

Development Review Committee is represented by the City of Chehalis:  
Building and Planning | Engineering | Public Works | Fire Department | Police Department | Airport

# Development Review Committee Agenda

Chehalis Building and Planning Department

August 16, 2023, at 9 A.M.

Meeting Location: Chehalis Airport Conference Room

**9:00 AM SE-23-010 BHGRE Northwest Home Team 5K Charity Run/Walk**

Special Event Permit for Saturday August 26<sup>th</sup> from 8am – 12pm. Better Homes and Gardens Northwest Home Team 5K charity fun run/walk throughout the Snively district. Proceeds to help provide funds for Lewis County Accessible Recreation program for adults 18+ with disabilities.

**9:30 AM SE-23-009 Lewis County Historical Museum Flying Saucer Party**

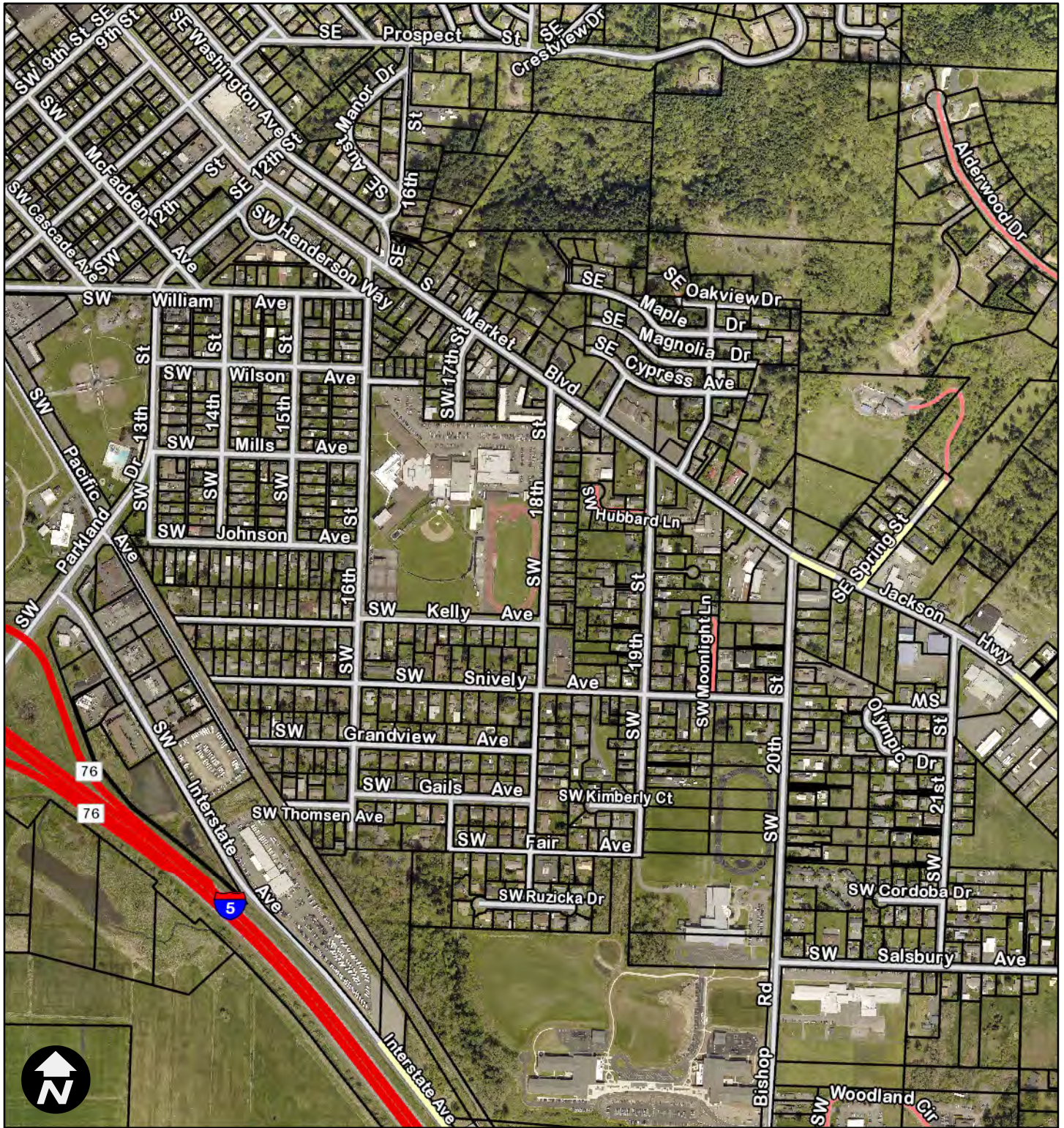
Special Event Permit for Saturday September 23<sup>rd</sup> from 8am – 9pm. Hosted by Lewis County Historical Museum, McFiler's Bar & Theater, and City Farm. Route includes booths and alcohol served inside establishments at N. Market Blvd, NW Front Way, and NW Pacific Ave where attendees will be located throughout the day.

