



Permit for Temporary Use of Public Parking Spaces to Expand Existing Business

In response to the challenges facing local businesses due to the ongoing Covid-19 pandemic, the City of Medford wishes to provide flexibility to restaurants and other businesses to operate while complying with the Governor's guidelines for reopening.

The Medford City Manager is authorized to issue a special permit allowing the temporary use of up to 2 parking spaces in the public right-of-way to accommodate the expansion of operations of an adjoining business. The proposed use of the parking space(s) must comply with the guidelines attached. **Approved permits allow for the use of the public parking space until December 31, 2020 or as extended by the Mayor's Emergency Declaration.**

Please submit this application to planning@cityofmedford.org. Questions: 541-774-2380

Business Name: _____

Owner: _____

If the applicant is a corporation, partnership, limited liability company, firm or other legal entity of any type other than a natural person, please list on a separate sheet, the full names and addresses of all officers, partners, members, principals and/or registered agents.

Agent: _____

Business Address: _____

Mailing Address: _____

Email Address: _____

Phone: _____

Business License: _____

Describe the proposed use of the parking space(s)

Outdoor food/beverage service:

Retail sales:

Other:

Days/hours of operation: _____

Do you wish to borrow traffic cones from the City of Medford (yes/no)? _____

(Note - applicant is responsible for ensuring that all five (5) cones are returned to the City in the same condition as which they were provided. Applicant, not the City, is responsible for replacing lost or damaged cones.)

Please attach the following:

1. Map showing the location of parking space(s) requested
2. Dimensioned sketch plan of the proposed layout of the area (see guidelines)
Include actual measured parking space dimensions and ingress/egress path to/from primary business. If the business will provide outdoor food/beverage service, applicant must also obtain a sidewalk café permit; the sidewalk café layout and parking space layout may be included in the same drawing or as an additional drawing.
3. If the requested use is for outdoor food/beverage service, provide a copy of the restaurant's alcoholic beverage license(s), if any. Include any pending or approved OLCC Application for Expansion of Service Area.

Insurance Requirements and Information

Each permit holder shall, at their own expense, maintain in full force and effect a general liability insurance policy covering the permitted activity in the amount of \$1,000,000 per occurrence and \$2,000,000 in aggregate. **Such insurance shall name the City of Medford as Additional Insured by Endorsement, a copy of which must be attached to the Certificate of Insurance when submitted.** The Certificate of Insurance shall be on file with the City Manager and maintained current at all times. In the event that the required insurance coverage is cancelled, materially changed or expires, the permit shall be immediately suspended as of the date of such cancellation, material change or expiration.

The insurance policy required under this section may be the same insurance policy providing insurance coverage for the restaurant operating an outdoor dining area or the retail shop operating an outdoor merchandise display area, so long as the outdoor dining area or outdoor merchandise display area are covered by the insurance policy.

In consideration of being allowed to use a portion of the City right-of-way for business purposes, and by signing below, Applicant hereby: a) releases, waives, agrees to hold harmless, and covenants not to sue City, and any agent, officer or employee of the City, for any and all liability, loss, damage, claim or demand, on account of injury to persons or property while using the designated portion of City right-of-way authorized for Applicant's use by this permit; b) assumes all responsibility and risk associated with all conditions, hazards and potential dangers in, on, or about the designated portion of City right-of-way authorized for Applicant's use by this permit; and c) agrees to release, indemnify and hold harmless the City of Medford and its respective elected officials, officers, employees and agents from all loss, injury, damage or liability to persons or property arising out of Applicant's use of the designated portion of City right-of-way authorized for Applicant's use by this permit.

Applicant and Title

Date

APPROVED:

Brian N. Sjothun, City Manager, City of Medford

Date

THIS PERMIT WILL EXPIRE ON DECEMBER 31, 2020 OR THE DATE EXTENDED BY THE MAYOR'S EMERGENCY DECLARATION.

CITY OF MEDFORD

COVID-19 USE OF PARKING



CITYOFMEDFORD.ORG

The City of Medford wishes to provide flexibility to restaurants and other businesses to continue to operate while complying with the Governor's guidelines for reopening.



The City of Medford has created the following guidelines to temporarily allow existing businesses to expand their operations into the adjoining public right-of-way.

Maintaining a safe right-of-way is paramount. These guidelines are established to ensure that the safety of business customers and the traveling public are maintained. Any business in Downtown Medford (within the C-B overlay) wishing to establish operations in a public on-street parking space shall:

- Be allowed to use up to 2 on-street parking spaces near their business to temporarily expand operations;
- Follow the safety guidelines contained in this packet; and
- Submit a permit application to the City of Medford with a proposed layout of the space(s) and all applicable permit requirements.

