



City of Loveland Facility Regulations  
Life and Safety

**SUBJECT:** 300 South Railroad Avenue Facility and 137 South Lincoln Avenue Life and Safety Site Regulations

**EFFECTIVE DATE:** October 24, 2022


**REVIEW SCHEDULE:** At least every five years by the Loveland City Manager or more frequently as recommended by staff.

**PURPOSE:** To provide for life-safety standards associated with the City’s effort to provide a shelter option for persons experiencing homelessness in the City at 300 South Railroad Avenue (“South Railroad Facility” or "SRF") and 137 South Lincoln Avenue (“Loveland Resource Center” or "LRC"). The adoption of this policy is in furtherance of the City’s encampment mitigation efforts authorized by Ordinance 6554 B adopted by the City Council on May 17, 2022.

**SCOPE:** The City of Loveland is committed to being a good steward of taxpayer money and seeks to establish life-safety standards that balance the need for realistic solutions and a necessity to preserve human life at the SRF and the LRC (collectively, “the Facilities”). The regulations promulgated by this document apply to all interior and exterior areas of the Facilities, or as otherwise specified within this document.

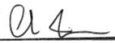

**RESPONSIBILITY:** Loveland City Manager, Loveland Chief Building Official, and Loveland Fire Rescue Authority Fire Chief

**FINDINGS:** The Loveland City Manager finds that the regulations promulgated below are in the best interests of the Loveland community to protect and preserve human life and effectuate the enforcement of Ordinance 6554 B, which shall be incorporated herein, in its entirety, by reference.

**APPROVAL:**   
\_\_\_\_\_  
Stephen C. Adams  
Loveland City Manager

  
\_\_\_\_\_  
Tim Sendelbach  
Loveland Fire Rescue Authority Fire Chief

  
\_\_\_\_\_  
Samantha Everett  
Chief Building Official

ATTEST   
\_\_\_\_\_  
Deputy City Clerk 

10/24/22



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### **Regulations:**

#### **I. Authority**

The City Manager has authorized the promulgation of reasonable rules and regulations governing the Facilities consistent with the City Manager’s authority located in Loveland Municipal Code (“LMC”) Section 2.24.030 concerning Administrative Rules and Regulations Governing City Property. LMC 2.24.030(2) specifically provides that the City Manager may create reasonable rules for, “[t]he protection of the safety, well-being and property of persons using such facilities.”

The City Manager is further authorized to establish reasonable rules and regulations to effectuate the intent of LMC Chapter 7.29, concerning unauthorized encampments, pursuant to LMC 7.29.020(6).

In addition, the 2018 International Fire Code adopted by the City through LMC 15.28.020, under Section 104.1, permits the Loveland Fire Rescue Authority (“LFRA”) Fire Code Official to, “adopt policies, procedures, rules and regulations in order to clarify the application of its provisions” and that “such...policies...shall be in compliance with the intent and purposes of this Code.”

#### **II. General Information**

The SRF is located at 300 South Railroad Avenue in Loveland, Colorado, and the LRC is located at 137 South Lincoln Avenue in Loveland, Colorado. The SRF was constructed to establish a flexible shelter option referenced in Ordinance 6554 B. The LRC may be utilized as a flexible overnight shelter option, day center, and resource center. The LRC is generally planned as an overflow shelter in the event the SRF reaches maximum occupancy. The life and safety regulations promulgated herein are necessary because the City has not historically constructed, owned, or maintained a shelter designed to house people experiencing homelessness in an outdoor environment. Existing life-safety standards for these unique circumstances, located in the 2018 International Fire Code and the 2018 International Building Code adopted by reference in LMC Sections 15.08.010 and 15.28.010 respectively, do not adequately address the protection of human life and expeditious enforcement of Ordinance 6554 B, necessitating this policy.

#### **SRF and LRC – Exterior**

The regulations articulated below in Section III are for the placement of relocatable emergency residential shelters and associated support buildings, which preserve life and safety. Emergency residential shelters contain one or more sleeping units. Types of emergency residential shelters include but are not limited to tents and membrane structures with more than two occupants, modular-type buildings with more than two occupants, “pallet shelters” for the designed number of occupants, and other similar relocatable structures.



