

From: [Jeff Puller](#)
To: [Scott Woodford](#); [Krista Appleby](#); [BUTLER Clara * OSFM](#)
Subject: RE: Sisters Shelter - 192 W. Barclay Avenue
Date: Monday, July 17, 2023 4:44:02 PM
Attachments: [image002.png](#)
[image003.png](#)

Hi Scott,

I am adding Deputy State Fire Marshal Clara Butler to the email as she will have the lead for Sisters-Camp Sherman Fire District for comments. Thank you.

Jeff Puller
Division Chief
Fire Safety Manager

Office Hours: Monday & Tuesday 8am-5pm, Wed. 8am-12pm
Office: 541.549.0771 | **Cell:** 541.410.8149
Email: JPuller@sistersfire.com | **Web:** www.sistersfire.com
Address: 301 S Elm Street, Sisters, OR 97759



From: Scott Woodford <swoodford@ci.sisters.or.us>
Sent: Monday, July 17, 2023 11:54 AM
To: Krista Appleby <Krista.Appleby@deschutes.org>; Jeff Puller <JPuller@sistersfire.com>
Subject: Sisters Shelter - 192 W. Barclay Avenue

Krista and Jeff,

We received an application from the Sisters Cold Weather Shelter for approval of an emergency shelter at an existing building located at 192 W. Barclay Avenue under HB 2006 (see attached). I understand from the applicants that they've been in contact with both of your organizations and have received preliminary feedback. It would be helpful if you can provide me with any formal comments on the proposal that I can take into consideration as I review this and, if necessary, add conditions of approval that outline required steps that are required prior to operation. If you could, please provide that by **July 28th**.

Thanks for your assistance and please let me know if you have any questions.

Scott Woodford

Community Development Director

City of Sisters | Community Development Dept.

PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759

Direct: 541-323-5211 | City Hall: 541-549-6022

swoodford@ci.sisters.or.us | www.ci.sisters.or.us



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From: [BUTLER Clara * OSFM](#)
To: [Jeff Puller](#); [Scott Woodford](#); [Krista Appleby](#)
Subject: RE: Sisters Shelter - 192 W. Barclay Avenue
Date: Tuesday, July 18, 2023 8:11:17 AM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Good morning,

At this time I do not have any comments. They will need to meet fire extinguisher requirements and any life safety requirements from Krista.

Thank you!

Clara Butler
Deputy State Fire Marshal
Oregon State Fire Marshal
Deschutes and Harney Counties
541-233-9938
clara.butler@osfm.oregon.gov



From: Jeff Puller <JPuller@sistersfire.com>
Sent: Monday, July 17, 2023 4:44 PM
To: Scott Woodford <swoodford@ci.sisters.or.us>; Krista Appleby <Krista.Appleby@deschutes.org>; BUTLER Clara * OSFM <Clara.BUTLER@osfm.oregon.gov>
Subject: RE: Sisters Shelter - 192 W. Barclay Avenue

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Sent: Monday, July 17, 2023 11:54 AM
To: Krista Appleby <Krista.Appleby@deschutes.org>; Jeff Puller <JPuller@sistersfire.com>
Subject: Sisters Shelter - 192 W. Barclay Avenue

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From: [Krista Appleby](#)
To: "[sharlene weed](#)"; lbianchardw@msn.com
Cc: [Scott Woodford](#); [Butler, Clara](#); [Jeff Puller](#)
Subject: RE: Cold Weather Shelter proposal
Date: Monday, June 26, 2023 10:59:50 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[TA22-12.pdf](#)

Sharlene & Luis,
I apologize for the delay.

This building is currently classified as the following:
Construction Type: VB; 2-story; non-sprinklered structure
Occupancy Class: Group B – office type uses
Total Building Area: ~6,000sf

Based on the description below of creating a Homeless Resource Center in an existing building, you'll likely need some areas to change from the B-occupancy to an A-occupancy (assembly occupancy for food service and meeting area) and perhaps some area change to S-occupancy for storage. You'll need several building department permits: STR (structural), Mechanical, Electrical & Plumbing permits. The STR permit covers the change of use and remodel scope of work. An Oregon licensed design professional will be required to prepare the documents. The licensed design professional will determine what specific code items need to be addressed based on the various uses & operations you propose.

Couple of items to consider:

- Plumbing fixture requirements are based on the occupant load. The occupant load will increase based on the change of use and likely trigger additional restrooms.
- The 2nd story area cannot be used for A-occupancy uses without fire sprinklers per requirements of Chapter 5.
- Will likely require 1-hr fire separation between floors due to the fire-separation requirements of mixed-use Table 508.4.
- If there are plans for transient housing as a permanent use (vs the temporary emergency use noted below), fire separation & fire protection systems will be required.
- Contact Deschutes County Environmental Health for food service requirements: 541-317-3114.

Temporary Emergency Shelter use during weather events is governed by the Fire Marshal. I've copied Deputy State Fire Marshal, Clara Butler, and Sisters/Camp Sherman Fire District's Fire Safety Manager, Chief Jeff Puller, on this email. They can speak to you about specific items that would need to be addressed for the building to be used as a Temporary Emergency Shelter. I've attached a Technical Bulletin with some information about these requirements.

Let us know if you have any additional questions.