**Interdepartmental staff meeting after the completion of DRC development items.**

Join Zoom Meeting

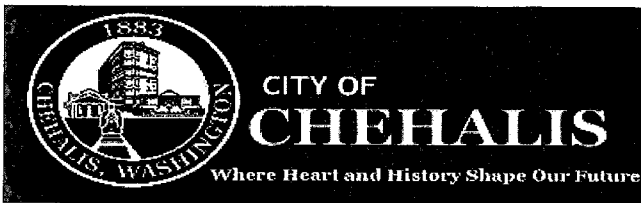
<https://us06web.zoom.us/j/83910241095?pwd=dUIlYm0rTkt6SHZCZjkxUTRlVDBUUT09>





Vicinity Map for  
Special Event Permit SE-23-010  
5K Charity Run/Walk





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** 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:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Athletic Event</b> | <input type="checkbox"/> <b>Street Event</b> |
| <input type="checkbox"/> <b>Noise Permit</b>              | <input type="checkbox"/> <b>Park Event</b>   |
| <input type="checkbox"/> <b>Car Show</b>                  | <input type="checkbox"/> <b>Parade</b>       |
| <input type="checkbox"/> <b>Other</b> _____               |  |

Name of Applicant/Organization: BIGRE Northwest Home Team

Location of event: 282 SW 13th St, Chehalis

Person in Charge: Jody Hill Address: Same as event

Phone Number: Daytime: 209-0284 Work: \_\_\_\_\_ Email: (required) jodyhill@nwhometeam.com

Additional Authorized Individuals: Jessica Sturza

Phone Number: Daytime: 345-1217 Work: \_\_\_\_\_ Email: (required) jessicasturza@nwhometeam.com

Emergency Contact: Jessica Poulos

Phone Number: Daytime: 870-0619 Work: \_\_\_\_\_ Email: (required) jessica@nwhometeam.com

Type of Activity Planned (describe event): 5K Charity Run/Walk

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:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Street Closure</b>     | <input type="checkbox"/> <b>Sidewalk Closure</b>             |
| <input type="checkbox"/> <b>Security</b>           | <input type="checkbox"/> <b>Equipment</b>                    |
| <input type="checkbox"/> <b>Garbage Collection</b> | <input type="checkbox"/> <b>Parking Restrictions</b>         |
| <input type="checkbox"/> <b>EMS</b>                | <input checked="" type="checkbox"/> <b>Other</b> <u>None</u> |

Date(s) of Proposed Event: Saturday Aug. 26th  
Hours of Operation: 8am-12pm  
Set-up Date/Time: Aug 26 @ 7am  
Dismantling Date/Time: Aug 26 @ 12pm  
Number of Staff/Volunteers: 10  
Estimated Number of Participants: 50

LOCATION/STREET(S) INVOLVED (describe area involved in event, attach map/route plan):  
Snively District - Map Attached

**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: <sup>Authentisign</sup> Jessica Poulos Date: 08/03/23

Organization/Title: BHGRE Northwest Home Team/ If nonprofit, EIN number: \_\_\_\_\_  
Owner

12th Annual

Better Homes and Gardens REAL ESTATE

NORTHWEST HOME TEAM

Presents

# 5K CHARITY FUN RUN & WALK

## SATURDAY AUGUST 26<sup>TH</sup> 2023

RUN STARTS AT 9AM

REGISTRATION STARTS AT 8:15 AM

**\$20**

### REGISTRATION FEE

REGISTER BY AUGUST 15TH & RECEIVE A T-SHIRT



Lewis County Accessible Recreation is a free program for adults 18+ with disabilities. Our goal is to provide fun social and recreational opportunities within our community.

\$20/Per Person Registration Fee. All proceeds from this race will be donated to the Lewis County Accessible Recreation.

Thank you for supporting and participating in the BHGRE Northwest Home Team benefit run/walk!

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Shirt Size: Adult - S M L XL Youth - S M L

Number of Participants: \_\_\_\_ Amount Enclosed: \_\_\_\_

Make Checks payable to BHGRE Northwest Home Team

**Registration after August 15th, 2023 No Tshirt included.**

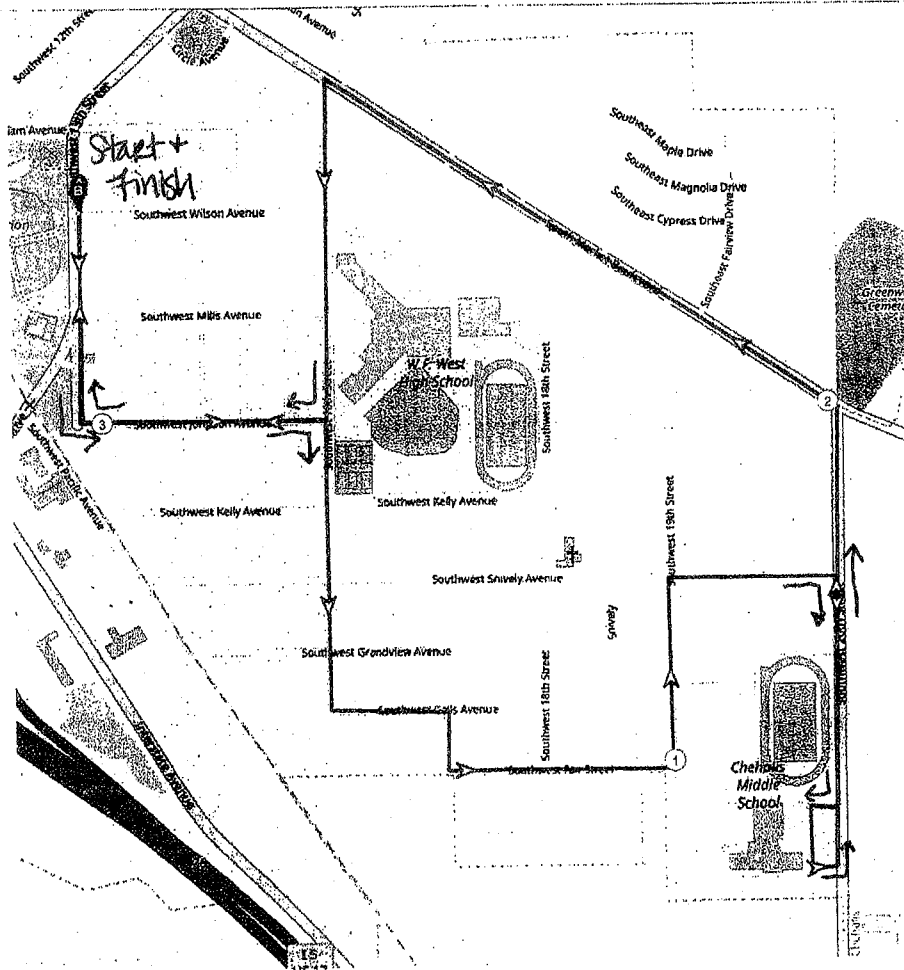
**\* STARTING AT REALTY WORLD**

- Left at 13<sup>th</sup> St
- Left at Johnson Rd
- Right on 16<sup>th</sup> St
- Left on Gails Ave
- Left on 19<sup>th</sup> St
- Right on Snively
- Right on 20<sup>th</sup> St

**\* CHEHALIS MIDDLE SCHOOL - Loop the drop off lane**

- Left on 20<sup>th</sup> (toward Market)
- Left on Market Boulevard
- Left on 16<sup>th</sup> St
- Right on Johnson Rd
- Right on 13<sup>th</sup> St

**\* END OF RACE AT REALTY WORLD!!**







Vicinity Map for  
Flying Saucer Event permit  
SE-23-009 from Front Street, to Market  
and Chehalis Ave





**Community Development Department**  
 1321 S Market Blvd. Chehalis, WA 98532  
 (360) 345-2229 / Fax: (360) 345-1039  
[www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us) email: [comdev@ci.chehalis.wa.us](mailto: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"/> <b>Athletic Event</b>   | <input type="checkbox"/> <b>Street Event</b> |
| <input type="checkbox"/> <b>Noise Permit</b>   | <input type="checkbox"/> <b>Park Event</b>   |
| <input type="checkbox"/> <b>Car Show</b>   | <input type="checkbox"/> <b>Parade</b>       |
| <input checked="" type="checkbox"/> <b>Other</b> <u>Event spread across four locations in downtown Chehalis.</u> |  |

