Diagram. We do not have an attachment for #2 Site Plan I'm thinking the City of Bend would have this? We are copying Larry Medina and Joe McClay for assistance with attachments 3 and 4 respectively.

Any questions or if you need additional information regarding the attached documents please let me know.

Thanks

John Ryan  
Director of Operations  
Shepherd's House Ministries  
541-388-2096 x107 Direct  
360-326-5714 Cell  
[shepherdshouseministries.org](http://shepherdshouseministries.org)  
**"Grace changes everything"**

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**From:** Shelly Smith <[shsmith@bendoregon.gov](mailto:shsmith@bendoregon.gov)>  
**Sent:** Tuesday, May 25, 2021 10:10 AM  
**To:** John Lodise <[johnl@shministries.org](mailto:johnl@shministries.org)>; John Ryan <[johnr@shministries.org](mailto:johnr@shministries.org)>; [curtf@shepherdshouseministries.org](mailto:curtf@shepherdshouseministries.org); David Notari <[davidn@shministries.org](mailto:davidn@shministries.org)>  
**Cc:** Joseph McClay <[jmcclay@bendoregon.gov](mailto:jmcclay@bendoregon.gov)>; Larry Medina <[lmolina@bendoregon.gov](mailto:lmolina@bendoregon.gov)>  
**Subject:** City Application for Low Barrier Shelter

Good morning John, John, and Curt,

Thank you for your patience with us as we updated our process based on the recent passage of HB 2006, siting for emergency shelters. I've attached the final bill language as well as our new application. Can you please