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### LRC – Interior

The City's requirements in Section IV are for the design and use of the interior of the LRC, or portions thereof, as a temporary shelter for persons experiencing homelessness, which are detailed in this policy. These Facility Use Regulations allow for a use of the building as an emergency residential shelter without requiring the building to conform to all the International Building and Fire Code requirements normally associated with occupancies containing sleeping units. The City and the LFRA may conduct inspections at any time to ensure minimum life-safety standards are maintained. The City or LFRA may issue orders requiring LRC to make modifications necessary to maintain minimum life-safety.

### **III. SRF and LRC-Exterior Standards**

1. An operational plan shall be submitted with the application for a zoning permit. The City Manager, or a designee, shall establish minimum requirements for the operational plan as required by the Director of Development Services. The City's Planning Division must approve the use of the relevant Facilities and must approve any other component of the Facilities as may be required by the Unified Development Code.
2. Temporary emergency residential shelters shall be issued a Commercial Construction Permit for such temporary occupancy, and any associated alterations, for the time period approved by the Building and Fire Code Official. Every shelter will require a Temporary Certificate of Occupancy. For purposes of this policy, "temporary" shall mean a time period not exceeding two years or as otherwise consistent with UDC Section 18.02.05.04.
3. Where approved by the Chief Building Official, temporary structures and relocatable facilities may be placed on a site for a period of up to two years, or as otherwise consistent with the LMC, without a permanent foundation.
4. LFRA shall require the issuance of an Operational Permit, which shall be renewed annually.
5. The maximum overnight sleeping capacity of the LRC exterior shall be 20 people (40 total between interior and exterior).
6. An automatic fire-sprinkler system shall not be required for emergency residential shelters meeting the requirements set forth in this policy and the scope of this policy concerning the Facilities as determined by the Fire Code Official and the Building Official. A "Fire Watch Plan" was approved for the security of occupants, which may be utilized in lieu of automatic fire-sprinklers.
7. Where approved by the Chief Building Official and the LFRA Fire Chief (or a designee), structures used as emergency residential shelters shall not be required to conform to all of the requirements of Sections 3102 and 3103 of the 2018 International Building Code



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("IBC") when the Chief Building Official and Fire Code Official determine there are practical difficulties involved in carrying out the aforementioned provisions which make enforcement of the IBC impractical.

8. Before a permit is granted for an emergency residential shelter, the applicant shall file with the Fire Code Official a certificate provided by the product manufacturer to verify that the materials have been tested and certified by an approved testing laboratory. The certificate shall indicate that the floor coverings, tents, membrane structures and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance of Test Method 2 of NFPA 701. Alternatively, the materials shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of the applicable test method of NFPA 701. The certificate shall indicate compliance with the testing requirements of NFPA 701. The Fire Code Official may accept an equivalent flame-retardant testing certificate. The flame propagation performance criteria shall be effective for the period specified by the permit.
9. All shelters shall meet the minimum life-safety requirements for wind and snow load. If the requirements cannot be met, the applicant shall provide alternative means to ensure the safety of the occupants, such as re-sheltering to a commercial structure. This alternative process shall be described in a written document provided during the permitting process.
10. Each congregate shelter shall provide a minimum 50 square feet of habitable floor area per person. Habitable floor areas shall have a minimum average ceiling height of not less than 7 feet 6 inches above the floor.
11. Heating, cooling, ventilation, and electricity shall be provided in the shelters. Mechanical and electrical plans shall be reviewed and approved by the Chief Building Official. All emergency residential shelters shall be fit for human habitation.
12. Approved shower and toilet facilities must be provided in temporary, separate structures. The path of travel to these facilities shall not exceed 200 feet from any shelter.
13. Interior lighting shall be a minimum of 1 foot-candle.
14. The minimum separation between shelters and all other structures is 5 feet, or exterior walls shall have a one-hour exterior wall fire rating. In no case shall the separation between buildings be reduced to less than 5 feet. The minimum separation distance between roof overhangs shall be 4 feet.
15. There shall be no smoking, no cooking or cooking devices, and no candles in any emergency residential shelter.
16. Portable fueled (gasoline, diesel, propane, natural gas, coal, wood) appliances/devices are not permitted to be used within the space-conditioning system of any area of the SRF unless explicitly approved by the City Manager, or designee, in consultation with the Fire Code Official.



