



ADMINISTRATIVE PROCEDURE

PROCEDURE TITLE: Public Events
EFFECTIVE DATE: October 3, 2011

The City of Chehalis recognizes that the use of city streets, city parks, and right of ways for short term special events such as festivals, displays, parades, dances, concerts, and public or private gatherings, and other such events can be positive for businesses and the community. It is also understood that these types of events take a considerable amount of planning, can have a significant impact on available resources and emergency services, and sometimes are met with objections from neighboring residents and businesses. With this in mind, permits and conditions for such events will be considered using the following procedures:

Any organization, business, corporation, or individual seeking to obtain a short term right of way use permit for a special event that occurs on a public street or alley, or an administrative permit for use of a city park outside of a rental building, must complete and submit an event permit application to the city's Community Development Department at least 28 days prior to the date of the special event.

Event permit applications for use of public parks must be made to and approved by the city's Recreation Department; however, any impact to the rights-of-way occasioned by the use of the parks may also require a right-of-way permit.

Short term right of way and event permit applications, once submitted, will be reviewed by each affected city department through the developmental review committee (DRC) which meets weekly.

Primary traffic routes through the city such as Market Blvd, Chehalis Ave., State St., Main St., and National Ave., as well as primary traffic routes around the core downtown business area will only be considered for closure when the event is organized by a recognized community organization, and the event serves a broader community purpose. For example, the summer festival organized by the Chehalis Business Association, and the holiday parade organized by the Chamber of Commerce. Permits for these events will be considered under the following circumstances:

- There must be a suitable alternative route approved by the city, available for traffic flowing through the city, and an alternative route for emergency services to access the affected areas.
- The event must not conflict or interfere with other events. If two or more events conflict, priority will be determined at the next DRC meeting.

- Consideration will be given to the impact the planned event has on surrounding residents, businesses, and services. Appropriate mitigation may be required.

Side streets and those not critical to traffic flow throughout the city may be used for special events by organizations and businesses following the conditions outlined above, with the additional conditions of:

- Only one permit will be issued per year, per individual, business, and/or organization.
- The street closure must last no longer than six hours in duration, and must occur between the hours of 8am and 12pm. Exceptions may be made by the DRC if an identified benefit to the city can be achieved by allowing alternate timelines.

Events with Alcohol

- Proper permits must be obtained by the Washington Liquor Control Board.
- Proof of liability insurance must be submitted with the application form.
- No beverages may be served in glass containers.
- The event holder must have age verification and approved security measures in place.
- Alcohol sales must stop at least 30 minutes prior to the close of the event.
- A site plan will be required with the application, and must show how the general public will be precluded from the area proposed for alcohol use.

Events with Live or Amplified Entertainment

- Any event permit application that is requesting a variance to both Municipal and State Noise Ordinances may be issued with restrictions relating to the limits set forth in those ordinances. Further restrictions may be included regarding the time frames in which the amplified music or entertainment will be allowed.

In all cases, prior to approving any application, the DRC will take into consideration:

- The availability of city resources necessary to manage the anticipated impact to the public areas affected by the event.
- The access and maneuverability of traffic and emergency vehicles within, and around the event.
- The impact to affected residents, businesses, and services.

The city may deny the original request as filed, but may provide alternatives to the proposal that would be acceptable if submitted. The denial and alternative suggestions will be forwarded to the applicant as soon as the DRC makes a determination on the application. The applicant may choose to modify and resubmit the proposal prior to the next DRC meeting for reconsideration.