

**RESOLUTION NO. 18-30**

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**A RESOLUTION DECLARING AN EMERGENCY AND EXEMPTING THE FATHER’S HEART STREET MINISTRY FROM PLANNING CODE REQUIREMENTS ON A TEMPORARY BASIS**

**WHEREAS**, Oregon City Municipal Code (OCMC) 2.52.020 defines “emergencies” to include “any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering...., and includes, but is not limited to, severe weather”; and

**WHEREAS**, OCMC 2.52.040(L) authorizes the City, in cases of emergency to “order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency”; and

**WHEREAS**, the City has received information from Clackamas County health officials and existing homeless service providers that there is a need for additional shelter resources during cold weather events; and

**WHEREAS**, The Father’s Heart Street Ministry (TFHSM) located at 603 12<sup>th</sup> Street has available resources and space to provided needed shelter during the extremely cold weather (Exhibit A); and

**WHEREAS**, TFHSM is willing to provide shelter and is not requesting any monetary commitment or reimbursement from the City; and

**WHEREAS**, TFHSM facility may house up to 49 individuals from 6 p.m. to 7 a.m. each day that the outside temperature is 32 degrees or below, including wind chill factor, as measured by the National Oceanic and Atmospheric Administration during the duration of the emergency, from November 15, 2018 to March 15, 2019; and

**WHEREAS**, the forecast identifies freezing weather; and

**WHEREAS**, the forecasted weather events are natural events that threaten the loss of life, injury to person or property or human suffering; and

**WHEREAS**, the City Commission is concerned that the expected conditions will require immediate shelter needs, response by city staff and other measures that are currently unanticipated.

**NOW, THEREFORE, THE CITY OF OREGON CITY RESOLVES AS FOLLOWS:**

**Section 1.** The Oregon City Commission hereby declares an emergency, limited to the Father’s Heart Street Ministry (TFHSM) located at 603 12<sup>th</sup> Street due to forecasted severe cold weather. Consistent with OCMC 2.52.070 and, by this resolution, the Commission declares an emergency from 6 p.m. November 15, 2018 until 7 a.m. March 15, 2019.

**Section 2.** Based on the emergency identified above, the City Commission grants to TFHSM an exemption from the Oregon City Zoning Code for the sheltering of up to 49 individuals from 6

p.m. to 7 a.m. each day the temperature 32 degrees or below, including wind chill factor, for the duration of the emergency.

**Section 3.** TFHSM is authorized to temporarily provide shelter provided the facilities comply with the City of Oregon City and Clackamas Fire District #1 Temporary Emergency Policy (Exhibit B).

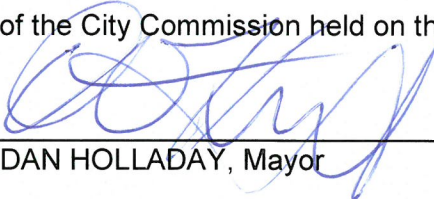
**Section 4.** City staff shall request, as necessary, any assistance required from other agencies, including the state of Oregon, Clackamas County, Clackamas County Fire District No. 1, the American Red Cross or other agencies.

**Section 5.** The City Commission adopts the following procedures to prevent, minimize, respond to or recover from the emergency consistent with OCMC 2.52.040:

- X          L.        Order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency.

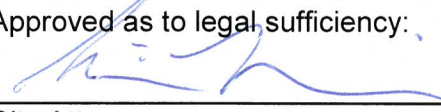
**Section 6.** This resolution shall take effect November 15, 2018.

Approved and adopted at a regular meeting of the City Commission held on the 17th day of October 2018.

  
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DAN HOLLADAY, Mayor

Attested to this 17<sup>th</sup> day of October 2018:

  
\_\_\_\_\_  
Kattie Riggs, City Recorder

Approved as to legal sufficiency:  
  
\_\_\_\_\_  
City Attorney

Attachment:

Exhibit A – The Father’s Heart Street Ministry Request

Exhibit B- The City of Oregon City and Clackamas Fire District #1 Temporary Emergency Policy



Marty & Teri Gant  
Founders

Robin Schmidt  
Executive Director

Office: (503) 722- 9780

603 12<sup>th</sup> St.  
Oregon City, OR 97045

***"I was hungry  
and you gave me  
something to eat,***

***I was thirsty  
And you gave me  
something to drink,***

***I was a stranger  
and you invited me in,***

***I needed clothes  
and you clothed me, ..."***

Matthew 25:35

# The Father's Heart Street Ministry

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September 28, 2018

City Commissioners, Building Division and Fire Department of Oregon City,

We are grateful for the opportunity to serve our community with offering a temporary warming shelter for those in need of shelter during the severe cold weather. When the temperatures reach 32 degrees, including the wind chill factor, we want to be a safe, peaceful place to protect our neighbors in need of shelter.

In 2017/2018, The Father's Heart provided 2,516 beds over 57 nights of severe cold weather. We complied to all requirements for proper supervision, fire watch, and intake forms of HMIS.

Please allow us, once again, to provide a temporary warming shelter during our severe cold weather for our neighbors that are experiencing homelessness. We are happy to comply to the requirements for proper supervision, fire watch and intake forms of HMIS. We also request granted permission as soon as possible due to the planning in takes to have volunteers in place and all compliance taken care of in a timely fashion.

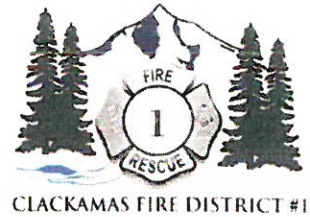
Sincerely,

Robin Schmidt, Executive Director  
The Father's Heart Street Ministry

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**His Hands Extended in Love**

[www.tfhstreetministry.com](http://www.tfhstreetministry.com)



## TEMPORARY EMERGENCY SHELTER POLICY

### City of Oregon City and Clackamas Fire District #1 Joint Policy

The following policy is a collaboration between the City of Oregon City Building Official and the Clackamas Fire District #1 Fire Marshal for Temporary Warming Shelter's within the jurisdictional boundary of the Oregon City city limits.

This policy contains the minimal guidelines to allow a building not normally designated as an "R" (Residential) Occupancy (use of a building or structure, or a portion thereof, for sleeping purposes) to be used as a temporary shelter.

#### **Registration:**

Each year prior to opening as an emergency shelter the building manager shall contact the City of Oregon City Building Division to request approval. The approval will be subject to an on-site inspection to verify the building meets the minimum requirements of this policy. Written approval will be provided for building(s) being requested to be used as a Temporary Shelter. All buildings are subject to applicable Land Use Regulations and require written approval from the City of Oregon City Planning Division approving the use of the structure as a Temporary Shelter.

#### **Time Limits:**

If approved, a building may be used as a temporary shelter for a maximum of ninety (90) days within any twelve (12) month period of time beginning on the first (1<sup>st</sup>) day of occupancy or as approved by the local authority having jurisdiction. A thirty (30) day extension may be requested and will be reviewed by the authority having jurisdiction and a determination made depending on the weather requiring a need for additional temporary shelters availability.

#### **Maximum Number of Occupants Allowed:**

The maximum number of allowable temporary shelter occupants shall be calculated using an occupant load factor of one (1) individual for every thirty-five (35) square feet of room area.

**Life Safety Requirements:** The following minimum life safety requirements apply to all buildings being used as a temporary shelter.

**1. Fire Sprinklers:**

It is not necessary for a building to have fire sprinklers installed to allow it to be used as a temporary shelter. However, buildings with an approved fire sprinkler system installed may have sleeping located on any building or floor area.

In buildings without fire sprinklers installed, the temporary sleeping areas may only be located on the first (ground) or second floor. Sleeping areas are not permitted in basement areas of a non-fire-sprinklered building.

**2. Smoke Alarms and Detection:**

- All temporary shelter sleeping areas shall be provided with approved smoke alarms or a complete approved smoke detection system.
- All other areas of the building used for temporary shelter operations shall be equipped with smoke alarms or a smoke detection system as approved by the authority having jurisdiction.
- Smoke alarms or Smoke Detection may be battery operated.

**3. Carbon Monoxide (CO) Alarms and Detection:**

- All temporary shelter sleeping areas shall be provided with approved carbon monoxide alarms or a complete approved detection system in buildings that have a carbon monoxide source such as heater, fireplace, furnace, appliance or cooking source that uses, coal, wood, petroleum products and other fuels that emit carbon monoxide as a by-product of combustion. This would include buildings with an attached garage with a door, ductwork or ventilation shaft that communicates with the rooms intended for sleeping.
- Carbon monoxide maybe battery operated.

**4. Means of Egress (Exits):**

All floor levels with temporary shelter areas shall have a minimum of two means of egress (exits) from each floor level. All means of egress (exits) paths shall be maintained free of obstructions at all times. Exits from sleeping areas shall be as follows:

- Sleeping areas located on the ground floor of a temporary shelter with an occupant load of 49 or less shall have at least one (1) exit and at least one(1) window qualifying as an escape or rescue window as defined by the current Oregon Residential Specialty Code.
- All other floor levels used as temporary shelter sleeping areas that have an occupant load of ten (10) or more shall have at least two (2) exits from the area. The exits

serving the areas shall be separated by a distance equal to at least one-third (1/3) of the longest diagonal distance of the area.

**5. Emergency Evacuation Plan:**

All temporary shelters shall create and maintain an approved emergency evacuation plan which provides evacuation of all occupants in an emergency event. At a minimum, the emergency evacuation plan shall contain the following:

- Building floor plans. Building floor plans for each floor of the temporary shelter with sleeping areas clearly identified.
- Room size. The square footage of all rooms of the temporary shelter.
- Egress (exit) path. Building floor plans shall clearly show the egress (exit) paths from all areas of the temporary shelter. Egress (exit) path floor plans shall be posted throughout the temporary shelter.
- Life-safety systems. The emergency evacuation plan shall also include information about the fire sprinkler system, fire alarm system or the smoke detection systems.
- Location of the required fire extinguishers placed within the building.

**6. Fire Extinguishers:**

- Appropriately sized fire extinguishers shall be placed adjacent to the means of egress with clearly marked indicators as to the location.

**7. Fire Watch:**

- During sleeping hours a fire watch shall be maintained continuously. This means at least one responsible person at least 18 years of age shall be awake and assigned this responsibility. The fire watch person shall be equipped with a working flash light and have access to a phone or carry a cell phone on their person.

**8. Smoking or Open Flames:**

- Smoking shall not be allowed at any time inside the temporary shelter.
- Open flames shall not be allowed within the temporary shelter except for approved cooking appliance which require a flame for combustion fuel to operate.

**9. Documentation:**

- Documentation of all fire safety requirements including copies of the temporary shelter evacuation plan shall be maintained on site and shall be available for review at the request of the authority having jurisdiction.


**10. Responsible Person In Charge:**

- The authority having jurisdiction shall be notified of the Responsible Person In Charge of the temporary shelter and be provided with a means of contact. An alternate Responsible Person In Charge may be listed.


- The responsible Person In Charge is responsible to maintain the list of the aforementioned requirements are complied with.

**11. Revocation:**


- Failure to maintain the minimum requirements of the policy can result in the temporary shelter approval being revoked by the authority having jurisdiction.

  
\_\_\_\_\_  
City of Oregon City Building Official

November 29, 2017  
Date

  
\_\_\_\_\_  
City of Oregon City Community Development Director

11.29.2017  
Date

  
\_\_\_\_\_  
Clackamas Fire District #1 Fire Marshal

November 29<sup>th</sup>, 2017  
Date