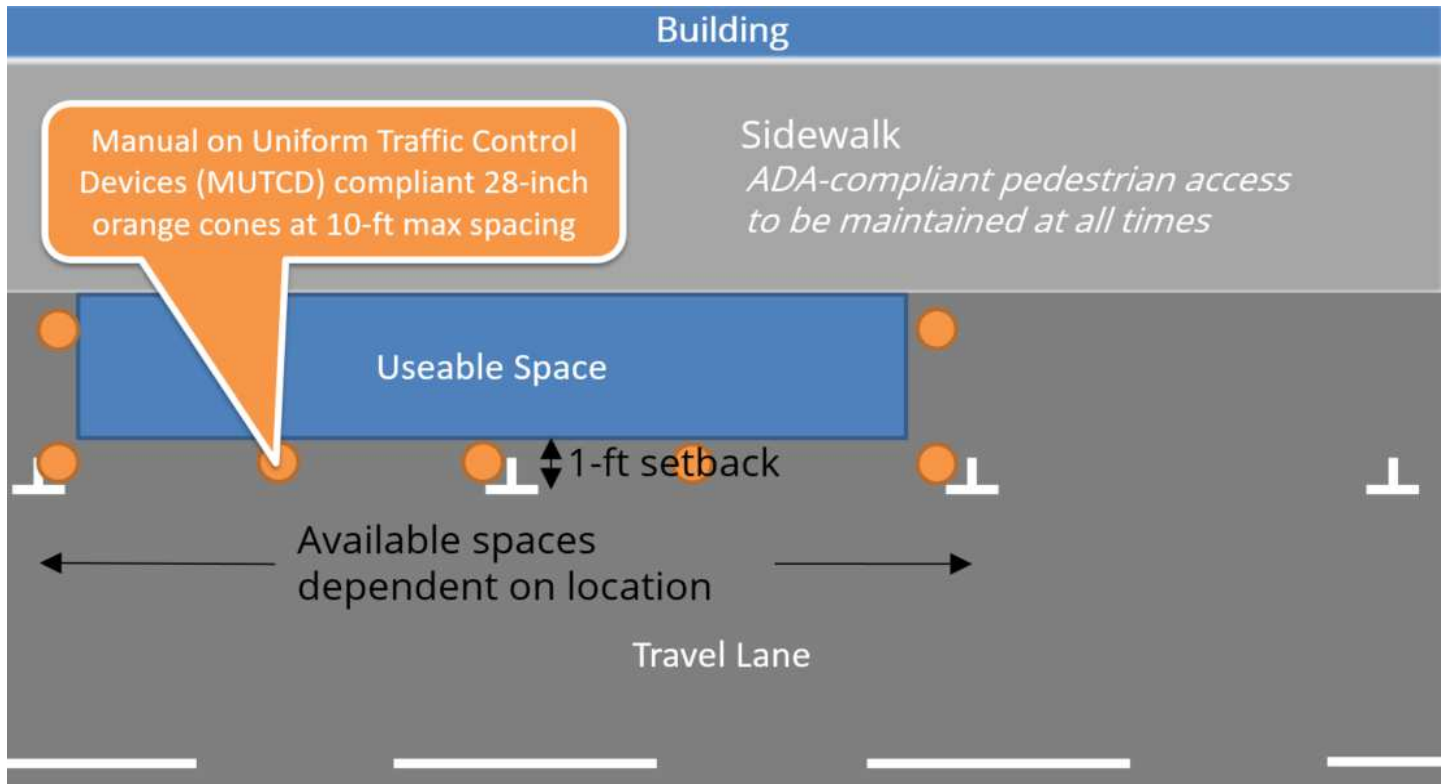


MEDFORD
OREGON

COVID-19 USE OF PARKING SAFETY GUIDELINES

- Items allowed to be installed in the space include (but are not limited to): tables and chairs, umbrellas, shade tents, and potted plants or other secure screening from traffic.
- The installation of a shade tent will require a tent permit (see attached tent application) from the Medford Fire Department. The fee for the permit will be waived.
- Minimum height to bottom of umbrella or shade tent = 8 feet
- Maximum wall/screen height = 3 feet
- No lighting shall be allowed except for self-contained low-voltage systems, such as solar or battery-powered lights.
- Propane or other types of heaters may be approved for use. The preferred location for the heaters is on the curbside of the tables and chairs.
 - If heaters are proposed, the applicant must indicate the number of units and identify their location on the site plan.
 - Heaters must meet the manufacturer's requirements regarding spacing and distance from combustibles and Oregon Fire Code requirements.
 - Restrictions may apply if certain types of heaters are used in an enclosed tent or structure. Contact Medford Fire Department to consult on what is allowable.
 - Heaters must be removed from the right-of-way every evening and taken inside the business.
- Parking spaces at the end of a block require special approval from Engineering.
- Handicap person parking spaces are excluded.
- Nothing shall be placed in the gutter to block proper drainage or curb inlets.
- There must be one foot setback from the edge of an adjacent bike lane or vehicle travel lane.
- No objects shall be allowed to obstruct the view of a traffic control device.
- Businesses are responsible for ensuring that they are providing adequate Americans with Disabilities Act (ADA) compliance in totality.
- All installations shall be contained within the useable space depicted below:

