

Development Review Committee Agenda

Chehalis Building and Planning Department

May 4, 2022, at 9 A.M.

Meeting Location: Chehalis Airport Conference Room

9:00 AM

Plan Review:

UGA-VR-22-001; 153 Hamilton Rd. The applicant is requesting to connect to City water, while retaining their connection to an existing well. The site is within a mapped wetland, Critical Aquifer Recharge Area, and stream buffer. Lewis County Parcel #017897022001

9:30 AM

Plan Review:

ST-21-0013; 2844 Jackson Hwy. The applicant is proposing the construction of a 1,001,625 square foot warehouse facility, with paved areas, a drainage system, water and sewer extensions, and landscaping. This project has received an MDNS on April 11, 2022, including conditions related to fire service and road access. Lewis County Parcel # 017800001009, 017800001010, and 017800003000

10:00 AM

Special Event Permit:

SE-22-004; 547 NW Pacific Ave and 545 N Market Blvd. The applicant is applying for a special event to host a Bridal Expo with vendors and food at two locations on May 14 and 15. The event is expected to only take place in private property. Lewis County Parcel # 004556000000 and 004521000000

10:30 AM

Special Event Permit:

SE-22-005; Boistfort St between Pacific Ave and Market Blvd. The applicant is applying for a special event permit for the Chehalis Farmers Market, requiring street closure every Tuesday from 7am – 5pm June 7 to October 27. There will be vendors and food. No associated parcel numbers.

11:00 AM

1. Interdepartmental meeting

Join Zoom Meeting

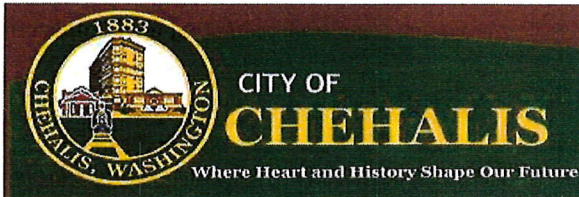
<https://us06web.zoom.us/j/88064775734>



Esri Community Maps Contributors, WA State Parks GIS, © OpenStreetMap, Microsoft, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, Maxar, Microsoft



Vicinity Map for UGA-VR-22-001



Return your permit application to Community Development Department
 1321 S Market Blvd. Chehalis, WA 98532
 (360) 345-2229
 www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

Job site address: 153 Hamilton Rd N. Parcel #: 017897022001

Applicant/Contact Person

Name: Doug Amman
 Mailing address: 153 Hamilton Rd N
 City, State, and Zip: Chehalis WA 98532
 Phone #: 360-748-3440 Email: (required) douga@tylerrental.com
 Is the property owner the same as the applicant: Yes No If yes, you may skip the property owner section

Property Owner

Name: Tyler Rental Inc.
 Mailing address: 153 Hamilton Rd N.
 City, State, and Zip: Chehalis WA 98532

Contractor/Engineer/Surveyor

Contractor's L&I #: _____
 Contact Name: Kelly / Dianne
 Company/Firm Name: DJ's Plumbing
 Mailing address: 2619 Foron Rd
 City, State, and Zip: Centralia WA 98531
 Phone #: 360-736-6444 Email: (required) _____

Project Description: (Create a project narrative on a separate page if there is not enough room to completely describe your project below.)

City Water Connection

Current market value of proposed work: \$9,575
 (Fair market labor and materials)

Only the plan(s) submitted will be reviewed for compliance with applicable codes. By signing below, you grant permission for any City of Chehalis employee the right to access and remain on the property for the purpose of review and approval of this proposal and to conduct inspections related to this proposal.

Signature: Doug Amman Date: 2/18/2022
 Print Name: Doug Amman

Office use only

Received by: <u>[Signature]</u>	Date Received:	RECEIVED Building & Planning FEB 18 2022 City of Chehalis
Parcel #: <u>017897022001</u>		
Permit #: <u>EN-22-006</u>		
Zoning: <u>RUGA-C6</u>		
Flood Zone: <u>yes</u> <input type="checkbox"/> <u>no</u> <input type="checkbox"/> Zone Classification:		

Utility Service Attachment

City of Chehalis

Public Works Department

2007 NE KRESKY AVE; CHEHALIS, WA 98532

Site Address: 153 Hamilton Rd (360) 748-0238

Permit # EN-22-005

SERVICE REQUESTED

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> INSIDE CITY | <input type="checkbox"/> OUTSIDE CITY | <input type="checkbox"/> SINGLE UNIT RESIDENTIAL | <input type="checkbox"/> DUPLEX |
| <input type="checkbox"/> SEWER | <input checked="" type="checkbox"/> REPAIR OR REPLACE EXISTING | <input type="checkbox"/> MULTIPLE - # OF UNITS: _____ | <input checked="" type="checkbox"/> COMMERCIAL/INDUSTRIAL |
| <input type="checkbox"/> WATER (METER SIZE: _____) | | <input type="checkbox"/> LATECOMER AGREEMENT: [] YES [] NO | <input type="checkbox"/> TEMPORARY CONSTRUCTION |
| <input type="checkbox"/> STORM (IMPERVIOUS AREA: _____ SQ FT) | | <input type="checkbox"/> METER DOWNSIZE FROM _____ TO _____ | <input type="checkbox"/> OTHER _____ |

CONSUMPTION & DISCHARGE SURVEY

Primary type of business (list type of operations, identify all activities producing wastewater and all activities using water):
Business - Rental - Equipment Facility

This Facility will use 1000 gallons per day of water from Public Water Supply [] Private Well [] Reclaimed Water
[] Other: _____

Estimated Number of gallons per day used for the following purposes (attach documentation demonstrating estimated usage):
[] Non-Commercial Domestic Uses _____ GPD [] Boilers, Cooling or Other Unpolluted Wastewater _____ GPD
 Non Domestic Activities (not from domestic uses of restrooms, showers, kitchens or laundry rooms) describe:
Toilets, Sinks

Is or will the water be used for any of the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> FILLING TANK TRUCKS OR TRAILERS | <input type="checkbox"/> FARM | <input type="checkbox"/> WATER TREATMENT SOFTENER |
| <input type="checkbox"/> NEW WATER MAIN CONSTRUCTION | <input type="checkbox"/> HEAT EXCHANGERS | <input type="checkbox"/> IRRIGATION (Landscape or Agricultural) |
| <input type="checkbox"/> FIRE SERVICES (Sprinkler System, etc.) | <input type="checkbox"/> SOLAR HEATING | <input type="checkbox"/> OTHER: _____ |
| <input type="checkbox"/> LABORATORIES (Biological, Chemical, or Environmental, including Schools or Colleges) | | |
| <input type="checkbox"/> HOSPITAL, MEDICAL, DENTAL, VETERINARY, NURSING HOME OR MORTUARY | | |

Wastewater from this facility goes to the (check all that apply) Sanitary Sewer [] Storm Sewer [] Ground (drain field, etc)
[] Waste Haulers [] Open water, rivers, ocean [] Evaporation [] Other: _____

Stormwater from this facility goes to (list): unnamed Creek - Newaukum River, CHE River

The Stormwater System for this facility [] does does not contain a detention structure.

Chemicals used/stored on premises: in drums [] small containers [] no chemicals stored

Materials, chemicals, products, equipment, or wastes [] are are not stored in outside areas.

This Facility: [] does does not generate dangerous waste. Generator WAD# _____ (if assigned)
[] does does not have an oil-water separator.
 does [] does not wash vehicles or equipment on the premises (if so water goes to Recycling System)
[] does does not exceed 3 stories or 33 feet in height above the water main.

I understand and agree to pay all costs fees and charges associated with water, sewer and/or storm sewer construction and connection before water and/or sewer service shall be provided.

I agree to allow the city to temporarily discontinue the service at any time without notice to the customer and will hold the city harmless for any damage caused by interruption, change or failure of the water, sewer and/or storm sewer supply, and for any damage by water or other cause resulting from defective plumbing or appliances on the premises supplied with water installed by the owner or occupant of the premises. I further agree that such failures or interruptions for any reasonable period of time shall not be held to constitute a breach of agreement on the part of the city or in any way relieve the customer from performing the obligations of this or subsequent agreements.

I agree to abide by the city rules and regulations as contained in the city water, sewer and storm water ordinances, and agree to pay for the utility service as determined by the Public Works Department as specified in the city ordinances.

A contract is not entered into between the applicant and the Public Works Department until after a city representative issues the approval and all monies are paid. Approval shall be rescinded if the work has not been completed within six (6) months of the date of approval of this application.