Name of Applicant/Organization: Jason Mattson- Lewis County Historical Museum

Location of event: Lewis Co. Historical Museum, McFiler's bar & theater, City Farm

Person in Charge: Jason Mattson Address: 787 NW Ohio Ave. Chehalis

Phone Number: Daytime: (360)669-6372 Work: (360)748-0831 Email: director@lewiscountymuseum.org

Additional Authorized Individuals: Peter Lahmann

Phone Number: Daytime: (360)870-0706 Work: (360)748-0831 Email: plahmann@gmail.com

Emergency Contact: Jason Mattson

Phone Number: Daytime: (360)669-6372 Work: (360)748-0831 Email: director@lewiscountymuseum.org

Type of Activity Planned (describe event): Vendors and exhibits at the museum. Live music at the McFiler's bar. Movies at McFiler's Theater. Speakers and vendors at City Farm. All events will take place at these locations, but there will be incresed foot traffic and cars.

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

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.)

Businesses that will be affected will be notified of the event and asked to participate if they would like to.

**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: *Jason L. Mattson* Date: 8/7/2023

Organization/Title: Executive Director- Lewis County Historical Museum

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Date approved/denied \_\_\_\_\_

DRC Reviewed: \_\_\_\_\_ Reason for denial \_\_\_\_\_

Parcel #: \_\_\_\_\_

Permit #: \_\_\_\_\_



Will City of Chehalis services be requested for:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Street Closure</b>     | <input type="checkbox"/> <b>Sidewalk Closure</b>     |
| <input type="checkbox"/> <b>Security</b>           | <input type="checkbox"/> <b>Equipment</b>            |
| <input type="checkbox"/> <b>Garbage Collection</b> | <input type="checkbox"/> <b>Parking Restrictions</b> |
| <input type="checkbox"/> <b>EMS</b>                | <input type="checkbox"/> <b>Other</b> _____          |

Date(s) of Proposed Event: September 23, 2022

Hours of Operation: 9:00am- 9:00pm (approximately)

Set-up Date/Time: September 23- 8:00am

Dismantling Date/Time: September 23- 9:00pm

Number of Staff/Volunteers: 25 volunteers

Estimated Number of Participants: 1,000

LOCATION/STREET(S) INVOLVED (describe area involved in event, attach map/route plan):  
N. Market Blvd, NW Front Way, and NW Pacific Ave. These will be the main roads where the highest number of attendees will be located throughout the day.

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

Amplified sound? (Please circle) YES  NO

Alcohol? (Please circle)  YES  NO Only served at one established location. McFiler's Restaurant.

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 Four small A-frame directional signs will be placed along sidewalks.

Stage: (Please circle) YES  NO



City of Chehalis  
Community Development Dept.  
1321 S Market Blvd.  
Chehalis, WA 98532  
(360) 345-2229  
Fax (360) 345-1039  
Email: [comdev@ci.chehalis.wa.us](mailto:comdev@ci.chehalis.wa.us)

## Event Permit Application Cover Sheet

The application and all required attachments must be submitted to the Community Development Department at least **28 days prior** to the event for review and approval. If approved, it is valid for the duration of the event only. Please do not submit the application until all of the required items have been completed & attached.

Applicant Name: Lewis County Historical Museum Phone # (360)748-0831

Address: 599 NW FRONT WAY CHEHALIS, WA 98532

Contact Person director@lewiscountymuseum.org  
On Site during event: JASON MATTSO Cell # (360)669-6372

Type of Event (circle one):

Run/Walk

Bike Tour

Parade

Street Fair

Music / Amplified Entertainment

Fundraiser

Community/Farmer's Market

Other: \_\_\_\_\_

Event Title: The Chehalis Flying Saucer Party

Event Address / Location: Lewis Co. Historical Museum, McFiler's Theater/Bar, City Farm

Event Date(s): September 23

Event Hours: Start time: 9:00 (AM) / PM End time: 10:00 AM (PM)

Set up/assembly begins: 7:00 (AM) / PM Clean up completed by: 11:00 AM (PM)

Will alcohol be served at this event?  Yes  No

Anticipated number of attendees: 900

What is the power source for the event? (if needed): N/A

Please list any other details, information, etc. you feel may be helpful in the review of the event permit application: Vendors and exhibits at the museum. Live music at the McFiler's bar.

Movies at McFiler's Theater. Speakers and vendors at City Farm. All events will take place at these locations, but there will be increased foot traffic and cars.

Lawn signs will be located at 599 NW Front Way, the intersection of Chamber Way & N.National, by Wal Mart on Louisiana Ave. and at the Chehalis Timberland Library.

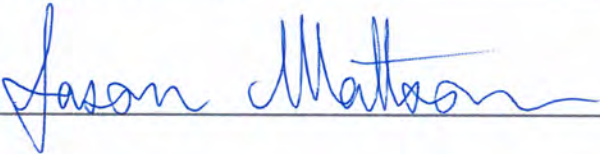
With business owners and City approval, a 16' vinyl banner will hang over Market Blvd between City Farm (456 N. Market) and the Southwest Washington Dance Center (437 N. Market).

**HOLD HARMLESS** – By my signature below I certify I understand and agree the Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Chehalis, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the applicant/organization, the applicant's/organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant/organization, its employees or representatives, concessionaires of the event or any other person or entity.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I have read, understand and agree to abide by the applicable rules & regulations. The permittee agrees to comply with all other local, state and federal requirements which may pertain to this event. I am authorized to commit the sponsoring parties to be financially responsible for any costs and fees that may be incurred by or on behalf of the event.

Print name: Jason Mattson

Date: 8/3/2023

Signature: 

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OFFICE USE ONLY:

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Zoning: \_\_\_\_\_

Permit # \_\_\_\_\_

Parcel # \_\_\_\_\_





Directional Signs



Event Locations



Potential traffic