Thanks,
Krista



Krista Appleby | Assistant Building Official
DESCHUTES COUNTY COMMUNITY DEVELOPMENT DEPT.
117 NW Lafayette Avenue | Bend, Oregon 97703
Tel: (541) 385-1701 Cell: (541) 480-0591



Let us know how we're doing: [Customer Feedback Survey](#)

From: sharlene weed <sharleneweed@gmail.com>
Sent: Wednesday, June 14, 2023 12:30 PM
To: Krista Appleby <Krista.Appleby@deschutes.org>
Cc: Scott Woodford <swoodford@ci.sisters.or.us>; lblanchardw@msn.com
Subject: Re: Cold Weather Shelter proposal

[EXTERNAL EMAIL]

Scott, Thank you for meeting with us this morning and for this introduction to Krista.
Krista,

The address is **192 W BARCLAY DR.** We are available to meet at your earliest convenience.
Thank you for your help!
Sharlene

On Wed, Jun 14, 2023 at 12:10 PM Krista Appleby <Krista.Appleby@deschutes.org> wrote:

Thank you, Scott, and Hello, Sharlene & Luis.

I think for starters, let me look into the property under consideration and a few codes, statutes and rules. Once I have a general idea of what we're starting with, a meeting may be the most efficient way to discuss things. What's the address you are looking at?



Krista Appleby | Assistant Building Official
DESCHUTES COUNTY COMMUNITY DEVELOPMENT DEPT.
117 NW Lafayette Avenue | Bend, Oregon 97703
Tel: (541) 385-1701 Cell: (541) 480-0591



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From: Scott Woodford <swoodford@ci.sisters.or.us>
Sent: Wednesday, June 14, 2023 11:17 AM
To: Krista Appleby <Krista.Appleby@deschutes.org>
Cc: sharleneweed@gmail.com; lblanchardw@msn.com

Subject: Cold Weather Shelter proposal

[EXTERNAL EMAIL]

Hi Krista,

The Sisters Cold Weather Shelter group is looking at purchasing a building in an industrial zone here in Sisters and looking to use it primarily as a resource center for those experiencing homelessness, such as providing basic services (meeting spot, showers, laundry, etc.), along with a kitchen facility to serve meals and storage of good that service this effort. They are also hoping to use it as an emergency shelter during extreme weather events (they anticipate this being 10-15 times/year). We are looking into the zoning side of the proposal, but I recommended they connect with the Building Department too, so that they are aware of any code issues or upgrades they would need to be aware of.

The purpose of this email is to connect them with the Building Department so that you can instruct them on how to go about understanding those issues better – whether a meeting should be set up in Bend or if they can correspond via email. I’ve coped both Sharlene Weed and Luis Blanchard – who represent the SCWS group - on this email.

Thanks for your assistance.

Scott Woodford

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OREGON Fire Marshals ASSOCIATION

OREGON FIRE CODE

Interpretations and Technical Advisories

A collaborative service to provide consistent and concise application of Oregon's fire prevention and life safety regulations.

Date: December 19, 2022

Ruling: Technical Advisory No. 22-12 (Revised TA# 09-03, TA# 11-14 and TA# 14-12)

Subject: Temporary Shelters

Code Reference: Oregon Fire Code, Section 102.3 Change of use or occupancy

Content: This technical advisory contains minimal guidelines to allow a building not normally designated as a Group R Occupancy (use of a building or structure, or a portion thereof, for sleeping purposes) to be used as a temporary shelter **with the approval of the local jurisdiction**. This often includes collaboration between your local building, zoning and fire official code officials.

Note: Local jurisdictions may have more stringent requirements than are provided here or they may not allow temporary shelters.

Time Limits: To meet the allowances of this advisory, a building may be used as a temporary shelter for a maximum of ninety days (90) within any twelve (12) month period of time beginning on the first (1st) day of occupancy or as approved by the local authority having jurisdiction.

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. For example, a room with 980 square feet would be allowed to provide temporary shelter for up to 28 occupants. $980 \div 35 = 28$.

Life-Safety Requirements: The following life-safety requirements apply to 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 approved fire sprinklers installed may be granted more flexibility as follows.

- When a building has approved fire sprinklers installed throughout, temporary shelter sleeping areas may be located on any building floor level.

- When a building is not fully fire sprinklered, temporary shelter 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 required by the local fire code official.
- Smoke alarms 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 a 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 alarms may be battery powered.

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 (exit) 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 a least one (1) exit and at least one (1) window qualifying as an escape or rescue window as defined by the building code.
- All other floor levels used as temporary shelter sleeping areas that have an occupant load of 10 or more shall have two (2) exits from the area. The exits serving the areas shall be separated by a distance equal to at least 1/2 of the longest diagonal distance of the area.

5. Exit signs. Exit signs shall be installed throughout.

6. No Smoking signs. No smoking signs shall be posted throughout the occupancy. Locations of signage shall be approved.

7. Open flame devices. The use of open flame devices is prohibited.

8. Portable fire extinguishers. Temporary shelters shall be equipped portable fire extinguishers. The number and location shall be approved by the fire code official.

9. Emergency evacuation plan. All temporary shelters shall create and maintain an approved emergency evacuation plan addressing the 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 alarms.
- Occupant list. A list of all occupants each night must be made maintained and made available to the emergency personnel in the event of a fire or incident.

10. Fire watch. During sleeping hours, a fire watch shall be maintained continuously. This means at least one responsible person shall be awake and assigned this responsibility. This duty may be rotated among a number of responsible adults during the sleeping hours. The fire watch person shall be equipped with a working flashlight and have access to a phone or carry a cell phone on their person.

11. 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 local fire code official.

12. Notification. The local fire code official shall be notified prior to the temporary shelter being used. Notification shall include the number of occupants being temporarily sheltered and the expected days and times that the temporary shelter will be used. The local fire code official may require an inspection prior to the shelter being occupied.

Other References: