



## 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 for the duration of the Mayor's Emergency Declaration ending September 30, 2020. Thereafter, extensions may be approved at the discretion of the City Manager.**

Please submit this application to [planning@cityofmedford.org](mailto: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:

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Retail sales:

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Other:

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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.

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Applicant and Title

Date

**APPROVED:**

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Brian N. Sjothun, City Manager, City of Medford

Date

THIS PERMIT WILL EXPIRE ON SEPTEMBER 30, 2020. EXTENSIONS MAY BE APPROVED AT THE DISCRETION OF THE CITY MANAGER.

# 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;
- Submit a permit application to the City of Medford with a proposed layout of the space(s) and all applicable permit requirements.
- Follow the safety guidelines contained in this packet;



**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.
- Maximum wall/screen height = 3 feet
- Minimum height to bottom of umbrella or shade tent = 8 feet
- No lighting or heating devices shall be allowed except for Self-contained low-voltage systems, such as solar or battery-powered lights.
- 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