SITE PLAN DETAIL





MEDFORD
FIRE

APPLICATION OPERATIONAL PERMIT - TENTS

(Per Oregon Fire Code (OFC) 105.6.43 and OFC Chapter 31)

APPLICATION #: _____
(Issued by Fire Department)

Printed Name of Applicant (responsible person): _____

Applicant e-Mail: _____

Mailing Address: _____

Applicant Cell Phone Number (available during event): _____

Date(s) of Use: _____ Inspection Setup Time: _____

Applicant Address: _____

Site Address: _____

Size of Tent (width, length and area – in feet): _____

Manufacturer's Name: _____

Flame Retardant Certification Last Date Treated: _____

Plot Plan Attached to Application (required)? Yes No

Occupant Load (max # of people inside the tent): _____

Other Pertinent Information: _____

Issued By: _____ Date: _____
(Fire Code Official)

Permit Fee: \$75.00 (Note: The fee will be waived for a nationally recognized non-profit organization)

PROVISIONS OF THE OREGON FIRE CODE CHAPTER 31 SHALL APPLY TO THE ISSUANCE OF THIS PERMIT. THE ATTACHED CHECKLIST SHALL BE ON SITE.

LIABILITY: THIS PERMIT DOES NOT RELIEVE THE PERMITTEE FROM CRIMINAL OR CIVIL LIABILITY FOR DAMAGES ARISING FROM EVENTS OCCURING UNDER HIS/HER CONTROL. VIOLATIONS OF THE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF A CITATION OR CIVIL PENALTY.

I have read and understand the above and agree to the conditions.

Applicant Signature: _____ Date: _____
(Signature)

A permit will be issued (separate document) if the application and required inspections are approved.



OFC TENT & MEMBRANE STRUCTURE CHECKLIST

(It is the responsibility of the permit applicant to verify these requirements are met)

Permit Requirements:

- A tent permit is required for tents greater than 400 sq. ft. in area if not open on all sides and greater than 700 sq. ft. in area if open all sides. A copy of the permit and the checklist shall remain available on site during setup and operation.
- A plot plan with dimensions and required distance information shall be attached to the permit application.
- If tables and chairs, merchandise displays, etc. will be setup within a tent, a separate diagram including dimensions shall be provided.
- A copy of the Flame Retardant Certification with the last date of treatment shall be attached to the permit application
- Available contact person(s) name and phone number(s) shall be clearly printed on the permit form.

Location (Minimum Required Distances):

- 12' unobstructed fire break
- 20' from lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines
- 20' from combustible vegetation, 30' from combustible waste
- 50' from fuel dispensing locations
- 50' from other structures unless joined together by a corridor (tents 15,000 sq. ft. or more only)
- 50' from combustible liquid storage
- 10' from LP gas containers with a capacity of 500 gallons or less
- 25' from LP gas containers with a capacity of more than 500 gallons

Access

- Minimum 12' unobstructed firebreak passageway or fire road maintained on all sides of tent
- Minimum 3' clearance from fabric envelope to all contents located inside membrane structure

Exits/Egress/Aisles

- Shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an exit.
- Shall be clearly marked and unobstructed
- Shall remain open (unless covered with a fire resistant sliding curtain) or have exit doors swinging in the path of exit travel
- Minimum aisle widths:
- 24" in areas serving employees only but not less than the width required by the number of employees served
- 44" for seating areas, increased in width to provide at all points not less than 1' of aisle width for each 50 persons served by such aisle at that point
- Minimum height 8' to guy wires, guy ropes and other support members crossing means of egress
- Shall have at least one exit and not less than the number of exits required by Table 2403.12.2. The widths of means of egress required by Table 2403.12.2 shall be divided approximately equally among the separate means of egress. The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches (5 mm) per person.
- Maximum occupancy sign shall be posted near the main entrance when occupant load > 49



Signage/Exit Illumination/Emergency Power

- Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
- The means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
- Emergency power shall be required for occupant loads of over 300
- Smoking shall not be permitted in tents, canopies or membrane structures. Approved “NO SMOKING” signs shall be conspicuously posted in accordance with Section 310.

Anchorage

- Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

Heat Sources/Cooking

- Fireworks shall not be used within 100 feet (30 480 mm) of tents, canopies or membrane structures.
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.
- Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet (6096 mm). Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a tent, canopy or membrane structure.
- Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.
- Heating and cooking equipment shall be installed in accordance with the International Mechanical Code and the International Fuel Gas Code

Portable fire extinguishers shall be provided as follows:

- Minimum “2A:10B:C” rating
- Located preferably near exits
- Maximum travel distance to an extinguisher = 75’

Table 2403.12.2: Minimum Number of Means of Egress and Means of Egress Widths from Temporary Membrane Structures, Tents, and Canopies

Occupant Load	Minimum # of Means of Egress	Minimum Width of each Means of Egress (inches)-Tent	Minimum Width of each Means of Egress (inches)-Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

Occupant Load Factor (sq. ft. per occupant): Assembly (Standing only) = 5; Assembly (Chairs) = 7; Assembly (Tables & Chairs) =15; Mercantile = 30