I have personally examined and am familiar with the information submitted in this document and any attachments. I believe the submitted information is true, accurate and complete. I understand the penalty for submitting false information includes the possibility of fines and/or imprisonment.

Signature of Authorized Representative: Doug Amman Name (print): Doug Amman Date: 2/18/22 Telephone #: 360-239-5461

Applications must be signed as follows: Corporations, by a principle executive officer of at least the level of Vice President; partnership by a General Partner; sole proprietorship by the Proprietor, (ref: 40 CFR Part 403.12 (1))

DISCLOSURE: Title 40 of the Code of Federal Regulations Part 403.14 requires information provided in this questionnaire identifying the nature and frequency of discharge to be available to the public without restriction. Requests for confidential treatment of other information shall be governed by procedures specified in 40 CFR Part 2 and applicable State Law. Should a discharge permit be required for your facility, this information may be used to issue the permit. Washington State DOH Cross Connection Control (CCC) Regulations, WAC 246-290-490 and Chapter 10 of the Uniform Plumbing Code identify requirements related to the City's GCC program.

Conditional Use or Planned Unit Development Attachment

Submit with Cover Sheet

City of Chehalis

Community Development Department

1321 S MARKET BLVD

CHEHALIS, WA 98532

(360) 345-2229 email: comdev@ci.chehalis.wa.us

Choose one:

Conditional Use

Variance

Planned Unit

Development (P.U.D.)

A SEPA checklist is required with Conditional Use or PUD applications.

SPECIFIC PROPERTY INFORMATION:

Address: 153 Hamilton Rd N. Chehalis WA 98532

Tax parcel #(s) 017897022001

Legal

Description: _____

LOT WIDTH _____ DEPTH _____ SQ. FT. _____

PROVIDE A DETAILED DESCRIPTION OF THE PROPOSAL (attach additional pages if necessary):

We are planning to connect to City Water.

I am requesting that we connect our existing well to our wash station.

No other connections to the well.

Please see attached, proposed plans.

ANSWER ALL OF THE FOLLOWING QUESTIONS IN COMPLETE DETAIL:

1. WHAT IS THE USAGE OF OTHER SURROUNDING PROPERTIES IN THE VICINITY OF THIS PROPOSAL?

· Commercial, Equipment sales,
· Farm Land.

2. IS THERE A UNIQUE CIRCUMSTANCE RELATIVE TO YOUR PROPERTY, BUT NOT THE REST OF THE NEIGHBORHOOD, THAT MAKES THE CONDITIONAL USE OR VARIANCE NECESSARY? Such as, size, shape, topography, location, surroundings, etc.

None except we would not want to use City water to wash equipment.

3. WILL THIS PROPOSAL, IF GRANTED, AFFECT ANY OTHER ADJACENT PRIVATE OR PUBLIC PROPERTY IN ANY PHYSICAL MANNER OR BE MATERIALLY DETRIMENTAL? No

4. WILL THIS PROPOSAL, IF GRANTED, AFFECT THE VISUAL CHARACTERISTICS OF THE NEIGHBORHOOD? No

5. WILL THIS PROPOSAL, IF GRANTED, AFFECT THE COMPREHENSIVE PLAN FOR THE ZONE, VICINITY, OR NEIGHBORHOOD? No

6. IS THIS PROPOSAL A CONTINUANCE OR RE-ESTABLISHMENT OF A PRE-EXISTING NONCONFORMING USE? PLEASE EXPLAIN: No

7. WILL A SUBSTANTIAL HARDSHIP BE CREATED IF THIS PROPOSAL IS DENIED? No

8. WILL THIS PROPOSAL, IF GRANTED, CREATE A VIOLATION OF THE CHEHALIS MUNICIPAL CODE OR A PUBLIC NUISANCE AS DEFINED BY TITLE 7?

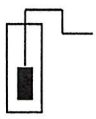
PART O: WATER SYSTEM FACILITIES FIELD SCHEMATIC

Use the space below to sketch a simple schematic of the water system facilities. You may use the templates shown below to help build your schematic. The sketch should show location of sources, treatment, pressure tanks, booster pumps, storage tanks, and a simple representation of the distribution system. Include direction of flow (directional arrows) and brief description of how the controls function.

Source Name: Tyler Rentals Inc. Well #1 AKK629

Source Number: S01

Example templates you can use to build your schematic:



Pressure Switch



Chlorine Injection Point



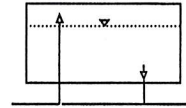
Pressure Tank



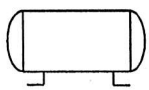
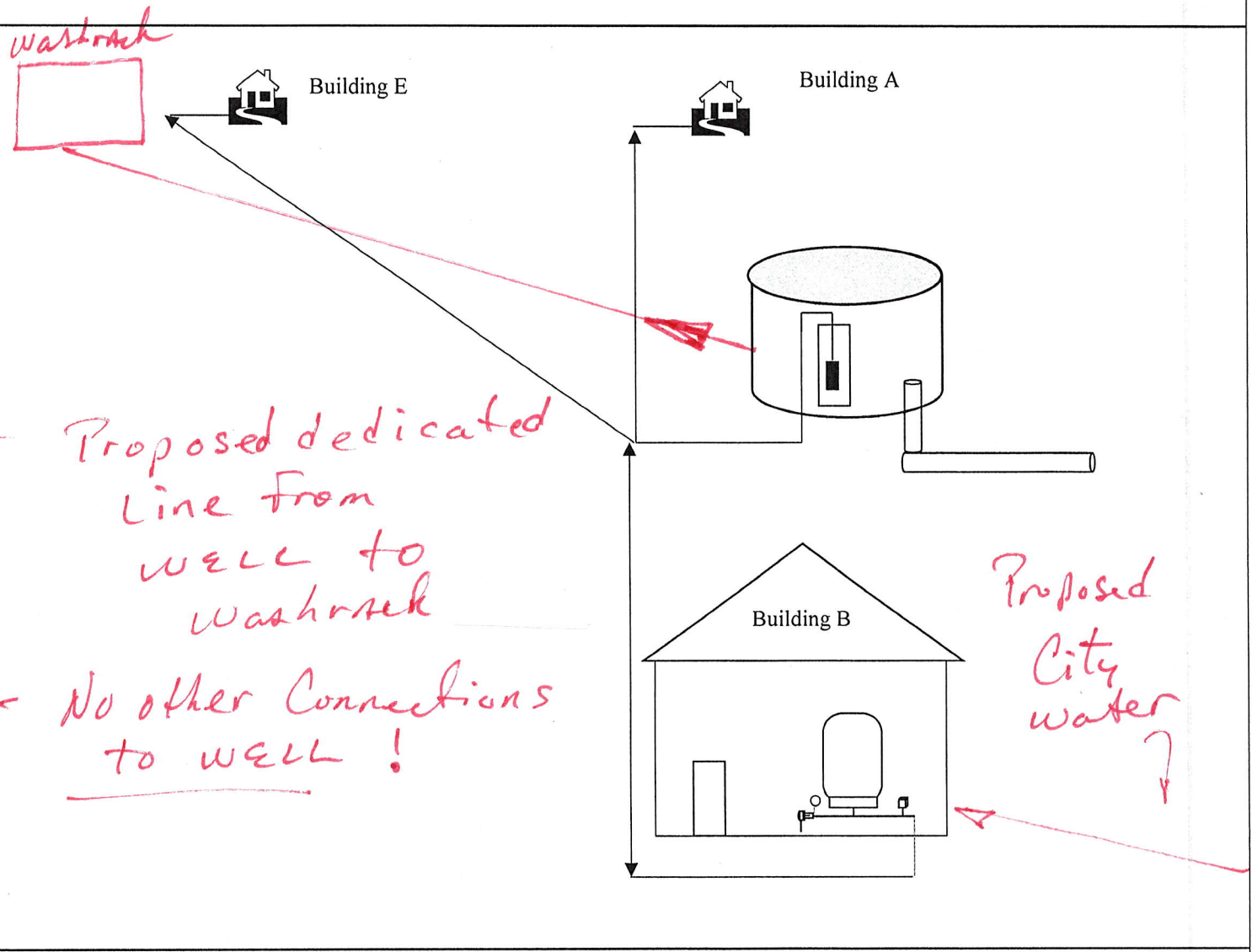
Booster Pump



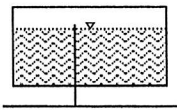
Reservoir



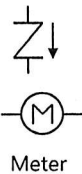
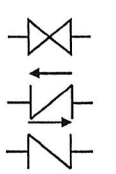
Distribution System



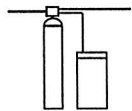
Pressure Tank



Reservoir



Meter



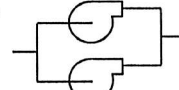
Ion exchange



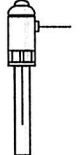
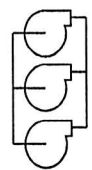
Sample Tap



Cartridge Filtration

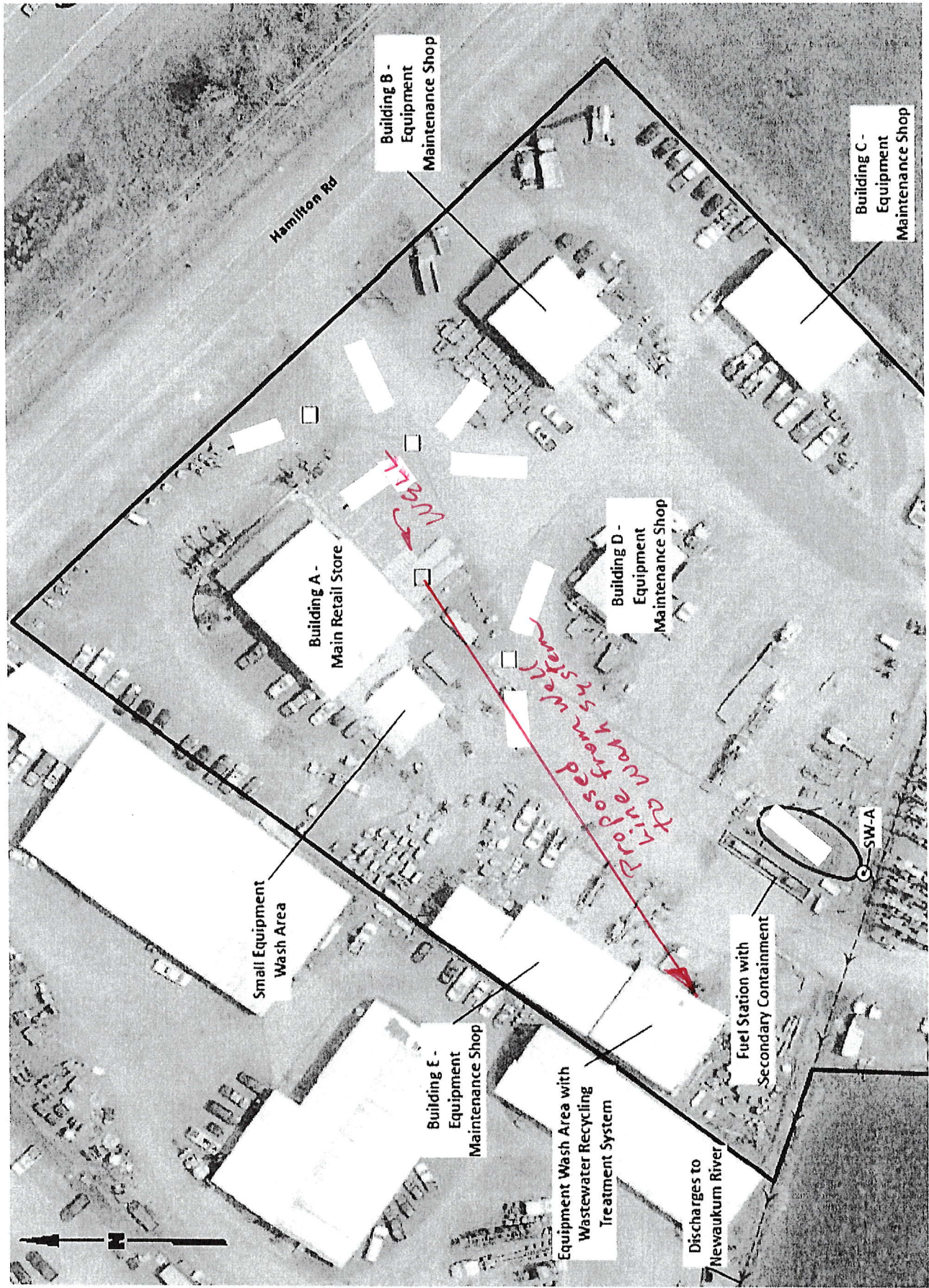


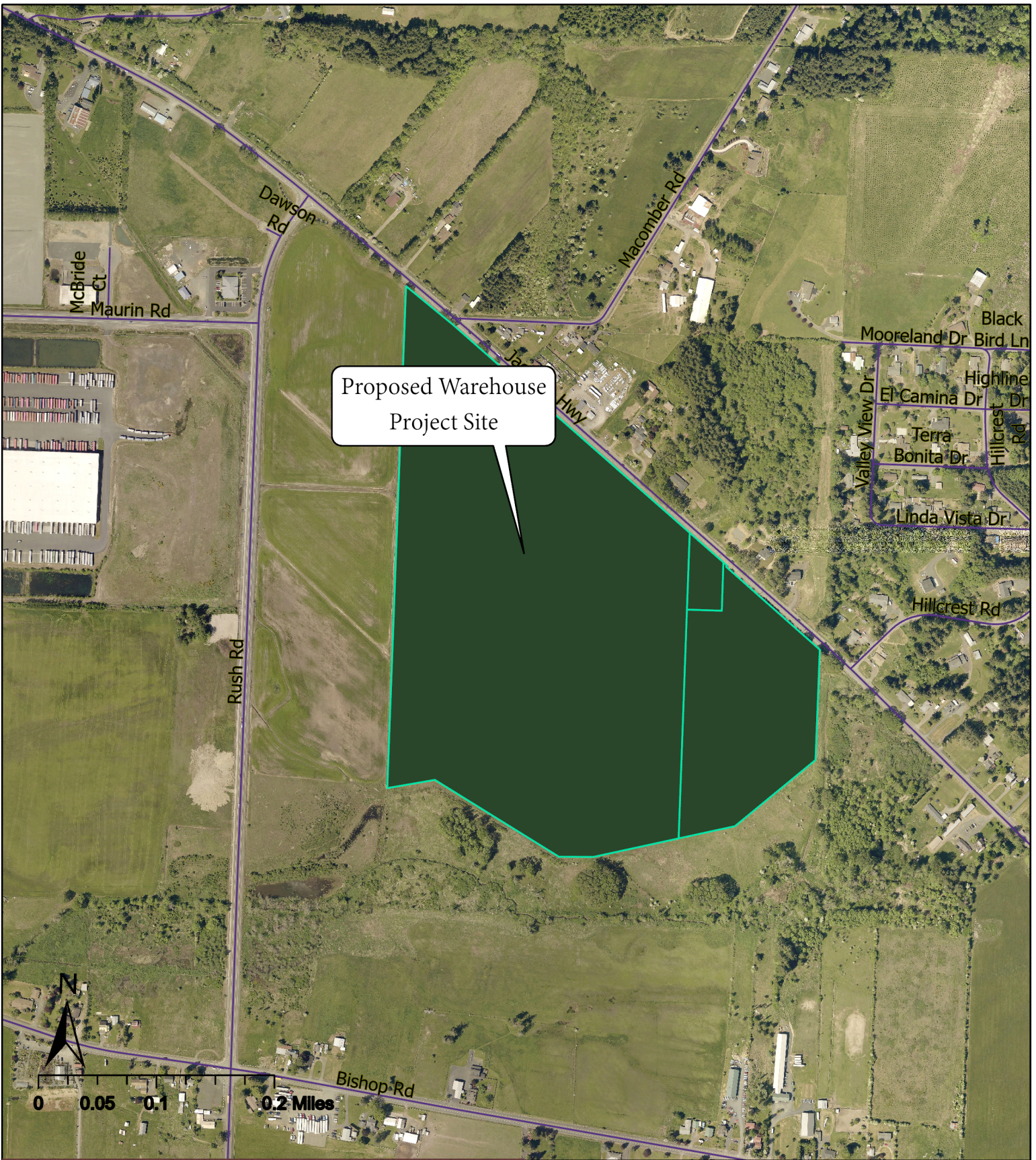
Booster Pumps



Tyler Rental

Proposed isolated line -
well to wash facility.





Vicinity Map for
SEPA-21-0013, ST-21-0013

Permit Application

Submit this form and any required attachments to:

**City of Chehalis
Community Development Department
1321 S. MARKET BLVD.
CHEHALIS WA 98532
(360) 345-2229**

APPLICANT FILL OUT AND SIGN UPPER SECTION:

JOB ADDRESS: 2844 Jackson Highway

APPLICANT:

NAME: Joel Molander, Puget Western Inc.
 ADDRESS: 20000 North Creek Parkway, Building H
 CITY/ST/ZIP: Bothell, WA 98011
 PHONE#: 425-487-6550
 EMAIL: joel.molander@pse.com

PROPERTY OWNER (Same as Applicant? Yes No)

NAME: _____
 ADDRESS: _____
 CITY/ST/ZIP: _____
 PHONE#: _____
 EMAIL: _____

CONTACT PERSON (Same as Applicant? Yes No)

COMPANY NAME: Barghausen Consulting Engineers
 NAME Ben Eldridge
 ADDRESS: 18215 - 72nd Avenue South
 CITY/STATE/ZIP Kent, WA 98032
 PHONE # 425-251-6222
 EMAIL: beldridge@barghausen.com

CONTRACTOR (Same as Property Owner? Yes No)


COMPANY: Not selected yet.
 CONTRACTOR REGISTRATION # _____
 ADDRESS: _____
 CITY/STATE/ZIP _____
 PHONE # _____
 EMAIL: _____

DETAILED PROJECT DESCRIPTION:

Construction of approximate 1,001,625 square foot warehouse facility and the associated grading activities,
paved parking and truck maneuvering areas, storm drainage system, water and sewer extensions, landscaping,
franchise utility extensions and off-site roadway improvements if required.

PROJECT VALUE: Approximately \$150,000,000

Verbal comments made during discovery are not binding. Only the plan(s) submitted will be reviewed for compliance with applicable codes. By signing below, I grant permission for City of Chehalis employees to enter and remain on the property for the purpose of review and approval of this proposal and to conduct inspections related to this proposal.

<u>Signature:</u> 	<u>Date:</u> September 29, 2021
<u>Name (print):</u> Joel L. Molander, President	<u>Telephone #:</u> 425-765-8002

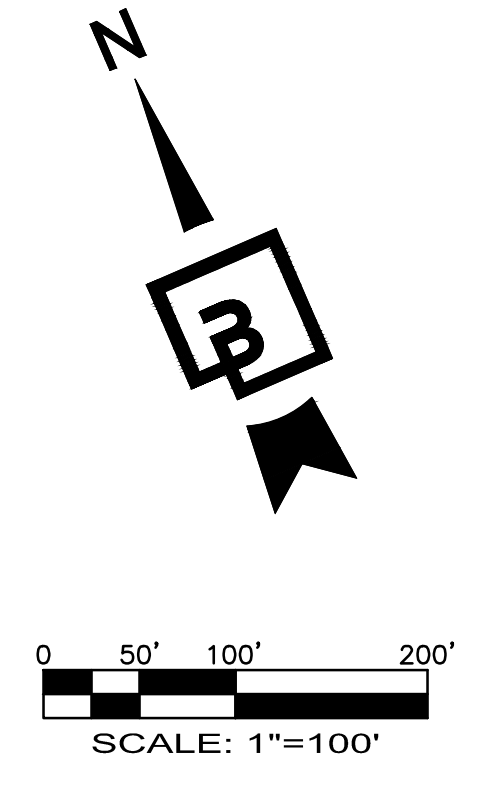
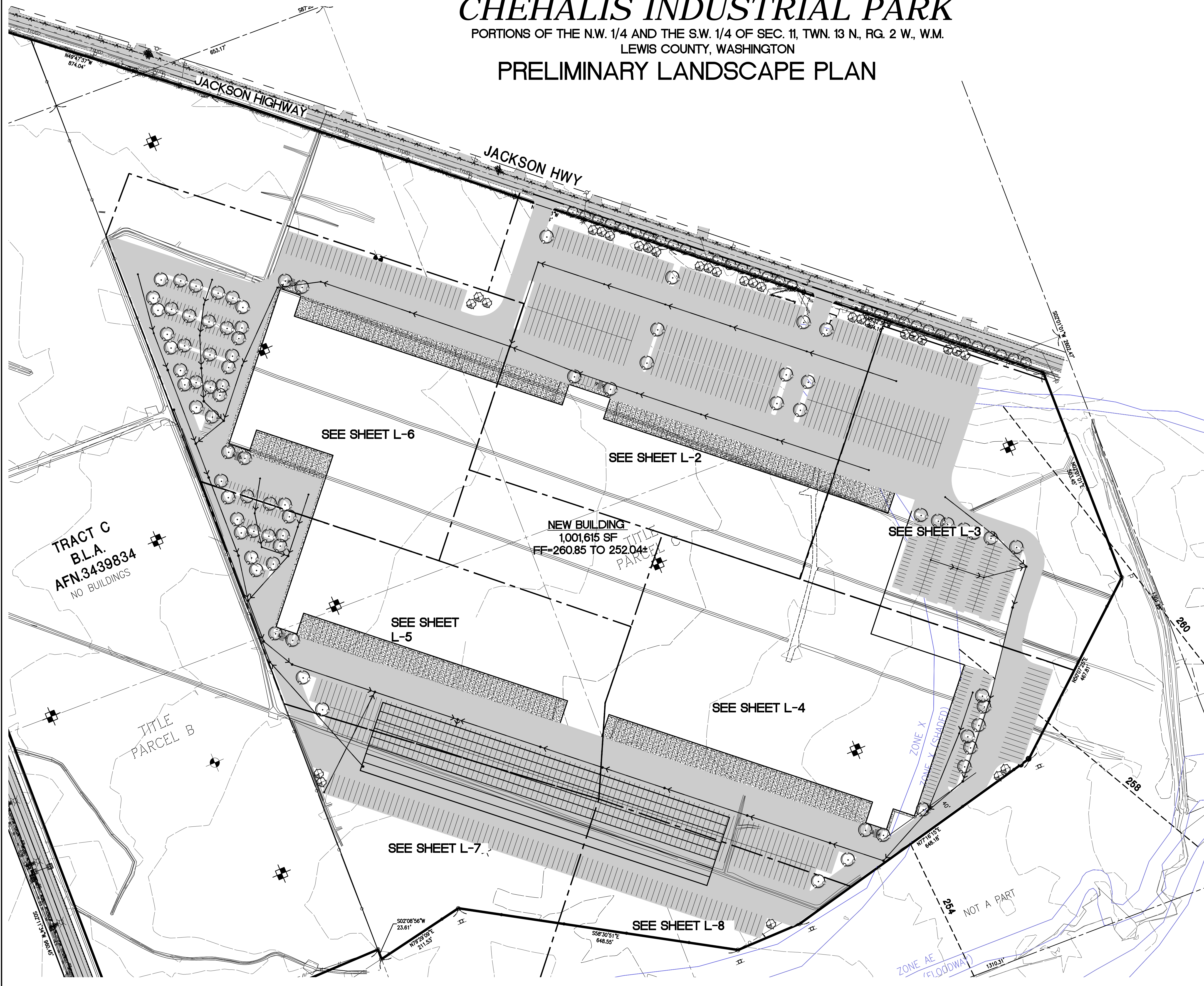
OFFICE USE ONLY:

Date Received: _____ By: _____ Date Reviewed: _____ By: _____
 Parcel #: _____ Zoning: _____ Flood Zone: _____
 Permit #: _____

CHEHALIS INDUSTRIAL PARK

PORTIONS OF THE N.W. 1/4 AND THE S.W. 1/4 OF SEC. 11, TWN. 13 N., RG. 2 W., W.M.
LEWIS COUNTY, WASHINGTON

PRELIMINARY LANDSCAPE PLAN



No.	Date	By	Chd.	Appr.	Revision

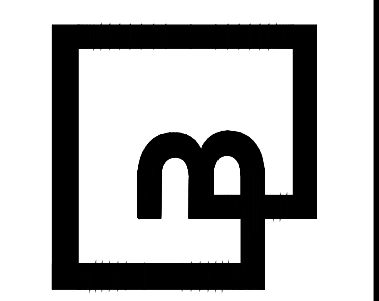
Title: **PRELIMINARY LANDSCAPE PLAN**
FOR
CHEHALIS INDUSTRIAL PARK

For: **PUGET WESTERN, INC.**
20000 N CREEK PARKWAY
BUILDING H
BOTHELL, WA 98011



Designed	JMV
Drawn	JMV
Checked	JMV
Approved	JMV
Date	9/2/21

Barghausen Consulting Engineers, Inc.
18215 72nd Avenue South
Kent, WA 98032
425.251.6222 barghausen.com



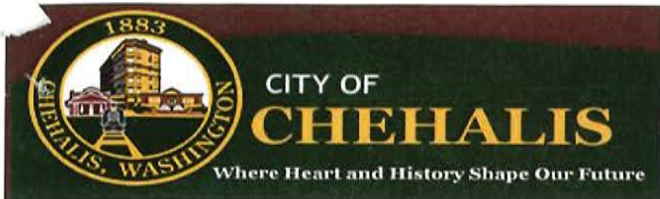
Job Number
14030

Sheet
L-1 of **9**

P:\14000a\14030\preliminary\14030-L.dwg 9/2/2021 11:40 AM JWIRLEY



Vicinity Map for SE-22-004



Community Development Department
1321 S Market Blvd. Chehalis, WA 98532
(360) 345-2229 / Fax: (360) 345-1039
www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

SPECIAL EVENT APPLICATION

submit at least 28 days in advance of proposed event

Will your event take place on City owned property or in the street?

No Yes ^{N/A} if yes, insurance is required to be submitted along with the application. (See page 3)
*****Please note: Incomplete applications are not accepted *****

Please check the event type:

- Athletic Event
- Noise Permit
- Car Show
- Other ALL INDOORS
- ^{N/A} Street Event
- Park Event
- Parade

Name of Applicant/Organization: The LOFT (Stephanie Skoglund)
 Location of event: 547 NW Pacific Ave - Chehalis WA 98532
 Person in Charge: Stephanie Skoglund Address: 230 Roe Rd. Winlock WA 98596
 Phone Number: Daytime: 304-1742 Work: - Email: (required) theloftinchehalis@gmail.com
 Additional Authorized Individuals: Shelby Foister
 Phone Number: Daytime: 523-5518 Work: - Email: (required) -
 Emergency Contact: Rick Skoglund
 Phone Number: Daytime: 306-873-0242 Work: - Email: (required) rskoglund3460@gmail.com
 Type of Activity Planned (describe event): Bridal Expo w/ local vendors - at 2 locations - 547 NW Pacific Ave The Loft & The Vintage - 545 N. Market Blvd

Will participants pay a fee or donate? (Please circle) YES NO
 Are you a non-profit organization? (Please circle) YES NO If yes, please provide your EIN (tax) number.

Will City of Chehalis services be requested for:

- ^{N/A} Street Closure
- Security
- Garbage Collection
- EMS
- Sidewalk Closure
- Equipment
- Parking Restrictions
- Other _____

Date(s) of Proposed Event: May 14 & 15, 2022
Hours of Operation: May 14th 9-5pm May 15th 10am-3pm
Set-up Date/Time: Wednesday - After 5pm 5-11-22
Dismantling Date/Time: 5-13-22 After 3pm
Number of Staff/Volunteers: 5-11 thru 5-13
Estimated Number of Participants: 75-100

LOCATION/STREET(S) INVOLVED (describe area involved in event, attach map/route plan):
Additional Location: 545 N Market Blvd
Chehalis WA 98532 (The Vintage Grand Room)

Special Considerations - (Additional permits and/or licenses may be required) - Will there be:

Amplified sound? (Please circle) YES NO
Alcohol? (Please circle) YES NO
Animals? (Please circle) YES NO number animals _____
Types of animals listed here.

Booths/Commercial Vendors: (Please circle) YES NO If yes, be sure to show them on your site plan.
Each vendor is required to have a current City of Chehalis business license.

Cooking/Food Service: (Please circle) YES NO

Fire/Fireworks/Pyrotechnics: (Please circle) YES NO

Inflatables or Amusement Rides: (Please circle) YES NO

Mechanical Rides: (Please circle) YES NO

Portable Restrooms: (Please circle) YES NO If yes, be sure to show them on your site plan.
A portion of the restroom facilities must meet ADA requirements.

Dumpsters: (Please circle) YES NO If yes, be sure to show them on your site plan.

Signs: (Please circle) YES NO If yes, be sure to show them on our site plan.

Stage: (Please circle) YES NO If yes, be sure to show it on your site plan.

Other special considerations: _____

List any special signs/barricades/cones requested to be supplied by the City of Chehalis. There is no guarantee that the city will be able to provide.

Public Relations: Please state what efforts, if any, have occurred, or you intend to make, to notify residents or businesses that will likely be affected by your event. If permit is granted it will be the responsibility of event organizers to alert those likely to be impacted. (i.e., street closures, no parking zones, noise, etc.)

INSURANCE – The City of Chehalis does not maintain insurance that will respond to claims against the applicant in connection with the permitted event by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain liability insurance in accordance with the City of Chehalis policy, name the City of Chehalis as an **additional insured** on the policy, and be responsible for providing proof of such insurance. If your event will take place on City of Chehalis property or on City streets, you are required to provide proof of insurance. Insurance coverage shall be at a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

HOLD HARMLESS –Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Chehalis, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Chehalis.

Have you included: a site plan or route plan?

A traffic control plan?

Brochures, posters, flyers, or other advertising for this event?

A copy of your insurance naming the City as co-covered, if applicable?

By signing below, the applicant certifies that they are at least 21 years old and an authorized representative of the event. Signer also verifies that they have read and understand all information contained within the application and understands that the event may not take place until authorized by the City.

Signature of Applicant: Stephanie Skoglund Date: 4-13-22

Organization/Title: owner - The LOFT If nonprofit, EIN number: _____



2022 LEWIS COUNTY
BRIDAL EXPO



Saturday May 14th 9 to 5
&
Sunday May 15th 10 to 3

The Loft
547 Ne Pacific Ave
Chehalis, WA

The Vintage Grand Room
545 N Market Blvd
Chehalis, WA

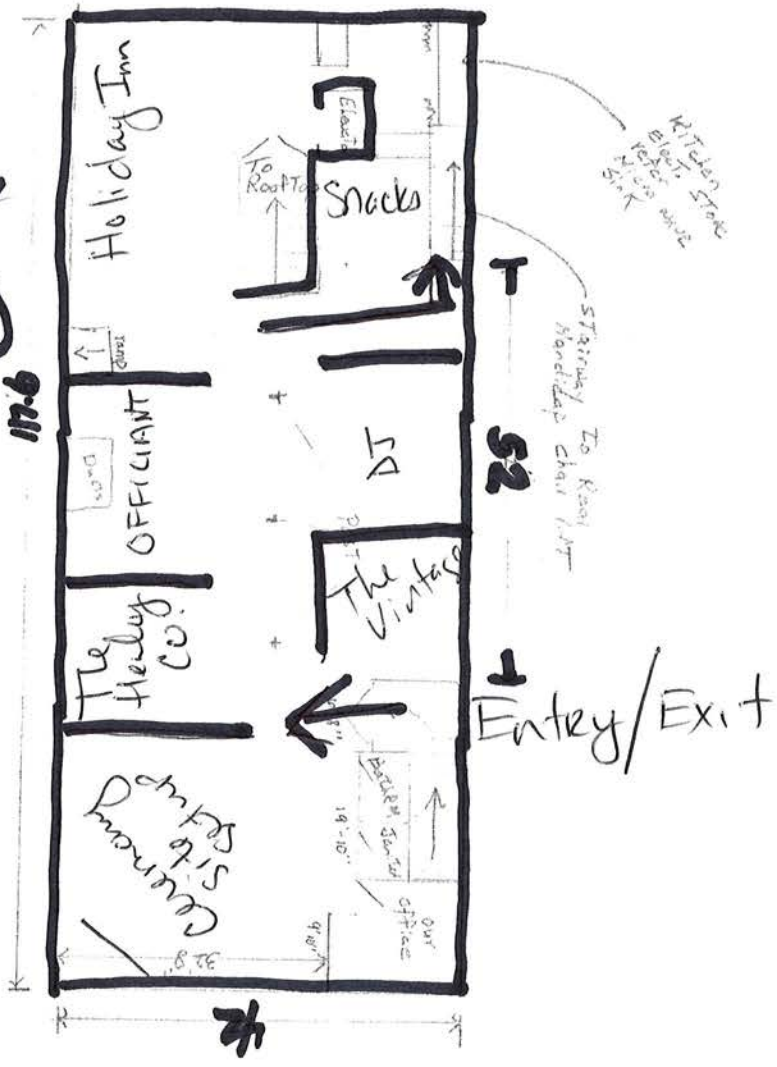
WE ARE EXCITED TO CO-PARTNER WITH THE VINTAGE GRAND ROOM & WILDE SOUL TO HOST AND PARTICIPATE IN BRINGING A LOCAL BRIDAL EXPO BETWEEN 2 DOWNTOWN HISTORIC EVENT VENUES FOR 2 DAYS, FEATURING ALL THE FABULOUS VENDORS FROM LEWIS COUNTY & SURROUNDING AREAS TO A WEEKEND BRIDAL EXPO.

Engaged couples bring your entire tribe for only \$5 at the door to receive your complimentary swag bag!

The Vintage Grand Room

6-8 Vendors
occupancy
75-100

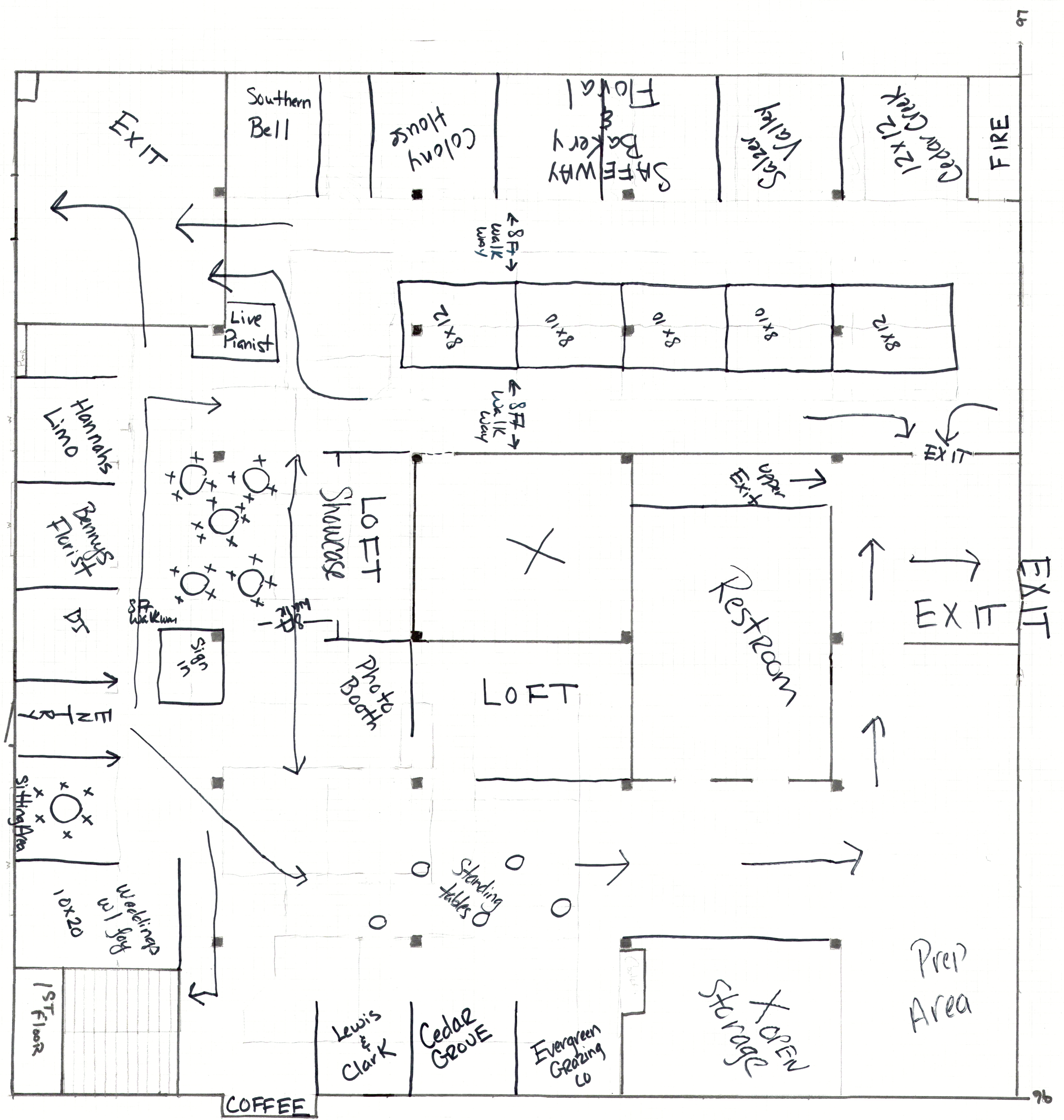
545
N. Market
Blvd
Chehalis
WA
98532



Hotel Washington Floor Plan

20 Vendors
 Down stairs
 Seating Area
 5 - 48 Rd = 20 seats
 1 - 60 Rd - 6 seats
 (Entry)
 125.150
 occupancy

The LOFT
 547 NW Pacific
 Ave
 Chehalis WA
 98532
 First Floor





Vicinity Map for SE-22-005



CITY OF CHEHALIS

Where Heart and History Shape Our Future

Return your permit application to Community Development Department

1321 S Market Blvd. Chehalis, WA 98532

(360) 345-2229

www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

Job address: Boistfort St.

Parcel #: _____

Applicant/Contact person

Name: Mandy Thompson

Mailing address: PO Box ~~711~~ 931

City, State, and Zip: Chehalis, Wa 98532

Phone #: _____

Email: (required) _____

Contractor/Engineer/Surveyor

Contact Name: _____

Company/Firm Name: _____

Mailing address: _____

City, State, and Zip: _____

Phone #: _____

Email: (required) _____

Contractor's L&I #: _____

Project Description: (Create a project narrative on a separate page if there is not enough room to completely describe your project below.)

Chehalis Farmers Market

Current market value of proposed work:

(Fair market labor and materials) _____

Only the plan(s) submitted will be reviewed for compliance with applicable codes. By signing below, you grant permission for any City of Chehalis employee the right to access and remain on the property for the purpose of review and approval of this proposal and to conduct inspections related to this proposal.

Signature: Mandy Thompson

Date: 4/12/22

Print Name: Mandy Thompson

Office use only

Received by: JF

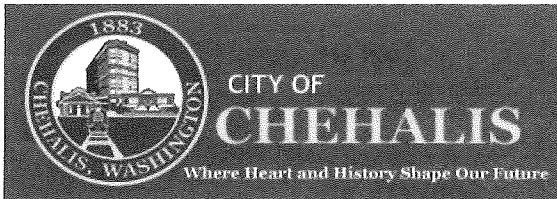
Date Received: 4-20-22

Parcel #: _____

Permit #: SE-22-005

Zoning: CBD

Flood Zone: yes no Zone Classification: _____



Community Development Department
1321 S Market Blvd. Chehalis, WA 98532
(360) 345-2229 / Fax: (360) 345-1039
www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

SPECIAL EVENT APPLICATION

submit at least 28 days in advance of proposed event

Will your event take place on City owned property?

No Yes if yes, insurance is required to be submitted *along with the application*.

*****Please note: Incomplete applications not accepted *****

INSURANCE – The City of Chehalis does not maintain insurance that will respond to claims against the applicant in connection with the permitted event by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain liability insurance in accordance with the City of Chehalis policy, name the City of Chehalis as an **additional insured** on the policy, and be responsible for providing proof of such insurance. If your event will take place on City of Chehalis property, you are required to provide proof of insurance. Insurance coverage shall be at a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Acceptable forms: CG 20 26 or CG 20 12.

Please check the event type:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Athletic Event | <input type="checkbox"/> Street Event |
| <input type="checkbox"/> Noise Permit | <input type="checkbox"/> Park Event |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Other <u>Chehalis Farmers Market</u> | |

Name of Applicant/Organization: ~~Chehalis~~ Community Farmers Market of Chehalis

Location of event: Borstfurt street between Pacific and Market

Person in Charge: Mandy Thompson Address: PO Box 931 Chehalis, WA

Phone Number: Daytime: 323 428-9890 Work: _____ Email: info@chehalisfarmersmarket.com

Additional Authorized Individuals: NA

Phone Number: Daytime: 888 Work: _____ Email: _____

Emergency Contact: Mandy Thompson

Phone Number: Daytime: 323 428-9890 Work: _____ Email: _____

Type of Activity Planned (describe event): Farmers Market

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? (Please circle) YES NO

Will participants pay a fee or make a donation? (Please circle) YES NO

Will City of Chehalis services be requested for:

- Street Closure
- Security
- Garbage Collection
- EMS

- Sidewalk Closure
- Equipment
- Parking Restrictions
- Other _____

Date(s) of Proposed Event: Tuesdays June 7th - Oct. 27th

Hours of Operation: 7am - 5pm

Set-up Date/Time: 7am

Dismantling Date/Time: 4pm

Number of Staff/Volunteers: 3

Estimated Number of Participants: 100-300 per day

LOCATION/STREET(S) INVOLVED (describe area involved in event, attach map/route plan):
Boisfort between Market and Pacific

Special Considerations - (Additional permits and/or licenses may be required) - Will there be:

Amplified sound? (Please circle) YES ~~NO~~

Alcohol? (Please circle) YES ~~NO~~

Animals? (Please circle) YES ~~NO~~ number _____ species _____

Booths/Commercial Vendors: (Please circle) YES NO
Each vendor is required to have a current City of Chehalis business license.

Cooking/Food Service: (Please circle) YES NO

Fire/Fireworks/Pyrotechnics: (Please circle) YES ~~NO~~

Inflatables or Amusement Rides: (Please circle) YES ~~NO~~

Mechanical Rides: (Please circle) YES ~~NO~~

Portable Restrooms: (Please circle) YES ~~NO~~ How many? _____ Some restrooms must meet ADA requirements.

Dumpsters: (Please circle) YES ~~NO~~ How many and where? _____

Signs: (Please circle) YES NO

Stage: (Please circle) YES NO

Other special considerations: _____

List any special signs/barricades/cones requested to be supplied by the City of Chehalis. There is no guarantee that the city will be able to provide.

*****ATTACH COPY OF SAFETY PLAN TO THIS APPLICATION*****

Public Relations: Please state what efforts, if any, have occurred, or you intend to make, to notify residents or businesses that will likely be affected by your event. If permit is granted it will be the responsibility of event organizers to alert those likely to be impacted. (i.e. street closures, no parking zones, noise, etc.)

We are in communication with business on Market & Pacific

ATTACH COPIES OF BROCHURES, POSTERS, FLYERS, OR MAILINGS ADVERTISING THIS EVENT

INSURANCE – The City of Chehalis does not maintain insurance that will respond to claims against the applicant in connection with the permitted event by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain liability insurance in accordance with the City of Chehalis policy, name the City of Chehalis as an additional insured on the policy, and be responsible for providing proof of such insurance. If your event will take place on City of Chehalis property, you are required to provide proof of insurance. Acceptable forms: CG 20 26 or CG 20 12. Insurance coverage shall be at a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

HOLD HARMLESS –Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Chehalis, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Chehalis.

Signature of Applicant: MSBors Date: 4/10/22

Organization/Title: The Community Farmers market of Chehalis

OFFICE USE ONLY:

Date Received: _____ By: _____ Date approved/denied _____

DRC Reviewed: _____ Reason for denial _____

Parcel #: _____

Permit #: _____

Right of Way Use Attachment

\$50 fee for Short Term use/Temporary use

\$100 fee for Annual Permits

Submit to: **Community Development Department**

1321 S. Market Blvd.

Chehalis, WA 98532

Type of Permit:

Right-of Way Disturbance

Short Term / Temporary

Long Term / Annual

Neighborhood Event/Parade

Other

Part A:

Tuesdays June 7th - October 24

Number of Days Requested: 21 (90 day maximum for Disturbance and Short Term permits)

Start Date: 6/7/22 Start Time: 7am Hours of Use: 7 a.m. to 5 p.m.

Part B:

1. Will the work involve occupancy of any street or traveled way, result in interference to any traffic or pedestrian flow, require interruption or re-routing of any vehicular or pedestrian traffic, or have any other influence on any traffic? (circle one) NO YES (If YES, a traffic control plan is required and must be submitted for approval. The traffic control plan must be in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices and any other provisions designated by Public Works Standards.)

2. Will the work involve any disturbance to the surface, subsurface, or super-surface (bridges) of any city street right-of-way? (circle one) NO YES (If YES, a traffic control plan is required and must be submitted for approval. The permit must be obtained by a Washington State licensed and bonded contractor. The traffic control plan must be in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices and any other provisions designated by Public Works Standards.)

The applicant/contractor hereby agrees to perform the described work with due regard for the rights, interests, and conveniences of the public. The applicant further agrees to perform the work in compliance with all City of Chehalis ordinances/standards, state and federal regulations, and with any conditions of approval listed on the permit document.

"CALL BEFORE YOU DIG" 1-800-424-5555

****State law requires 48 hour advance notice to all utilities prior to any excavation work****

1. The petitioner, designated herein as the "grantee", their successors and assigns, will have the right and authority to enter upon the right-of-way of the city street, alley, public place or structure as indicated on the front of this form, for the purpose of such activity as applied for and approved by the Public Works Department. All provisions, conditions, regulations and requirements herein contained will be binding upon the successors and assigns of the grantee. The issuance of this permit does not diminish or negate the grantee's responsibility to comply with any other regulations, standards, licenses or obligations not covered under this permit.
2. A *Right-of-Way Disturbance Permit* is for activities that will alter the appearance of or disturb the surface, super-surface or sub-surface of a right-of-way on a temporary or permanent basis.
3. A *Short-term and Temporary Permit* is for activities that involve short-term commitments that do not physically disturb or alter the right-of-way. Uses include but are not limited to: festivals, displays, concerts and public or private gatherings. See Municipal Code 12.56.060.

4. A *Long-term and Annual Permit* is for activities that last for an extended period of time but do not significantly disturb or alter the right-of-way. Uses include but are not limited to: construction site/haul roads, recycle facilities, advertising structures, seasonal sidewalk cafes, utility facilities, special & unique structures such as fountains, clocks, flag poles, awnings, marquees, signs, banners, street furniture and decorations. See Municipal Code 12.56.060. These permits must be renewed annually along with an associated business license if they are issued for use of public property by an adjacent business.
5. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during and after work, mode of operation and manner of maintenance of project petitioned for, will be approved by the Public Works Director or authorized representative prior to start of work and will be subject to the inspection of the same so as to ensure proper compliance with the terms of this permit.
6. After completion of work, the grantee will leave all streets, alleys, public places and structures in as good and safe a condition in all respects, as it was prior to the commencement of any work by grantee. Damage of any kind to any street, alley, public place, structure or public property resulting from said work by the grantee will immediately be repaired by the grantee at their own sole cost and expense, to the satisfaction of the City.
7. The Public Works Director or a designated representative may perform, order, or have done any and all work considered necessary to restore to a safe condition any street, alley, public place or structure which is in a condition that is dangerous to life or property resulting from the grantee's use, activity or work as permitted herein, and upon demand, the grantee will pay to the City all costs of such work and materials.
8. The City Council, Public Works Director or designated representative may at any time, change, amend, modify, revoke, annul or terminate this permit and/or any of the conditions herein enumerated so as to conform to any state or federal statute or City regulation pertaining to the public welfare, safety, health, convenience to the public or highway regulations as are, or may hereinafter be enacted, adopted or amended, etc. The City Council, Public Works Director or designated representative may terminate this permit if grantee fails to comply with any such changes or conditions herein enumerated.
9. In accepting this permit the grantee, their successors and/or assigns agree to defend, indemnify, and hold harmless the City, its officers, employees, and agents from any and all suits, claims, causes of actions or liabilities caused by, or arising out of, any activities conducted by the grantee resulting from the issuance of the permit.

Applicant Signature: 

(Attach this form to the standard development permit application form and submit to Chehalis Community Development office, 1321 S. Market Blvd., Chehalis, WA.)

Questions regarding the specific requirements for use of a public right-of-way may be directed to the Chehalis Public Works Department (for construction or placement of obstructions), or the Chehalis Police Department (for parades or events) at the numbers above.



Community Farmers Market at Chehalis

~ Supporting local growers, their products & our agricultural community ~

P.O. Box 746
Chehalis, WA 98532

Phone: 360-219-7710

www.chehalisfarmersmarket.com

The Community Farmers Market of Chehalis plans its 17th season of serving the community by offering fresh local produce and other foods and craft items, supporting the local economy and providing an attractive market that draws both residents and visitors to the downtown area.

Listed below are the important elements of this year's market:

- Market Dates and hours:-
 - Tuesdays, June 7th-October 30, 11 AM – 4 PM
- Market Location:
 - Boistfort Street between N. Market Blvd. and Pacific Av.
 - We ask that the market be given additional hours to set up and take down the market. We closed the street 3 hours before and one hour after market hours.
- Setup, Assembly & Barricades:
 - There is no “hard” assembly for the market. All of our vendors provide and set up their own tents and remove them the same day. No staging, fences, bleachers, etc. are part of the market equipment.
 - Vendors may enter the street during specified hours before and after market hours for setup and cleanup, but all vehicles are removed during market hours for reasons of both public safety and attractive presentation.
 - Our vendors are tasked with ensuring public safety by attaching weights to their tents, covering any electrical cords and restricting debris and other trip hazards around their booths. In addition, they are asked to keep any surplus equipment or product up against the buildings on both the east and west sides of the street so as to leave the sidewalk as clear as possible, and to sweep up any debris left around their spaces. In addition, the market maintains waste receptacles in several places during market hours, and removes bagged trash at the end of each day. With minor exception, including the occasional disposable plate or cup, we do not rely



Community Farmers Market at Chehalis

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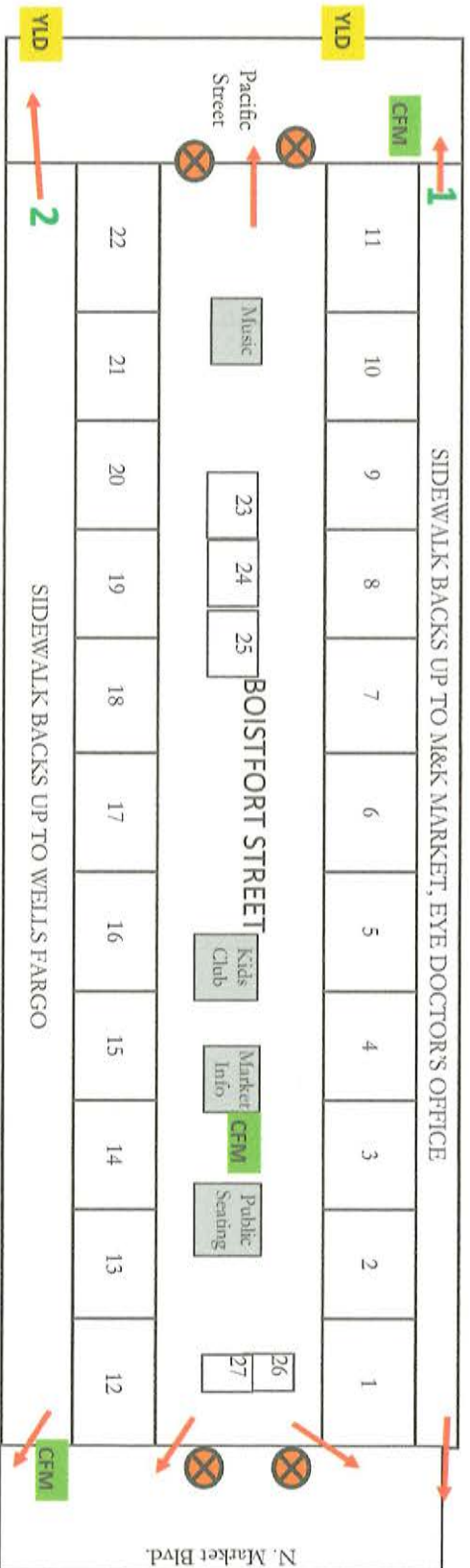
www.chehalisfarmersmarket.com

on public waste receptacles.

- Food Permits:
 - As a farmers market, we require that each of our vendors is in compliance with the requisite licensing for his or her particular product. We keep copies of applications and licenses at the market during all open hours, and require vendors to do the same. This includes our hot food vendors, who are independently licensed through the Lewis County Health Department.
- Alcohol:
 - The Greater Lewis County Farmers Market Association does not plan to sell alcohol during market dates, and at present has no registered vendors planning to do so.
- Other Concerns:
 - Regarding the recent events with COVID-19, we will base our guidelines off of recommendations from the City, State, and Federal Governments, Our local Department of Health and the Washington State Farmers Market association.

If you have any questions concerning market presence downtown this season, please feel free to address them via email to info@chehalisfarmersmarket.com.

SITE MAP FOR 2020 CHEHALIS FARMERS MARKET



Pedestrian Ingress/Egress

Notes 1,2: vendors are required to leave sidewalks clear for non-customer pedestrians

Sidewalk widths: Curb to Wells Fargo: 118", Curb to MK Market: 115", sidewalk is wider between curb and Dr. Gallinger's office.

"Street Closed" barriers—note, these are spaced far enough that they do not impede pedestrian traffic. These are placed on Boistfort St., not on the main thoroughfares of Market and Pacific.

1 2

A-Frame signs—note: no CFM signage is placed in the thoroughfare streets

Crosswalk YIELD Signs, market in accordance with requests of Chehalis Police Department (per conversation w/chief—August 2017. These are placed in the crosswalks on the corners of Pacific & Boistfort

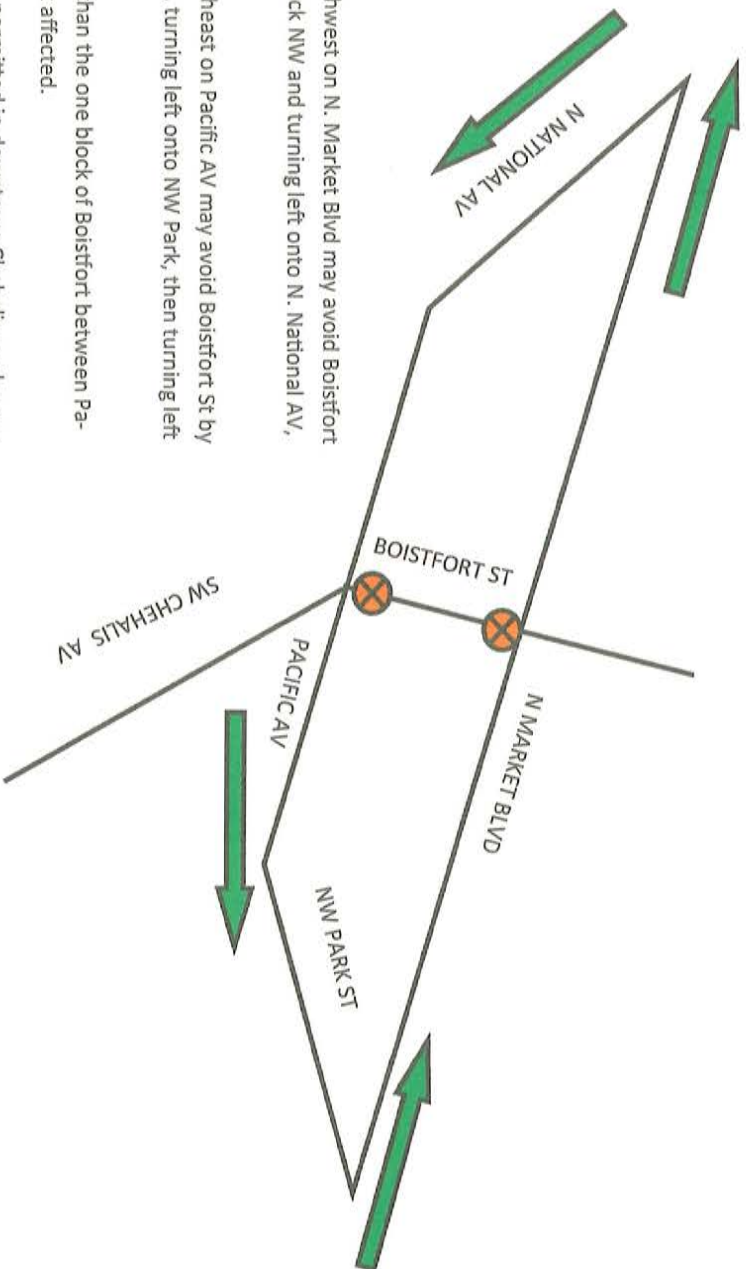
There are signs and banners attached to tents, but no independent banners are placed.

Should emergency vehicles need to enter the market, the market will move the center tents on the Boistfort St. roadway, allowing access from Pacific or NW Market. Estimated emergency moving time, 5-7 minutes. Should an emergency occur within the market, moving will begin at the time a 911 call is placed. No other vehicles are parked on Boistfort St during market hours.

There are no rest rooms at the market. Vendors and customers have been instructed by the city to use the facilities adjacent to the parking lot at the NW end of N. Market

There are no "staging areas." Vendors unload their goods and equipment at their stalls, then move their vehicles. Boxes or crates that do not fit into the 10x10' tents are placed against the building wall behind them, with attention not to block the walkway.

PROPOSED DETOUR FOR VEHICLE TRAFFIC TO AVOID
BOISFORD STREET DURING CHEHALIS FARMERS MARKET—



- Motorists traveling northwest on N. Market Blvd may avoid Boisfort St by continuing one block NW and turning left onto N. National Av, which becomes Pacific.
- Motorists traveling southeast on Pacific Av may avoid Boisfort St by continuing one block SE, turning left onto NW Park, then turning left onto N. Market.
- Traffic on streets other than the one block of Boisfort between Pacific and N Market is not affected.
- Parking for customers is permitted in downtown Chehalis, and many of the patronize other merchants on market day.
- Parking for vendors is restricted to areas non-adjacent to the downtown areas, including the lots at the NW end of N. Market. In 2017, the city asked our vendors to park in the dirt lot behind the Lewis County Historical Museum, a request with which we complied. Any complaints regarding vendor parking were dealt with at the time they were received.