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17. Storage for each occupant shall be provided within the sleeping unit, a shared community building, or in a separate storage building.
18. The storage of outdoor combustible materials must be approved by the City Manager, or a designee, in consultation with the Fire Code Official.
19. All fences, screening, or walls taller than 6 feet above grade shall require a building permit.
20. Approved fire apparatus access roads complying with the requirements of Section 503 of the International Fire Code shall extend to within 150 feet of all portions of any emergency residential shelter, as measured by an approved route around the exterior of the shelters.
21. Minimum unobstructed travel width for emergency fire apparatus access roads is 20 feet.
22. The installation of a security fence or gate across a fire apparatus access road must be approved by the Fire Code Official.
23. Each emergency residential shelter shall be assigned a unique address and permanent, weatherproof address numerals shall be installed or applied to each shelter, with a minimum size of 6 inches in height and 0.5-inch stroke width.
24. The exterior shall be provided with an approved light source for safe illumination.
25. All portions of any sleeping unit must be located no more than 600 feet from a fire hydrant. Hydrants must provide a fire-flow as defined in the table below at a minimum residual pressure of 20 psi.
26. Required Number of Hydrants and Fire-Flow, based on combined square footage of all shelters and associated buildings, shall be as shown in the table below.

| Square Feet   | Minimum Number of Hydrants Required | Hydrant Fire-Flow (gpm) | Flow Duration (hours) |
|---------------|-------------------------------------|-------------------------|-----------------------|
| 0 - 3,600     | 1                                   | 1,500                   | 1                     |
| 3,601 - 4,800 | 1                                   | 1,750                   | 1                     |
| 4,801 - 6,200 | 2                                   | 2,000                   | 2                     |
| 6,201-7,700   | 2                                   | 2,250                   | 2                     |

27. Smoke alarms shall be provided in accordance with Section 907.2.10 of the International Fire Code. Listed carbon monoxide alarms shall be provided consistent with Section 915 of the International Fire Code. Combination smoke/carbon monoxide alarms may be utilized.



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### IV. LRC Interior Standards

1. A temporary certificate of occupancy is required for this temporary change in use to residential use.
2. LFRA shall require the issuance of an Operational Permit, which shall be renewed annually.
3. If the nonconforming emergency residential shelter use will occupy the building for more than 180 days per 12 consecutive months, the Building and Fire Code Officials may require the building to be brought into compliance with another specified design, and appropriate permits and a new Certificate of Occupancy will be required.
4. The maximum overnight sleeping capacity of the LRC interior shall be 20 people (40 total between interior and exterior). All sleeping rooms or areas shall be provided with direct access to an exterior exit door at grade or to an exterior exit stairway or ramp. A sleeping room intended to accommodate 10 or more people shall be provided with access to two exits.
5. If there will be more than 20 overnight occupants within the interior of LRC, a fire watch is required. When a fire watch is required, the representative shall complete a fire watch agreement in conformance with LFRA's established and defined fire watch requirements.
6. Sleeping areas and all exit paths serving the sleeping areas shall be provided with fire alarms as required by the International Fire Code (IFC) for a Group R-3 occupancy. Carbon monoxide (CO) detection shall be provided. The system shall be comprised of multi-station interconnected smoke and CO alarms and such can be powered from the building wiring with battery backup or 10-year lithium batteries.
7. Sleeping room temperatures shall be in accordance with the City of Loveland's standard temperature controls for City facilities.
8. Portable fueled (gasoline, diesel, propane, natural gas, coal, wood) appliances/devices are not permitted to be used within the space-conditioning system of any area of the LRC unless explicitly approved by the City Manager, or designee, in consultation with the Fire Code Official.
9. When the building is used for sleeping purposes, the exterior doors leading to the sleeping area shall be placarded with a 12"x12" yellow, weather-resistant placard reading "SLEEPING OCCUPANTS" to alert emergency personnel.
10. Provide fire extinguishers per Section 906 of the International Fire Code.
11. There shall be no smoking, vaping or similar activities; no cooking or cooking devices; and



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no candles or other open flames in any emergency residential shelter. All pre-existing microwaves are exempt from this requirement. Shelter staff have the authority to prohibit similar devices or activities shelter staff determine will constitute a fire hazard.

12. Hazardous materials or hazard producing operations shall not exist or occur in the LRC.